



West Point City Council Notice and Agenda

West Point City Municipal Center
3200 West 300 North
West Point City, UT 84015
May 20, 2014

Mayor
Erik Craythorne
Council
Gary Petersen, Mayor Pro Tem
Jerry Chatterton
Andy Dawson
R. Kent Henderson
Jeff Turner
City Manager
Kyle Laws

ADMINISTRATIVE SESSION

6:00 pm – Board Room

1. Continuation of Budget Discussion – Mr. Evan Nelson [page 5](#)
2. Discussion of the General Plan and Heslop Property Amendment – Mr. Boyd Davis [page 19](#)

GENERAL SESSION

7:00 pm – Main Council Chamber

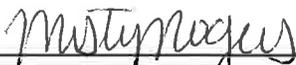
1. Call to Order
2. Pledge of Allegiance
3. Prayer. (Please contact the City Recorder to request meeting participation by offering a prayer or inspirational thought.)
4. Communications and Disclosures from City Council and Mayor
5. Communications from Staff
6. Adoption of Minutes from the May 6, 2014 Council Meetings – Mrs. Misty Rogers [page 25](#)
7. Citizen Comment. (If you wish to make comment to the Council, please use the podium and clearly state your name and address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public comment is a time for the Council to receive new information and perspectives).
8. Miss West Point Royalty
9. Davis County Sheriff Update – Sgt. Brandon Roundy
10. Continuation of Budget Hearing – Mr. Evan Nelson
 - a. Public Hearing
11. Consideration of Approval of Interlocal Agreement for the Landscaping on SR193 – Mr. Boyd Davis [page 41](#)
12. Motion to Adjourn to Closed Session

CLOSED SESSION

Immediately following the West Point City Council Meeting - Board Room

1. Call to Order
2. Pursuant to UCA §52-4-205(1)(a), to Discuss Personnel.
3. Motion to Adjourn

Posted and dated this 16th day of May 2014



MISTY ROGERS, CITY RECORDER

If you plan to attend this meeting and, due to disability, will need assistance in understanding or participating therein, please notify the City at least eight hours prior to the meeting and we will seek to provide assistance.

TENTATIVE UPCOMING ITEMS

Date: 6/3/2014

Administrative Session

1. Continuation of Budget Discussion – Mr. Evan Nelson

General Session

1. Resolution No. 06-03-2014A, Consideration of Adoption of FY2015 Tentative Budget for West Point City and All Related Agencies – Mr. Evan Nelson
 - a. Public Hearing
 - b. Action

General Session

1. Public Hearing to Consider Modifications to the West Point City General Plan – Mr. Boyd Davis
 - a. Public Hearing
 - b. Action

Date: 6/17/2014

Administrative Session

1. Continuation of Budget Discussion – Mr. Evan Nelson

General Session

1. Resolution No. 06-17-2014A, Consideration of Adoption of the FY2015 Schedule of Fees for West Point City – Mr. Evan Nelson
2. Resolution No. 06-17-2014B, Consideration of Adoption of the FY2014 Property Tax Rate for West Point City – Mr. Evan Nelson
 - a. Public Hearing
 - b. Action
3. Resolution No. 06-17-2014C, Consideration of Adoption Revised Budget for West Point City for FY2014, a budget for FY2015 Budget, and a Compensation Schedule for Employees and Officers of the City – Evan Nelson
 - a. Public Hearing
 - b. Action

Date: 6/17/2014

Community Development and Renewal Agency Meeting

1. Call to Order
2. Communications from Staff
3. Resolution No R06-17-2014, adopting the FY2014 Amended Budget and the FY2015 Annual Budget for West Point City.
 - a. Public Hearing
 - b. Action
4. Motion to Adjourn

Future Items

Administrative Session

1. Discussion of Debris Management – Mr. Paul Rochell
2. Discussion of Street Light Replacement – Mr. Kyle Laws
3. Discussion of Cemetery Expansion
4. Discussion of Pheasant Creek Wetlands Area
5. Discussion of Sewer System Management Plan – Mr. Paul Rochell

General Session

1. Consideration of Adoption of Resolution No. ***, The West Point City Sewer System Management Plan – Mr. Paul Rochell
2. Public Hearing to Consider Modifications to the West Point City General Plan – Mr. Boyd Davis
 - a. Public Hearing
 - b. Action

West Point City 2014 Calendar

January

February

March

April

May

19 Senior Lunch-11:30am
 20 City Council-7pm
 26 **Memorial Day-Office Closed**
 29 Planning Commission-7pm

June

3 City Council-7pm
 12 Planning Commission-7pm
 14 Miss West Point Pageant SHS-7pm
 16 Senior Lunch-11:30am
 17 City Council-7pm
 26 Planning Commission-7pm

July

1 City Council-7pm
 4 **Independence Day-Office Closed**
 4th of July activities
 10 Planning Commission-7pm
 15 City Council-7pm
 21 Senior Lunch 11:30am
 24 **Pioneer Day Observed-Office Closed**

August

5 City Council-7pm
 7 **Summer Party-5pm**
 14 Planning Commission-7pm
 15 Senior Dinner-5:30pm
 19 City Council-7pm
 28 Planning Commission-7pm

September

1 **Labor Day-Office Closed**
 2 City Council-7pm
 11 Planning Commission-7pm
 15 Senior Lunch-11:30am
 16 City Council-7pm
 25 Planning Commission-7pm

October

2 Cemetery Cleaning
 7 City Council-7pm
 8 **Council/Staff Lunch-11:30am**
 16 Planning Commission-7pm
 17 Halloween Carnival-7pm
 20 Senior Lunch-11:30am
 21 City Council-7pm
 30 Planning Commission-7pm

November

4 Election Day
 8 Flags on Veteran's Graves YC
 11 **Veteran's Day-Office Closed**
 13 Planning Commission-7pm
 17 Senior Lunch-11:30am
 18 City Council-7pm
 27-28 **Thanksgiving -Office Closed**

December

1 City Hall Lighting Ceremony-6:00 pm
 2 City Council-7pm
 5 **Christmas Party-7pm**
 11 Planning Commission-7pm
 15 Senior Lunch-11:30am
 16 City Council-7pm
 19 Cemetery Luminary-4pm
 25-26 **Christmas -Office Closed**

January 2015

9-10 Council Retreat

City Council Staff Report

Subject: FY2014 Amended and FY2015 Budget
Author: Evan Nelson
Department: Administrative Services
Date: May 20, 2014



BACKGROUND

Each year cities and towns in the State of Utah are required to adopt a balanced budget for the upcoming fiscal year (July 1- June 30) on or before the 22nd of June. The tentative budget was presented to the City Council at the meeting on May 6th as required by law. Council and Staff discussed an overview of revenues and expenditures, changes from the 2014 Budget, the Employee Pay Plan, and other budget options.

On May 20th we will discuss proposed changes to the City's Capital Improvement Plan (CIP) and budgets for the City's enterprise funds.

ANALYSIS

Capital Projects

The Capital Projects Matrix is provided in your tentative budget document. This spreadsheet outlines a recommended 5-year plan for construction and improvement projects in the City. In addition to showing what is budgeted for current projects, the document is also intended to highlight future needs that may or may not be funded.

Staff's Capital Project Committee ranked the projects on a priority scale from 1-5, with 1 being the most important and 5 being the least important.

Staff prioritized the projects based upon some of the following criteria:

- Has the project already begun?
- Does it maintain existing infrastructure?
- Will it result in operational savings?
- Does it tie to a Council Policy Priority?
- Does it respond to a pressing need?

The capital projects matrix includes a column for "FY2013 carry forward". This section represents the amounts that were budgeted but not expended during the prior fiscal year. Unless the project has been canceled and the funds reallocated, then the amount will be included in the next fiscal year's budget. This allows us to complete the project even though the fiscal year has ended.

You will also notice a column labeled “FY2014 Amended”. This column is the sum of the FY2014 original budget, the carry forward amount, and any other changes. Only projects with money identified in the columns titled **FY2014 Amended, Difference, and FY2015 Original** are actually funded. All future years are subject to future Council appropriations and approval.

