



WEST HAVEN CITY SPECIAL COUNCIL MEETING MINUTES

April 28, 2025 3:00 P.M.

City Council Chambers
4150 South 3900 West, West Haven, UT 84401

Present:	
Rob Vanderwood	Mayor
Nina Morse	Councilmember
Carrie Call	Councilmember
Ryan Saunders	Councilmember
Kim Dixon	Councilmember
Ryan Swapp	Councilmember
Shawn Warnke	City Manager
Emily Green	City Recorder
Edward Mignone	City Engineer
Brock Randall	Parks and Recreation Director
Stephen Nelson	Community Development Director
Damian Rodriguez	Planner II
Ryan Child	Treasurer
Amy Davies	Finance Director
Excused:	

1. MEETING BROUGHT TO ORDER:

The Council met for a special meeting held in the Council Chambers.

Mayor Vanderwood brought the meeting to order at 3:04 PM and welcomed those in attendance.

2. OPENING CEREMONIES

A. PLEDGE OF ALLEGIANCE

Councilmember Morse

B. PRAYER/MOMENT OF SILENCE

Councilmember Call

3. UPCOMING EVENTS

Touch A Truck	May 5, 2025	6:00 PM
The Barn Music Circle	May 25, 2025	7:00 PM
Senior Lunch Bunch	May 28, 2025	11:30 AM

*****AGENDA ACTION ITEMS*****

4. ACTION ON CONSENT AGENDA

A. SPECIAL CITY COUNCIL MINUTES	MEETING HELD	April 8, 2025
B. KAPP CONSTRUCTION	\$109,509.02	Inv.#2500202
C. CXT INCORPORATED	\$116,411.50	Inv.#90097419
D. ANDERSEN ASPHALT	\$142,872.47	Inv.#2212-903
E. THURGOOD ESCAVATING INC.	\$101,029.00	Inv.#2402.06
F. COTTONWOOD TITLE INSURANCE AGENCY	\$53,799.00	Inv.#5099 W 3300 S

Councilmember Morse made a motion to approve the consent agenda. Councilmember Dixon seconded the motion.

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

5. INTRODUCTION-CITY PLANNER DAMIAN RODRIGUEZ

Damian Rodriguez introduced himself.

6. ACTION ON RESOLUTION 20-2025-AWARDING THE BID FOR THE 3300 S IMPROVEMENT PROJECT

Edward Mignone went over the project.

Councilmember Dixon made a motion to adopt resolution 20-2025 and award the bid to Staker Parson Companies in the amount of \$2,157,000.00. **Councilmember Saunders** seconded the motion.

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

7. **ACTION ON RESOLUTION 21-2025-MEMORANDUM OF UNDERSTANDING BETWEEN WEST HAVEN CITY AND GREEN FARM COMMUNITY LLC**

Councilmember Saunders made a motion to adopt resolution 21-2025. **Councilmember Morse** seconded the motion.

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

8. **BUDGET DISCUSSION**-COUNCIL WILL DISCUSS THE CURRENT 2024-2025 BUDGET AND PROPOSED 2025-2026 TENTATIVE BUDGET INCLUDING BUT NOT LIMITED TO REVENUES, EXPENSES, AND CAPITAL PROJECTS WITHIN THE GENERAL FUND, CAPITAL PROJECT FUND, CEMETERY FUND, AND STORM WATER FUND.

Tentative Budget Presentation

April 28, 2025

FY 2025 Budget Process Follow-Up

- Capital Improvement Plan- The start is included in the budget
 - More effort is still needed for capital improvements
 - Forecasting expenditures and revenues in the Capital Fund

Budget Kickoff Meeting Follow-Up

- Printed & Mailed Newsletters (March, June, Aug. & Nov.)- Included in the budget
- UTOPIA Update- Scheduled for May 21st City Council Meeting
- Carport at City Hall- Included in the budget
- Flock Camera Report- Scheduled for May 7th or 21st
- Windsor Park East Completed- Included in the budget

Preparation of FY 2026 Budget

- Department Heads- Narratives
- Amy Davies, Finance Director

FY 2025 Budget Implementation

Capital Projects- Parks & Recreation

- | | |
|--|--|
| • Poulter Pond | • Weber River Bank & Trail Realignment |
| • Fishing Pier | • Playground Replacement Country Park |
| • Security Camera City Hall & Barn | • Bleachers |
| • Barn improvements | • Amphitheater Prevedel Park |
| • Resurfacing tennis & basketball courts | |
| • Scoreboard Replacement | |
| • Windsor Park Phase 1 | |

FY 2025 Budget Implementation

Engineering & Public Works

- 2700 West ROW Acquisition
- 2700 West Storm Drain Project
- 2700 West Road Construction
- 1800 South 1900 West Intersection Acquisition
- 1800 South 2100 South Connector Rd
- 3300 South ROW Acquisition
- 3300 South Road Construction
- 5100 West Utility Construction
- 2700 West Sidewalk Installation
- 4300 South Road Reconstruction
- Poulter Pond
- Realignment of Hooper Slough
- Miscellaneous Storm Drain Projects
- Pedestrian-activated lights
 - 1800 South
 - 2550 South
 - 5100 West 3300 South
- School Zones
 - 3300 South
 - 5100 West 3570 South
- Updating Impact Fees
- Crack Seal
- Chip Seal

FY 2025 Budget Implementation

Administrative Efforts

- Hiring part-time park maintenance
- Hiring a full-time sewer employee
- Landscape Architect Procurement
- Financial Advisor Procurement
- Garbage Collection Fee Increase

Acquisitions

- Purchase a new vehicle for Rec.
- Ferris Mower Purchase
- Snowplow truck
- Line Laser Airless Sprayer
- New Copiers

Budget Process & Documents

- Public Information Document
- Work Plan
 - Capital Projects
 - Administrative Projects
- Spending Plan
 - Sets spending limits
- Savings Plan
 - No planned transfers FY 2026
- Forecasts for FY 2026 & Beyond
 - Revenues
 - Expenses
- Administrative Record
 - Aid in the administration of the budget
- Administrative Analysis
 - Audits for Garbage Cans, Streetlights, Road Miles, etc.
 - Issues still to be resolved
 - Storm Water Fee
 - Streetlights
- Procurement narratives & future staff reports

