WEST HAVEN CITY
COUNCIL AGENDA

AMENDED

WEDNESDAY, OCTOBER 16, 2024 6:00 PM
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

NOTICE IS HEREBY GIVEN THAT ON October 16, 2024 THE COUNCIL OF WEST HAVEN CITY WILL HOLD THE FOLLOWING PUBLIC MEETINGS: 5:00 PM: COUNCIL WORKSHOP 6:00 PM: REGULAR WEDNESDAY CITY COUNCIL MEETING. JOIN US DIGITALLY FOR THE WORK SESSION AND COUNCIL MEETING AT HTTPS://US06WEB.ZOOM.US/J/81581435918. WATCH LIVE AT HTTPS://WWW.YOUTUBE.COM/CHANNEL/UCEEQNQBTFZJWTGOPHMCNCBA.

5:00 Council Workshop – In City Council Chambers
NO ACTION CAN OR WILL BE TAKEN ON ANY CITY COUNCIL MEETING AGENDA ITEMS DISCUSSED DURING PRE-COUNCIL WORKSHOP - DISCUSSION OF SUCH ITEMS IS FOR CLARIFICATION OF AGENDA ITEMS.

MEETING TO ORDER: **MAYOR VANDERWOOD**

REPORTS AND DISCUSSION AS FOLLOWS:

1. **DISCUSSION-COUNCIL UPDATES**
2. **PRESENTATION AND TRAINING-WEST HAVEN CITY'S SUMMARIZED MONTHLY FINANCIAL STATEMENTS**
3. **DISCUSSION-AMENDING LETTER OF ENGAGEMENT WITH CHILD RICHARDS CPA'S & ADVISORS CREATING FINANCE DIRECTOR AND APPOINTING AMY DAVIES**
4. **UPDATE-3300 S/5100 W TENTATIVE PROJECT SCHEDULE**

6:00 PM REGULAR CITY COUNCIL MEETING

1. **MEETING CALLED TO ORDER-MAYOR VANDERWOOD**
2. **OPENING CEREMONIES**
   - A. **PLEDGE OF ALLEGIANCE-COUNCILMEMBER MORSE**
   - B. **PRAYER/MOMENT OF SILENCE-COUNCILMEMBER SAUNDERS**
3. **PUBLIC PRESENTATION:** Resident(s) attending this meeting will be allotted 2 minutes to express a concern or ask a question about any issue that **IS NOT ON THE AGENDA** No action can or will be taken on any issue(s) presented.
4. **UPCOMING EVENTS**
   Senior Lunch Bunch-October 23, 2024-11:30 AM
   Dumpster Days-October 24-26, 2024
   Pumpkin Walk-October 28, 2024-6:30 PM
   Wasatch Choice Fall Workshop-October 30, 2024-4:00 PM-Roy Municipal Center-wasatchchoice.org
5. **COUNCIL UPDATES**

AGENDA ACTION ITEMS

6. **ACTION ON CONSENT AGENDA**
   - A. **CITY COUNCIL MINUTES-MEETING HELD-OCTOBER 2, 2024**
7. **PRESENTATION-CITY MANAGER QUARTERLY FINANCIAL AUDIT REPORT**
8. **ACTION ON PLANNING COMMISSION MEETING RECOMMENDATION(S)**

A. **ACTION ON RESOLUTION 42-2024-AMENDING THE PLANNING COMMISSION POLICIES AND PROCEDURES**

9. **ACTION ON RESOLUTION 43-2024-AUTHORIZING THE REDUCTION OF SPEED ALONG 5100 W AND THE INSTALLATION OF THE TRAFFIC CONTROL DEVICES**

10. **ADVICE AND CONSENT OF; ONE (1) YOUTH COUNCIL ADVISOR APPOINTMENT SUBMITTED BY MAYOR VANDERWOOD TO FILL ONE, POSITION AVAILABLE DUE TO THE VACANT TERM LEFT BY ALLEN KEYES**

11. **DISCUSSION-CONTINUATION OF ANY AGENDA ITEM NOT PREVIOUSLY DISCUSSED OR OTHERWISE COMPLETED ON THE 5:00 WORK SESSION**

12. **ADJOURNMENT**

Emily Green

Emily Green, City Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the city recorder at 731-4519 or by email: emilyg@westhavencity.com at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The undersigned, duly appointed city recorder, does hereby certify that the above notice and agenda has been posted in the West Haven City Recorder's office; at the West Haven City Complex on the Notice Board and at westhavencity.com; emailed to the Standard-Examiner with a request that it be posted In their Wednesday night meeting section, mailed and emailed to the West Haven City Mayor and each West Haven City Council Member who has email capacity and to the city attorney

STAFF REPORT

TO: Mayor and City Council

FROM: Shawn Warnke, City Manager

DATE: October 16, 2024

SUBJECT: Training on the Monthly Financial Statement

At the City Manager's request, Amy Davies recently added new schedules to the monthly financial statements that provide insights into fund balance and capital projects. Associated with these new schedules, I have requested Amy Davies to give some training and answer questions regarding how best to understand and use the monthly financial statements. I have invited Department Heads to attend so that they can also benefit from an explanation of these new schedules contained within the monthly financial statements. Attached are the August 2024 Monthly Financial Statements that include these new schedules.

WEST HAVEN CITY

SUMMARIZED MONTHLY FINANCIAL STATEMENTS AUGUST 31, 2024

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WEST HAVEN CITY
August 31, 2024
Comments and Recommendations from Child Richards CPAs & Advisors:

CITY AS A WHOLE:

1. Total cash balance is $26,606,795 of which $14,413,221 is unrestricted and $12,193,574 is restricted. See pages 13-17 of the report for a detailed break out of the various restrictions.
2. Please see the budget to actual comparison on capital projects on page 18 of this report.

GENERAL FUND:

1. Unrestricted cash is at $2,878,207 and restricted cash is at $60,507.
2. Unrestricted fund balance is 34% of projected revenues.
3. Total revenues are $8,168 more than budgeted to date. Major components of this difference include:
   1) Licenses and Permits are $103,312 more than budgeted to date.
   2) Sales and use tax revenues are $56,181 less than budgeted to date.
   3) Charges for services are $50,176 less than budgeted to date.
4. Expenditures are $601,776 less than budgeted to date. The overall change in fund balance is an increase of $521,209.

CAPITAL PROJECTS FUND:

1. Unrestricted cash is at $9,985,531 and restricted cash is at $11,111,478.
2. Total revenues are $623,830 less than budgeted to date mainly due to unreceived grants and Class C road funds. Expenditures are $1,687,138 less than budgeted to date due to unspent funds budgeted for various capital projects. The overall change in fund balance is a decrease of $854,218.

STORM DRAIN UTILITY FUND:

1. Unrestricted cash is $1,019,283 and restricted cash is at $1,021,589.
2. Total revenues are $57,427 less than budgeted to date due to unreceived grant funds. Total expenditures are $199,444 less than budgeted to date. The overall change in fund balance is an increase of $38,500.

CEMETERY FUND

1. Unrestricted cash is at $530,200.
2. Total revenues are $5,993 more than budgeted to date. There are no budgeted expenditures. The overall change in fund balance is $18,027.

ACCOUNTANT'S REPORT

To the Mayor and Council and Management of
West Haven City
West Haven, Utah

Management is responsible for the accompanying interim financial statements of each major fund of West Haven City as of and for the two months ended August 31, 2024 in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the interim financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these interim financial statements.

Management has elected to omit substantially all of the disclosures, the government-wide financial statements, and the statements of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statements were included in the interim financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the interim financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the City.

Supplementary Information

The supplementary information contained on pages 13 to 31 is presented for purposes of additional analysis and is not a required part of the basic interim financial statements. This information is the representation of management. The information was subject to our compilation engagement; however, we have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

Child Richards CPAs & Advisors

Ogden, Utah
September 13, 2024

ROYCE J. RICHARDS, J.D., CPA | RYAN R. CHILD, CPA

2490 WALL AVENUE, OGDEN, UTAH 84401 | MAIN 801-621-0440 | FAX 801-399-9264

CITY'S CASH RECONCILIATION
FROM BANK ACCOUNTS TO THE GENERAL LEDGER
AUGUST 31, 2024

Account Number	GL Account Number	Fund	Reconciled Balance
Checking - Bank of Utah	01-1100		651,489
Cash - Combined PTIF	01-1130		25,953,607
Cash on Hand	01-1150		1,000
Cash Clearing	01-1180		698
Total Cash and Cash Equivalents			**26,606,795**

	Restricted	Unrestricted	Interfund Borrowing	Total
General Fund Cash	60,507	2,878,207	-	2,938,714
Capital Projects Cash	11,111,478	9,985,531	-	21,097,009
Storm Drain Cash	1,021,589	1,019,283	-	2,040,872
Cemetery Cash	-	530,200	-	530,200
	12,193,574	14,413,221	-	**26,606,795**

Difference between cash accounts and general ledger -

See accompanying accountant's report

ACCOUNTS PAYABLE RECONCILIATION
FROM UNPAID INVOICE REPORT TO GENERAL LEDGER
AUGUST 31, 2024

ACCOUNT	UNPAID INVOICE REPORT	GENERAL LEDGER	DIFFERENCE	
GENERAL FUND TOTAL:	$ -	$ 5,000	$ 5,000	*
CAPITAL PROJECTS TOTAL:	-	-	-	
STORM DRAIN TOTAL:	3,973	3,973	-	
CEMETERY TOTAL:	-	-	-	
	$ 3,973	$ 8,973	$ 5,000	

**NOTE: The $5,000 payable shown here is due to WHSSD for an old agreement to pay on sound system. WHSSD has not yet invoiced the City, but the balance has been accrued.*

See accompanying accountant's report

GENERAL FUND
BALANCE SHEET
AUGUST 31, 2024

	AUGUST 31, 2024	JUNE 30, 2024	Change
ASSETS:			
Unrestricted cash	$ 2,878,207	$ 2,829,808	$ 48,399
Restricted cash	60,507	60,507	(0)
Total Cash	2,938,714	2,890,315	48,399
Receivables	37,795	37,795	-
Prepaids	18,890	18,890	-
Due from other governments	1,155,947	1,259,287	(103,340)
Total Assets	$ 4,151,346	$ 4,206,287	$ (54,941)
LIABILITIES:			
Accounts payable	$ 5,001	$ 607,289	$ (602,288)
Accrued expenses	129,830	123,016	6,814
Deposits and bonds	184,100	164,776	19,324
Deferred revenue - ARPA	-	-	-
Total Liabilities	318,931	895,081	(576,150)
FUND BALANCES:			
Nonspendable - prepaid expenses	-	-	-
Restricted for municipality grant	54,507	54,507	(0)
Restricted for ramp grant	6,000	6,000	-
Unrestricted, Unassigned	3,771,908	3,250,699	521,209
Total Fund Balances	3,832,415	3,311,206	521,209
Total Liabilities and Fund Balances	$ 4,151,346	$ 4,206,286	$ (54,941)

Projected Revenues	9,237,102
Unrestricted Fund Balance	3,771,908
Budgeted, untransferred money	(651,302)
Remaining unrestricted	3,120,606
% of Budgeted Revenues (15%-35%)	34%
$ Amount below (above) the 35% limitation	112,380

See accompanying accountant's report

GENERAL FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES
AUGUST 31, 2024

	YTD Actual	Budget to Date	Variance to Date	Annual Budget
Sales and use tax	$ 989,785	$ 1,045,967	$ (56,181)	$ 6,275,800
Other taxes	50,114	42,033	8,080	252,200
Licenses and permits	230,262	126,950	103,312	761,700
Intergovernmental revenues	-	-	-	-
Charges for services	214,474	264,650	(50,176)	1,587,902
Miscellaneous Revenues	63,049	59,917	3,133	359,500
Impact Fees	-	-	-	-
Total Revenue	1,547,685	1,539,517	8,168	9,237,102
Legislative	21,474	30,825	9,351	184,950
Public Safety	469	368,567	368,098	2,211,400
Administrative	157,728	192,600	34,872	1,155,600
Planning and zoning	7,097	7,750	653	46,500
Parks	135,610	168,183	32,574	1,009,100
Parks & special events	1,239	25,667	24,428	154,000
Recreation	85,436	94,633	9,198	567,800
Community development	100,054	154,700	54,646	928,200
Nondepartmental	133,952	93,217	(40,735)	559,300
General Government Buildings	8,244	5,083	(3,161)	30,500
Emergency management (ARPA)	-	-	-	-
Public works	158,485	261,717	103,232	1,570,300
Sewer	86,429	91,133	4,704	546,800
Debt Service	-	3,917	3,917	23,500
Transfers to other funds	130,260	130,260	(0)	781,562
Total Expenditures	1,026,476	1,628,252	601,776	9,769,512
Change in Fund Balance	521,209	(88,735)	(593,608)	(532,410)

See accompanying accountant's report

CAPITAL PROJECTS FUND
BALANCE SHEET
AUGUST 31, 2024

	AUGUST 31, 2024	JUNE 30, 2024	Change
ASSETS:			
Unrestricted Cash	$ 9,985,531	$ 9,784,956	$ 200,575
Restricted Cash	11,111,478	10,974,018	137,460
Total Cash	21,097,009	20,758,974	338,035
Receivables and Prepaids	333,760	471,581	(137,821)
Total Assets	$ 21,430,769	$ 21,230,555	$ 200,214
LIABILITIES:			
Accounts Payable	$ 2	$ 654,005	$ (654,004)
Total Liabilities	2	654,005	(654,004)
FUND BALANCES:			
Restricted for park impact fees	1,954,865	1,848,493	106,372
Restricted for class c road	1,751,857	1,778,449	(26,592)
Restricted for transportation tax	2,528,131	2,444,350	83,781
Restricted for road impact fees	4,876,625	4,902,726	(26,101)
Restricted for road impact fees - GF	383,015	-	383,015
Assigned for special projects	1,724,465	1,724,465	-
Unrestricted, unassigned	8,211,810	7,878,068	333,742
Total Fund Balances	21,430,767	20,576,550	854,218
Total Liabilities and Fund Balances	$ 21,430,769	$ 21,230,555	$ 200,214

See accompanying accountant's report

CAPITAL PROJECTS FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES
AUGUST 31, 2024

	YTD Actual	Budget to Date	Variance to Date	Annual Budget
Interest Earnings	$ 191,159	$ 148,250	$ 42,909	$ 889,500
Grants	380,140	1,111,267	(731,127)	6,667,600
Road Impact Fees	319,164	80,800	238,364	484,800
Park Impact Fees	110,919	81,433	29,486	488,600
Class C	-	196,300	(196,300)	1,177,800
Transportation Tax	97,254	104,417	(7,162)	626,500
Transfer from General Fund	130,260	130,260	0	781,562
Total Revenue	1,228,897	1,852,727	(623,830)	11,116,362
Capital Equipment	104,574	56,167	(48,407)	337,000
Park Impact Fee Expenditures	98,460	66,333	(32,127)	398,000
Road Impact Fee Expenditures	61,376	294,817	233,441	1,768,900
Road Projects	32,044	1,107,883	1,075,839	6,647,300
Parks Capital Outlay	-	181,950	181,950	1,091,700
Class C	42,573	163,333	120,761	980,000
Grant Expenditures - ARPA	-	-	-	-
Transportation Tax Expenditures	35,652	191,333	155,681	1,148,000
Total Expenditures	374,679	2,061,817	1,687,138	12,370,900
Change in Fund Balance	$ 854,218	$ (209,090)	$ 1,063,307	$ (1,254,538)