The discussion for City Council Meeting is divided into four sections: Projects Completed, Projects Funded for FY2015, New Projects, and Projects with Funding Changes in FY2014.

Projects completed (highlighted in brown on the Capital Projects Matrix):

- *026 – 4500 West Sewer Phase II (1300 N to 1550 N)*
- *033 – 300 North (1750 W – 150 W) 3” Abandonment and Laterals*
- *044 – 800 North Widening with Clinton (1750 W to 2000 W)*
- *052 – Detention Pond Improvements*
- *055 – Pedestrian Trail Light (800 N 4200 W)*
- *070 – 300 North Sidewalk Improvements*

Projects funded for FY2015 (Dollar amounts only include FY2015 appropriations. Some projects have carry-forward balances from previous fiscal years which are in addition to the amounts shown below. Carry-forward amounts are shown on the Capital Projects Matrix in the “Difference” column.):

- *005 – Blair Dahl Park Payment* – The payment due in June 2015 is the final payment on the Blair Dahl Park agreement. The amount of this payment is \$134,358. We have shifted the revenue source for the Blair Dahl Park payment from General Fund Surplus to Park Impact Fees. We previously did not anticipate having sufficient impact fee revenue to cover the payments, but have now concluded that impact fee balances will be sufficient in both FY2014 and FY2015 to cover the final payments.
- *012 – Street Maintenance* – The City’s ongoing practice is to budget \$200,000 per year of Class C Road money to be used for road maintenance in accordance with the Street Maintenance Schedule. This includes reconstruction and preventative maintenance. Funding levels in this project were determined to be sufficient due to carry-forward. \$73,000 was shifted out of Street Maintenance in FY2014, and left in fund balance for future use. (Street Maintenance Schedule attached)
- *014 – Street Vehicle Maintenance* – This project is an ongoing project to be used for repair and maintenance for Class C vehicles. As can be seen in the matrix, we are proposing \$10,000 each year to this project.
- *015 – Salt and Street Materials* – This project provides materials used for repairing roads and shoulders and for salt used in snow removal. This is an ongoing project with a proposed budget of \$15,000 per year.
- *023 – Parcel Maintenance and Protection* – FY2013 had a carry-forward of \$8,523. We are proposing adding \$5,000 to that in FY2014 and then another \$5,000 in FY2015 for fence projects in Pheasant Creek and at 550 N. 3100 W.

- *034 – 1300 North 10" Water Line upgrade (3200 W to 3600 W)* – This project will fund the purchase and installation of a new waterline. The proposed budget is \$255,000 from Water Fees and \$45,000 from Water Impact Fees.
- *045 – 520 North Loop Completion and Parking Lot (3830 W to 3650 W)* – Completion of the 520 North Loop is expected to alleviate traffic and safety concerns expressed by residents and administration at West Point Elementary and to provide additional parking at Loy Blake Park. This project is proposed to be funded using General Fund Surplus (\$125,000), Class C revenue (\$50,000), and Road Impact Fees (\$100,000). The Davis County School District is expected to participate in funding the project. While this is not a new project, utilizing funding sources in addition to General Fund Surplus is a change in FY2015.
- *049 – 800 North Sidewalk Gap (2525 W to 2700 W)* – This project will add a needed section of sidewalk on 800 North. We propose adding \$15,000 in FY2014 and \$40,000 in FY2015. This project is expected to be completed in FY2015.
- *050 – 3000 West Widening* – We propose adding an additional \$32,204 to this project in FY2014 and then another \$100,000 in FY2015 in order to pay for the City's match on the grant. The project is scheduled for FY2016 and is funded with Road Impact Fees. The FY2015 contribution will bring the available balance to \$249,204. Our estimated required match is \$315,539, \$78,885 of which will be reimbursed to us by Clinton City. That leaves our net share at \$236,654.
- *059 – Vehicle Replacement* – The City purchased two new vehicles in FY2014. The expense of these vehicles was shared among funds. We have made adjustments to the allocation of these purchases in FY2014 as follows: \$22,500 added in General Fund Surplus, \$28,000 removed from Water Fees, \$51,710 added in Waste Fund Beginning Balance, \$33,100 removed from Storm Water Fund Beginning Balance. We have budgeted \$60,100 in FY2015 for replacement of the 2006, 3500 Chevy Dump Truck in accordance with the City Fleet Replacement Plan. Funding for this purchase will come from General Fund Surplus (\$15,025), Water Fees (\$15,025), Waste Fund (\$15,025), and Storm Water Fund (\$15,025). (Fleet Replacement Schedule attached)
- *072 – Fiber Optics Connection* – This project will enhance internet access and speed at City Hall. The estimated cost is \$15,000.
- *073 – 5 Year CIP* – This project has been set up to put money aside for future planned or unanticipated capital projects. We have budgeted \$55,000, which is equal to last year's allocation.

New Projects added to the Matrix (text is red on the Matrix):

- *075 – Park Improvements* – The purpose of this project is to fund improvements at our existing and future parks. This may include playground equipment and tennis court improvements at Loy Blake Park in the coming fiscal year as has been discussed. We have included \$115,000 in FY2015 revenues in the budget. An additional \$225,000 of surplus from previous fiscal years is also assigned to this project.
- *076 – [NEW] Transportation Master Plan and Road Impact Fee Study* – This newly added project is to fund the Transportation Master Plan and Road Impact Fee Study, as

required by state law. The project is scheduled to be funded in FY2015, at a cost of \$40,000, using Road Impact Fee money.

- *077 – 300 North Ditch (4200 W to 4500 W)* – The purpose of this project is to pipe the ditch on the north side of 300 North. We have re-assigned \$20,000 from *Project 053 – 3000 West Storm Drain (1100 North)* to this project.
- *078 – West Point Military Memorial* – This project has been added to the Matrix in anticipation of future expenditures. However, funding has not yet been assigned to the project. The Military Memorial Committee is continuing their efforts to raise funds to complete the memorial.

Projects with Funding Changes in FY2014 (see “FY2014 Changes” column):

- *016 – Street Vehicle Equipment* – Funding levels in this project were determined to be sufficient due to carry-forward. \$20,000 was shifted out of Street Vehicle Equipment, and left in fund balance for future use.
- *018 – Fire Hydrants* – Excess funding in the amount of \$5,660, from *Project 062 – Water Emergency Connection*, was moved to project 018 for the purchase of fire hydrants.
- *026 – 4500 West Sewer Phase II* – \$1,202 was added to this project to match expenses and finish the project.
- *043 – Cemetery Perpetual Care* – \$56,670 was added to reconcile the Capital Projects Matrix with the actual Cemetery Perpetual Care balance. We anticipate using this funding, in addition to carryover, for the Cemetery expansion project.
- *044 – 800 North Widening With Clinton (150 W to 2000 W)* – This project has been completed. Remaining funding, in the amount of \$32,204 was removed from this project for future use.
- *048 – Loy Blake Park Bathroom Replacement* – Since bids came in higher than anticipated, an additional \$37,000 was added to this project. The project is complete and waiting on a couple of punch-list items. The restrooms should be open in the next week or so.
- *053 – 3000 West Storm Drain (1100 North)* – This project was determined to be unnecessary as the work will be completed as part of the 3000 West Widening Project. The \$20,000 of funding was moved to *Project 077 – 300 North Ditch (4200 W to 4500 W)*.
- *058 – SR 193 Landscaping and Pedestrian Improvements* – \$5,000 was removed from this project.
- *060 – Equipment Replacement* – We added \$10,000 of General Fund Surplus to the Parks Department Equipment Replacement line to replace the Cushman used at the Cemetery.
- *070 – 300 North Sidewalk Improvements* – This project was completed and remaining funding was removed for future use on another project.
- *074 – 200 South Trail (2000 W to 4000 W)* – General Fund Surplus funding on this project was reduced by \$22,419 and Park Impact Fee funding was increased by \$60,000.

Enterprise Funds

This section contains a brief summary of proposed changes in the Waste, Water, and Storm Water Funds. Some changes affecting these funds have already been discussed, including personnel changes and capital projects.

Waste Fund

We have adjusted the budget in FY2014 and FY2015 to reflect increases to the sewer rates charged by North Davis Sewer District. This change increased the FY2014 budget by \$101,755 and the FY2015 budget by \$217,177.