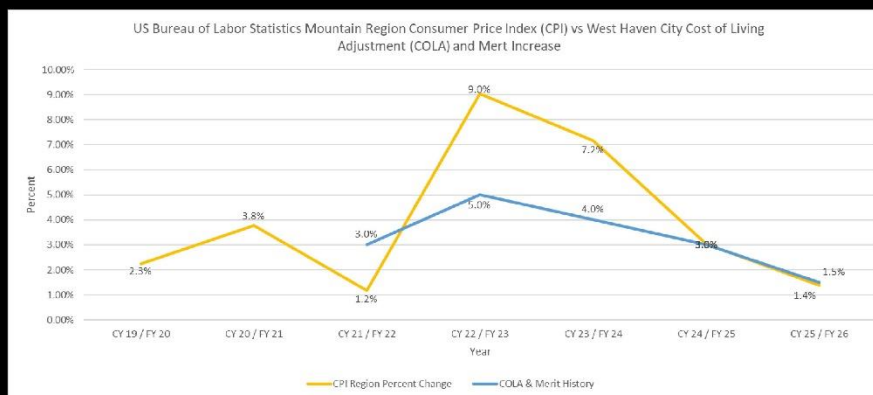
Notable Items All Funds

FY 2026 Budget

Personnel Costs

- COLA of 1.5%
- Merit Increase based on the Step Increase Criteria
- Step adjustments for employees based on their experience and certifications that were not completed in the FY 2025

CPI vs. West Haven City COLA



Employee Assistance Program

- Employee Assistance Programs (EAP) provide tools for employees to receive counseling to work through such common issues as:
 - Marital & Relationships Counseling;
 - Substance Abuse/Drug & Alcohol Addiction;
 - Stress, Anxiety, or Depression;
 - Financial or Legal Difficulties;
 - Issues with Children;
 - Personal & Emotional Difficulties; and
 - Grief, Loss, or Death in the Family of an Employee.
- Cities mentioned using the EAP as part of the corrective action associated with employee disciplinary issues.
- Monthly cost for this benefit is \$285 (or \$11.40 per employee, with the City's census having 25 eligible employees). Budget \$3,420.

Equipment Replacement

• Description	Amount
• DX55 Turf Tractor Replacement	\$55,000
• Kubota Plow & Sander Conversion Kit.	\$14,000
• Rockwall Playground (Sports Park & Stonefield)	\$31,000
• Arena Bucking Chutes	\$65,000
• Sander Replacement	\$11,500
• Internet & Security Cameras at Parks	\$42,700
• Backhoe Replacement	\$63,500
•	Total: \$282,684
•	

Health Insurance

- For FY 2026, the City originally received a 6.4% increase in the insurance premiums from the Public Employee Health Insurance Plan (PEHP), the City's current health insurance provider. The 6.4% increase equaled estimated annual premiums of \$648,615.93, an annual increase of \$31,110.31 above the premiums paid in FY 2025 (Plan Year 2024).
- Encore Benefits, the City's insurance broker, was able to renegotiate a reduction in the renewal quote from PEHP equal to a 5.4% increase, which equaled estimated annual premiums of \$642,519.92, an increase annually of \$25,014.30 above the premiums paid in FY 2025 (Plan Year 2024).
- It is worth noting that West Haven City's insurance premium renewal is based on its specific claim history during FY 2025 (Plan Year 2024).

General Fund's Fund Balance

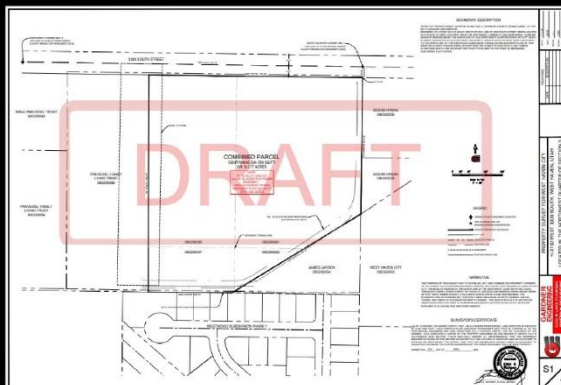
	GENERAL FUND					
	2021	2022	2023	2024	2025	2026
BEFORE TRANSFERS:						
UNRESTRICTED AT YEAR END BEFORE TRANSFER	4,250,000	4,333,141	5,811,726	6,259,315	5,299,299	2,833,301
PERCENTAGE OF REVENUES	31%	35%	65%	63%	53%	29%
AFTER TRANSFERS:						
TRANSFER TO CAPITAL	(500,000)	(500,000)	(3,260,000)	(3,028,465)	(2,327,151)	129,290
TRANSFER TO STORM DRAIN			(38,500)	-	-	-
REMAINING AFTER TRANSFER	3,750,000	3,833,141	2,513,226	3,230,850	2,972,148	2,962,591
PERCENTAGE OF REVENUES	27%	31%	29%	33%	30%	30%

Capital Project Fund's Fund Balance

	CAPITAL PROJECTS FUND BALANCE						TOTAL
	ASSIGNED	Class C	Park Impact	Road Impact	Trans. Tax	RESTRICTED	
6/30/2024	1,724,485	1,733,507	1,934,670	4,824,168	2,439,065	10,931,410	8,065,636
2025 Est. Revenues		1,174,204	519,037	1,266,836	600,884	8,560,961	
2025 Est. Expenditures	-	(599,902)	(1,218,000)	(1,130,406)	(1,148,000)	(4,096,308)	
2025 Est. Net Income						7,165,157	7,165,157
2025 Est. Change in Restrictions	-					(535,347)	535,347
6/30/2025	1,724,485	2,307,809	1,235,707	4,960,598	1,891,949	10,396,063	15,766,140
2026 Est. Revenues		1,291,624	535,800	531,600	654,963	3,013,988	3,013,988
2026 Est. Expenditures		(757,000)	(2,150,500)	(295,000)	(438,712)	(3,641,212)	(3,641,212)
2026 Est. Net Income						(2,664,398)	(2,664,398)
2026 Est. Change in Restrictions	(1,724,485)					(627,225)	2,351,690
6/30/2026	-	2,842,433	(378,993)	5,197,198	2,108,200	9,141,614	15,453,431
							24,555,046

Purchasing Property

- The City & District to purchase 12.2 acres on 3300 South near the Country Park and the existing Public Works Building for \$3,027,772.40.
 - \$1,513,886.20
- City to use unrestricted cash to purchase property
- City & District to enter into an MOU that defines property purchase and other issues
 - Allocate \$40k in FY 2026 for Design Costs for planning