See accompanying accountant's report

STORM DRAIN FUND
BALANCE SHEET
AUGUST 31, 2024

	AUGUST 31, 2024	JUNE 30, 2024	Change
ASSETS:			
Unrestricted cash	$ 1,019,283	$ 983,288	$ 35,995
Restricted cash	1,021,589	963,432	58,157
Total cash	2,040,872	1,946,720	94,152
Accounts receivable	22,266	46,886	(24,621)
Pension items	15,072	15,072	-
Construction in progress	42,012	42,012	-
Infrastructure	14,806,494	14,806,494	-
Machinery & equipment	107,316	107,316	-
Accumulated Depreciation	(2,437,117)	(2,385,083)	(52,034)
Total Assets	$ 14,596,915	$ 14,579,417	$ (52,034)
LIABILITIES:			
Accounts Payable	$ 3,974	$ 24,977	$ (21,004)
Payroll and Pension Liabilities	14,750	14,750	0
Deferred Revenue	75	75	-
Total Liabilities	18,799	39,802	(21,003)
FUND BALANCES:			
Net Investment in Capital Assets	12,518,705	12,570,739	(52,034)
Restricted for Impact Fees	967,624	912,506	55,118
Restricted for Impact Fees - Green Farms	53,965	50,925	3,040
Unrestricted, Unassigned	1,037,822	1,005,445	32,376
Total Fund Balances	14,578,116	14,539,615	38,500
Total Liabilities and Fund Balances	$ 14,596,915	$ 14,579,417	$ 17,497

See accompanying accountant's report

STORM DRAIN FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES
AUGUST 31, 2024

	YTD Actual	Budget to Date	Variance to Date	Annual Budget
Utility fees	$ 52,414	$ 51,267	$ 1,147	$ 307,600
Inspection fees	900	800	100	4,800
Interest	14,705	11,133	3,571	66,800
Grants	-	89,900	(89,900)	539,400
Impact fees	49,338	21,683	27,655	130,100
Total Revenue	117,357	174,783	(57,427)	1,048,700
Salaries and wages	15,024	14,700	(324)	88,200
Taxes	1,149	1,100	(49)	6,600
Employee benefits	7,004	7,017	12	42,100
Maintenance	3,643	67,133	63,490	402,800
Depreciation	52,034	52,033	(1)	312,200
Engineering	-	11,333	11,333	68,000
Training & Travel	-	1,000	1,000	6,000
Bad debt expense	-	833	833	5,000
Supplies	1	2,917	2,916	17,500
Capital Projects	-	75,550	75,550	453,300
Impact fees expense	-	44,683	44,683	268,100
Budgeted Totals	78,856	278,300	199,444	1,669,800
Less Capitalized Assets	-	n/a	n/a	n/a
Total Expenditures	78,856	278,300	199,444	1,669,800
Change in Fund Balance	$ 38,500	$ (103,517)	$ 142,017	$ (621,100)

See accompanying accountant's report

CEMETERY
BALANCE SHEET
AUGUST 31, 2024

	AUGUST 31, 2024	JUNE 30, 2024	Change
ASSETS:			
Unrestricted cash	$ 530,200	$ 512,174	$ 18,026
Total Cash	530,200	512,174	18,026
Receivables, Prepaids, and Inventory	-	-	-
Total Assets	$ 530,200	$ 512,174	$ 18,026
LIABILITIES:			
Accounts Payable	$ -	$ -	$ -
Total Liabilities	-	-	-
FUND BALANCES:			
Unrestricted, Unassigned	530,200	512,174	18,026
Total Fund Balances	530,200	512,174	18,026
Total Liabilities and Fund Balances	$ 530,200	$ 512,174	$ 18,026

See accompanying accountant's report

CEMETERY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES
AUGUST 31, 2024

	YTD Actual	Budget to Date	Variance to Date	Annual Budget
Cemetery plot sales	$ 13,125	$ 8,333	$ 4,792	50,000
Interest income	4,902	3,700	1,202	22,200
Total Revenue	18,027	$ 12,033	5,993	$ 72,200
Maintenance	-	-	-	-
Total Expenditures	-	-	-	-
Change in Fund Balance	$ 18,027	$ 12,033	$ 5,993	$ 72,200

See accompanying accountant's report

WEST HAVEN CITY
EQUITY RESERVES
July 31, 2024

ROAD IMPACT FEES

	REVENUE	EXPENDITURES	WACOG	INTEREST	BALANCE
					4,548,481.74
JULY 2024	272,391.79	-		20,389.41	4,841,262.94
AUGUST 2024	21,260.00	7,600.00	-	21,701.85	4,876,624.79
SEPTEMBER 2024					
OCTOBER 2024					
NOVEMBER 2024					
DECEMBER 2024					
JANUARY 2025					
FEBRUARY 2025					
MARCH 2025					
APRIL 2025					
MAY 2025					
JUNE 2025					
	293,651.79	7,600.00	-	42,091.26	

ROAD IMPACT FEES - GREEN FARMS

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				354,244.00
JULY 2024	17,008.00	-	1,587.96	372,839.96
AUGUST 2024	8,504.00	-	1,671.32	383,015.29
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	25,512.00	-	3,259.29	

PARK IMPACT FEES

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				1,848,493.01
JULY 2024	68,576.00	-	8,286.21	1,925,355.22
AUGUST 2024	25,699.00	4,820.00	8,630.76	1,954,864.98
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	94,275.00	4,820.00	16,916.97	

PARK IMPACT FEES GREEN FARMS - GENERAL FUND

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				(463,054.17)
JULY 2024	13,680.00	-	-	(449,374.17)
AUGUST 2024	5,108.00	93,640.00	-	(537,906.17)
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	18,788.00	93,640.00	-	

CLASS C ROAD

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				1,778,448.98
JULY 2024	-	-	7,972.22	1,786,421.20
AUGUST 2024	-	42,572.54	8,007.96	1,751,856.63
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	-	42,572.54	15,980.19	

TRANSPORTATION TAX

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				2,444,350.01
JULY 2024	48,117.33	-	10,957.25	2,503,424.59
AUGUST 2024	49,137.05	35,652.36	11,222.06	2,528,131.34
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	97,254.38	35,652.36	22,179.31	

STORM DRAIN IMPACT FEES - GENERAL

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				912,506.15
JULY 2024	34,596.80	-	4,090.48	951,193.43
AUGUST 2024	12,167.06	-	4,263.90	967,624.39
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	46,763.86	-	8,354.38	

STORM DRAIN IMPACT FEES - GREEN FARMS

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				50,925.34
JULY 2024	1,587.00	-	228.28	52,740.63
AUGUST 2024	987.47	-	236.42	53,964.51
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	2,574.47	-	464.70	

CAPITAL PROJECTS SPECIAL PROJECTS

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				1,724,464.50
JULY 2024	-	-	-	1,724,464.50
AUGUST 2024	-	-	-	1,724,464.50
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	-	-	-	

MUNICIPALITY GRANT

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				54,506.90
JULY 2024	-	-	-	54,506.90
AUGUST 2024	-	-	-	54,506.90
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	-	-	-	

RAMP GRANT & EZ GRANT

	REVENUE	EXPENDITURES	INTEREST	BALANCE
				6,000.00
JULY 2024	-	-	-	6,000.00
AUGUST 2024	-	-	-	6,000.00
SEPTEMBER 2024				
OCTOBER 2024				
NOVEMBER 2024				
DECEMBER 2024				
JANUARY 2025				
FEBRUARY 2025				
MARCH 2025				
APRIL 2025				
MAY 2025				
JUNE 2025				
	-	-	-	

WEST HAVEN CITY
BUDGETED & ACTUAL RESTRICTED FUND BALANCE SUMMARY
AUGUST 31, 2024

	ROAD IMPACT FEES		ROAD IMPACT FEES -GF	
	2025 BUDGET	2025 ACTUAL	2025 BUDGET	2025 ACTUAL
FUND BALANCE AS OF 6/30/2024	4,548,482	4,548,482	354,244	354,244
REVENUES	460,500	335,743	-	28,771
EXPENDITURES	(327,700)	(7,600)	-	-
FUND BALANCE AS OF 6/30/2025	4,681,282	4,876,625	354,244	383,015

	PARK IMPACT FEES		PARK IMPACT FEES - GF	
	2025 BUDGET	2025 ACTUAL	2025 BUDGET	2025 ACTUAL
FUND BALANCE AS OF 6/30/2024	1,848,493	1,848,493	(463,054)	(463,054)
REVENUES	454,400	111,192	34,200	18,788
EXPENDITURES	(368,300)	(4,820)	(30,000)	(93,640)
FUND BALANCE AS OF 6/30/2025	1,934,593	1,954,865	(458,854)	(537,906)

	CLASS C ROAD		TRANSPORTATION TAX	
	2025 BUDGET	2025 ACTUAL	2025 BUDGET	2025 ACTUAL
FUND BALANCE AS OF 6/30/2024	1,778,449	1,778,449	2,444,350	2,444,350
REVENUES	1,177,800	15,980	626,500	119,434
EXPENDITURES	(980,000)	(42,573)	(980,000)	(35,652)
FUND BALANCE AS OF 6/30/2025	1,976,249	1,751,857	2,090,850	2,528,131

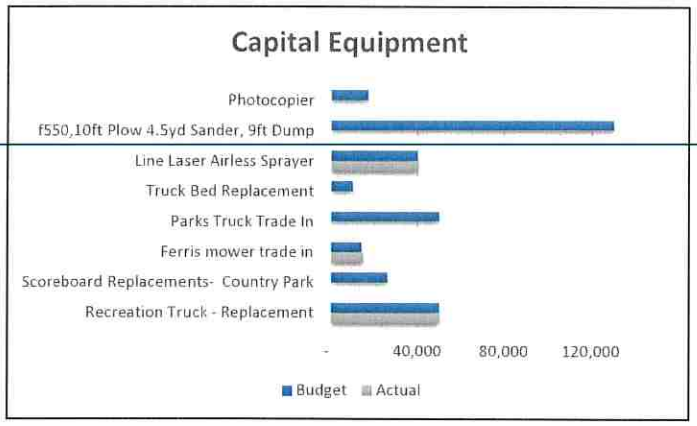
	STORM DRAIN IMPACT FEES		STORM DRAIN IMPACT FEES -	
	2025 BUDGET	2025 ACTUAL	2025 BUDGET	2025 ACTUAL
FUND BALANCE AS OF 6/30/2024	912,506	912,506	50,925	50,925
REVENUES	123,600	55,118	6,500	3,039
EXPENSES	(262,100)	-	(6,000)	-
FUND BALANCE AS OF 6/30/2025	774,006	967,624	51,425	53,965

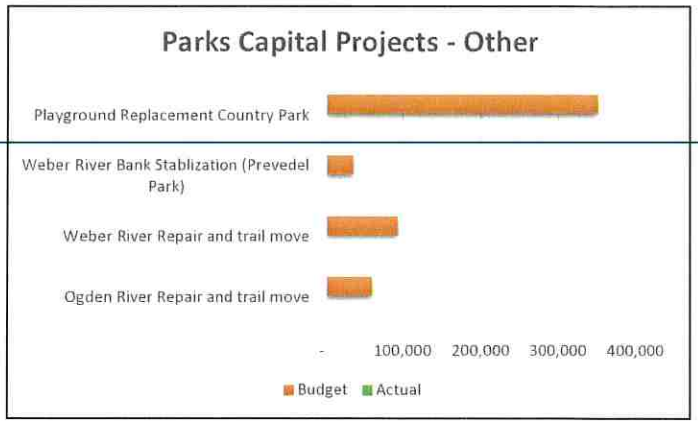
CITY OF WEST HAVEN
FY25 CAPITAL PROJECTS BUDGET TO DATE
August 31, 2024

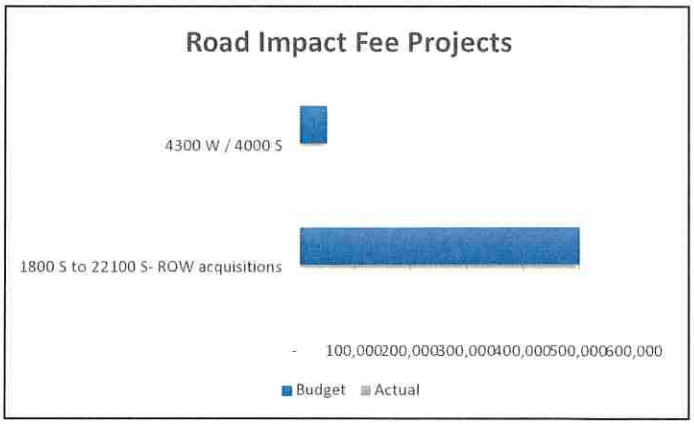
	BUDGETED EXPENSES *BY REVENUE FUNDING SOURCE*				ACTUAL EXPENSES	DIFFERENCE
	GRANTS	RESTRICTED REVENUES	UNRESTRICTED REVENUES	TOTAL FY25 BUDGET	TOTAL THRU JULY	BUDGET % SPENT
CAPITAL PROJECTS FUND						
CAPITAL EQUIPMENT						
Recreation Truck - Replacement			50,000	50,000	49,986	99.97%
Scoreboard Replacements- Country Park			26,000	26,000	-	0.00%
Ferris mower trade in			14,000	14,000	14,699	104.99%
Parks Truck Trade In			50,000	50,000	-	0.00%
Truck Bed Replacement			10,000	10,000	-	0.00%
Line Laser Airless Sprayer			40,000	40,000	39,890	99.73%
f550,10ft Plow 4.5yd Sander, 9ft Dump			130,000	130,000	-	0.00%
Photocopier			17,000	17,000	-	0.00%
Total	-	-	**337,000**	**337,000**	**104,575**	**31.03%**
PARK IMPACT FEE PROJECTS						
Windsor Park	222,000	222,000		444,000	-	0.00%
Prevedel Park Amphitheater	50,000	50,000		100,000	-	0.00%
RAMP - Bleacher Improvements	142,700	96,300		239,000	5,019	2.10%
Fishing Pier- Green Farms	140,000	160,000		300,000	94,280	31.43%
Poulter Pond		250,000		250,000	-	0.00%
Total	**554,700**	**778,300**	-	**1,333,000**	**99,299**	**7.45%**
PARKS CAPITAL OUTLAY PROJECTS						
Ogden River Repair and trail move			59,000	59,000	-	0.00%
Weber River Repair and trail move			93,000	93,000	-	0.00%
Weber River Bank Stablization (Prevedel Park)			35,000	35,000	-	0.00%
Playground Replacement Country Park			350,000	350,000	-	0.00%
Total	-	-	**537,000**	**537,000**	-	**0.00%**
ROAD IMPACT FEE PROJECTS						
1800 S to 22100 S- ROW acquisitions		295,000	205,000	500,000	-	0.00%
4300 W / 4000 S		32,700	17,300	50,000	-	0.00%
Other/Misc				-	7,600	N/A
Total	-	**327,700**	**222,300**	**550,000**	**7,600**	**0%**
OTHER ROAD PROJECTS						
2700 W (WACOG)	1,012,900		428,300	1,441,200	63,550	4.41%
3300 S to 3600 S (WACOG)	2,800,000		650,000	3,450,000	22,270	0.65%
1800 S 1900 W intersection (WACOG)	350,000		200,000	550,000	-	0.00%
3300 S and 5100 W (WACOG)	1,900,000		475,000	2,375,000	-	0.00%
5100 W 4000 S			50,000	50,000	-	0.00%
Total	**6,062,900**	-	**1,803,300**	**7,866,200**	**85,820**	**1.09%**
TRANSPORTATION SALES TAX PROJECTS						
4300 South		794,000		794,000	-	0.00%
2700 South		70,000		70,000	-	0.00%
Sidewalk Inventory		250,000		250,000	-	0.00%
Mountain View Pedestrian lights		24,000		24,000	-	0.00%
Haven Bay Flashing lights		10,000		10,000	-	0.00%
OTHER					35,652	N/A
Total	-	**1,148,000**	-	**1,148,000**	**35,652**	**3.11%**
TOTAL CAPITAL PROJECTS FUND	**6,617,600**	**2,254,000**	**2,899,600**	**11,771,200**	**332,946**	**2.83%**