Water Fund

We have increased Primary Operating Expenses in FY2014 by \$31,447 to account for increased electricity expense, maintenance, water testing, and secondary water. Primary Operating Expenses in FY2015 were increased by \$86,965 to account for the same increases just mentioned, plus personnel changes.

Due to final pay-off of the inter-fund loan from the Waste Fund to the Water Fund for the purchase of radio meters, we have decreased the budget in both FY2014 and FY2015 by \$25,000.

Storm Water Fund

We have increased the budget for credit card processing fees by \$2,000 in both FY2014 and FY2015.

RECOMMENDATION

Staff would like Council to discuss and provide direction on the City Manager's Recommended Budget and continue the public hearing during the regular meeting.

SIGNIFICANT IMPACTS

There are no significant impacts at this time.

ATTACHMENTS

- Street Maintenance Schedule
- Fleet Replacement Plan

WEST POINT CITY
ROAD MAINTENANCE SCHEDULE

UPDATED 5-15-2014



Project Type	Street name/subdivision name	Year recorded/constructed	Current Condition	Recommended Treatment	Sq. Yds.	Cost per SY	2014	2015	2016	2017-2022	2022-2027
RECONSTRUCTION	Brimhall 2	1984	Failed	Rotomill/Replace/Slurry	2264	\$17.11	\$38,737.04				
	Thurgood Estates 3	1987	Failed	Rotomill/Replace/Slurry	1494	\$17.11	\$25,562.34				
	Thurgood Estates 1	1980	Failed	Rotomill/Replace/Slurry	1488	\$17.11	\$25,459.68				
	3000 West (300 N - 800 N)	1980	Fair	Reconstruction/Slurry	10560	\$18.95		Grant/impact fee			
	3000 West (800 N - 1300 N)	1980	Fair	Reconstruction/Slurry	6160	\$18.95		Grant/impact fee			
	3000 West (200 S - 300 N)	1980	Poor	Fabric/Overlay/Slurry	12320	\$9.84		\$121,228.80			
	1300 North (3500 W - 4000 W)	1980	Failed	Rotomill/Replace/Slurry	12320	\$17.11			\$100,000.00	110795.2	
	200 South (4500 W - 4700 W)	1980	Failed	Rotomill/Replace/Slurry	7267	\$17.11					\$124,332.67
	Thurgood Estates 5	1995	Failed	Rotomill/Replace/Slurry	1374	\$17.11					\$23,509.14
	Thurgood Estates 4	1992	Failed	Rotomill/Replace/Slurry	1364	\$17.11					\$23,338.04
	300 North (1500 W - 2000 W)	1980	Fair	Reconstruction/Slurry	12320	\$18.95					Grant
	4500 West (1800 N - 2425 N)	1980	Poor	Fabric/Overlay/Chip	10560	\$10.67					\$112,675.20
	700 South (4000 W - 4500 W)	1980	Poor	Fabric/Overlay/Chip	8800	\$10.67					\$93,896.00
	Bingham Estates V	1988	Poor	Fabric/Overlay/Chip	6406	\$10.67					\$68,352.02
	Bingham Estates VI	1988	Poor	Fabric/Overlay/Chip	6406	\$10.67					\$68,352.02
	Bingham Park Parking Lot & Access	1995	Poor	Overlay/Slurry/Stripe	4860	\$11.17					\$54,286.20
	Edgehill 2	1985	Failed	Rotomill/Replace/Slurry	2688	\$17.11					\$45,991.68
	Future Reconstructions										\$263,018.08

Total Reconstruction							\$89,759.06	\$121,228.80	\$100,000.00	\$488,546.25	\$500,000.00
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Project Type	Street name/subdivision name	Year recorded/ constructed	Current Condition	Recommended Treatment	Sq. Yds.	Cost per SY	2014	2015	2016	2017-2022	2022-2027
PREVENTATIVE MAINTENANCE	Newport Haven 6	1986	Good	Slurry Seal	1774	\$1.74	\$3,086.37				
	Newport Haven 7 (1900 W & 250 N)	1988	Good	Slurry Seal	2253	\$1.74	\$3,920.80				
	Newport Haven 5 (1850 W)	1986	Good	Slurry Seal	1033	\$1.74	\$1,797.42				
	Newport Haven 4 (1800 W)	1985	Good	Slurry Seal	861	\$1.74	\$1,498.14				
	East Park Parking Lot East	2007	Fair	Slurry Seal	4123	\$1.74	\$7,174.02				
	Edgehill 16	2004	Fair	Crack Seal/Slurry Seal	3748	\$2.18	\$8,170.64				
	Edgehill 17	2006	Fair	Crack Seal/Slurry Seal	5648	\$2.18	\$12,312.64				
	Oakcrest A/B 1600 West	1987	Fair	Crack Seal/Chip Seal	3595	\$3.01	\$10,820.95				
	2300 West (300 N - 800 N)	1980	Fair	Crack Seal/Chip Seal	12320	\$3.01	\$37,083.20				
	East Park Parking Lot West	2001	Fair	Crack Seal/Slurry/Stripe	3012	\$2.68	\$8,072.16				
	Edgehill 13	2001	Fair	Crack Seal	4432	\$0.44	\$1,950.08				
	Frew Estates 10	1997	Fair	Crack Seal	2968	\$0.44	\$1,305.92				
	Patterson Estates 4	1997	Fair	Crack Seal/Chip Seal	2200	\$3.01	\$6,622.00				
	Patterson Estates 5	1999	Fair	Crack Seal/Chip Seal	2416	\$3.01	\$7,272.16				
	Silverwood 1	1998	Fair	Crack Seal	6372	\$0.44		\$2,803.68			
	Silverwood 2	1999	Fair	Crack Seal	6664	\$0.44		\$2,932.16			
	Silverwood 3	2000	Fair	Crack Seal	9888	\$0.44		\$4,350.72			
	800 North (2000 W - 2300 W)	1980	Fair	Crack Seal	3908	\$0.44		\$1,719.67			
	Skywest 2	1998	Fair	Crack Seal	6753	\$0.44		\$2,971.17			
	Thurgood Estates 6	1997	Fair	Crack Seal	1368	\$0.44		\$601.92			
	Thurgood Estates 7	2002	Fair	Crack Seal	1372	\$0.44		\$603.68			
	West Ridge Estates 1	2001	Fair	Crack Seal	8876	\$0.44		\$3,905.44			
	West Ridge Estates 2	2002	Fair	Crack Seal	8752	\$0.44		\$3,850.88			
	West View Park 1	2000	Fair	Crack Seal	4812	\$0.44		\$2,117.28			
	West View Park 2	2003	Fair	Crack Seal	800	\$0.44		\$352.00			
	4000 West (300 N - 800 N)	1980	Fair	Crack Seal/Chip Seal	10560	\$3.01		\$31,785.60			
	550 North (2000 W - 2300 W)	1990	Fair	Crack Seal	7817	\$0.44		\$3,439.33			
	800 North (4000 W - 4500 W)	1980	Fair	Crack Seal	8800	\$0.44		\$3,872.00			
	Brimhall 1 (470 N)	1979	Fair	Chip Seal	1760	\$2.57		\$4,523.20			
	Cemetery Parking Lot	1980	Fair	Crack Seal	3307	\$0.44		\$1,455.08			
	Country West	1992	Fair	Crack Seal	1892	\$0.44		\$832.48			
	Derby Acres 1	1996	Fair	Crack Seal	3702	\$0.44		\$1,628.88			
Edgehill 10	1994	Fair	Crack Seal/Slurry Seal	2668	\$2.18		\$5,816.24				
Frew Estates 5	1994	Fair	Crack Seal	1740	\$0.44		\$765.60				