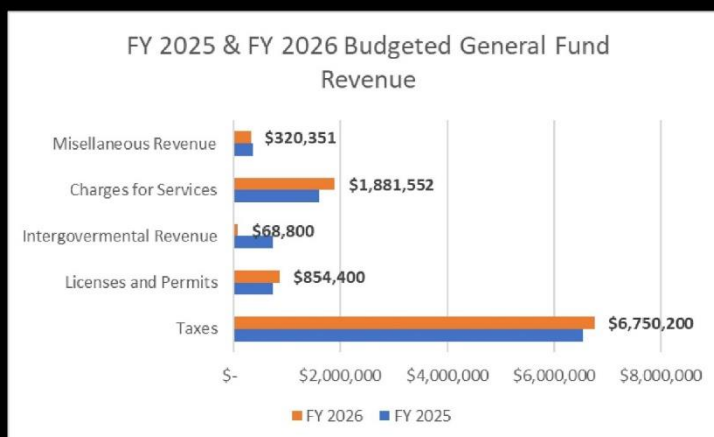
Storm Water Fund's Fund Balance

	STORM WATER FUND BALANCE			
	IFA	IMPACT FEES	UNRESTRICTED	TOTAL
6/30/2024	14,079,239	963,431	1,008,616	16,051,286
2025 Est. Revenues		221,253	1,153,468	
2025 Est. Expenditures		(284,100)	(1,522,571)	
2025 Est. Net Income				-
2025 Est. Change in Restrictions		(62,847)	62,847	-
6/30/2025	14,079,239	900,584	702,360	16,051,286
2026 Est. Revenues		149,500	540,875	
2026 Est. Expenditures		(286,900)	(1,245,375)	
2026 Est. Net Income				-
2026 Est. Change in Restrictions		(137,400)	137,400	-
6/30/2026	14,079,239	763,184	135,260	16,051,286

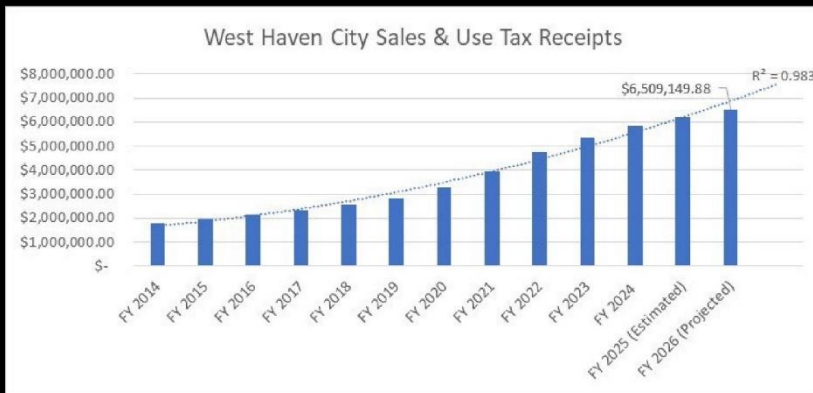
General Fund Revenues

FY 2026 Budget

General Fund Revenue Budget FY 2025 & FY 2026



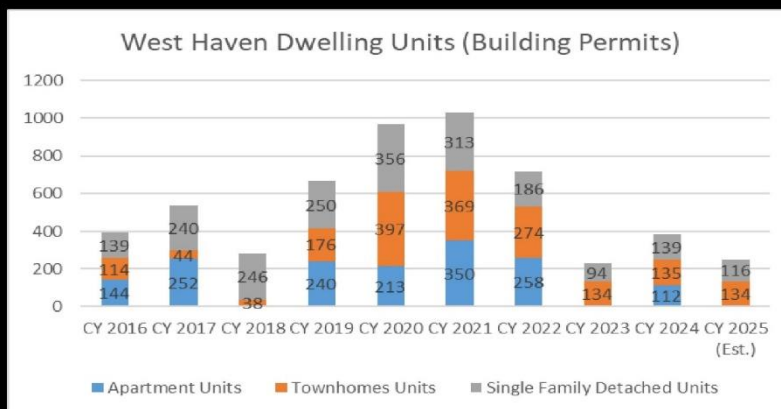
Sales & Use Tax Revenue



Sales Tax Estimate Methodology

- Fiscal Year 2025 was estimated using the actual tax receipts from July 1, 2024, to February 29, 2025. For the remainder of the sales tax receipts for FY 2025, namely the months of March through June, the City estimated receiving the same monthly sales tax that it did in FY 2004.
- This approach to estimating FY 2025 showed a 6% increase in sales and use tax revenue in FY 2025 compared to FY 2024.
- To project the sales and use tax in FY 2026, the City anticipates that sales tax will be 5% higher than in FY 2025. Specifically, West Haven City is projecting that sales and use tax revenue received in FY 2026 will be \$6,510,000

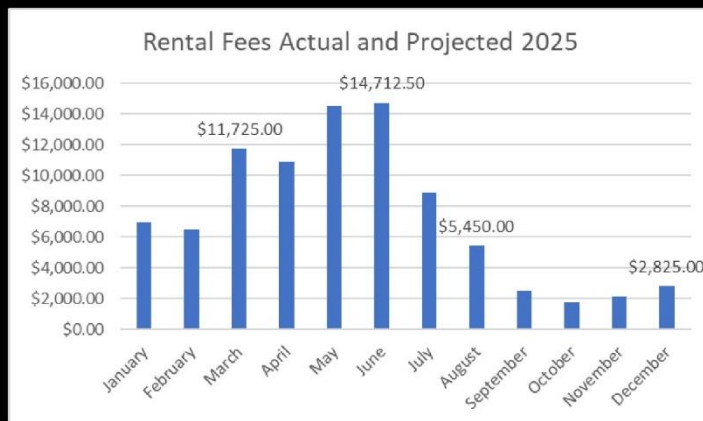
Building Permits CY 2016 through 2025



Estimate of Building Permits

- Average permits from CY 2023 and 2024
 - 116 Single-Family Detached Homes
 - 134 Townhomes
- All Building Permit Revenue-Based Building Permit estimates
 - Building permits
 - Impact Fees
- Project growth-related revenue on the conservative side

The Barn Rental



Grants- UDOT & WFRC

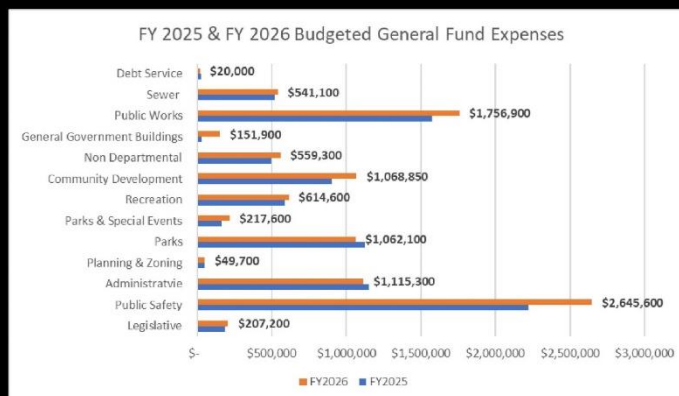
- Stephen Nelson, submitted a grant application to the Wasatch Front Regional Council (WFRC) for the 2025 Transportation and Land Use Connection Grant, requesting funding for a land use and transportation plan.
- \$50,000 grant, with a matching contribution from the City of \$6,770

RAMP Grants

- Sheri Bingham, the City's Grant Writer, and Brock Randall, the Parks & Recreation Director, the City was able to secure a RAMP grant that provides funding for:
- Entertainers for the Arts Festival (\$7,500),
- Sound and lights for the Arts Festival (\$5,000),
- Advertising (\$5,000), and
- Supplies for the Arts Festival (\$1,346).
- The total RAMP grant is \$18,846