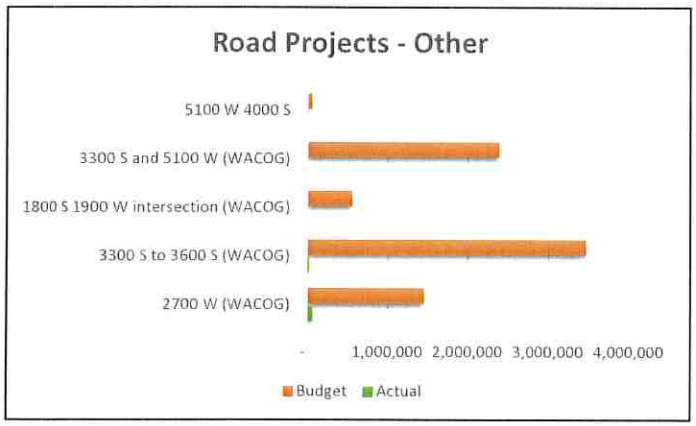
	BUDGETED EXPENSES *BY REVENUE FUNDING SOURCE*				ACTUAL EXPENSES	DIFFERENCE
	GRANTS	RESTRICTED REVENUES	UNRESTRICTED REVENUES	TOTAL FY25 BUDGET	TOTAL THRU JULY	BUDGET % SPENT
STORM DRAIN FUND						
STORM WATER PROJECTS						
New Storm Water Pipe on 2700 W	220,500	56,700	37,800	315,000	-	0.00%
New Storm Water Pipe 5100 W (WACOG)	51,100	76,700	51,100	178,900	-	0.00%
New Storm Water Pipe 3300 S	232,800	34,900	23,300	291,000	-	0.00%
New Storm Water Pipe Layton Canal		84,800	56,500	141,300	-	0.00%
New Storm Water Pipe Hooper Slough (WACOG)	35,000	15,000		50,000	-	0.00%
Total	**539,400**	**268,100**	**168,700**	**976,200**	**-**	**0.00%**
TOTAL STORM DRAIN FUND	**539,400**	**268,100**	**168,700**	**976,200**	**-**	**0.00%**

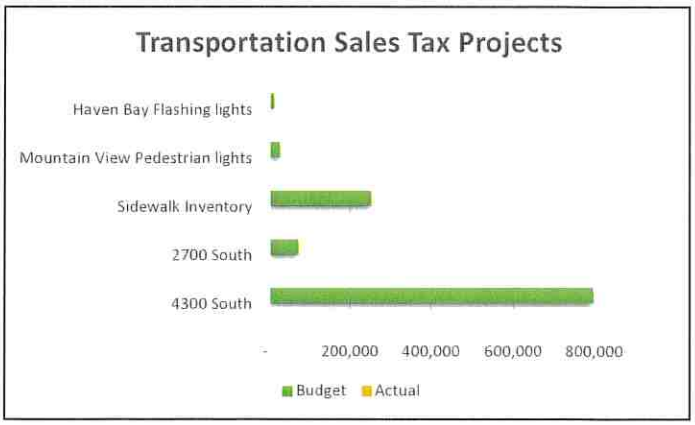
WEST HAVEN CITY - CAPITAL PROJECTS BUDGET TO ACTUAL

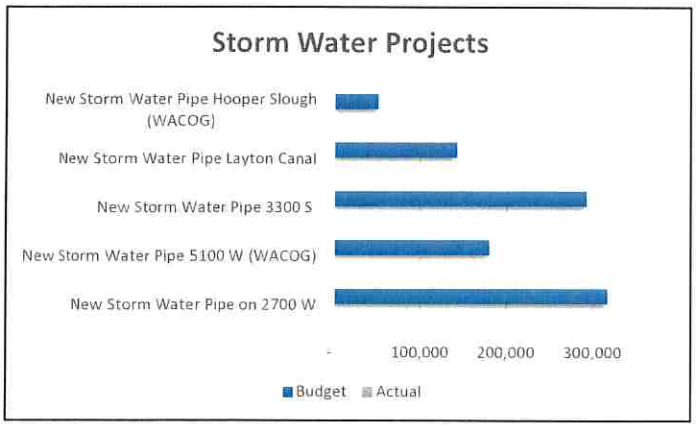












APPENDIX A

REVENUES AND EXPENDITURES BY ACCOUNT

CITY OF WEST HAVEN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	TAX					
10-3130	SALES AND USE TAX	519,857.25	989,785.48	6,275,800.00	5,286,014.52	15.8
10-3140	FRANCHISE TAX	25,795.06	25,795.06	108,000.00	82,204.94	23.9
10-3191	TELECOMMUNICATIONS TAX	4,437.57	9,012.70	55,000.00	45,987.30	16.4
10-3192	MUNICIPALITY GRANT	.00	.00	16,700.00	16,700.00	.0
10-3193	ROOM TAX	7,180.53	15,305.92	72,500.00	57,194.08	21.1
	TOTAL TAX	557,270.41	1,039,899.16	6,528,000.00	5,488,100.84	15.9
	LICENSE AND PERMITS					
10-3210	BUSINESS LICENSES	800.00	15,888.19	123,000.00	107,111.81	12.9
10-3220	MISCELLANEOUS BUILDING FEEES	16,145.58	45,444.04	108,800.00	63,355.96	41.8
10-3221	BUILDING PERMITS	64,794.68	161,082.24	509,900.00	348,817.76	31.6
10-3225	MISC BUILDING DEVELOPMENT FEES	7,847.50	7,847.50	20,000.00	12,152.50	39.2
	TOTAL LICENSE AND PERMITS	89,587.76	230,261.97	761,700.00	531,438.03	30.2
	CHARGES FOR SERVICES					
10-3410	ADMINISTRATIVE SERVICES WHSSD	51,416.67	51,416.67	611,102.00	559,685.33	8.4
10-3471	HERITAGE DAYS	.00	4,203.41	55,000.00	50,796.59	7.6
10-3472	PARK RENTAL FEES	535.57	979.47	7,000.00	6,020.53	14.0
10-3474	RECREATION CONCESSIONS AND SAL	.00	.00	1,500.00	1,500.00	.0
10-3475	RECREATION FEES	11,079.54	29,348.04	131,500.00	102,151.96	22.3
10-3476	DONATIONS	275.00	1,002.00	1,000.00	(2.00)	100.2
10-3477	RECREATION FEE WAIVERS	.00	.00	(500.00)	(500.00)	.0
10-3480	COMMUNITY ROOM RENTAL	740.00	1,280.00	5,000.00	3,720.00	25.6
10-3485	SANITATION SERVICES	63,201.77	126,244.83	776,300.00	650,055.17	16.3
	TOTAL CHARGES FOR SERVICES	127,248.55	214,474.42	1,587,902.00	1,373,427.58	13.5
	MISCELLANEOUS REVENUES					
10-3605	FINES AND FORFEITURES	13,154.74	27,908.38	160,000.00	132,091.62	17.4
10-3610	INTEREST EARNINGS	17,260.47	34,310.89	133,500.00	99,189.11	25.7
10-3640	SALE OF FIXED ASSETS	.00	.00	46,000.00	46,000.00	.0
10-3650	MISCELLANEOUS REVENUES	146.62	829.90	20,000.00	19,170.10	4.2
10-3699	USE (CONTRIBUTION) OF FUND BAL	.00	.00	532,410.00	532,410.00	.0
	TOTAL MISCELLANEOUS REVENUES	30,561.83	63,049.17	891,910.00	828,860.83	7.1
	TOTAL FUND REVENUE	804,668.55	1,547,684.72	9,769,512.00	8,221,827.28	15.8

CITY OF WEST HAVEN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	LEGISLATIVE					
10-4111	SALARIES AND WAGES	8,343.00	16,686.00	102,100.00	85,414.00	16.3
10-4113	SOCIAL SECURITY	638.23	1,276.46	7,700.00	6,423.54	16.6
10-4114	EMPLOYEE BENEFITS	1,191.14	3,016.33	15,800.00	12,783.67	19.1
10-4115	CITY COUNCIL TRAINING AND TRAV	495.00	495.00	11,500.00	11,005.00	4.3
10-4116	CITY COUNCIL PROJECTS	.00	.00	42,000.00	42,000.00	.0
10-4123	CLOTHING ALLOWANCE	.00	.00	450.00	450.00	.0
10-4143	YOUTH COUNCIL	.00	.00	5,400.00	5,400.00	.0
	TOTAL LEGISLATIVE	10,667.37	21,473.79	184,950.00	163,476.21	11.6
	PUBLIC SAFETY					
10-4210	POLICE DEPARTMENT	322,378.00	.00	2,013,800.00	2,013,800.00	.0
10-4211	CROSSING GUARDS	435.30	435.30	45,000.00	44,564.70	1.0
10-4213	CROSSING GUARDS TAXES	33.32	33.32	3,400.00	3,366.68	1.0
10-4241	EMERGENCY MANAGEMENT	.00	.00	30,500.00	30,500.00	.0
10-4253	ANIMAL CONTROL	.00	.00	118,700.00	118,700.00	.0
	TOTAL PUBLIC SAFETY	322,846.62	468.62	2,211,400.00	2,210,931.38	.0
	ADMINISTRATIVE					
10-4311	SALARIES AND WAGES - ADMIN	37,749.95	92,694.28	520,400.00	427,705.72	17.8
10-4313	SOCIAL SECURITY - CITY MGR	2,869.02	7,043.97	40,600.00	33,556.03	17.4
10-4314	EMPLOYEE BENEFITS - ADMIN	21,543.44	29,950.65	164,000.00	134,049.35	18.3
10-4317	ADMIN TRAINING/TRAVEL	1,679.00	1,679.00	9,100.00	7,421.00	18.5
10-4324	OFFICE SUPPLIES	1,969.53	2,177.57	24,000.00	21,822.43	9.1
10-4325	FURNITURE AND FIXTURES	369.00	369.00	49,000.00	48,631.00	.8
10-4330	AUDIT	.00	.00	14,500.00	14,500.00	.0
10-4332	ATTORNEY	18,563.33	18,813.33	217,000.00	198,186.67	8.7
10-4334	ECONOMIC DEVELOPMENT	.00	.00	52,500.00	52,500.00	.0
10-4335	TREASURER	5,000.00	5,000.00	60,000.00	55,000.00	8.3
10-4390	EDUCATION - COMMUNITY PROMOTIO	.00	.00	4,500.00	4,500.00	.0
	TOTAL ADMINISTRATIVE	89,743.27	157,727.80	1,155,600.00	997,872.20	13.7
	PLANNING AND ZONING					
10-4465	PLANNING COMMITTEE	3,541.72	6,591.72	42,300.00	35,708.28	15.6
10-4466	PLANNING COM. SOCIAL SECURITY	271.80	505.10	3,200.00	2,694.90	15.8
10-4467	TRAINING AND TRAVEL	.00	.00	1,000.00	1,000.00	.0
	TOTAL PLANNING AND ZONING	3,813.52	7,096.82	46,500.00	39,403.18	15.3

CITY OF WEST HAVEN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PARKS					
10-4511	PARKS SALARIES AND WAGES	28,861.50	73,200.59	426,500.00	353,299.41	17.2
10-4512	PARKS SEASONAL WAGES	1,692.00	3,731.84	39,300.00	35,568.16	9.5
10-4513	PARKS SOCIAL SECURITY	2,337.14	5,892.99	32,200.00	26,307.01	18.3
10-4514	EMPLOYEE BENEFITS	21,353.96	28,519.98	196,500.00	167,980.02	14.5
10-4515	PROFESSIONAL SERVICES	7,000.00	7,000.00	48,000.00	41,000.00	14.6
10-4516	TRAINING AND TRAVEL	35.00	35.00	3,700.00	3,665.00	1.0
10-4540	MATERIALS AND SUPPLIES	16,003.72	17,229.37	198,200.00	180,970.63	8.7
10-4541	MAINTENANCE	.00	.00	47,200.00	47,200.00	.0
10-4579	ENGINEERING	.00	.00	17,500.00	17,500.00	.0
	TOTAL PARKS	77,283.32	135,609.77	1,009,100.00	873,490.23	13.4
	PARKS & SPECIAL EVENTS					
10-4620	HEART OF THE HOLIDAYS/LIGHTING	.00	.00	12,500.00	12,500.00	.0
10-4621	WEST HAVEN DAYS	1,000.00	1,095.00	113,000.00	111,905.00	1.0
10-4623	ARBOR DAY	.00	.00	5,000.00	5,000.00	.0
10-4625	SENIOR ACTIVITIES	.00	.00	3,000.00	3,000.00	.0
10-4626	OTHER EVENTS	.00	.00	8,500.00	8,500.00	.0
10-4627	COMMUNITY COMMITTEES	.00	.00	6,000.00	6,000.00	.0
10-4664	ARTS COUNCIL	143.82	143.82	6,000.00	5,856.18	2.4
	TOTAL PARKS & SPECIAL EVENTS	1,143.82	1,238.82	154,000.00	152,761.18	.8
	RECREATION					
10-4711	SALARIES AND WAGES	13,268.88	34,040.83	161,000.00	126,959.17	21.1
10-4712	SEASONAL WAGES	2,998.44	7,030.71	93,000.00	85,969.29	7.6
10-4713	SOCIAL SECURITY	999.78	2,565.88	12,300.00	9,734.12	20.9
10-4714	EMPLOYEE BENEFITS	11,287.13	13,928.03	74,700.00	60,771.97	18.7
10-4715	OFFICIALS BUDGET	975.00	975.00	57,300.00	56,325.00	1.7
10-4716	PROFESSIONAL SERVICES	.00	.00	5,000.00	5,000.00	.0
10-4717	TRAINING AND TRAVEL	.00	.00	5,400.00	5,400.00	.0
10-4718	SEASONAL TAXES	215.72	510.43	6,000.00	5,489.57	8.5
10-4742	ADULT VOLLEYBALL	.00	.00	4,100.00	4,100.00	.0
10-4743	BASEBALL MATERIALS	6,407.31	6,407.31	27,500.00	21,092.69	23.3
10-4744	BASKETBALL	.00	.00	34,400.00	34,400.00	.0
10-4745	FOOTBALL	1,036.92	8,896.81	40,000.00	31,103.19	22.2
10-4746	FLAG FOOTBALL	8,410.62	8,440.23	13,500.00	5,059.77	62.5
10-4747	OUTDOOR RECREATION	2,086.41	2,086.41	5,600.00	3,513.59	37.3
10-4748	WEBSITE	299.00	554.00	11,300.00	10,746.00	4.9
10-4770	RAMP & MUNICIPALITY GRANT	3,790.00	.00	16,700.00	16,700.00	.0
	TOTAL RECREATION	51,775.21	85,435.64	567,800.00	482,364.36	15.1