Project Type	Street name/subdivision name	Year recorded/constructed	Current Condition	Recommended Treatment	Sq. Yds.	Cost per SY	2014	2015	2016	2017-2022	2022-2027				
PREVENTATIVE MAINTENANCE	Frew Estates 6	1994	Fair	Crack Seal	3392	\$0.44			\$1,492.48						
	Frew Estates 7	1995	Fair	Crack Seal	3600	\$0.44			\$1,584.00						
	Frew Estates 8	1995	Fair	Crack Seal	3544	\$0.44			\$1,559.36						
	Newport Haven 3	1984	Fair	Chip Seal	3345	\$2.57			\$8,597.51						
	Oakcrest C	1995	Fair	Crack Seal	1596	\$0.44			\$702.24						
	Oakcrest D	1995	Fair	Crack Seal	5512	\$0.44			\$2,425.28						
	Oakcrest E	1996	Fair	Crack Seal	2021	\$0.44			\$889.24						
	Loy Blake Parking Lot East	1980	Fair	Crack Seal/Slurry/Stripe	4332	\$2.68			\$11,609.76						
	Loy Blake Parking Lot West & Access	1980	Fair	Crack Seal/Slurry/Stripe	4155	\$2.68			\$11,135.40						
	Page Estates	1978	Fair	Chip Seal	16662	\$2.57			\$42,821.34						
	Patterson Estates 2	1996	Fair	Crack Seal/Chip Seal	1888	\$3.01			\$5,682.88						
	Patterson Estates 3	1996	Fair	Crack Seal/Chip Seal	2000	\$3.01			\$6,020.00						
	Sandrige Estates	1979	Fair	Chip Seal	1000	\$2.57			\$2,570.00						
Sandy Meadows	1994	Fair	Crack Seal	3808	\$0.44			\$1,675.52							
Future Preventative Maintenance										\$500,000.00	\$500,000.00				
Total Preventative Maintenance											\$111,086.50	\$80,327.01	\$98,765.01	\$500,000.00	\$500,000.00

Reconstruction							\$89,759.06	\$121,228.80	\$100,000.00	\$488,546.25	\$500,000.00
Preventative Maintenance							\$111,086.50	\$80,327.01	\$98,765.01	\$500,000.00	\$500,000.00
Combined Total							\$200,845.56	\$201,555.81	\$198,765.01	\$988,546.25	\$1,000,000.00

Percent Reconstructed							0.9%	0.8%	4.6%	7.1%	4.6%
Percent Maintained							101.5%	10.6%	14.7%	6.8%	-

Project Type	Street name/subdivision name	Year recorded/constructed	Current Condition	Recommended Treatment	Sq. Yds.	Cost per SY	2014	2015	2016	2017-2022	2022-2027
OTHERS	Frew Estates 3 (550 N 1875 W)	1979	Good		5972						
	Skywest 1	1979	Good		4318						
	1300 North (3000 W - 3500 W)	1980	Good		6160						
	1300 North (4000 W - 4500 W)	1980	Good		8916						
	1300 North (4500 W - 5000 W)	1980	Good		8916						
	2425 North (4500 W - 4750 W)	1980	Good		2200						
	4000 West (800 N - 1300 N)	1980	Good		10464						
	700 South (3500 W - 4000 W)	1980	Good		8800						
	700 South (4500 W - 4700 W)	1980	Good		2133						
	800 North (1750 W - 2000 W)	1980	Good		3080						
	800 North (2525 W - 3000 W)	1980	Good								
	800 North (3000 W - 3500 W)	1980	Good		8800						
	800 North (3500 W - 4000 W)	1980	Good		8800						
	800 North (4500 W - 5000 W)	1980	Good		8800						
	5000 West (1300 N - 1800 N)	1980	Good		7848						
	5000 West (300 N - 800 N)	1980	Good		7617						
	5000 West (800 N - 1300 N)	1980	Good		7617						
	Horse Shoe (175 S/200 S)	1980	Good		7213						
	300 North (4500 W - 5000 W)	1980	Fair		12320						
	Edgehill 1	1981	Good		3728						
	Stuart (670 N)	1981	Good		1040						
	Oakcrest A (north half - 132 N to 265 N)	1983	Good		2055						
	Oakcrest A south half (100 N, 170 N, 152 N)	1983	Good		3350						
	Oakcrest B (25 N from 1614 W to 1500 W)	1983	Good		2706						
	Edgehill 3	1986	Good		2500						
	New Hampton Manor 1	1986	Good		6736						
	Edgehill 4	1989	Good		3684						
	4000 West (50 S - 100 N)	1990	Good		1056						
	4000 West (100 N - 300 N)	1990	Fair		3606						
	Edgehill 6	1991	Good		2672						
Edgehill 7	1992	Good		2712							
New Hampton Manor 2	1992	Good		2460							
Edgehill 8	1993	Good		3000							
Frew Estates 4	1993	Good		3412							
Edgehill 9	1994	Good		3924							
Lake Park Condos	1994	Good		2292							

Project Type	Street name/subdivision name	Year recorded/ constructed	Current Condition	Recommended Treatment	Sq. Yds.	Cost per SY	2014	2015	2016	2017-2022	2022-2027
	New Hampton Manor 3	1994	Good		1376						
	New Hampton Manor 4	1994	Good		488						
	New Hampton Manor 5	1995	Good		1260						
	Bartholomew Lane 1	1996	Good		11648						
	Edgehill 11	1996	Good		3504						
OTHERS	Hazelwood	1996	Good		6479						
	New Hampton Manor 6	1996	Good		2800						
	New Hampton Manor 7	1996	Good		2232						
	Derby Acres 2	1996	Good		3702						
	Frew Estates 11	1997	Good		1752						
	Edgehill 12	1999	Good		3724						
	West Point Towne Center	2001	Good		2614						
	Lake Point Village	2001	Fair		11891						
	Antelope Ridge 1	2002	Good		5460						
	City Hall Parking Lot	2002	Good		2653						
	Antelope Ridge 2	2003	Good		6744						
	Edgehill 14	2003	Good		2340						
	Lake Point Meadows	2003	Good		14271						
	T-Frew	2003	Good		2132						
	Paice Farms 1	2003	Good		32140						
	550 North (2550 W - 3000 W)	2003	Fair		10733						
	Edgehill 15	2003	Fair		4452						
	Mountain Shadows	2003	Fair		9536						
	Lindon Estates 1	2004	Good		4188						
	Paice Farms 2	2004	Good		9116						
	Stoddard Legacy 1	2004	Good		13531						
	Fairways Beyond the Bluff 1	2004	Good		9036						
	Regail Estates	2004	Fair		8000						
	Stoddard Legacy 2	2005	Good		2268						
	Bannock Way 1	2005	Good		7492						
	Crystal Creek 1	2005	Good		11092						
	Abrams Fair Havens 1	2005	Fair		2152						
	Abrams Fair Havens 2	2005	Fair		3952						
	Crystal Creek 2	2006	Good		5474						
	Crystal Creek 3	2006	Good		3780						
Glendell 1	2006	Good		5586							
Pheasant Creek 1	2006	Good		6424							
West View Park 3	2006	Good		6496							

Project Type	Street name/subdivision name	Year recorded/ constructed	Current Condition	Recommended Treatment	Sq. Yds.	Cost per SY	2014	2015	2016	2017-2022	2022-2027
	Erinwood	2007	Good		1836						
	Glendell 2	2008	Good		5586						
	Lindon Estates 2	2008	Good		2648						
	Yalecrest Towns	2008	Good		4696						
	Public Works Paving	2009	Fair		4026						
	Bison Point	2010	Good		3976						
	Lindon Estates 3	2010	Good		400						
	Yalecrest Estates	2011	Good		11196						
	Pheasant Creek 3	2012	Good		0						