General Fund Expenses

General Fund Expenses Budget FY 2025 & FY 2026



Summary of Changes in General Fund Expenses

	FY2025	FY2026	
• Legislative	\$184,450	\$207,200	Elections \$30k
• Public Safety	\$2,218,500	\$2,645,600	Law Enforcement \$384k + Animal Control/Shelter \$34k
• Administrative	\$1,150,200	\$1,115,300	Moved some expenses to non-department and general gov. bldgs
• Planning & Zoning	\$46,500	\$49,700	
• Parks	\$1,121,100	\$1,062,100	Dropped seasonal employees + Resurfacing courts
• Parks & Special Events	\$165,500	\$217,600	Wall mural match + Art Festival Grant
• Recreation	\$588,400	\$614,600	
• Community Development	\$902,600	\$1,068,850	Higher salaries + planning documents
• Non-Departmental	\$495,300	\$559,300	Bank fees
• General Government Bldgs	\$28,100	\$151,900	moved new expense line items, also City Hall Parking lot, Furniture and fixtures, cleaning contract, etc.
• Public Works	\$1,574,600	\$1,756,900	Proposed new employee
• Sewer	\$517,900	\$541,100	
• Debt Service	\$23,500	\$20,000	

Additional Employees

- 1 FTE in Public Works
 - \$104,723.72
- New Crossing Guard (4000 South 4700 West)
 - \$7,141.07

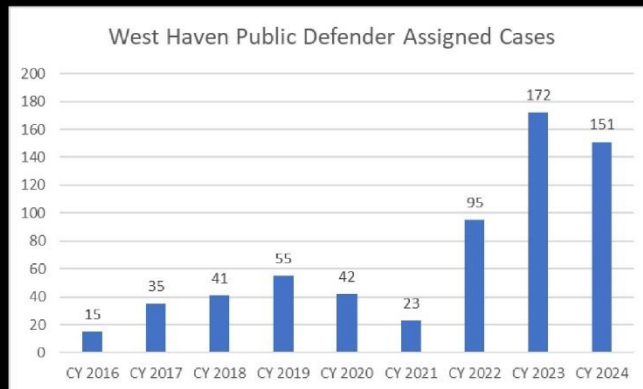
Law Enforcement

- FY 2026 will be \$2,367,982, representing a **19% increase of \$384,187 over the initial FY 2025** budget estimate of \$1,983,795.
- *The wages category has the most significant portion of the increase. We added two new school resource officers, as well as an additional Lieutenant position to serve as the school security chief, as required by the state of Utah. Unfortunately, the state did not allocate any funds to cover this requirement. Additionally, we are offering our sworn staff a 4-part retention incentive, equivalent to \$5.00 per hour for each officer, for a period of one year. Going into future years when the wage study is complete, we anticipate at least the same impact, if not more. Health Insurance costs also increased year over year.*

Animal Control

- From FY 2025 (\$118,611) to FY 2026 (\$153,521), the percentage change in animal control and shelter costs increased by 29% (\$34,910), attributed to the increased need for staffing for animal sheltering services.
- Weber County provided this high level of service by augmenting staffing with women inmates from the Weber County Jail. The Sheriff's Department has decided, due to breaches in conduct by female inmates, that inmates are no longer allowed to participate in chores at the Animal Shelter. To compensate for the staffing shortfall resulting from eliminating inmate work at the Shelter, the County budget included two new full-time positions and four new part-time positions.

Public Defender Case Increase



Economic Development -Urban & Main Consulting

- Develop an Economic Development Strategic Plan. This planning effort commenced in April 2025 (FY 2025) and is expected to be completed within approximately six months. Budget \$30,500.
- General Economic Development Services – \$10,000 (billed at an hourly rate of \$180.00, which allows for 56 hours of work to be completed. Budget \$10,000.

Education- Community Promotion

- The City has received feedback from residents requesting a printed newsletter.
- The newsletter is proposed to be printed and mailed to each utility customer quarterly. Utility customers would receive a mailed copy of the March, June, August, and November newsletters. In the other months, the newsletter will be available electronically.
- The cost of printing a four-page, colored newsletter on 11" x 17" (ledger size) paper is \$1,927.60 (4,880 quantity * \$0.395 cost per print = \$1,927.60). Folding and inserting 4,880 newsletters into an envelope is \$87.84 (4,880 x \$ 0.018 = \$87.84). **Budget \$8,400.**

Cemetery Columbarium- Landscape Architect

- Columbarium occupies less space than traditional burial plots, **extending the capacity of the City cemetery**
- Columbaria **require less maintenance than traditional burial plots**, which require ongoing upkeep of the grounds, including regular mowing, leveling of sunken graves, and grass planting.
- **Cremations are becoming a more popular form of burial as it is less expensive than embalming a body.**



Pickleball Area Remodel- Landscape Architect

- **The sand from the volleyball pit is migrating onto the pickleball courts, creating maintenance and safety issues.**
- Irrigation and the trimming of grass directly bordering the courts, which also negatively impact the courts.
- **Eliminating sand, water, and grass clippings from the pickleball court area will preserve the court's playing surface, minimize maintenance concerns, and enhance the area's appearance.**



City Hall Landscaping- Landscape Architect



City Hall Hardscaping- Landscape Architect



Renovating Baseball Fields at Sports Park



- The Diamond Dust more readily absorbs moisture, allowing the fields to dry quicker and enabling playable fields even after a rainstorm.
- Diamond Dust is formulated to require less maintenance, including eliminating nail dragging (which is more aggressive in ripping the material and causes lips to be created, as described above). Instead, the City can maintain the infield using only a matt drag.
- Diamond Dust is also less prone to material loss associated with wind erosion.
- The FY 2026 Budget proposes funding for the three diamonds at the Country Park. The material costs \$14,000 per field. Budget \$42,000.

Wall Mural Grant



Hockey- Recreation

- The Utah Hockey Club has launched a new program for youth in Utah, similar to the Jr. Jazz program.
- The Recreation Department has already facilitated multiple hockey clinics at Mountain View Jr. High with great success and anticipates that this program will be popular with the emergence of the Utah Hockey Club.
- The Utah Hockey Club will supply the City with all the equipment necessary to start the program, including goals, perimeter barriers, and goalie equipment (facemasks, chest protectors, leg protectors, blockers, gloves, etc.).
- Ryan Smith, the owner of the Utah Hockey Club, and his organization have created a player package wherein each participant will receive a jersey, stick, and 2 Utah Hockey Club tickets with their registration.
- The registration fee for this program is \$60.00 per resident participant, the same as the Junior Jazz Program. Budget \$23,350

Land Use Plans

- Land Use Element. The City will utilize the grant obtained from WFRM to fund this analysis, which will enable the completion of the following planning processes and deliverables. Budget \$65,000.
- Water Use and Preservation Element. This plan will address the impact of permitted development and development patterns on water demand and water infrastructure, methods for reducing water demand and per capita consumption in future and existing developments, and opportunities to modify municipal operations to conserve water. Budget \$15,000.