CITY OF WEST HAVEN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	COMMUNITY DEVELOPMENT					
10-4811	COMMUNITY DEVELOPMENT WAGES	24,668.95	63,702.69	445,800.00	382,097.31	14.3
10-4812	COMMUNITY DEVELOPMENT ENGINEER	4,022.75	.00	70,000.00	70,000.00	.0
10-4813	COMMUNITY DEVELOPMENT TAXES	1,887.19	4,873.27	33,500.00	28,626.73	14.6
10-4814	COMMUNITY DEVELOPMENT BENEFITS	22,196.48	28,412.84	228,300.00	199,887.16	12.5
10-4815	MEMBERSHIPS	.00	212.08	1,300.00	1,087.92	16.3
10-4821	PROFESSIONAL SERVICES	.00	2,000.00	130,000.00	128,000.00	1.5
10-4824	SUPPLIES	29.34	290.09	4,300.00	4,009.91	6.8
10-4863	TRAINING & TRAVEL	355.00	563.26	15,000.00	14,436.74	3.8
	TOTAL COMMUNITY DEVELOPMENT	53,159.71	100,054.23	928,200.00	828,145.77	10.8
	NONDEPARTMENTAL					
10-5115	MEMBERSHIPS	.00	.00	15,000.00	15,000.00	.0
10-5135	WORKMENS COMPENSATION FUND	2,270.12	2,270.12	18,000.00	15,729.88	12.6
10-5145	TELEPHONE	3,327.12	5,241.21	46,000.00	40,758.79	11.4
10-5150	INSURANCE	59,012.64	59,012.64	60,500.00	1,487.36	97.5
10-5151	VEHICLE MAINTENANCE	.00	.00	31,000.00	31,000.00	.0
10-5152	FUEL	5,124.57	5,124.57	50,000.00	44,875.43	10.3
10-5155	COMPUTER EQUIPMENT & SOFTWARE	23,801.48	36,443.88	159,000.00	122,556.12	22.9
10-5161	NON-DEPARTMENTAL OTHER	6,132.17	16,229.39	22,800.00	6,570.61	71.2
10-5164	BAD DEBT EXPENSE	.00	.00	15,000.00	15,000.00	.0
10-5170	MAINTENANCE	2,871.40	3,595.40	76,000.00	72,404.60	4.7
10-5175	UTILITIES	3,520.62	6,033.68	66,000.00	59,966.32	9.1
	TOTAL NONDEPARTMENTAL	106,060.12	133,950.89	559,300.00	425,349.11	24.0
	GENERAL GOVERNMENT BUILDINGS					
10-5211	JANITOR WAGES	2,798.68	7,658.55	28,300.00	20,641.45	27.1
10-5213	JANITOR TAXES	214.10	585.88	2,200.00	1,614.12	26.6
	TOTAL GENERAL GOVERNMENT BUILDINGS	3,012.78	8,244.43	30,500.00	22,255.57	27.0

CITY OF WEST HAVEN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PUBLIC WORKS					
10-6011	SALARIES AND WAGES	15,509.18	40,936.06	287,400.00	246,463.94	14.2
10-6013	SOCIAL SECURITY	1,186.44	3,131.59	21,500.00	18,368.41	14.6
10-6014	EMPLOYEE BENEFITS	14,754.95	18,818.79	148,000.00	129,181.21	12.7
10-6030	ENGINEERING	4,350.00	.00	40,000.00	40,000.00	.0
10-6032	EMERGENCY PROJECTS	.00	.00	10,000.00	10,000.00	.0
10-6033	SIGNS HARDWARE POSTS	1,788.00	1,788.00	22,000.00	20,212.00	8.1
10-6034	MATERIALS AND IMPROVEMENTS	209.16	209.16	20,000.00	19,790.84	1.1
10-6035	STREET LIGHTING	3,480.65	6,781.72	31,250.00	24,468.28	21.7
10-6037	SANITATION SERVICES	69,116.76	69,116.76	822,900.00	753,783.24	8.4
10-6038	STREET LIGHTING - INSTALLATION	4,890.20	10,475.20	93,750.00	83,274.80	11.2
10-6040	SERVICES	561.64	591.59	18,000.00	17,408.41	3.3
10-6042	TRAINING AND TRAVEL	146.00	146.00	3,500.00	3,354.00	4.2
10-6043	SUPPLIES	694.46	694.46	22,500.00	21,805.54	3.1
10-6050	VEHICLE MAINTENANCE	4,111.85	5,795.51	20,000.00	14,204.49	29.0
10-6051	FUEL	(913.34)	.00	.00	.00	.0
10-6052	EQUIPMENT RENTAL	.00	.00	8,000.00	8,000.00	.0
10-6065	DRUG TESTING	.00	.00	1,500.00	1,500.00	.0
	TOTAL PUBLIC WORKS	119,885.95	158,484.84	1,570,300.00	1,411,815.16	10.1
	SEWER					
10-6111	SEWER WAGES AND BENEFITS	20,966.44	56,130.61	337,800.00	281,669.39	16.6
10-6113	SEWER TAXES	1,570.54	4,210.50	25,600.00	21,389.50	16.5
10-6114	SEWER BENEFITS	20,213.10	26,087.79	183,400.00	157,312.21	14.2
	TOTAL SEWER	42,750.08	86,428.90	546,800.00	460,371.10	15.8
	DEBT SERVICE					
10-7110	DEBT SERVICE PRINCIPAL	.00	.00	22,000.00	22,000.00	.0
10-7120	DEBT SERVICE INTEREST	.00	.00	1,500.00	1,500.00	.0
	TOTAL DEBT SERVICE	.00	.00	23,500.00	23,500.00	.0
	OTHER FUNDS					
10-7300	TRANSFER TO CAPITAL PROJECTS	65,130.17	130,260.34	781,562.00	651,301.66	16.7
	TOTAL OTHER FUNDS	65,130.17	130,260.34	781,562.00	651,301.66	16.7
	TOTAL FUND EXPENDITURES	947,271.94	1,026,474.89	9,769,512.00	8,743,037.11	10.5
	NET REVENUE OVER EXPENDITURES	(142,603.39)	521,209.83	.00	(521,209.83)	.0

CITY OF WEST HAVEN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

CAPITAL PROJECTS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
13-3310	FEDERAL/LOCAL GRANTS	.00	380,139.94	6,667,600.00	6,287,460.06	5.7
	TOTAL SOURCE 33	.00	380,139.94	6,667,600.00	6,287,460.06	5.7
	RESTRICTED REVENUES					
13-3430	ROAD IMPACT FEES	21,260.00	293,651.79	460,500.00	166,848.21	63.8
13-3435	ROAD IMPACT FEES - GREEN FARMS	8,504.00	25,512.00	24,300.00	(1,212.00)	105.0
13-3456	CLASS C ROAD ALLOTMENT	.00	.00	1,177,800.00	1,177,800.00	.0
13-3457	TRANSPORTATION SALES TAX	49,137.05	97,254.38	626,500.00	529,245.62	15.5
13-3470	PARK IMPACT FEES	25,699.00	92,132.00	454,400.00	362,268.00	20.3
13-3473	PARK IMPACT FEES - GREEN FARMS	5,108.00	18,788.00	34,200.00	15,412.00	54.9
	TOTAL RESTRICTED REVENUES	109,708.05	527,338.17	2,777,700.00	2,250,361.83	19.0
	MISCELLANEOUS REVENUES					
13-3610	INTEREST EARNINGS	96,165.48	191,160.67	889,500.00	698,339.33	21.5
	TOTAL MISCELLANEOUS REVENUES	96,165.48	191,160.67	889,500.00	698,339.33	21.5
	FUND BALANCE AND TRANSFER					
13-3910	GENERAL FUND TRANSFER	65,130.17	130,260.34	781,562.00	651,301.66	16.7
13-3999	USE (CONTRIBUTION) OF FUND BAL	.00	.00	1,254,538.00	1,254,538.00	.0
	TOTAL FUND BALANCE AND TRANSFER	65,130.17	130,260.34	2,036,100.00	1,905,839.66	6.4
	TOTAL FUND REVENUE	271,003.70	1,228,899.12	12,370,900.00	11,142,000.88	9.9

CITY OF WEST HAVEN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

CAPITAL PROJECTS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PARKS					
13-4515	CAPITAL EQUIPMENT	104,575.00	104,575.00	337,000.00	232,425.00	31.0
13-4530	PARK IMPACT FEE EXPENDITURES	5,019.00	4,820.00	368,000.00	363,180.00	1.3
13-4532	PARK IMPACT FEES - GREEN FARMS	274,668.27	93,640.00	30,000.00	(63,640.00)	312.1
13-4535	PARKS CAPITAL OUTLAY	.00	.00	1,091,700.00	1,091,700.00	.0
	TOTAL PARKS	384,262.27	203,035.00	1,826,700.00	1,623,665.00	11.1
	ROAD IMPACT FEES					
13-6080	ROAD IMPACT FEES	15,475.00	7,600.00	327,700.00	320,100.00	2.3
13-6081	ROAD IMPACT FEES - 3300 S	3,481.00	.00	.00	.00	.0
13-6082	ROAD IMPACT FEES - GREEN FARMS	466.25	.00	.00	.00	.0
13-6083	2700 W ROAD PROJECT	15,980.00	53,776.00	1,441,200.00	1,387,424.00	3.7
13-6085	ROAD PROJECTS	42,015.75	32,044.00	6,647,300.00	6,615,256.00	.5
	TOTAL ROAD IMPACT FEES	77,418.00	93,420.00	8,416,200.00	8,322,780.00	1.1
	CLASS C ROADS					
13-6255	CRACKSEAL	.00	.00	150,000.00	150,000.00	.0
13-6260	SLURRY SEAL	42,572.54	42,572.54	126,000.00	83,427.46	33.8
13-6265	ROAD STRIPING	.00	.00	60,000.00	60,000.00	.0
13-6270	SALT	.00	.00	50,000.00	50,000.00	.0
13-6275	CHIP SEAL	450.00	.00	239,000.00	239,000.00	.0
13-6280	ASHPALT PATCH & OVERLAY	.00	.00	355,000.00	355,000.00	.0
	TOTAL CLASS C ROADS	43,022.54	42,572.54	980,000.00	937,427.46	4.3
	OTHER RESTRICTED					
13-6310	TRANSPORTATION SALES TAX	38,354.36	35,652.36	1,148,000.00	1,112,347.64	3.1
	TOTAL OTHER RESTRICTED	38,354.36	35,652.36	1,148,000.00	1,112,347.64	3.1
	TOTAL FUND EXPENDITURES	543,057.17	374,679.90	12,370,900.00	11,996,220.10	3.0
	NET REVENUE OVER EXPENDITURES	(272,053.47)	854,219.22	.00	(854,219.22)	.0

CITY OF WEST HAVEN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

CEMETERY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CHARGES FOR SERVICES					
45-3477	CEMETERY PLOT SALES	5,025.00	12,100.00	25,000.00	12,900.00	48.4
45-3480	OPENING & CLOSING FEES	1,025.00	1,025.00	25,000.00	23,975.00	4.1
	TOTAL CHARGES FOR SERVICES	6,050.00	13,125.00	50,000.00	36,875.00	26.3
	MISCELLANEOUS REVENUES					
45-3610	INTEREST INCOME	2,465.78	4,901.55	22,200.00	17,298.45	22.1
	TOTAL MISCELLANEOUS REVENUES	2,465.78	4,901.55	22,200.00	17,298.45	22.1
	TOTAL FUND REVENUE	8,515.78	18,026.55	72,200.00	54,173.45	25.0

CITY OF WEST HAVEN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

CEMETERY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CEMETERY EXPENSES					
45-4460	INCREASE IN FUND BALANCE	.00	.00	72,200.00	72,200.00	.0
	TOTAL CEMETERY EXPENSES	.00	.00	72,200.00	72,200.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	72,200.00	72,200.00	.0
	NET REVENUE OVER EXPENDITURES	8,515.78	18,026.55	.00	(18,026.55)	.0

CITY OF WEST HAVEN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

STORM WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	CHARGES FOR SERVICES					
51-3410	STORM DRAIN UTILITY FEES	26,265.62	52,413.55	307,600.00	255,186.45	17.0
51-3420	STORM WATER INSPECTION FEE	.00	900.00	4,800.00	3,900.00	18.8
51-3430	OPERATING GRANTS - LOCAL	.00	.00	86,100.00	86,100.00	.0
	TOTAL CHARGES FOR SERVICES	26,265.62	53,313.55	398,500.00	345,186.45	13.4
	MISCELLANEOUS REVENUES					
51-3610	INTEREST EARNINGS	7,397.34	14,704.66	66,800.00	52,095.34	22.0
51-3630	STORM WATER IMPACT FEES	12,167.06	46,763.86	123,600.00	76,836.14	37.8
51-3631	STORM WATER IMPACT FEES - GF	987.47	2,574.47	6,500.00	3,925.53	39.6
51-3670	CAPITAL GRANTS - LOCAL	.00	.00	453,300.00	453,300.00	.0
	TOTAL MISCELLANEOUS REVENUES	20,551.87	64,042.99	650,200.00	586,157.01	9.9
	USE OF FUND BALANCE					
51-3999	USE (CONTRIBUTION) OF FUND BAL	.00	.00	621,100.00	621,100.00	.0
	TOTAL USE OF FUND BALANCE	.00	.00	621,100.00	621,100.00	.0
	TOTAL FUND REVENUE	46,817.49	117,356.54	1,669,800.00	1,552,443.46	7.0

CITY OF WEST HAVEN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2024

STORM WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	OPERATION AND MAINTENANCE					
51-4411	SALARIES AND WAGES	5,889.61	15,024.03	88,200.00	73,175.97	17.0
51-4413	SOCIAL SECURITY	450.56	1,149.35	6,600.00	5,450.65	17.4
51-4414	EMPLOYEE BENEFITS	5,475.64	7,004.28	42,100.00	35,095.72	16.6
51-4450	STORM DRAIN MAINTENANCE	1,756.00	3,643.48	144,000.00	140,356.52	2.5
51-4451	DEPRECIATION EXPENSE	26,017.00	52,034.00	312,200.00	260,166.00	16.7
51-4452	VEHICLE MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
51-4453	FUEL	.00	.00	2,000.00	2,000.00	.0
51-4454	MEMBERSHIPS	.00	.00	3,000.00	3,000.00	.0
51-4455	STORM WATER IMPACT FEES EXPENS	.00	.00	268,100.00	268,100.00	.0
51-4456	ENGINEERING	.00	.00	68,000.00	68,000.00	.0
51-4457	STORM WATER PROJECTS - CAPITAL	.00	.00	453,300.00	453,300.00	.0
51-4460	BAD DEBT EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-4462	PROFESSIONAL SERVICES	.00	.00	15,000.00	15,000.00	.0
51-4463	TRAINING & TRAVEL	.00	.00	3,000.00	3,000.00	.0
51-4464	SUPPLIES	.00	.00	2,500.00	2,500.00	.0
51-4465	STORM WATER PROJECTS - MAINT	.00	.00	254,800.00	254,800.00	.0
	TOTAL OPERATION AND MAINTENANCE	39,588.81	78,855.14	1,669,800.00	1,590,944.86	4.7
	TOTAL FUND EXPENDITURES	39,588.81	78,855.14	1,669,800.00	1,590,944.86	4.7
	NET REVENUE OVER EXPENDITURES	7,228.68	38,501.40	.00	(38,501.40)	.0

STAFF REPORT

TO: Mayor and City Council

FROM: Shawn Warnke, City Manager

DATE: October 16, 2024

SUBJECT: Amending the Letter of Engagement with Child Richards CPA's & Advisors creating Finance Director and appointing Amy Davies

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Amending the Letter of Engagement & Associated Fee with Child Richards CPAs & Advisors. The City has a letter of engagement and flat fee arrangement with Child Richards CPAs & Advisors to provide financial services for the City. The flat fee $5,000 per month, which has been this amount since July 2021. Several weeks ago, Ryan Child requested that the City Council consider modifying the fee arrangement. More specifically, Child Richards CPAs & Advisors stated that the flat fee arrangement has the firm in a situation where they are doing work for free, as described in more detail below.