West Point City Fleet Replacement Plan

Fleet #	Year	Model	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
PW8	1995	International Bobtail	175048.5	180299.96	185708.95	191280.22	197018.63	202929.19	209017.06	215287.58
PW18	1995	White GMC 10-Wheel	196266.5	202154.50	208219.13	214465.70	220899.67	227526.67	234352.47	241383.04
PW20	2003	International 7400 Bobtail	175048.5	180299.96	185708.95	191280.22	197018.63	202929.19	209017.06	215287.58
PW34	2013	Frightliner 10- Wheel	197000							
PW10	1990	GMC Bucket Truck	68958.5	71027.26	73158.07	75352.81	77613.40	79941.80	82340.06	84810.26
PW14	2001	Dodge 3500 Utility	58349.5	60099.99	61902.98	63760.07	65672.88	67643.06	69672.35	71762.53
PW31	2012	Ford Crew Cab F350	40844.65	42069.99	43332.09	44632.05	45971.01	47350.14	48770.65	50233.77
PW15	2001	Dodge 2500 Utility	40314.2	41523.63	42769.33	44052.41	45373.99	46735.21	48137.26	49581.38
PW16	2001	Dodge 3500 Dump	58349.5	60099.99	61902.98	63760.07	65672.88	67643.06	69672.35	71762.53
PW21	2006	3500 Chevy Dump	58349.5	60099.99	61902.98	63760.07	65672.88	67643.06	69672.35	71762.53
PW32	2012	Ford F350 Utility Bed								
PW33	2013	Dodge 5500 Dump Bed	58000							
PW13	2003	Ford F-150 P/U	28113.85	28957.27	29825.98	30720.76	31642.39	32591.66	33569.41	34576.49
A1	2005	Chevy Trailblazer	26522.5	27318.18	28137.72	28981.85	29851.31	30746.85	31669.25	32619.33
A2	1999	Ford Explorer	26522.5	27318.18	28137.72	28981.85	29851.31	30746.85	31669.25	32619.33
A3	2008	Chevy Trailblazer	26522.5	27318.18	28137.72	28981.85	29851.31	30746.85	31669.25	32619.33
CD12	2005	Chevy Colorado	19096.2	19669.09	20259.16	20866.93	21492.94	22137.73	22801.86	23485.92
CD22	2004	Chevy Colorado	19096.2	19669.09	20259.16	20866.93	21492.94	22137.73	22801.86	23485.92
	2004	Chevy Colorado	19096.2	19669.09	20259.16	20866.93	21492.94	22137.73	22801.86	23485.92
PW30	2011	Ford Crew Cab F150	28113.85	28957.27	29825.98	30720.76	31642.39	32591.66	33569.41	34576.49
Total			58349	60099	56275.44	49848.79	77613.40	89780.79	69672.35	71762.53

Year for Replacement	Percentage	Amount
6 Years	25%	\$ 15,025
8 years	25%	\$ 15,025
15 years	25%	\$ 15,025
As Needed	25%	\$ 15,025
		<u>\$ 60,100</u>

City Council Staff Report

Subject: General Plan Amendment

Author: Boyd Davis

Department: Community Development

Date: May 20, 2014



Background

We have received a new request from Castle Creek Homes to amend the City's General Plan for the Heslop property located at approximately 1800 W 800 N. The same group submitted a rezone request last year that was denied by the City Council on the grounds that it did not conform with the General Plan. For this reason the applicant is now requesting that the General Plan be amended.

The Planning Commission held a public hearing regarding the request on May 15th. The details of the public hearing will be shared at the City Council meeting.

Analysis

The new proposal from the applicant calls for the most easterly portion of the property to be changed from Commercial (C-C) to residential (R-5). The R-5 zone is a residential zone that allows up to 10.5 units per acre. That density would allow townhouses. The remaining property would be left as commercial property.

Staff believes this is the best use for the property because it will provide a buffer between the existing single family houses and the future commercial development. Commercial uses adjacent to townhouses are generally more acceptable than next to single family houses. Also, if the property were allowed to be developed as single family houses, there is the potential for a conflict with the commercial property in the future, which may result in the commercial property being reduced in size even further.

There is a specific process outlined in State Code for the modification of the General Plan. First, the Planning Commission may study the proposed modifications and determine best plan of action. Before adopting any modifications, the Planning Commission must hold a public hearing. Notices to the affected entities and an advertisement must be posted at least 10 days prior to the public hearing.

Notices were sent to all affected entities and surrounding property owners. The Planning Commission held a public hearing on May 15th. The details of the public hearing were not

available at the time this report was written, but a summary of the public hearing will be shared during the presentation at the City Council meeting.

Recommendation

No action required. This is for information only.

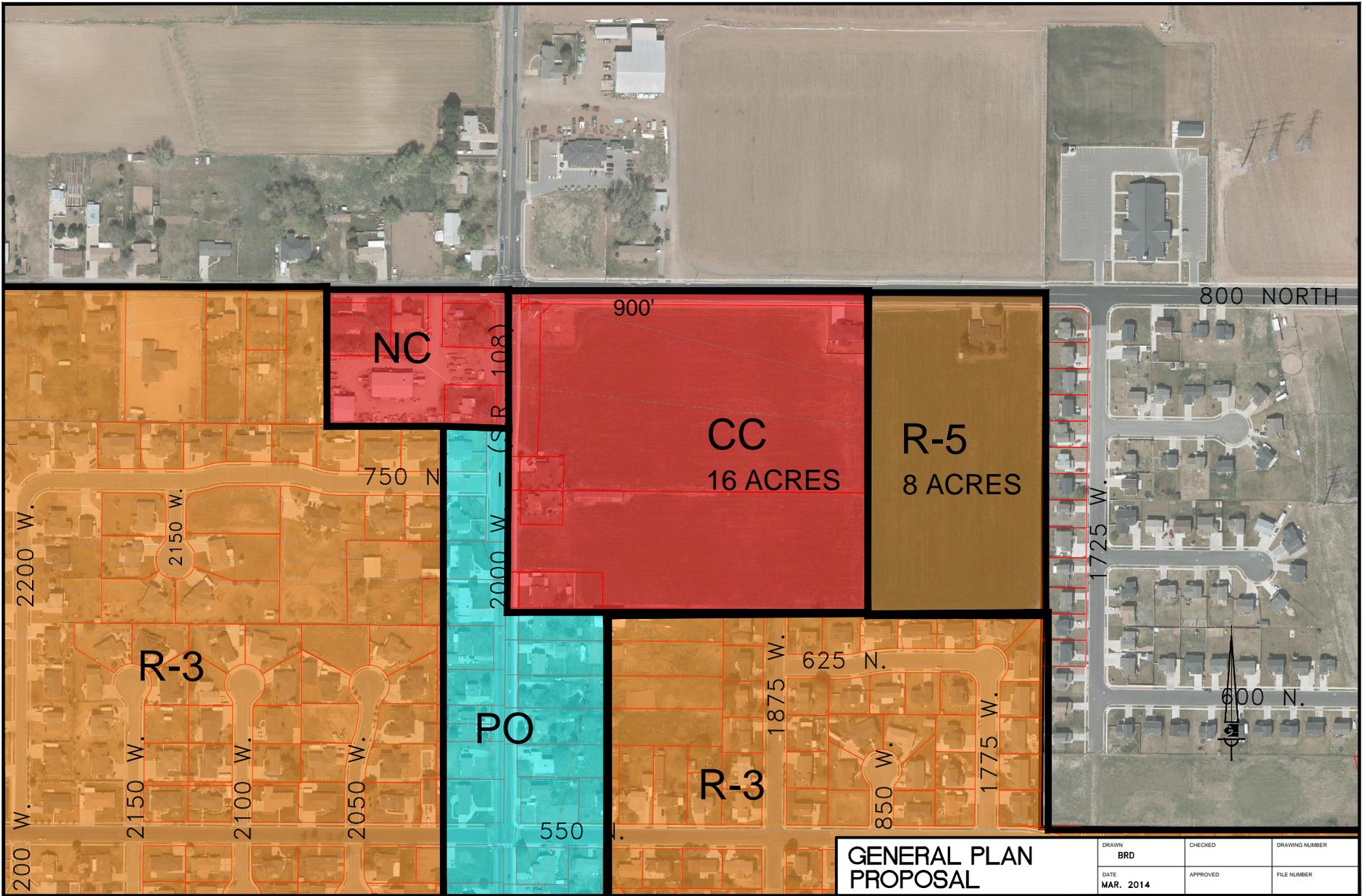
Significant Impacts

None

Attachments

Map

Letter



**GENERAL PLAN
PROPOSAL**

DRAWN BRD	CHECKED	DRAWING NUMBER
DATE MAR. 2014	APPROVED	FILE NUMBER



CASTLE CREEK HOMES

Attn: Mr. Kyle Laws and Mr. Boyd Davis
RE: Request for General Plan Review for a Specific Area

Mr. Laws and Mr. Davis,

Recently we (Castle Creek Homes) submitted a request for rezone regarding a portion of property located at approximately 1800 W and 800 N. In October of 2012 we entered into an agreement with the Heslop Family to purchase their ground and committed to them that we would try and do all we could to fulfill the desires of their parents in developing the family property into single family residential homes. We understood that the city had this ground zoned as CC on their General Plan and decided to try and obtain a rezone. We made rezone application and received a unanimous vote from the planning commission to approve the proposed rezone. On 19 March 2013 we appeared before the city council and our request was tabled until a future meeting. On 16 April 2013 we again appeared before the city council and a motion was made to deny the proposed rezone and the vote was 3-2 in favor of the denial.