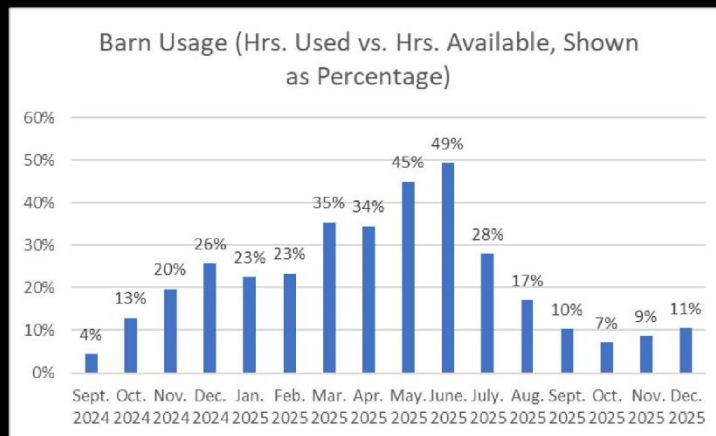
Annexation Plan

- Amending the Annexation Plan. Utah Code 10-2-401.5 states that no municipality may annex an unincorporated area into its City unless the municipality has adopted an annexation policy plan. While West Haven City has an annexation policy plan, the City Manager believes that the City will benefit from a more thoughtful and thorough consideration of some State Code requirements in 10-2-401.5. Budget \$30,000.

Barn Maintenance

- Barn Maintenance. The barn venue is well-designed and has high-quality finishes. The public's high use of the facility and the high-quality finishes of the Barn require regular and ongoing maintenance, replacement, and updates over time. Some ongoing maintenance includes sealing the concrete patio, staining the Barn doors, and maintaining the interior concrete floors. Budget \$10,000.
- Schedule Maintenance for the Barn September 29th to October 3rd

Barn Usage by Percentage of Availability



City Hall Parking Lot Maintenance.

- The specific type of maintenance needed is to use mastic one to overband any cracks greater than 1 ½ inches wide (which total 942 linear feet) and crack seal any cracks greater than ¼ inch up to 1 ½ inches wide (total 12,978 linear feet).
- The parking lot (63,931 square feet) would be overlaid with an AP4 surface treatment.
- It should be noted that the maintenance described above will help preserve the asphalt's life for eight more years.
- The maintenance will slightly improve the aesthetics of the parking lot's visible surface cracks. These surface cracks will still exist but may be less visually noticeable.
- The City contract with Andersen Asphalt to perform the abovementioned sealing and surface maintenance project. Budget \$37,000.

City Hall Parking Lot Maintenance



Solid Waste Tipping Fees

- Estimated tonnage for FY 2026 is 7,654:

• 50.00 per ton	\$382,706.47
• \$52.24 per ton	<u>\$399,851.72</u>
	\$17,145.25*

* Estimated increase in tipping fees in FY 2026 over FY 2025

Capital Projects Funds

FY 2026 Budget

RAMP Grant

- For FY 2026, the budget is programmed to receive RAMP Grant funding for the following projects:

- \$110,000- Windsor Park Playground- Funding Year 2025
- \$ 64,000- Prevedel Park Pavilion- Funding Year 2025
- \$174,000

Windsor Park Playground

- Through the efforts of Sheri Bingham, the City's Grant Writer, and Brock Randall, the Parks and Recreation Director, the City secured a RAMP Grant in the amount of \$110,878 for the playground at Windsor Park.
- The total cost is \$223,362, with \$110,878 being funded by a RAMP grant, with the City paying the balance of \$112,484. The City will use impact fees as the matching funds for this project.



Prevedel Park (Pavilion).

- In FY 2026, the City plans to construct a pavilion in Prevedel Park. This pavilion will be a **thirty-five-foot hexagonal-shaped structure that accommodates picnic tables**. It will also complement the campgrounds and existing facilities at Prevedel Park.
- Through the efforts of Sheri Bingham, the City's Grant Writer, and Brock Randall, the Parks and Recreation Director, the City secured a RAMP Grant in the amount of \$49,342 for the pavilion and \$15,000 for its installation.
- The total cost of this recreation amenity would be \$133,133, with \$64,342 being funded by RAMP grant funding and the City paying the balance of \$68,791. The City will use impact fees as the matching funds for this project.

Windsor Park (Earthwork, Irrigation, Planting, Trail, and Disc Golf).



The Windsor Park Plan for the 10.99-acre section of the park located east of 3150 West.

Use of “Assigned Fund”- ARPA).

- One of the Mayor and City Council’s priorities has been to complete Windsor Park.
- This 18.87-acre park space was dedicated to West Haven City over twenty years ago.
- The improvements to Windsor Park have included installing water, sewer, and power to the site, constructing an access road and parking lot, and installing a restroom.
- The City Council's appropriation of \$1,724,465 for Windsor Park will provide the financial resources needed to install the recreational amenities at Windsor Park for the benefit of the public. Budget \$1,724,465.

Arena Bucking Chutes

- Six bucking chutes at the arena have been in operation since 1997 (nearly 30 years) and need replacement. Budget \$65,000.



Rock Wall Playground Replacements, Sports Park/Stonefield Park.

- Rock wall climbing features at the Sports Park and Stonefield Park playgrounds as having reached the end of their life. These rock wall features are approximately 15 years old, have experienced heavy use, and are essentially worn out. Budget \$31,000.



DX55 Turf Tractor Replacement

- The Parks and Recreation Director has specified that the existing DX55 Case Turf Tractor be replaced. The DX55 Case Turf Tractor is 18 years old (circa 2006). This equipment performs most of the work on the City's recreation and open space field areas, including fertilizing, spraying, and mowing. It is consistently used during the spring, summer, and fall seasons. Budget \$50,000.



Parts & Labor	Amount
Seat	\$358.45
Switch ¹	\$64.10
Switch ¹	\$139.70
Grille ¹	\$772.80
Grille ¹	\$834.40
Lamp	\$850.00
Light ¹	\$173.60
Light ¹	\$183.70
PTO Lever	\$195.00
Shop supplies	\$100.00
Hood	\$1,500-\$2,000
Labor (Including electrical fix)	<u>\$4,550.00</u>
Total:	<u>\$9,721.75- \$10,221.75</u>

Kubota Plow & Sander Conversion Kit.

- The City uses three Kubota tractors in its operations. Two of these Kubota tractors are equipped with a plow and sander, and the other Kubota tractor is equipped with a power washer, primarily used for restroom cleaning. During the winter, the Parks Department would like to remove the power washer unit from the Kubota and equip it with a plow and sander, providing the Parks and Public Works Department with another tractor to plow school zones, trails, and parks. Budget \$14,000.