Child Richards CPAs & Advisors' time in West Haven City and the District varies monthly, with heavy months at year-end accounting and audit preparation. The highest months are July, August, September, December, and January. Child Richards CPAs & Advisor's time input has increased for a few reasons: 1) growing City and more to cover, 2) capital project accounting, and 3) accounting standard changes such as lease standards and subscription-based information technology arrangements, implemented one year ago.

Over the past twelve months, Child Richards CPAs & Advisors stated that their billing came up to $85,692, but the firm billed the fee of $60,000 to the City. With a fixed fee arrangement, Child Richards CPAs & Advisors proposes a flat of $6,250 per month, totaling $75,000 per year between the City and District. Increase line item by $15,000.

Finance Director Position. As stated above, the City has hired Child Richards CPAs & Advisors to provide financial services. The services have been specifically provided by Ryan Child, Katie Giddens, and Amy Davies. Ryan Child performs or oversees all of the statutory duties of the City Treasurer. Katie Giddens, functions as the Deputy Treasurer. Amy Davies functions as the Finance Director by overseeing the accounting function of the City, filing reports, preparing the monthly financial statements, preparing the year-end financial statements, etc. I have included the applicable sections from Utah Code at the bottom of this staff report associated with the City Treasurer and Finance Director.

It is proposed that the City Council formalize what is being done in practice by creating the Finance Director position within the West Haven City Ordinance and, after that, appoint Amy Davies to this position. This proposed change aims to recognize the current organizational structure within West Haven City. There is no additional cost proposed by Child Richard associated with the specific creation of the Finance Director and the appointment of Amy Davies since, in practice, this does not change how the contract functions. The proposed cost increase noted above is attributed to the overall growth within the City and the implementation of new accounting standards.

To create the office of the Finance Director, it is proposed that the West Haven City Ordinance be amended as shown below to create the position of the Finance Director.

WEST HAVEN CITY ORDINANCE- RECORDER, FINANCE DIRECTOR, AND TREASURER

§ 31.35 APPOINTMENT.

On, or before, the first Monday in February following a municipal election, the Mayor, with the advice and consent of the City Council, shall appoint a qualified person to the offices of City Treasurer, Finance Director, and City Recorder.

(Prior Code, § 2.02.020) (Ord. 18-2020, passed 5-20-2020)

§ 31.36 TERMS OF OFFICE.

The terms of office of the City Recorder, Finance Director, and City Treasurer shall be until the municipal election following their appointment, unless they are removed sooner by the Mayor with the concurrence of a majority of the members of the City Council. All other appointive officers shall serve at will until a successor is appointed and qualified, or as otherwise set out in this code.
(Prior Code, § 2.02.020.0100) (Ord. 18-2020, passed 5-20-2020)

SELECTED EXCERPTS FROM UTAH CODE FOR CITY TREASURER & FINANCE DIRECTOR

10-6-141. City treasurer -- Duties generally.

(1) The city treasurer is custodian of all money, bonds, or other securities of the city.

(2) The city treasurer shall:

(a) determine the cash requirements of the city and provide for the investment of all money by following the procedures and requirements of Title 51, Chapter 7, State Money Management Act;

(b) receive all public funds and money payable to the city, within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue;

(c) keep an accurate detailed account of all money received under Subsection (2)(b) in the manner provided in this chapter and as directed by the legislative body of the city by ordinance or resolution; and

(d) collect all special taxes and assessments as provided by law and ordinance.

10-6-142. City treasurer -- Receipts for payment.

The city treasurer shall give or cause to be given to every person paying money to the city treasury, a receipt or other evidence of payment therefor, specifying, as appropriate, the date of payment and upon which account paid and shall file the duplicate of the receipt, a summary report, or other evidence of payment in the office of the auditor or recorder.

10-6-143. City treasurer or deputy -- Duties with respect to issuance of checks.

The treasurer, or in his absence a deputy treasurer appointed by the governing body, shall sign all checks prepared by the auditor or recorder. Prior to affixing the signature, the treasurer or deputy treasurer shall determine that a sufficient amount is on deposit in the appropriate bank account of the city to honor the check. The governing body may also designate a person, other than the city auditor or the city recorder, to countersign checks.

10-6-157. Director of finance in certain cities and towns.

(1) The legislative body of a city of the third, fourth, or fifth class or of a town may, by resolution or ordinance, create a director of finance position to perform the financial duties and responsibilities of the city recorder or town clerk, as the case may be, as established by this chapter.

(2) A director of finance:

(a) shall be:

(i) a qualified person; and

(ii) appointed and removed by the mayor, with the advice and consent of the legislative body; and

(b) may not assume the duties of the city or town treasurer.

(3) The legislative body may adopt the financial administrative duties of the director of finance prescribed in the Uniform Accounting Manual for Utah Cities.

C|R

CHILD RICHARDS

— CPAs & ADVISORS —

October 9, 2024

West Haven City and
West Haven Special Service District:

We are pleased to provide services for the City and District with accounting, internal controls, and annual budget and reporting preparation. Ryan Child will be the individual charged with serving as Treasurer and Amy Davies will perform the functions of Finance Director. However, all the firm's resources will be available to the governments and the firm of Child Richards CPAs and Advisors will be able to allocate/assign duties in order to cover the responsibilities in a timely and efficient manner.

The scope of services to be performed for the City, separated by duties of the Finance Director and Treasurer, include the following:

Finance Director Duties

1) Reconcile all bank statements and maintain adequate balances in all accounts.
2) Prepare monthly financial statements for the governing boards.
3) Provide insight into possible improvements in controls, efficiencies, or compliance related matters.
4) Prepare and upload the annual impact fee report to the State Auditors' Office.
5) Prepare annual financial report including statements, reconciliations, note disclosures and Management Discussion and Analysis.
6) Prepare and monitor annual budgets and assist with budget amendments throughout the year.
7) Assist with accounting software.
8) Provide occasional presentations on understanding the information provided in financial statements to the governing body.
9) Calculate storm drain and sanitation fees due from the District to the City, prepare monthly invoice, and reconcile balances due to and from both entities.
10) Prepare and maintain fixed asset schedules, record estimated depreciation, and evaluate expenditures that meet capitalization criteria
11) Prepare and maintain equity reserve schedules to calculate restricted fund balances.
12) Monitor monthly expenditures as compared to budgets to date and propose adjusting entries as needed for proper classification.

Treasurer Duties

1) Prepare any necessary tax documents at year end including W2s of the board members and 1099s of the City.
2) Prepare and upload the semi-annual deposit and investment form for the Utah Money Management Act.
3) Assist the governments with the state transparency reporting requirements.
4) Review invoices and documentation of disbursements including signing of checks.
5) Review payroll reports and tax returns as prepared by payroll processing firm.
6) Monitors cash balances to ensure sufficient funds are on hand to meet the City's needs, and performs bank transfers as necessary
7) Evaluates banking and investment options to maximize investment returns while complying with the Utah Money Management Act
8) The treasurer will oversee, assist, and fill in for the duties of the finance director as deemed appropriate in the circumstances.

Finance/Treasurer Joint Duties

1) Prepare memos or other meaningful documents to assist in the understanding of the financial related matters of the governments.
2) Assistance in complying with governmental accounting standards including all related GASB pronouncements and state compliance related issues.
3) Provide assistance in working with the Independent Auditor, bond financial advisors, bank officers and other professional consultants.
4) Other financial and accounting issues as requested by the Mayor and City Council.
5) Provide assistance on the creation and modifications of a capital budgeting plan over several years in coordination with city management, engineers, and the Mayor and City Council.

The scope of services to be performed for the District, separated by duties of the Finance Director and Treasurer, include the following:

Finance Director Duties

1) Reconcile all bank statements and maintain adequate balances in all accounts.
2) Prepare monthly financial statements for the governing board.
3) Provide insight into possible improvements in controls, efficiencies, or compliance related matters.
4) Prepare and upload the annual impact fee report to the State Auditors' Office.
5) Preparation of the annual financial report including statements, reconciliations, note disclosures and Management Discussion and Analysis.
6) Preparation and monitoring of annual budgets.
7) Assistance with accounting software.
8) Other financial and accounting issues as requested by the Board of Directors.
9) Prepare and maintain fixed asset schedules and evaluate expenditures that meet capitalization criteria
10) Calculate storm drain and sanitation fees due from the District to the City, prepare monthly invoice, and reconcile balances due to and from both entities.
11) Monitor monthly expenditures as compared to budgets to date and propose adjusting entries as needed for proper classification.

Treasurer Duties

1) Prepare any necessary tax documents at year end including W2s of the board members and 1099s of the District.
2) Prepare and upload the semi-annual deposit and investment form for the Utah Money Management Act.
3) Assist the governments with the state transparency reporting requirements.
4) Monitors cash balances to ensure sufficient funds are on hand to meet the Districts needs, and performs bank transfers as necessary
5) Evaluates banking and investment options to maximize investment returns while complying with the Utah Money Management Act

Finance/Treasurer Joint Duties

1) Prepare memos or other meaningful documents to assist in the understanding of the financial related matters of the governments.
2) Assistance in complying with governmental accounting standards including all related GASB pronouncements and state compliance related issues.
3) Provide assistance in working with the Independent Auditor, bond financial advisors, bank officers and other professional consultants.

Fees for these services will begin for October's services in 2024 and will be billed at $6,250 per month in total for the City and District combined with an annual cost of living adjustment (COLA) equivalent to the COLA given to City employees at the beginning of each budget year. The COLA adjusted fee will begin for July's services of each year the COLA is adopted through budgetary process. The monthly fee may be billed in one combined bill or separated between the City and District at a proportionate share of 85% and 15% respectively. The combined or separate billing may be determined by the City and District or modified on an ongoing basis.

If the above items agree with your understanding, please acknowledge accordingly.

Thank you for the opportunity to serve.

Child, Richards CPAs & Advisors

RESPONSE:

This letter correctly sets forth the understanding of West Haven City and West Haven Special Service District.

West Haven City

By_____
Mayor

Attest_____
City Recorder

Date_____

West Haven Special Service District

By_____
Board Chairman

Attest_____
Board Recorder

Date_____

STAFF REPORT

TO: Mayor and City Council

FROM: Shawn Warnke, City Manager

DATE: October 16, 2024

SUBJECT: Tentative Construction Schedule for the 5100 West & 3300 South Road Projects

Attached is the most recent version of the tentative construction schedule for the 5100 West and 3300 South Road Projects. Ed Mignone, City Engineer, will be at the meeting to answer questions regarding the construction schedule.

Nate Davis

To: Nate Davis
Subject: West Haven City - 3300 S & 5100 W roadway widening project construction schedule

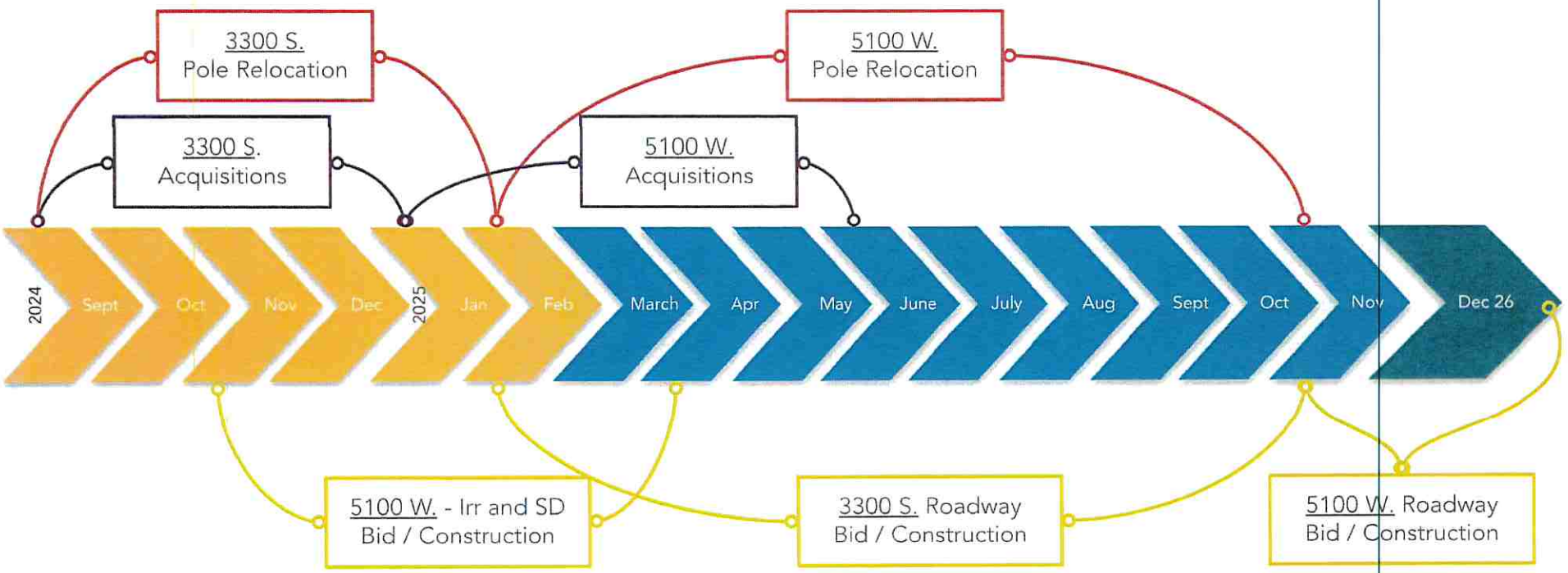
The following is a tentative construction schedule to coordinate having all of the existing utilities relocated out of the construction limits:

See the following tentative construction outline:

1. **Phase 1: 5100 West Utility Phase**
    - **Bid time:** Nov 2024
    - **Construction time:** Nov 2024 – April 2025
    - **Project Limits:**
        - 5100 West (3500 S to 3800 S)
    - **Project Scope:**
        - New irrigation and storm drain installation on 5100 West that needs to be completed in the off season of the irrigation.
        - Piping existing irrigation and storm drain ditches
2. **Phase 2: 3300 South Roadway Phase**
    - **Bid time:** Spring 2025
    - **Construction time:** April 2025 – Nov 2025
    - **Project Limits:**
        - 3300 South (4700 W to 5100 W)
    - **Project Scope:**
        - New storm drain installation
        - 3300 South roadway widening and reconstruction
3. **Phase 3: 5100 West Roadway Phase**
    - **Bid time:** Spring 2026
    - **Construction time:** April 2026 – Nov 2026
    - **Project Limits:**
        - 5100 West (3250 S to 4050 S)
    - **Project Scope:**
        - New storm drain installation for roadway crossings
        - 5100 West roadway widening and reconstruction
        - 4000 South & 5100 West Intersection connection improvements

3300 SOUTH / 5100 WEST
TENTATIVE SCHEDULE

Power | Construction | ROW



WEST HAVEN CITY
COUNCIL MEETING MINUTES

October 02, 2024 6:00 PM
City Council Chambers
4150 South 3900 West, West Haven, UT 84401

6:00 PM REGULAR CITY COUNCIL MEETING

1. **MEETING CALLED TO ORDER-MAYOR VANDERWOOD**

The council met for their regularly scheduled meeting held in the council chambers. Mayor Vanderwood called the meeting to order at 6:01 pm. and welcomed those in attendance.