After talking with the Heslop family and surrounding citizens that appeared and spoke in favor of our development, we have decided to make a request and ask the city to open and re-evaluate the general plan for this specific area only. We ask the city to consider our request to amend the general plan in order for us to provide a residential development that we fill will be of a great benefit to the residents of the city and also the city entirely. We thank you for your consideration regarding this matter. We strongly believe that we can assist the city in developing a great parcel that would allow for both a residential development mixed with future commercial use. We believe that this is a great opportunity for the city to establish more rooftops that will eventually lead to commercial development. Thank you for your consideration.

Regards,



Castle Creek Homes

1798 WEST 5150 SOUTH • SUITE 103 • ROY, UT 84067
OFFICE: 801-525-0681 • FAX: 801-525-0691



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
May 6, 2014**

Mayor
Erik Craythorne
Council
Gary Petersen, Mayor Pro Tem
Jerry Chatterton
Andy Dawson
R. Kent Henderson
Jeffrey Turner
City Manager
Kyle Laws

Administrative Session
6:00 PM

Minutes for the West Point City Council Administrative Session held May 6, 2014 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

MAYOR AND COUNCIL MEMBERS PRESENT – Mayor Erik Craythorne (arrived at 6:15 pm), Council Member Gary Petersen, Council Member Jerry Chatterton, Council Member Andy Dawson, Council Member Kent Henderson, and Council Member Jeff Turner

CITY EMPLOYEES PRESENT – Kyle Laws, City Manager; Boyd Davis, Asst. City Manager; Evan Nelson, Administrative Services Director; Misty Rogers, City Recorder; Paul Rochell, Public Works Director; and Matt Lee, Administrative Intern

Council Member Petersen welcomed the Council and Staff; he stated that he would act as the Mayor Pro-Tem until Mayor Craythorne arrived. Council Member Petersen then turned the time over to Mr. Laws.

1. Discussion of Personnel Policies & Procedures – Mr. Kyle Laws

Mr. Laws introduced Mr. Matt Lee to the Council and then stated that Mr. Lee will be working as an Intern for West Point City through the summer of 2014.

Mr. Laws stated that the Council and Staff have discussed the Personnel Policies & Procedures over the past several months. During the previous meetings, the Council recommended clarification for all employment classifications. Mr. Laws stated he had spoken with Heidi Liethead an H.R Law Attorney it is her recommendation that the following language be added to the Employment Classifications section of the policy:

Part-time/Regular:

- Non-Benefited Employee – An employee hired to work less than 20 hours per week (1,020 hours per year) on a regular year round basis. The employee does not qualify for City benefits.
- Partial Benefited Employee – An employee hired to work between 20 and 29 hours per week (maximum 1,560 hours per year) on a regular, year-round basis, are at-will, and eligible for some reduced City benefits. This includes prorated sick and vacation benefits as well as retirement through the Utah Retirement System.
- Benefited Employee – An employee hired to work a minimum of 30 hours per week on a regular, year-round basis. The accrued vacation and sick leave are determined by the number of hours the employee is hired to work. The Benefited Employee is eligible for full City benefits.

Mr. Laws informed the Council that West Point City currently has one employee who is a Part-time Benefited Employee.

Volunteer:

- BCI background checks are required for all volunteers who work directly with children, youth, or seniors (including but not limited to coaches, Youth City Council Advisors, Miss West Point Pageant Advisors, and senior program volunteers).

Council Member Chatterton asked if the Council should be required to complete a BCI check. Mr. Laws asked Mrs. Rogers if through the election process criminal history his verified. Mrs. Rogers stated she personally did not research criminal history for election candidates or elected officials, Davis County may.

Council Member Dawson asked if the Council Members are considered personnel. Mr. Laws yes, Council Members are not considered volunteers.

Council Member Petersen asked if management are conscious of the number of hours worked by Partially Benefited and Non-Benefited Employees. Mr. Laws stated yes, he and Laura Gamon (Human Resources) monitor the amount of hours being worked by the employees. He then informed the Council that occasionally, an employee may work more hours than the specified hours found in their position classification. If an employee consistently works more hours than stated in their employment classification, the City may be required to offer benefits.

Mr. Laws recommended the Council approve Resolution No 05-06-2014, A Resolution Adopting Personnel Policies & Procedures, Relating to Employment Classifications.

2. Discussion of the Price Estates Single Lot Subdivision – Mr. Boyd Davis

Mr. Davis stated the Price Estates Single Lot Subdivision is located near 4000 West 800 North. He informed the Council that Mr. Darrin Price has purchased two parcels of ground in the hopes of combining them and building a home. Mr. Davis stated the plat and all required information have been submitted and approved by the Planning Commission.

Mr. Davis informed the Council that Mr. Price would like to purchase culinary water from West Point City as he does not have any water shares available to release to the City. Due to the size of the lot and home, the purchase price of the culinary water is \$1,064. The culinary water will be provided from the excess water under the contract with Weber Basin.

Mr. Davis recommended the approval of the Price Estates Single Lot Subdivision and purchase of water.

Council Member Chatterton asked if any irrigation easements are located on the discussed property. Mr. Davis stated a small irrigation ditch is located near the front of the property and the owner has agreed to pipe ditch.

Mr. Price informed the Council that he has tried to locate the owner of the irrigation ditch, however he has been unsuccessful. It is his belief that over the past 40 years, it has occasionally been used as a drainage ditch. Mr. Price confirmed that he plans to pipe the small irrigation ditch near the front of the property. He then clarified that the main drainage canal is located across the street from his property.

Council Member Dawson asked if there is secondary water available. Mr. Davis stated an existing secondary connection is available for the property. He then stated Davis and Weber Counties Canal Company has submitted a letter stating they will provide secondary water to the property.

Council Member Dawson the cost of a water share. Mr. Davis stated the cost of a Davis and Weber Counties Canal water share is approximately \$18,000 per share and one share services approximately two acres.

Council Member Dawson asked if water shares from DWCCC or West Point City are more expensive. Mr. Davis purchasing water shares from West Point City is more expensive than shares purchased on the open market.

Council Member Dawson asked what amount of a water share Mr. Price would like to purchase. Mr. Davis stated the fee assessed to Mr. Price was determined by a lot size of approximately 12,000 sq. ft.

Council Member Petersen clarified that Mr. Price is only purchasing water shares for his culinary water and not his secondary service.

Mayor Craythorne stated a water share typically includes culinary and secondary water. Mr. Davis clarified that in the instance of Mr. Price, his water share will only include culinary water, not secondary.

Council Member Petersen stated that Mayor Craythorne had arrived therefore he would conduct the remainder of the meeting.

3. Discussion of FY2014 Amended Budget and FY2015 Budget – Mr. Evan Nelson

Mr. Nelson stated the budget season is a time for Council and Staff to review the current budget and plan for the upcoming budget. He then presented the following Budget Process Calendar to the Council:

May 6, 2014

- Budget Overview
- Revenues & Expenditures
- Operating Budget Options
- Public Hearing for the FY2015 Tentative Budget and FY2014 Amended Budget

May 20, 2014

- Capital Projects
- Enterprise Funds
- Special Revenue Fund
- Public Hearing for the FY2015 Tentative Budget and FY2014 Amended Budget

June 3, 2014

- Fee Schedule
- Outstanding Issues
- Public Hearing for the FY2015 Tentative Budget and FY2014 Amended Budget
- Adoption of the FY2015 Tentative Budget

June 17, 2014

- Budget Discussion
- Outstanding issues
- Public Hearing for the FY2015 Tentative Budget and FY2014 Amended Budget
- Adoption of the FY2014 Amended Budget and FY2015 Final Budget

Mr. Nelson informed the Council that if property values increase, the Council could proceed with the "Truth in Taxation" process. If the Council chooses to proceed with the "Truth in Taxation" process, the adoption of the property tax rate and FY2015 final budget could be extended to August 2014.