Internet Connections to City Parks

Prevedel Parking Lot East
 Prevedel Parking Lot West
 Bowery at Prevedel
 Prevedel Park Amphitheater
 Poulter Pond
 Tuscan Park
 Cemetery
 Stonefield Park
 Sports Park
 Country Park Baseball Building
 Country Park Arena Building
 Staker Park

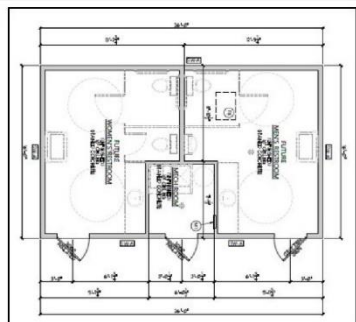
- Crime Deterrent & Evidence Gathering. The presence of security cameras serves as a deterrent to vandalism, theft, violence, and other illegal behavior in the park. If illegal activities occur in the park, video footage assists law enforcement in investigations.
- Perception of Safety. People's perceived safety increases when they know that security cameras monitor the park system.

Internet Connections to City Parks

- As such, in FY 2026, the Budget will show revenue of \$105,000 in 13-3625 Other Financing Sources (which in a debt service context represents "bond proceeds"). The FY Budget will also show an annual expense of \$15,000 for the debt service obligation. The connection cost for this project will be repaid monthly for seven years, and this expense will terminate at the end of the seven-year period.
- In addition to the build cost of UTOPIA's fiber network associated with the internet connection, a UTOPIA wholesale connection would have an ongoing cost. The first circuit that the City purchases for a wholesale connection is \$500, with additional circuits being \$50 for whatever bandwidth is to be shared at the locations.
- Pro-Edge Technology, the City's audiovisual specialist, to purchase and install the hardware associated with the security cameras, which costs \$28,211.
- Budget \$42,700 (for fiber construction costs, hardware costs, and installation in FY 2026) and \$14,500 for six additional future fiscal years (for fiber construction costs).

Green Farm's Community Center Park Restroom (Completing Existing Wood Structure as Restroom) & Constructing New Storage Shed.

- **Complete Existing Wood Frame Structure as Bathroom.** The City Manager has identified the need for a separate on-site storage unit that is not accessible to the public when The Barn is rented out. It is anticipated that on-site storage needs will be between 400 and 600 square feet to store materials used for the Barn Community Center, such as outdoor furniture for the private patio at the Barn, and to support recreation and leisure operations and programs at the Barn Community Center. **Budget \$166,000.**
- **Build Storage Shed.** City staff is now recommending the City construct another wood-frame building for on-site storage, approximately 400 to 600 square feet. The location of the proposed shed has yet to be determined; however, two proposed locations are indicated in the image above, denoted by red dashed circles. This new wood-frame structure would likely be constructed with a roll-up door, allowing greater access into the storage building than would otherwise be possible with a man-door. **Budget \$75,000.**



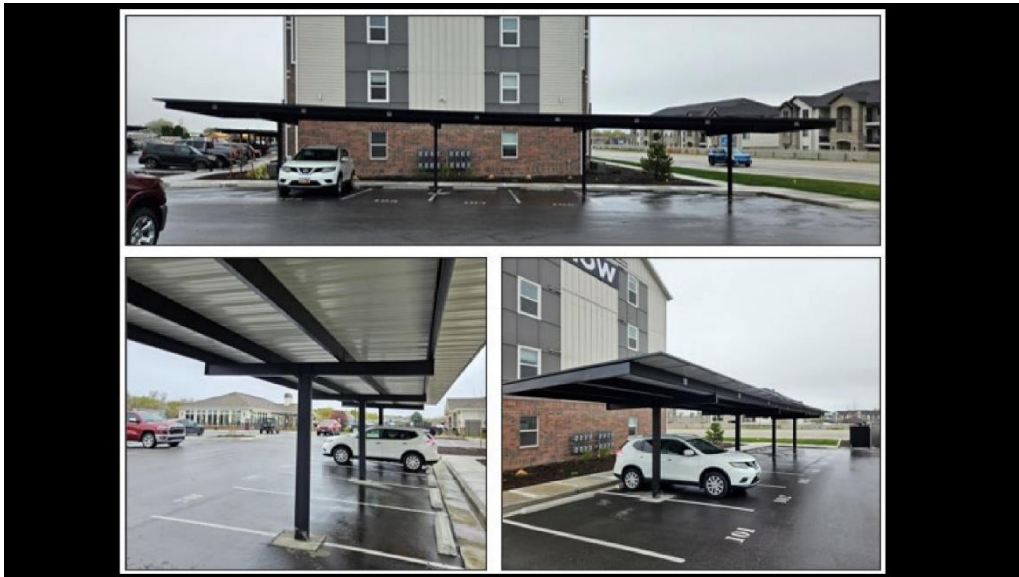
Playground Border Replacements.

- Stonefield Park (constructed 2007), Sports Park (Constructed 2009), and Holmes Park (Constructed circa 2014) are all using the developer-installed plastic borders that are nailed down with heavy spikes.
- These borders have deteriorated, and spikes have begun to rise, creating a safety issue. They have been in place since the parks were built.
- The Parks Department is proposing to change these borders to concrete ones, as we have in our newer parks. These new borders will eliminate a hazard and help beautify the playground areas.
- Anticipated costs to pour and finish a 12" tall and 8" wide concrete retaining wall are as follows: Stonefield \$8,000; Sports Park \$7,800; and Holmes Park \$6,800. Budget \$22,600.



Covered Parking Stalls at City Hall

- One unknown item is how parking lot maintenance or reconstruction occurs once these structures are installed. As noted, the FY 2026 Budget proposes some maintenance work that should provide the City with another 8 years of service out of its existing parking lot at City Hall.
- The City estimates the asphalt's life to be around 30 years, and City Hall's parking lot is approximately 20 years old. The City should anticipate that the City's parking lot will need to be reconstructed in approximately 10 years from now.
- Ed Pehrson, the City's Building Official, reached out to a Wingspan representative regarding the cost of these structures and was informed that the price is around \$1,300.00 per stall. In today's costs, the quoted amount seems relatively inexpensive, and for budgeting purposes, the FY Budget proposes to budget twice the stated amount. As such, for the 8-stall covered parking structure below the FY Budget, the costs of this structure are estimated to be \$20,800. It is suggested that 16 stalls will be covered for \$41,600 at the City Offices. Budget \$41,600.



City Council asked that the price for the covered parking be reduced to half.