2. **OPENING CEREMONIES**

   A. **PLEDGE OF ALLEGIANCE-COUNCILMEMBER CALL**

   B. **PRAYER/MOMENT OF SILENCE-COUNCILMEMBER DIXON**

3. **PUBLIC PRESENTATION:** Resident(s) attending this meeting will be allotted 2 minutes to express a concern or ask a question about any issue that **IS NOT ON THE AGENDA** No action can or will be taken on any issue(s) presented.

No one came up at this time.

4. **UPCOMING EVENTS**
Senior Lunch Bunch-October 23, 2024-11:30 AM
Dumpster Days-October 24-26, 2024
Pumpkin Walk-October 28, 2024-6:30 PM
Wasatch Choice Fall Workshop-October 30, 2024-4:00 PM-Roy Municipal Center (5051 S 1900 W)-wasatchchoice.org

5. **COUNCIL UPDATES**

Councilmember Saunders announced the Holsey family as the September yard of the month winners.

Councilmember Call gave an overview of the Art Festival.

AGENDA ACTION ITEMS

6. **ACTION ON CONSENT AGENDA**

   A. **CITY COUNCIL MINUTES-MEETING HELD-SEPTEMBER 18, 2024**

   B. **WEBER COUNTY SHERIFF-$495,949.00-INV.#56395**

   C. **CASTLE CREEK HOMES-$267,968.80-INV.#2024.0912**

   D. **ADVANCED PAVING AND CONSTRUCTION-$284,232.97-INV.#5012**

   E. **NILSON HOMES-$53,948.80-INV.#POULTER POND RELEASE #1**

   F. **NILSON HOMES-$29,530.18-INV.#POULTER POND RELEASE #2**

DRAFT

Kim Dixon made a motion to approve. **Nina Morse** seconded the motion.

AYES:	Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp
NAYS:	
RECUSED:	

7. **PUBLIC HEARING-FOR THE PURPOSE OF SOLICITING PUBLIC INPUT ON OPENING THE CURRENT 2024-2025 BUDGET TO MAKE CERTAIN ADJUSTMENTS**

Shawn Warnke gave went over the budget amendments.

Nina Morse made a motion Enter into Public Hearing. **Ryan Swapp** seconded the motion.

AYES:	Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp
NAYS:	
RECUSED:	

Mayor Vanderwood invited the public up for comment.

No one came up at this time.

Nina Morse made a motion Leave Public Hearing. **Carrie Call** seconded the motion.

AYES:	Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp
NAYS:	
RECUSED:	

8. **ACTION ON PUBLIC HEARING-ACTION ON ORDINANCE 32-2024-AMENDING THE CURRENT 2024-2025 CITY BUDGET**

Mayor Vanderwood said he would prefer the credit card fees be addressed with a new policy such as requiring them to pay the fees or pay by check instead of amending the budget.

Councilmember Morse agreed with charging a convenience fee.

Councilmember Saunders agreed.

Councilmember Call asked if the budget amendment addresses fees right now.

Shawn Warnke said it is for both and we could hold off on this part of the amendment until later.

Kim Dixon made a motion to adopt ordinance 32-2024 with the exception of line item 10-5161 to review that for a later date. **Nina Morse** seconded the motion.

AYES:	Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp
NAYS:	
RECUSED:	

9. **ACTION ON LETTER OF SUPPORT-WAGE INCREASE FOR WEBER COUNTY SHERIFF EMPLOYEES**

Councilmember Saunders expressed some concern over sending this letter right now. He said he would like to take a bit more time to look at the shortage to avoid a wage war.

Councilmember Dixon asked what his concerns are.

Councilmember Saunders said sometimes there are more programs that require more employees and suggested reaching out to the public to create a better public image. He said he thinks this is not just a funds issue.

Mayor Vanderwood said he thinks this is an issue with the funding source not the Sheriff's department. He said that the Sheriff's office has been shorted staff for a while now.

Councilmember Swapp said he is in favor of sending this in now.

Councilmember Morse agreed.

Councilmember Dixon agreed.

Councilmember Call said she thinks it is fine to send the letter out now but can understand some of the concerns.

Nina Morse made a motion to approve sending a letter of support. **Ryan Swapp** seconded the motion.

AYES:	Councilmember Call, Councilmember Morse, Councilmember Dixon, Councilmember Swapp
NAYS:	Councilmember Saunders
RECUSED:	

9. **ACTION ON RESOLUTION 40-2024-REIMBURSEMENT AGREEMENT BETWEEN IVORY HOMES DEVELOPMENT, LLC AND WEST HAVEN CITY FOR STORM DRAIN SYSTEM IMPROVEMENT**

Edward Mignone went over the agreement.

Carrie Call made a motion to adopt resolution 40-2024. **Nina Morse** seconded the motion.

AYES:	Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp
NAYS:	
RECUSED:	

11. **ACTION ON RESOLUTION 41-2024-TO SUBMIT GRANT APPLICATIONS FOR RAMP FUNDING**

Ryan Swapp made a motion to adopt resolution 41-2024. **Ryan Saunders** seconded the motion.

AYES:	Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp
NAYS:	
RECUSED:	

12. **DISCUSSION-SIDEWALK INVENTORY AND POSSIBLE FUNDING SOURCES TO CONSTRUCT ROAD AND SIDEWALK IMPROVEMENTS**

Shawn Warnke went over funding sources for sidewalks.

Councilmember Saunders asked if there are any funding sources not listed.

Shawn Warnke said there is not any that he knows of.

Councilmember Dixon suggested focusing on school routes.

Councilmember Swapp said he is not in favor of using the transportation tax or Class B or Class C road funds on sidewalks. He said he is in favor of going forward with the energy tax, but would like the resolution or ordinance to show it is only for sidewalks.

Mayor Vanderwood asked how the Council feels about implementing a tax.

Councilmember Call said she would prefer to use transportation funds.

Mayor Vanderwood suggested talking to the Public Works Director about where the budget could be modified to allow more funds for sidewalks.

13. **ADJOURNMENT**

Nina Morse made a motion to adjourn at 7:40 PM. **Carrie Call** seconded the motion.

AYES:	Councilmember Call, Councilmember Saunders, Councilmember Morse, Councilmember Dixon, Councilmember Swapp
NAYS:	
RECUSED:	

Emily Green
City Recorder

Date Approve:

DRAFT

STAFF REPORT

TO: Mayor and City Council

FROM: Shawn Warnke, City Manager

DATE: October 16, 2024

SUBJECT: City Manager Quarterly Audit Report – 1st Quarter of FY 2025

Background

According to Section 36.22(B) of the West Haven City Purchasing Policy, it states,

(A) The City Manager shall be responsible for conducting an audit of all purchases made for the city for compliance with the requirements of this chapter.

(B) On the first City Council meeting following the end of each fiscal quarter, the City Manager shall provide a written report to the City Council with detailed findings regarding those purchases made in that fiscal quarter that total between $10,000.00 and $50,000.00.

Below is a report of the purchases made in the 1st quarter of FY 2025 within the parameters outlined by the City Council.

City of West Haven — Payment Approval Report - Payment Approval For Qtrly Review — Page: 1
Report dates: 7/1/2024-9/30/2024 — Oct 09, 2024 07:56AM

Report Criteria:
Detail report.
Invoices with totals above $0.00 included.
Only paid invoices included.
[Report].Amount Paid = {between}10000-50000

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
9218	COTTLE HOMES	ESCROW REL	ESCROW RELEASE 1	10-2200	09/09/2024	25,680.65	25,680.65	09/19/2024	
7831	WEBER COUNTY ANIMAL SERV	56357	ANIMAL SERVICES	10-4253	09/01/2024	16,150.00	16,150.00	09/19/2024	
7831	WEBER COUNTY ANIMAL SERV	56358	ANIMAL SERVICES	10-4253	09/01/2024	13,503.00	13,503.00	09/19/2024	
9131	PRO EDGE TECHNOLOGY, LLC	7007	CAMERAS CITY HALL	10-4325	08/26/2024	11,533.70	11,533.70	09/05/2024	
9131	PRO EDGE TECHNOLOGY, LLC	7008	CAMERAS COMMUNITY CENTE	10-4325	08/26/2024	12,887.74	12,887.74	09/05/2024	
7627	UTAH LOCAL GOVERNMENT TR	1614384	AUTOMOBILE	10-5150	07/25/2024	16,147.60	16,147.60	08/08/2024	
7627	UTAH LOCAL GOVERNMENT TR	1614385	LIABILITY INSURANCE	10-5150	07/25/2024	25,345.26	25,345.26	08/08/2024	
7627	UTAH LOCAL GOVERNMENT TR	1614386	PROPERTY INVOICE	10-5150	07/25/2024	14,722.95	14,722.95	08/08/2024	
7814	WASTE MANAGEMENT	2141294-2682-	GARBAGE SERVICES	10-6037	07/01/2024	36,207.86	36,207.86	07/18/2024	
7814	WASTE MANAGEMENT	2143480-2682-	GARBAGE SERVICES	10-6037	08/01/2024	36,704.76	36,704.76	08/08/2024	
7814	WASTE MANAGEMENT	2145070-2682-	GARBAGE SERVICES	10-6037	09/03/2024	36,514.76	36,514.76	09/19/2024	
7844	WEBER COUNTY TRANSFER S	022-01628076-	GARBAGE SERVICES	10-6037	07/31/2024	32,412.00	32,412.00	08/08/2024	
7844	WEBER COUNTY TRANSFER S	022-01640772-	GARBAGE SERVICES	10-6037	09/03/2024	33,945.50	33,945.50	09/19/2024	
6640	SHERWIN-WILLIAMS	5995-3	PAINT SPRAYER	13-4515	07/23/2024	39,890.00	39,890.00	08/08/2024	
7950	WILKINSON SUPPLY	461219	FERRIS MOWERS	13-4515	08/01/2024	14,699.00	14,699.00	08/08/2024	
9023	YOUNG IN MORGAN	12S4574	RECREATION VEHICLE	13-4515	08/05/2024	49,986.00	49,986.00	08/08/2024	
2644	GARDNER ENGINEERING	1831	5100 W/3300 S	13-6080	08/01/2024	15,552.92	15,552.92	09/05/2024	
9195	COTTONWOOD TITLE INSURAN	15-076-0056	ACQUISITION 2700 W	13-6083	08/30/2024	19,456.00	19,456.00	09/05/2024	
9195	COTTONWOOD TITLE INSURAN	2228 S 2700 W	2700 W PROPERTY ACQUISITIO	13-6083	07/17/2024	30,050.00	30,050.00	07/18/2024	
9195	COTTONWOOD TITLE INSURAN	2277 S 2700 W	2700 W PROPERTY ACQUISITIO	13-6083	07/18/2024	16,001.00	16,001.00	07/18/2024	
9195	COTTONWOOD TITLE INSURAN	2684 W 2400 S	ACQUISITION 2700 W	13-6083	08/26/2024	24,607.00	24,607.00	09/05/2024	
7256	THURGOOD EXCAVATING INC	2402-04	2402 2700 W CANAL PROJECT	13-6083	08/20/2024	27,327.75	27,327.75	09/05/2024	
9525	AVENUE CONSULTANTS	10986	ACQUISITIONS	13-6085	08/28/2024	43,100.00	43,100.00	09/05/2024	
9195	COTTONWOOD TITLE INSURAN	4965 W 3300 S	3300 S LAND ACQUISITION	13-6085	08/08/2024	22,270.00	22,270.00	08/08/2024	
349	ANDERSEN ASPHALT LLC	5457	FAIRHAVEN	13-6260	08/02/2024	16,127.86	16,127.86	08/22/2024	
349	ANDERSEN ASPHALT LLC	5463	SEALCOAT	13-6260	07/29/2024	39,649.19	39,649.19	08/08/2024	
6318	SAFETY SUPPLY & SIGN	190069	SIGNS	13-6310	07/01/2024	26,592.18	26,592.18	08/22/2024	
	Grand Totals:					697,064.68	697,064.68		

STAFF REPORT

TO: Mayor, City Council, and City Manager

FROM: Amy Hugie, City Attorney/Interim City Planner

DATE: October 10, 2024

SUBJECT: Amend Planning Commission Policies and Procedures

The following staff report discusses the need to amend the Planning Commission Policies and Procedures:

Background

The Planning Commission has an adopted set of Policies and Procedures. After recent review, the Staff makes the following recommendations:

1. When a topic comes up for discussion on the agenda, Staff should present the topic along with any recommendations. After that presentation, then the Planning Commission can ask any questions of the staff or the applicant. This will help the meeting move forward in a more concise manner. This is also the same way that topics are handled at the City Council level.
2. The Chairperson of the Planning Commission will identify how each member voted after each vote. The Secretary has been having a difficulty in identifying on the recording specifically who has voted and how they have voted.
3. Changing "Planning Director" to "Community Development Director or designee" since the City does not have a Planning Director.
4. Changing application submission deadlines to 15 days ahead of the next Planning Commission meeting instead of 14 days in order to allow Staff more time to circulate the applications amongst the department heads.

Planning Commission Action

The Planning Commission discussed the issue at their meeting on October 9, 2024. They agreed with the recommendations, made one more suggestion of removing a reference to the old numbering system of the City Code, and also asked to be able to review and possibly make additional amendments. At their next meeting on October 23, 2024, they will be holding a discussion on the document as a whole to see if additional changes need to be made. However, they agreed to make these outlined changes to help improve the listed items in the meantime. The Planning Commission voted to recommend the changes made in red to the Policies and Procedures.

Recommendation

The recommendation by staff is for the City Council to approve the recommended changes to the Planning Commission Policies and Procedures.

Resolution No. 42-2024

RESOLUTION OF WEST HAVEN CITY AUTHORIZING ADOPTION OF THE AMENDMENTS OF THE POLICIES AND PROCEDURES FOR THE PLANNING COMMISSION; AUTHORIZING THE MAYOR TO SIGN THIS RESOLUTION; AND, PROVIDING FOR AN EFFECTIVE DATE.

SECTION I – RECITALS:

WHEREAS, the City Council of West Haven City (herein "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and,

WHEREAS, in conformance with the provisions of UCA § 10-3-717, the governing body of the City may exercise all administrative powers by resolution including, but not limited to adoption of policies and procedures for certain boards and organizations of the City; and,

WHEREAS, the City Council wishes to adopt amendments to the Policies and Procedures for the Planning Commission that they consider to be necessary for the functioning of the Planning Commission; and

WHEREAS, the City Council feels that these amendments to the Policies and Procedures for the Planning Commission will help make sure that the meetings and processes of the Planning Commission run smoothly and efficiently; and

WHEREAS, the Planning Commission discussed these amendments and have made the recommendation that the City Council approve these amendments to the Policies and Procedures; and

WHEREAS, at this time, the City Council wishes to adopt the proposed amendments to the Policies and Procedures which are attached as Attachment "A" and as shown in red, to achieve these goals; and

WHEREAS, the City finds that the public convenience and necessity requires the actions herein contemplated,

NOW, THEREFORE, BE IT RESOLVED by the City of West Haven as follows:

The amendments, as shown in red, to the Policies and Procedures for the West Haven City Planning Commission (attached as **Attachment "A"**) and fully incorporated by this reference, are approved and adopted.