Mr. Nelson thanked Mr. Laws and each department for their assistance with the budget process. He then presented a portion of the proposed FY2015 budget to the Council.

Revenues and Expenditures - The FY2015 budget proposes approximately \$8 million to be allocated among all funds combined. Mr. Nelson presented the Council with the chart of the percentage of budgeted expenditures by fund.

Council Member Dawson asked why the total revenue amount and total expenditure amount were different. Mr. Nelson stated while creating the proposed budget, some funds within revenues and expenditures were not balanced to zero. Mr. Laws stated specifically the General Fund and the Enterprise Fund were not balanced to zero. Mr. Nelson stated it critical that the expenditures do not exceed the revenue.

Mr. Nelson stated in the past funding for capital projects were only outlined in the Capital Projects Matrix and at the end of the year, capital projects were included in the amended budget. However, the proposed FY2015 Budget includes capital projects within the tentative budget.

General Fund Revenue - The General Fund Revenues have seen a positive trend over the past several years. Mr. Nelson stated the proposed revenues for the FY2015 have been budgeted conservatively, approximately \$2.2 million dollars for the General Fund. Mr. Nelson informed the Council that the FY2014 actual revenue received is close to \$2.4 million. He stated the gap between the proposed revenue and the actual revenue allows as a buffer as the City should not spend more than is received.

Sales Tax - The Sales Tax Revenue in received by the City is primarily from state-wide sales and a minimal amount is received from local sales.

Property Taxes - Property tax revenue has slowly increased over the past several years. It is projected that property values will continue to increase. Mr. Laws stated in the past, the City followed the Certified Tax Rate; however last fiscal year the City completed the "Truth in Taxation" process to maintain the current rate. Because of the new growth and maintaining the current certified tax rate, the City has seen an increase of property tax revenue.

Energy Sales and Tax Use - Energy Sales and Tax Use is a steady source of revenue, it has slightly increased over the past several years.

Building Permit Revenue - In 2014, Building Permit Revenue has increased. Mr. Nelson reminded the Council that development does not always pay for itself.

Mr. Nelson stated overall, the revenues are increasing and the outlook seems positive. He then stated according to Economic Outlooks for the State of Utah, revenues are expected steadily increase. Mr. Nelson stated the Economic Outlooks are only a projection, not a guarantee.

Operating Budget Requests & Personnel Budget Requests

Salary Re-allocation - Employee's salaries were evaluated to determine if the position were being paid out of the correct fund. Several employee's salaries were re-allocated from the General Fund to the other funds, specifically the Enterprise Funds. Mr. Laws informed the Council that in the future, the Enterprise Fund could possibly share more of the burden with regards to salaries.

Council Member Turner asked which funds are encompassed in the Enterprise Fund. Mr. Laws stated the Enterprise fund consists of the water fund, waste fund, and storm water fund (utility funds).

Mr. Nelson stated by re-allocating salaries, the General Fund is better able to support the secondary water and utility charges that the State Auditor is requiring be paid by the General Fund.

Retirement Benefits - The Utah Retirement System has issued West Point City an increase of 1.18%. Therefore the FY2015 budget will see an increase of approximately \$9,453.

Healthcare / Workers Compensation Benefits - West Point City participated in an early renewal for health insurance, and renewal will occur in December of 2014. It is difficult to project the upcoming renewal rates for health insurance; therefore Staff proposed projecting a 12% increase. Mr. Nelson then informed the Council that Workers Compensation has issued a minimal increase. It is projected with the health insurance renewal rates and the increase to the Workers Compensation, West Point City could see an increase of approximately \$20,000.

Code Enforcement - The FY2015 Budget reflects an estimated cost of \$23,000 for the hiring of a Part-time Code Enforcement Officer.

Three Additional Seasonal Parks Employees - With additional trail developments and to provide maintenance additional seasonal employees are needed. The estimated cost to the City is approximately \$39,792 for FY2015.

Mr. Laws informed the Council that both the Code Enforcement position and the three additional Seasonal Parks positions are General Fund expenses.

Merit Salary Increases – In accordance with the City Pay Plan, a 2% merit increase has been budgeted for all full-time and regular part-time employees. The overall increase to the FY2015 budget is estimated at \$14,219.

Social Security – West Point City is not required to pay Social Security on employees enrolled in the Utah Retirement System. In the past Social Security amounts have been budgeted for but not paid for employees enrolled in URS. This change will eliminate \$6,788 from the personnel budget.

Mr. Laws stated that many years ago, West Point City opted out of participating in Social Security. Therefore West Point City is not required to pay Social Security on any employee participating in Utah Retirement System.

Department Requests

Mr. Nelson informed the Council that the dollar amount increases and decreases seen in the department requests include personnel changes and salary re-allocations.

General Government (\$3,148 increase for FY2015)

Training and Education - The Council's FY2015 budget has been increased by \$1,000 to allow for additional training offered by the Utah League of Cities and Towns.

Mr. Laws informed the Council that the Council Members wages and trainings are paid from the "General Government Department" fund.

Council Member Chatterton asked if the budget would allow for the Council to attend training in September offered by the Utah League of Cities and Towns. Mr. Laws stated yes.

Community Service Contracts - An increase of \$2,000 to the FY2015 budget to allow for additional donations and other community service type activities.

Mr. Nelson stated the remaining funds will be used to assist with the Utah Retirement increases.

Executive (net increase of \$5,090 for FY2015)

Recorder's Office (Elections) - The FY2014 has been increased by \$5,000 to cover to unexpected costs associated with elections. The budget for legal advertising has also been increased in FY2014 and in FY2015. The increase is primarily due to advertising costs associated with the "Truth in Taxation" process.

Mr. Laws informed the Council that advertising requirements for "Truth in Taxation" is costly.

Economic Development - An increase of \$8,000 has been added to the FY2015 budget. This increase will allow for the City Manager and another person to attend an Economic Development Conference on behalf of West Point City.

Council Member Dawson asked if the Economic Development Conference in which the City Manager will be attending is in Las Vegas, Nevada. Mr. Laws stated yes.

IT Support and Contracts - An increase to the budget annually of \$1,000 to pay for antivirus software.

Misc. Adjustments - An increase to the budget for mileage reimbursement, books and subscriptions, volunteer programs and \$1,500 for City Celebrations and Events.

Mr. Laws stated some of the Christmas lights needed to be replaced, therefore the budget proposes additional funds to pay for the new Christmas light.

Council Member Chatterton stated in the past, the City had numerous Christmas decorations; he asked where they have gone. Mr. Rochell stated the only decorations remaining hang on street poles. The past decorations have been discarded.

Administrative Services

Risk Management - An increase of \$18,000 to the FY2015 budget for insurance expenses associated with the purchase of two new fleet vehicles.

Mileage Reimbursement - An increase of \$400.

Community Development - An increase of \$24,341 for the FY2015 for the hiring of the Code Enforcement position.

Public Safety –The contract with Davis County for Law Enforcement Services allows for the contract amount to be increased based on inflation. The FY2015 budget will increase by \$4,000 for police services.

Public Works – The decrease of \$94,000 is a result of the re-allocation of salaries to the Enterprise Fund.

Municipal Building & Operations – The City is required to pay itself for the use of its own utilities. The General Fund will be charged for water and sewer services.

Council Member Chatterton asked why the increase to the Community Development is \$24,341 if the Code Enforcement position only increases the budget \$23,052. Mr. Laws stated the \$24,341 is the overall increase for entire the department, not only the implementation of the Code Enforcement position.

Water Meter Purchase – The Public Works Department would like to continue replacing old water meters. The FY2015 budget allows for an increase of \$15,000 to be used to purchase new water meters.