New Public Works Building- Architectural Services

- In FY 2025, the City and the West Haven Special Service District purchase 12.2 acres on 3300 South near the Country Park and the existing Public Works Building for \$3,027,772.40.
- The existing facilities for the Public Works Department and the West Haven Special Service District (WHSSD or District) are inadequate and fail to meet functional standards for adequate office, equipment, and supplies storage space, and fabrication space for current operations.
- Currently, the Public Works and Parks Departments borrow storage space from the Weber West Taylor Water District for equipment storage, and the City rents a storage space to store City belongings.
- Due to the lack of storage space, the WHSSD has refrained from purchasing the equipment needed for its operation.



Temporary work stations and storage in the existing Public Works and Parks Departments.



Existing Public Works and Parks Department Building.



Existing WHSSD Building.

Building Features

- **Administrative Offices.** Office space for staff to work and manage operations.
- **Vehicle and Equipment Storage.** Bays for storing vehicles, equipment, and materials.
- **Maintenance Shops.** Areas for repairing and maintaining vehicles, equipment, and other infrastructure.
- **Indoor Storage.** Areas for the warehouses or storage of materials and supplies.
- **Storage Yard.** Areas for outdoor storage yard and auxiliary storage buildings.
- **Wash Areas.** Bays for cleaning of vehicles and equipment.
- **Fabrication Space.** Areas for the layout and construction of projects that may take multiple days to complete, or during inclement weather.
- **Meeting Room.** A large gathering space to accommodate public meetings, presentations, and employee training.
- **Parking Lot.** Parking areas for visitors and employees. It may be worth noting that the parking lot for this building, being so near to the Country Park, can provide overflow parking for events such as West Haven City Days.

New Public Works Building- Improved Efficiency

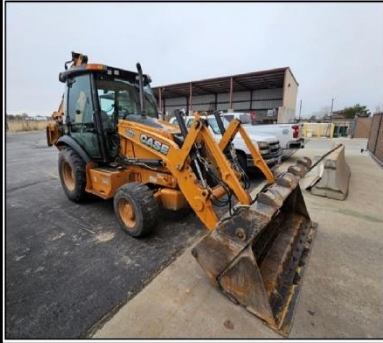
- The new building will be designed to optimize workflow, streamline operations, and reduce maintenance costs by sharing a facility for the City and the District. In this way, the capital costs (construction) and the operational costs of the common elements each entity would need for its operations can be shared.
- Furthermore, having the Public Works, Parks, and District operating from the same building will create opportunities for these departments to jointly purchase and share equipment for their operations.
- Additionally, since there is an existing operational agreement between the District and the City, where the City provides administrative and operational staff for the District's operations, having one operational hub for these two entities will improve the management and operations of both entities. It is West Haven City's culture to have all its employees coordinate and collaborate across department lines. Park employees often assist Public Works employees on projects and vice versa. Having a central operational hub will enhance the City's culture and provide a pool of employees for various projects among the different departments.
- The existing Public Works Building will likely continue to be used by the City for its Recreation Department and provide overflow storage and shop space for the Public Works and Parks Departments.

New Public Works Building- Architectural Services

- The cost to construct the building described above is unknown, and the first step towards financial planning and coordination between the City and District will likely be to engage an architect to perform some design work for both the building and the site. The City and District should engage an architect for this work in FY 2026. Budget \$40,000.

Backhoe Replacement.

- It is proposed that the 2014 Case Backhoe be replaced, as it is an oft-relied-on piece of equipment. The backhoe is used in multiple departments, including streets, parks (City), and water and sewer (WHSSD).
- Downtime due to backhoe condition or operability can significantly impact current projects undertaken by these departments, delay responses in emergent situations, and/or decrease productivity.



Backhoe Replacement.

- In preparation for the budget, the City received three quotes for a new backhoe. The least expensive backhoe that is equivalent to the current backhoe costs approximately \$137,000, with one company providing a trade-in value of \$45,000 for the current backhoe.
- The City and District consider a budget of \$95,000, with the cost of the equipment being divided 33.33% to WHSSD and 66.66% to the City. Budget \$63,500

Recent Repairs for Backhoe

Date	Hours	Amount
5/3/2024	1,491	\$280.00
6/17/2024	1,435	\$941.62
9/17/2024	1,487	\$4,837.82
7/1/2024	1,449	\$696.15
6/20/2023	1,266	\$1,107.89
5/16/2023	1,253	\$560.88
8/16/2023	1,293	\$3,052.53
8/16/2023	1,293	\$3,878.58
8/31/2023	1,295	\$1,429.01
5/26/2022	1,128	\$556.35
6/2/2022	1,129	<u>\$341.58</u>
Grand Total		\$17,682.00

Transfer Switch & Docking Station (Back-Up Generator for the Public Works Building).

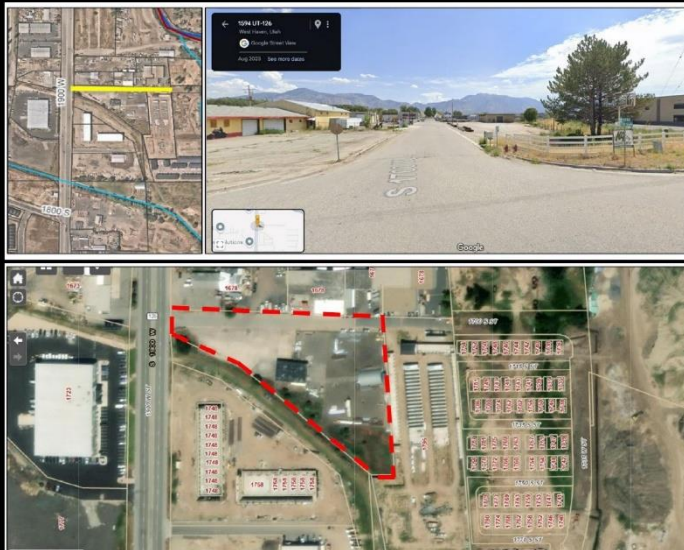
- In an emergency, an electrical generator ensures continuity of operations. All WHSSD buildings and the City Hall already have a diesel or natural gas electrical generator that allows operations to continue when power is not available from Rocky Mountain Power's electrical grid.
- Public Works recently purchased a mobile backup generator (125kVA) to power the Public Works Building. The City will also use the mobile generator in various locations, such as at events or at a mobile Emergency Operations Center (EOC).
- It is proposed that the City fund the installation of a transfer switch and docking station for the Public Works Building, estimated to cost \$10,904.74 and \$9,823.00 for labor. Budget \$20,900.



City Council asked that the transfer switch and docking station for the back-up generator be removed from the budget.

Right-of-Way Acquisition (Non-WACOG Projects).

- It is recommended that the City allocate funds to acquire right-of-way for trails and roads, allowing the City Council to more easily purchase rights-of-way for non-WACOG-funded projects during a fiscal year.
- West Haven City will exact property for right-of-way (i.e., require, as a condition of issuing a land use permit, the dedication of right-of-way) when the circumstances surrounding the proposed development meet the legal standards in Utah Code 10-9a-508.
- However, there are times when circumstances do not allow for an exaction, such as when the City needs to expand a right-of-way that would not be proportionate to the proposed land use application generating the trips necessitating the expanded right-of-way (often, it increases the right-of-way to the width of an arterial road). Budget \$150,000.