The foregoing recitals are fully incorporated herein.

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SECTION III. PRIOR ORDINANCES AND RESOLUTIONS:

The body and substance of any and all prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

SECTION IV. REPEALER OF CONFLICTING ENACTMENTS:

All orders, and Resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the provisions of this Resolution, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

SECTION V - SAVINGS CLAUSE:

If any provision of this Resolution shall be held or deemed to be or shall, in fact, be invalid, inoperative, or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative, or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate independent and severable act of the City Council of West Haven City.

SECTION VI. DATE OF EFFECT

This Resolution shall be effective immediately upon its passage on the 16th day of October 2024.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WEST HAVEN CITY, STATE OF UTAH, on this 16th day of October 2024.

WEST HAVEN CITY

_____
Mayor Rob Vanderwood

ATTEST:

_____
Emily Green, City Recorder

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ATTACHMENT "A"

Resolution 42-2024
Amendments to the Policies and Procedures for West Haven City Planning Commission

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POLICIES AND PROCEDURES OF THE PLANNING COMMISSION

I. ORGANIZATION

A. Appointment of Chair and Vice-Chair: The Planning Commission, during the first regular meeting in the new calendar year, and at other times as required, the members of the Commission shall nominate One (1) of their members as chair and one (1) of their members as vice-chair.

B. Chair - Duties

1. The Chair shall preside at all meetings of the Commission providing general direction for the meetings, assuring proper order of the Commission and public in all proceedings. Such duties shall include:
   a. Announcing the business before the Commission in the order in which it is to be acted upon;
   b. Receiving and submitting in the proper manner all motions and propositions presented by the members of the Commission;
   c. Putting to a vote all questions, which are properly moved, or necessarily arise in the course of proceedings and to announce the result thereof;
   d. Informing the Commission, when necessary, or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon Legal Counsel for advice;
   e. Maintaining order at the meetings of the Commission;
   f. Moving the agenda along, holding down redundancy, referencing handouts and procedures in a sensitive way during meetings;
   g. Recognizing speakers and Commissioners prior to receiving comments and presentations of physical evidence, i.e., plans and pictures; and
   h. Receiving documents or other physical evidence as part of the record.
2. It shall be the duty of the Chair to authenticate by signature when necessary, or when directed by the Commission, all of the acts, orders and proceedings of the Commission.
3. The Chair may rule out of order any comment which is irrelevant, personal, or not pertinent to the matter being heard.

C. Duties of the Vice-Chair: The Vice-Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.

D. Temporary Chair: In the event of the absence of, or disability of both the Chair and Vice Chair, the Commission shall elect a temporary Chair to serve until the Chair or Vice Chair so absent or disabled shall return, or the disability shall be removed, as the case may be. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.

E. Secretary – The Deputy City Recorder or designee of the City Administrator shall serve as secretary of the Commission. The secretary shall have the following duties:

1. Give notice of all Commission meetings as hereinafter provided; attend every meeting of the Commission, to record for the record all members in attendance, to read communications, resolutions and other papers which are ordered to be read by the Chair of the meeting, and to

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receive and bring to the attention of the Commission messages and other communications from other sources;
2. Keep the minutes of the proceedings of the Commission and to record the same;
3. Keep and maintain a permanent record file of all documents and papers pertaining to the work of the Commission; and
4. Perform such other duties as may be required by these rules or law.

II. CONDUCT OF MEMBERS OF THE COMMISSION

A. Addressing Members: Commission members shall be addressed respectfully by not only each other but also by members of the public.

B. Preparation: Members of the Commission shall take such time as necessary to prepare themselves for hearings and meetings. If members visit a site or have familiarity with a site, they shall disclose any observations.

C. Members Shall Attend Meetings: Every member of the Commission shall attend the meetings of the Commission, by Zoom or electronic means (including by phone) or in person. Any member desiring to be absent from a meeting shall notify the secretary of the reason for the absence. The secretary shall call the same to the attention of the Chair and the reason for the absence shall be placed on the record. If a member is late to a meeting because of work or traffic, this will not be counted against them regarding the attendance requirement. If a member of the Planning Commission is absent from three regular meetings within a calendar year, the Chair shall notify the Mayor, shall provide the reasons that the member gave for being absent, and shall recommend to the Mayor whether or not that member should be removed from the Commission for cause. The Mayor is authorized, in his/her sole discretion, to grant an exception to the attendance policy for good cause shown~~, according to Section 5.02 of the City Zoning Code~~. A member may be removed from office for misconduct or failure to comply with attendance requirements in accordance with the Planning Commission Ordinance.

D. Planning Commission members shall attend required training.

E. Conflict of Interest: A Planning Commission member with a conflict of interest in a matter before the Commission shall state that such a conflict of interest exists and withdraw from participation in the public hearing, work session or regular meeting on such matter. A member of the Planning Commission who feels he/she, or any other member of the Commission, may have a conflict of interest on any matter that is on the Commission agenda shall explain the possible conflict to the Commission. The Commission shall then vote to decide whether an actual, apparent, or reasonably foreseeable conflict of interest does exist, and whether the Commissioner should withdraw from participation and voting. If a Commissioner has a conflict of interest, that person shall not participate in the discussion and voting on that matter, nor attempt to use his/her influence with other Commissioners before, during or after the meeting. A Commissioner who has a conflict of interest shall leave the Commission Chamber during the time in which the matter in question is being discussed and voted upon.

1. Disqualification:
   a. No member of the Planning Commission shall participate in the discussion of an application or vote on an application for any action when any of the following conditions exist:
      1. Any of the following have a direct or substantial financial interest in the proposal: members of the Planning Commission or the member's spouse, brother,

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sister, child, parent, father-in-law, mother-in-law, any business in which the member is then serving or has served within the past two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.

2. For any other reason, the member has determined that participation in the decision cannot be in an impartial manner.

2. Disclosure of Potential Conflict of Interest: Whether or not he/she is disqualified, a public official shall disclose any potential conflict of interest as required by state law.

3. Ex Parte Contacts: An ex parte contact is any communication with a party or person outside of a planning commission meeting regarding administrative applications. Commissioners are not to engage in these communications. Anyone speaking to Commissioners on administrative matters should do so at a regular meeting so their comments, concerns, and evidence are on the public record. Communications regarding legislative matters are generally permitted.
   a. Planning Commission members shall reveal any pre-meeting or ex parte contacts with regard to administrative matters at the commencement of the public meeting on the matter. Prearranged private meetings between a Planning Commissioner and applicants, their agents, or other interested parties are prohibited. Partisan information on an application received by a Planning Commissioner whether by mail, telephone or other communication should be made part of the public record. If such contacts have impaired the member's impartiality or ability to vote on the matter, the member shall so state and shall abstain.

4. Planning Commission Members Wishing to Give Comment: A member who desires to make comments at a meeting may do so only after declaring intent to comment, abstaining from voting on the proposal, and vacating the seat and physically joining the audience. Before commenting, the Commission member shall make full disclosure of his/her status and position at the time of addressing the Planning Commission and disclose that the person is commenting as an interested member of the public and not in his/her capacity as a member of the Commission; upon commenting, the member shall leave the Commission Chamber during the time in which the matter in question is being discussed and voted upon. If a member is an applicant, he / she can fully participate in the matter.

5. Gifts and Favors: Gifts and favors standards are found in UCA 67 16 5. No public officer or employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation or loan for themselves or another if it tends to influence them in the discharge of duties. Exceptions to this are: an occasional non-pecuniary gift, having a value less than $50 or an award publicly presented in recognition of public service.

6. Treatment of Information: Reports and official records of a public planning agency must be open on an equal basis to all inquiries. Planning advice should not be furnished to some unless it is available to all. All reports in an official meeting agenda are public information. Communication with planning staff members is not an ex parte contact and is allowed.

7. Political Activity: Membership in a political party and contributions to its finances or activities are matters of individual decision that should neither be required of nor prohibited to Planning Commissioners. The extent of participation in political activities should be governed by professional judgment as well as limited by any applicable civil service law or

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regulation. The special position of a Planning Commissioner should not be used to obtain contributions or support for a political party and should not be used to obtain partisan favors.

III. MEETINGS

A. Place: Meetings of the Commission shall be held in the West Haven City Council Chambers in the West Haven City Municipal Building, located at 4150 S 3900 W., West Haven, Utah. The meeting can also be held by Zoom or other electronic means as long as public notice is provided and the public is provided the opportunity to view and participate in the meeting. If the location is not available on meeting dates, then the meeting may be held in the location specified in the public notice or at such other place in West Haven as the Commission may designate. A meeting having been convened at the place designated, may be adjourned by the Commission to any other place within West Haven City for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.

B. Regular Meetings: Regular meetings of the West Haven City Planning Commission shall be held on the second and fourth Wednesday of each month at 6:00 p.m. Field trips may be held at the times of regular scheduled work sessions. Field Trips of 3 or less commission members may occur whenever necessary (Not a quorum).

C. The date of the regular meeting may be changed by the majority of the total membership of the Planning Commission provided at least one week notice is given each member of the new date of a regular meeting.

D. Work Sessions: A work session of the West Haven City Planning Commission may be held before each regularly scheduled meeting beginning at 5:00 p.m. or as designated by the Chair of the Planning Commission and noticed to the public.

   1. Work sessions may be held as part of a regular Commission meeting in order for the Commission to discuss matters at greater length or to obtain additional background information. The Commission shall take no vote during such work session, except to give directions to Staff regarding the presentation of options for future consideration.

E. Meetings - Matters Considered: Any matter pertaining to the affairs of the Planning Commission and falling within the authority and jurisdiction of the Commission may be considered and acted upon at any regular meeting of the Commission.

F. Quorum: Four members of the Commission shall constitute a quorum thereof for the transaction of all business except where unanimous consent of all members is required. An abstaining or disqualified member of the Planning Commission shall not be counted as if present for purposes of forming a quorum. Except as otherwise specifically provided in these Rules, a majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission. If a quorum is not present, the Chair shall call the meeting to order, announce the lack of a quorum, and adjourn the meeting.

G. Open Meetings Law: All meetings of the Planning Commission shall be open to the public. All meetings of the Planning Commission shall be noticed in conformance with the requirements of the Open and Public Meetings Law of the State of Utah.

H. Length of Meetings: With a majority vote of the Planning Commission at 9:30 p.m. or later, the Commission shall finish the item presently being considered. All items remaining to be heard will

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be forwarded to the next agenda for consideration. Public Hearings must be completed in the meeting they were publicly noticed, regardless of the length of the meeting.

IV. PROCEDURE - ORDER OF BUSINESS

A. Order of Business: The order of business in the Commission shall be as follows:
   1. Chair opens the meeting and welcomes those in attendance
      a. Chair calls on a member of the Commission or designee to offer the pledge of Allegiance
      b. Chair calls on a member of the Commission to offer a prayer of their choice
      c. The Chair will recognize the commission members absent, and the Secretary shall record the same and it shall be entered on the record.
      d. Approval of minutes of prior meetings
      e. City Staff, generally the City Planner, shall inform Commissioners of actions taken by the City Council with regards to Planning Commission matters.
      f. Chair asks commissioners if there are any ex parte communications or conflicts of interest to disclose, members are responsible to disclose if chair fails to ask.
      g. Petitions, Applications, and Public Hearings as they appear on the public meeting agenda.
      h. Chair may adjourn the meeting upon completing of the agenda items.

B. Agenda for Meetings: The Secretary shall prepare a written agenda for each meeting as far in advance thereof as possible. The Secretary shall make every effort to deliver the agenda, along with Staff Reports and related documents, to the members of the Commission at least six (6) days in advance of a regular meeting.

C. Deadline for Agenda: Requests to be on a Planning Commission agenda shall be filed ~~14~~ fifteen (15) days prior to the meeting for consideration by the Planning Commission. The Planning Staff shall certify completeness of requests. Certified requests which have been filed in a timely manner shall be placed on the agenda. The deadline may be waived by the ~~Planning Director~~ Community Development Director or their designee if he/she determines that good cause exists for waiving the deadline, the application is complete, and it is determined that Staff has sufficient time to analyze the request, adequately prepare a Staff Report, and give proper notice.

D. Special Order of Business: The Commission may suspend the rules as to the order of business, or return to an order already passed or tabled, on a motion supported by a majority of the members present.

V. ORDER AND DECORUM

A. Order of Consideration of Items: The following procedure will normally be observed in a public hearing or other matter before the Commission; however, it may be re-arranged by the Chair for individual items, if necessary, for the expeditious conduct of business:
   1. Chair introduces item;
   2. Staff makes a presentation on the criteria, standards, and recommendations regarding the proposed project;
      ~~Applicant or applicant's agent presents the proposed project;~~
      ~~Staff makes a presentation on the criteria, standards, and recommendations;~~
   3. Planning Commission members may make questions of applicant or applicant's agent or staff;
   4. Open Public Hearing, if applicable;
      a. Chair will open a public hearing with a vote and close a public hearing with a vote when there are no more comments.

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b. Any opponents and/or proponents may comment after being recognized by the chair.

5. Applicant's rebuttal if requested;
6. Concluding comments of Staff or Staff summary and recommendations;
7. Motion is made and seconded; the Planning Commission discusses the item and votes. Members are allowed to openly discuss the proposal and may further question any party appearing for or against the proposal as necessary, but generally questions should be asked while the public hearing is open. The Chair outlines possible actions: approvals, disapproval, continue, or approval with conditions.

B. Consideration of Items: All parties shall have an opportunity to be heard, to present, and rebut evidence before an impartial tribunal in an orderly manner, to have the proceedings recorded, and to have a decision rendered in accordance with the facts on record and the law.

1. The Chair of the Planning Commission shall have authority to:
   a. Regulate the course and decorum of the meeting.
   b. Dispose of procedural requests and similar matters.
   c. Question any person appearing and allow other members to question any such person.
   d. Waive, at his/her discretion, the application of any rule herein where the circumstances of the hearing indicate that it would be expedient and proper to do so, provided that such waiver does not act to prejudice or deny any party his/her substantial rights as provided herein or otherwise by law.
   e. Take such other action as authorized by the Planning Commission to appropriately conduct the hearing.
   f. A ruling of the Chair may be challenged by any member of the Planning Commission present at the hearing. The challenge must be seconded. A ruling may be reversed by a majority of the members present and voting. A tie vote upholds the Chair's decision.
   g. Time Limits: The Chair may impose equitable time limits, if deemed necessary for the expeditious conduct of the public hearing.

2. Conduct of Persons before the Commission: Proceedings shall at all times be orderly and respectful.
   a. The Chair may refuse to recognize or exclude from the hearing anyone who:
      i. Is disorderly, abusive, or disruptive;
      ii. Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing;
      iii. Comments without first receiving recognition from the Chair and stating his/her full name and residence; or
      iv. Presents irrelevant, immaterial, or repetitious evidence.
   b. Persons making presentations or providing comments to the Planning Commission shall address the Commission from the podium or microphone and not from the audience; shall address all comments to the Planning Commission; and may not directly question or interrogate other persons in the audience.

VI. PROCEDURE – MOTIONS

A. Making of Motions: Upon review of the full public record on a request and due deliberation among the members of the Planning Commission, any Planning Commissioner, except for the Chair, may make a motion; however, any Planning Commissioner may second a motion. The motion shall include not only the direction of the motion, but shall also include the recitation of specific findings of fact supporting such motion. A second shall be required for each motion citing compatible findings. Other members of the Commission may support the motion adding compatible findings. A motion shall die in the absence of a second. Discussion of the motion

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should not take place until it has been seconded and the Chair has stated the motion and called for discussion.

B. Withdrawing or Modifying a Motion:
   1. When a motion has been made but not yet voted on, whether or not it has been seconded, it can be withdrawn or modified by the mover if the member simply says, "Chair, I withdraw the motion."
   2. If the mover wishes to modify his/her motion, he/she should specify the modification. Any member may suggest that the mover withdraw or modify his/her motion, but only the mover may do so.
   3. If a motion is modified, the second may withdraw his/her second.
   4. After the Chair states a motion, it is the property of the Commission. It can be withdrawn or modified at any time before voting by a majority vote to withdraw or modify.

C. Motions in Order During Debate:
   1. When a question is under debate, no motion shall be received except:
      a. To continue, table, or postpone indefinitely to a specified time;
      b. To amend; to substitute;
      c. Refer to committee;
      d. Previous question (immediately close debate) or call for a vote;
      e. Limit or extend limits of debate;
      f. Take a recess;
      g. Call for orders of the day;
      h. Suspension of the rules;
      i. Appeal rulings by the Chair; or
      j. Reconsider an undebatable motion.

   2. Motion must be Germane: No motion or proposition on a subject different from that under consideration is in order and no such motion or proposition shall be admitted under color of amendment.

   3. Motions to Deny: Where a motion to deny a request has been defeated, a member of the Commission may make another motion to dispose of the issue.

   4. Substitute Motions: A motion to amend by striking out an entire section or paragraph of a main motion and inserting a different section or paragraph is called a motion to substitute. Substitute motions shall supersede the main motion upon receiving the approval of a majority vote.

   5. Amendments: All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance. All amendments to the main motion require a second. If any amendment is offered, the question shall be first upon the amendment. An amendment may be tabled without prejudice to the main motion or question. When an amendment is proposed to any pending measure shall be laid on the table, such action shall not carry with it or prejudice such measure. If any amendment be offered, the question shall be first upon the amendment.

   6. Friendly Amendments: A Commissioner may make a friendly amendment without a formal motion with unanimous consent of the members present. Typically, such motions are appropriate for clean-up items or an issue discussed but inadvertently neglected by the maker of the motion.

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VII. PROCEDURE – RECONSIDERATION

A. Motion to Reconsider: A motion to reconsider must be made in the same meeting as the motion ~~that was voted on. It can only be made by a member who voted on the prevailing side and must~~ be seconded. Any Commission member, regardless of vote on the main motion, may second the motion. It is a debatable motion. It can be made to a vote that was either affirmative or negative. This type of motion proposes no specific change in a decision but simply proposes that the original question be reopened. It requires a majority vote and cannot be reconsidered.

B. PROCEDURE – DEBATE

1. Interruptions and Questions: No member of the Commission shall interrupt or question another Commissioner without obtaining the Commissioner's consent. To obtain such consent, the Chair shall be addressed requesting to interrupt or ask a question, e.g., "Chair (name) I would like to ask Commissioner (name) a question or make a comment." The Commissioner speaking has the discretion to allow an interruption.

C. PROCEDURE – VOTING

1. Roll Call on Final Passage: The vote upon the final passage of all business shall be by aye (yes) and nay (no) given by members of the Commission by voice vote.
   a. The Chair ~~may~~ will determine the outcome of the voting and announce the result by identifying those members who voted in the affirmative and in the negative. The Chair may also call for a Roll Call vote if they are unsure of the outcome.
   b. Any member of the commission may call for a Roll Call vote immediately following a vote, by making a motion and receiving a second. Chair shall then ask each commissioner for their vote individually.
   c. In recording votes on roll call, the Secretary shall record the votes for the record. The Chair shall announce the result.

2. Minute Approval: The Chair shall ask the Commission if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the Commission the Chair shall call for a vote of ratification of the minutes, upon a positive vote declare the minutes approved either as presented or amended. If the Commission has not had an opportunity to review the minutes, approval shall be postponed to the next regular meeting.

3. Voting or Changing Vote, Before Decision Announced: On any such vote any member may change his/her vote before the decision of the question has been announced by the Chair.

4. Voting or Changing Vote, After Decision Announced: When a vote is taken on roll call on any question, no member shall be permitted to vote or to change his/her vote after the decision is announced by the Chair.

5. Commission Members Required to Vote - Late Voting: No member may abstain from voting unless there is a conflict of interest except as noted below. A member entering the Chamber after the question is put and before it is decided, may have the question stated, record his/her vote and be counted. A member who has not been present during the discussion of any matter and feels he/she has insufficient information on which to act may abstain.

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6. Tie Votes: If a motion regarding any matter before the Commission receives an equal number of votes in the affirmative and in the negative, the motion fails. The Commission shall continue to make motions until a majority vote is obtained. The option of continuing an item with the possibility that an odd number of members of the Commission would be at a subsequent meeting may be considered.

7. Explaining Vote: After the vote is taken, any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.

8. Not to Vote Unless Present: No member of the Commission shall vote on any question unless the member shall be present when the vote is taken and when the result is announced. No member shall give his/her proxy to any persons whatsoever.

VIII. DOCUMENTS OF THE COMMISSION

A. Any and all materials submitted to the Planning Commission regarding a request shall be entered into the public record by the Chair by indicating that the material is "accepted for the record;" provided, however, that the Staff Report submitted to the Planning Commission as part of the agenda shall automatically become part of the public record.
B. All notices, agendas, requests, agency or consultant letters or reports, Staff Reports, minutes of meetings, and resolutions of record shall constitute the documents of the Planning Commission and shall be indexed as public record.

IX. AMENDMENT

A. These Rules of Order may be amended at any meeting of the Commission held after not less than ten days written notice of the proposal to amend the Rules, upon a majority vote of all the members of the Commission and approved by the City Council.

X. RECORDING OF RULES - COPIES TO BE FURNISHED

A. These Rules, and all subsequent amendments thereto, shall be recorded by the secretary in the book kept for the recording of such business and shall be furnished to each member of the Commission.

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STAFF REPORT

TO: Mayor and City Council

FROM: Shawn Warnke, City Manager

DATE: October 16, 2024

SUBJECT: Resolution authorizing the reduction of speed along 5100 West and the installation of traffic control devices

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The City is actively working on the road expansion of 5100 West and 3300 South, adding more pavement, along with curbs, gutters, and sidewalks, to these rights of way. As West Haven City works towards completing the improvements noted above, it has taken interim measures to improve the safety of pedestrians. More specifically, in partnership with Hooper, both cities have participated in creating a shoulder along 5100 West, pavement signs, crosswalks, and crossing guards. As you know, 5100 West is the dividing line between the two cities, with West Haven responsible for the east and Hooper responsible for the west.

Several weeks ago, West Haven City staff met with Sargeant Slater and Lt. Lavely from the Weber County Sheriff's Office to discuss traffic-related issues on 5100 West. As a part of this meeting, City staff and the Sheriff's Office identified several improvements that could improve safety on 5100 West. One of the actionable items from the City staff meeting with the Sheriff's Office was to schedule a meeting with Mayor Vanderwood and Mayor Bingham to discuss these safety improvements.

On October 8th, Mayor Vanderwood and Mayor Bingham met with their respective city staff to discuss a coordinated effort to improve safety at 5100 West. Below are suggested improvements that came from these meetings.

- Reduction in Speed Limits on 5100 West. 5100 West travels through several jurisdictions, including unincorporated Weber County, Hooper City, and West Haven City. For different segments of this road, there are various speed limits. Specifically, from 2550 S to 3300 S, the speed limit is 35 mph (County's portion), and from 3300 S to 4000 S, the speed limit is 40 mph (Hooper and West Haven). It is recommended that all jurisdictions lower its speed limit to 30 mph.
    - Hooper City also requests that the speed on 5100 West be reduced from 4000 S to 4800 S to the same 30 MPH.
- Flashing Lights for School Zone. Both Hooper and West Haven have partnered to construct a crosswalk on 5100 West at the intersection of 3575 S. There is a crossing guard station at this location, and it is proposed that this crossing be deemed a School Zone by installing the flashing school zone lights and the speed limit signs that reduce the speeds to 20 mph through the school zone. Additionally, crosswalk ahead signs will be installed on both sides of the road. The flashing school zone lights cost $8,226.98 and will be delivered around eight weeks after the City places the order.
- Pedestrian-activated Flashing Lights for the crosswalk at 5100 West and 3300 South. The Cities propose installing pedestrian-activated flashing lights at the intersection of 5100 West 3300 South. Specifically, lights would be installed at the east-west crossing of 5100 West. Additionally, the West Haven City Manager is suggesting that pedestrian-activated flashing lights be installed at the north-south crossing on 3300 South as School District representatives have stated that

school children cross at this intersection as it is the most direct route to the playground, which is where they congregate before school starts. The cost of the pedestrian-activated crosswalk lights is $7,728.48, and they will be delivered around eight weeks after the City places the order.

Since these improvements were not known during the FY 2025 budget process, they were not approved in the budget. The City will likely need to amend its budget to include these expenses. It is proposed that both cities equally share in these expenses.

Attached is a Resolution that would formalize the speed limit reduction along with installing other traffic control devices. The Resolution includes a map showing these changes.

Resolution No. 43-2024

RESOLUTION OF WEST HAVEN CITY AUTHORIZING THE REDUCTION OF SPEED ALONG 5100 WEST AND THE INSTALLATION OF TRAFFIC CONTROL DEVICES; AUTHORIZING THE CITY MANAGER TO FACILITATE THE REDUCTION OF SPEED ALONG WITH THE INSTALLATION OF TRAFFIC CONTROL DEVICES; AUTHORIZING THE MAYOR TO SIGN THIS RESOLUTION; AND, PROVIDING FOR AN EFFECTIVE DATE.

SECTION I – RECITALS:

WHEREAS, the City Council of West Haven City (herein "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and,

WHEREAS, in conformance with the provisions of UCA § 10-3-717, the governing body of the City may exercise all administrative powers by resolution including, but not limited to, purchasing property for the City; and,

WHEREAS, the Utah State Code §41-6a-603(1) states that, "A county or municipality may determine the reasonable and safe speed limit for each highway or section of highway under its jurisdiction…"; and

WHEREAS, the Utah State Code §41-6a-603 establishes how a speed limit shall be set and §41-6a-602(2) discusses that different speed limits can be set using information based on time of day, highway construction, type of vehicle, weather conditions, and other highway safety factors; and

WHEREAS, the Utah State Code §41-6a-601(2) sets the speeds in certain areas, which are: 20 mph in a reduced speed school zone; 25 miles per hour in any urban district; and 55 miles per hour in other locations; and

WHEREAS, the City has informally received public input, has consulted with the Weber County School District, and has also studied the speed limit of 5100 West, which is in an urban district; and

WHEREAS, the speed limit in this area is currently 40 mph; and

WHEREAS, based upon all of the information that the City Council has received, the City Council feels that the speed limit should be lowered to 30 mph in this area to help protect the health and welfare of the citizens, particularly those school age children walking to and from school in the area; and

WHEREAS, based upon all of the information that the City Council has received, the City Council feels that other signs and traffic control devices should also be installed to help protect the health and welfare of the citizens, particularly those school age children walking to and from school in the area; and

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WHEREAS, the City finds that the public convenience and necessity requires the actions herein contemplated,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Haven is as follows:

SECTION II. :

1. That the speed limit on 5100 West between 4000 South to 3300 South within the City shall be lowered from 40 mph to 30 mph, and that the City Manager shall take all actions necessary to facilitate and complete this change, including having new speed limit signs posted.

2. That the City Manager is authorized to request that Weber County lower their posted speed limit on 5100 West north of 3300 South from 40 mph to 30 mph.

3. That the City Manager shall take all actions necessary to facilitate a school zone with flashing school zone lights be installed at the midblock crossing of 3575 South on 5100 West.

4. That the City Manager shall take all actions necessary to facilitate the installation of pedestrian-activated flashing lights for the crosswalk on 5100 West and 3300 South.

5. That a road signage exhibit is attached as Attachment "A" to this Resolution and that the City Manager shall take all actions necessary and appropriate to facilitate the installation of any indicated signs, traffic control devices, or crosswalk indicators shown on that exhibit.

6. That the Mayor is authorized to sign this Resolution.

7. The foregoing Recitals are fully incorporated herein.

SECTION III. PRIOR ORDINANCES AND RESOLUTIONS:

The body and substance of any and all prior Resolutions, together with their specific provisions, where not otherwise in conflict with this Resolution, are hereby reaffirmed and readopted.

SECTION IV. REPEALER OF CONFLICTING ENACTMENTS:

All orders, and Resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the provisions of this Resolution, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

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SECTION V - SAVINGS CLAUSE:

If any provision of this Resolution shall be held or deemed to be or shall, in fact, be invalid, inoperative or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative, or unenforceable to any extent whatever, this Resolution and the provisions of this Resolution being deemed to be the separate independent and severable act of the City Council of West Haven City.

SECTION VI. DATE OF EFFECT

This Resolution shall be effective immediately upon its passage on the 16th day of October 2024.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WEST HAVEN CITY, STATE OF UTAH, on this 16th day of October 2024.

WEST HAVEN CITY

_____
Mayor Rob Vanderwood

ATTEST:

_____
Emily Green, City Recorder

Mayor Rob Vanderwood	Yes _____	No _____
Councilmember Carrie Call	Yes _____	No _____
Councilmember Kim Dixon	Yes _____	No _____
Councilmember Nina Morse	Yes _____	No _____
Councilmember Ryan Saunders	Yes _____	No _____
Councilmember Ryan Swapp	Yes _____	No _____

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Attachment "A"

Resolution 43-2024

ROAD SIGNAGE EXHIBIT

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PROPOSED 3300 SOUTH & 5100 WEST SIGNAGE EXHIBIT
3300 SOUTH PROJECT LIMITS
EXISTING PED CROSSWALK
PROPOSED PED-Activated Solar Flashing LED Signs
EXISTING PED CROSSWALK & PED Crossing Signage
EXISTING 20 MPH ZONE
Existing Signs with Flashing Lights East & West of PED Crosswalk
EXISTING PED / SCHOOL CROSSWALK & SIGNS
PROPOSED 20 MPH SCHOOL ZONE & FLASHING SIGNS
SCHOOL SPEED LIMIT 20
5100 WEST PROJECT LIMITS
5100 WEST PROJECT LIMITS
Haven Bay Elementary
West Haven City
Weber County
Hooper City
3250 SOUTH
3300 SOUTH
3350 SOUTH
3450 SOUTH
3500 SOUTH
3525 SOUTH
3550 SOUTH
3575 SOUTH
3600 SOUTH
3625 SOUTH
3800 SOUTH
3850 SOUTH
4000 SOUTH
To 4800 SOUTH
4950 WEST
5100 WEST
5050 WEST
4900 WEST
4890 WEST
4875 WEST
4700 WEST
SPEED LIMIT 35
SPEED LIMIT 30
SPEED LIMIT 25
SCHOOL SPEED LIMIT 20
SPEED LIMIT 40