Storm Water Fund

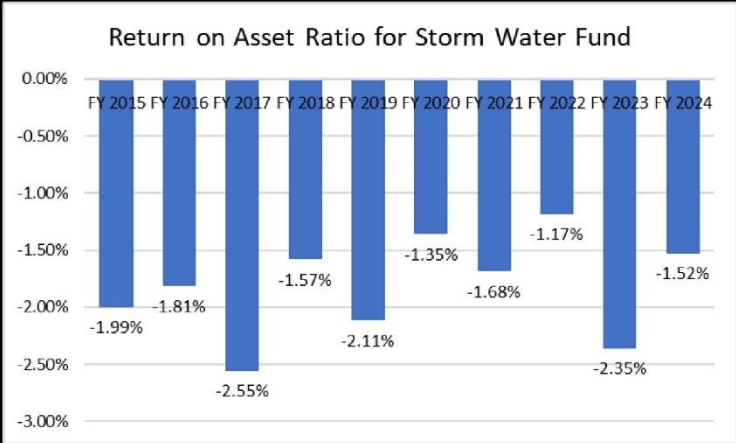
FY 2026 Budget

Storm Water Fund Return on Asset Ratio

- Storm Drain Fund has a **negative operating income**, which means that operating expenses exceed operating revenues. Consequently, the return on the **asset ratio is a negative number**.
- On average, from FY 2015 to FY 2024, the Storm Drain Fund has had a Net Operating Income of **-\$145,355** and a **-1.81** return on asset ratio.
- As a target, the Storm Water Fund should have a **targeted return on asset ratio of 3%**.

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Net fixed assets	\$7,234,364	\$7,609,536	\$8,210,502	\$10,874,359	\$12,828,764	\$14,079,239
Net operating income	\$(152,340)	\$(102,781)	\$(137,676)	\$(127,731)	\$(301,686)	\$(213,579)
Return on Assets	-2.11%	-1.35%	-1.68%	-1.17%	-2.35%	-1.52%

Storm Water Fund Return on Asset Ratio



Storm Water Fees in Comparable Cities



Slough Maintenance

The City has developed a recurring maintenance plan for the sloughs within the City, including dredging existing channels to maintain capacity, as enumerated below. Budget \$125,000.

	Estimated Costs	Segment Length	Notes
Country Park Wetland Area:			
Pond Maintenance	\$99,390	3,313	First priority
Totals:	\$99,390	3,313	
Hooper Slough Maintenance:			
4700 W to 5100 W	\$89,460	2,982	Area needing maintenance
Green Farms to 3300 S	\$81,000	2,700	Done by County FY 2025
East of 2700 W	\$96,000	3,200	Area needing maintenance
Totals:	\$266,460	8,882	
Howard Slough Maintenance:			
4150 S to 4600 S	\$153,000	5,100	Area needing maintenance
Salt Point to 4000 S	\$51,600	1,720	Area needing maintenance
Totals:	\$204,600	6,820	

Interconnection of Irrigation and Storm Drain Systems

- The irrigation system and storm drain are interconnected at the intersection of 2200 South and 2200 West.
- The infrastructure construction in this area occurred in the distant past, so how these systems became interconnected is unknown. The mistake likely occurred during the drawing of the construction plans or in the field by the contractor.
- Additional investigation and engineering will be needed to confirm the correct configuration of the irrigation and storm drain systems and the necessary improvements to disconnect these two systems. Budget \$35,000.



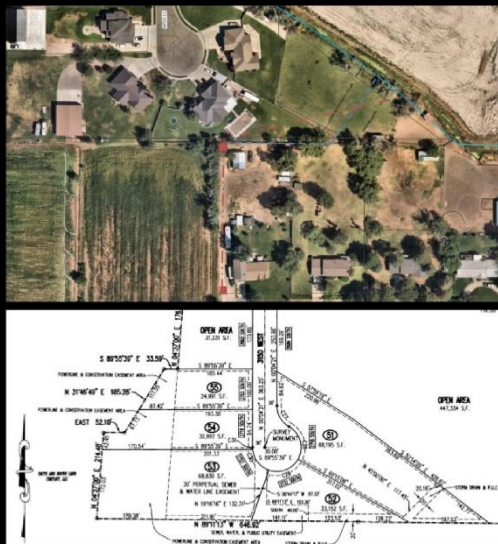
Mitigation of Improperly Placed Catch Basin.

- The MS4 Program Coordinator for the State of Utah recently audited West Haven's MS4 program.
- One of these changes is to remove a catch basin near where the City stores salt for roads, at the Public Works Complex. The requirement is that catch basins are not closer than 50 feet to salt storage to mitigate salt from entering the storm drain system and ultimately into waterways.
- As such, the City needs to cap the catch basin (see catch basin within the dashed circle) and regrade the area for drainage. Budget \$25,000.



2775 S / Windsor Drain Relocation.

- This project proposes relocating approximately 420 feet of existing storm drain pipe located on a resident's lot at 2732 S. 3150 W.
- This storm drain pipe has existed on the property since around 2001. The existing storm drain pipe is outside of the storm drain easement and was damaged by pool installation sometime in 2017–2018.
- The City was made aware of the issue about four years after the homeowner at 3080 W 2775 S contacted the City. As a result of the damaged storm drain line, the affected property owners' sump pumps run more often than otherwise would be necessary. Budget \$84,000



Administrative Services Cost Share (Transfer to General Fund).

- As stated, the Storm Water Fund is an enterprise fund managed similarly to privately owned utilities or other business organizations. As such, if the Storm Drain Fund were a standalone business, it would be responsible for all costs associated with its operation. City staff has identified several direct expenses in the General Fund that benefit the Storm Water Fund's operations, such as utility billing, administrative staff support, accounting and auditing, mowing of stormwater basins, etc.
- The Storm Water Fund transfer was calculated at \$161,000 to the General Fund for services rendered, with the primary expenses being related to administrative staff support and the maintenance of storm drain basins. Budget \$0.00 in FY 2026.

Anticipated Changes from Tentative to Final

- City-owned streetlights
- Public Works Staffing
- Insurance renewal
- Storm Water Utility Fee
- Poulter Pond Improvements- Outcome of DNR Grant
- Road Projects & Storm Drain Projects (Budget narratives)
- UTOPIA Charts (Recurring Revenues & Subscriber Growth)
- Recreation Fees
- FY 2025 Budget Projects that need to carry forward to FY 2026 because they were not completed
 - Bed Replacement

9. ADJOURNMENT

Councilmember Dixon made a motion to adjourn at 5:57 PM. **Councilmember Morse** seconded the motion.

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

Emily Green

City Recorder

Date Approved: 5/7/25