Council Member Chatterton asked what is considered an “old” water meter. Mr. Rochell stated the touch read water system had been implemented almost 10 years ago. Since that time the City has converted to a radio read water meter. The warranty life of the water meters is 10 years. Mr. Rochell stated for example, Mr. Glenn Wade’s water meter has been replaced two times in the past 10 years as the meter runs continuously.

Council Member Henderson asked how many water meters the City could purchase with the \$15,000. Mr. Rochell stated each water meter costs approximately \$228 and the City could purchase approximately 65 meters with the additional funds. Mr. Rochell stated the current budget is \$10,000; therefore approximately 100 meters could be replaced per year. He then informed the Council that West Point City has approximately 2250 water meters within the West Point City water system.

Council Member Chatterton asked how Staff determines which water meters are in need of replacement. Mr. Rochell stated the radio read system and Kasey Gibson, an employee of the Public Works Department has the ability to track meter change-outs as well as the usage for each meter. Meters which have used over 1 million gallons of water should be replaced.

Sewer Rate Increases – The North Davis Sewer rates increased in FY2014 and will continue to increase each year for the next four years. Revenues and expenditures have been adjusted to account for the increases.

Parks and Cemetery - (net increase of \$93,884 for FY2015)

The increase to the Park and Cemetery budget is primarily to pay the use of secondary water. In the past, the Water Fund paid for secondary water and the waste fund paid for trash removal. However, requirements have changed and the City is required to pay for secondary water and trash removal out of the General Fund.

Mr. Laws informed the Council that the State Auditor has been looking at cities to verify that the General Fund is adequately paying for utilities to the City. The Enterprise Fund operates similar to that of separate business type entity. Because the Enterprise Fund provide the services, the City is required to pay for operating expenses from the General Fund.

Mr. Laws stated that he believed that the net increase of \$93,884 is incorrect. He then stated he believed that the increase to the Parks and Cemetery budget for FY2015 is approximately \$32,000.

(While reviewing the audio minutes and budget document for the May 6, 2014 Council Meeting, Mr. Laws and Mr. Nelson determined that the actual increase to the Parks and Cemetery budget for FY2015 is \$93,884.)

Recreation – (net increase of \$5,557 for FY2015)

The FY2014 and FY2015 budgets have been increased to cover the costs associated with the purchase of T-shirts, hats, shorts, and helmets for the football program. As people purchase T-shirts and hats, revenue is received by the City. Mr. Laws stated the money received from the sale of shirts, hats, and shorts are returned to the budget.

Transfers, Contributions, & Other Uses (net increase of \$94,000 for FY2015)

Contingency – The increase of \$94,000 includes the savings from the salary re-allocations and the bond refunding of the City's Excise Tax Revenue Bonds, Series 2014. Mr. Nelson stated the Council has discussed several projects which could be completed using the funds in the Contingency budget.

Mr. Laws stated the funds originally were allocated into the Parks and Cemetery budget for building and grounds. The funds were moved to the contingency budget to allow for more flexibility. He then stated the funds could be transferred to the Capital Parks Project if the Council were more comfortable.

Council Member Dawson stated while in St. George, he had the opportunity to see a tennis court constructed out of the similar material of that discussed during the April 15, 2014 Council meeting. He expressed his satisfaction with the product.

Mr. Nelson recommended the Council contact him or Mr. Laws for questions with regards to budget.

On behalf of the Council, Mayor Craythorne thanked Mr. Laws, Mr. Nelson, and the Department Directors for their assistance with the FY2014 Amended Budget and the FY2015 Budget.

4. Discussion regarding the Interlocal Agreement for the Landscaping on SR193 – Mr. Boyd Davis

Mr. Davis stated the SR 193 Landscaping Agreement includes the corner of 2000 West as well as 5 intersections along the highway. The landscaping will include trees, shrubs, and landscape rocks. The City is required to maintain the sprinklers, grass, trees, and shrubbery.

Council Member Chatterton asked if rocks will be installed to assist with keeping people from driving over the curb at the intersection of SR 193 and 2000 West. Mr. Davis stated the rocks being installed on the corner of SR 193 and 2000 West are small landscape rocks.

Mr. Davis stated that West Point City is required to enter into an Interlocal Agreement with UDOT for the landscaping of SR193. He then stated that UDOT has committed approximately \$343,000 in landscape funds to be used by three cities (Clearfield, Syracuse, and West Point), in exchange the three cities are required to maintain the landscaping, trail, and sound wall.

Mr. Davis informed the Council that if the Council chooses to enter into the Landscape Maintenance Agreement for SR 193, two separate agreements will be required.

Agreement 1 - An agreement with UDOT to transfer funds to the three cities. Agreement 1 includes the following requirements:

- The Cities must maintain the areas from behind of the curb, including landscaping and irrigation improvements (including the replacement of dead plants).
- The Cities are responsible for the payment for the use of Secondary water.
- The Cities are required to maintain fences along SR 193.
- The Cities are responsible for the maintenance of lights and power bills. Mr. Davis stated he is unsure if the large overhead street lights will be considered the responsibility of the Cities. He then stated the City does not have the resources to maintain the large street lights.

Mr. Rochell informed the Council that he had recently spoken with Rocky Mountain Power with regards to the streetlights on SR 193 and UDOT informed him that they would like West Point City to maintain the streetlights. Mr. Rochell then stated that Syracuse City may be willing to maintain all of the large streetlights.

- The Cities are responsible for the removal of any graffiti on the sound walls.

Council Member Chatterton asked if West Point City is responsible only for graffiti removal off of the sound wall. Mr. Davis stated yes, UDOT is responsible for the structural integrity of the sound wall.

Agreement 2 – An agreement between the three cities (Clearfield, Syracuse, and West Point) to clarify which sections are to be maintained by West Point City. Agreement 2 includes the following requirements:

- West Point City will be required to maintain the landscaping at the intersection of 2000 West and SR 193.
- West Point City will be responsible for the maintenance and snow removal of the trail and the North side of the sound wall from 2000 West to 1550 West.

Mayor Craythorne asked who is responsible for the grass climbing the sound wall on the south side of SR 193. Mr. Davis stated Syracuse City is responsible for the maintenance of the sound wall on the south side of SR 193.

Mr. Davis stated Landscaping Maintenance Agreement for SR 193 will be brought before Council in a future meeting for consideration.

The Council then adjourned into the General Session.



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
May 6, 2014**

Mayor
Erik Craythorne
Council
Gary Petersen, Mayor Pro Tem
Jerry Chatterton
Andy Dawson
R. Kent Henderson
Jeffrey Turner

City Manager
Kyle Laws

General Session
7:00 pm – Council Room

Minutes for the West Point City Council General Session held May 6, 2014 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

MAYOR AND COUNCIL MEMBERS PRESENT – Mayor Erik Craythorne, Council Member Gary Petersen, Council Member Jerry Chatterton (departed at 7:55 pm), Council Member Andy Dawson, Council Member Kent Henderson, and Council Member Jeff Turner (departed at 8:03 pm)

CITY EMPLOYEES PRESENT – Kyle Laws, City Manager; Boyd Davis, Asst. City Manager; Paul Rochell, Public Works Director; Evan Nelson, Administrative Services Director; Misty Rogers, City Recorder; and Matt Lee, Administrative Intern

VISITORS PRESENT – Ivan Ray (Davis & Weber Counties Canal), Ali King, Trish Estheimer, Jared Seffker, Jared Godfrey, Hannah Steen, and Ashtyn Hall

1. **Call to Order** – Mayor Craythorne welcomed those in attendance.
2. **Pledge of Allegiance** – Repeated by all
3. **Prayer** – Council Member Petersen
4. **Communications and Disclosures from City Council and Mayor**

Mayor Craythorne expressed his appreciation to Citizens of West Point and to Members of Staff for their assistance with the West Point City “Take Pride” day. He informed the Council that he was unable to participate in with the “Take Pride Event” as he was attending a meeting with the Wasatch Integrated Waste Board.

Mayor Craythorne stated that each year, Hill Air Force Base pays approximately \$3 - \$4 million dollars to receive steam from the waste energy facility to heat their buildings. The contract between Hill Air Force Base and Wasatch Integrated Waste has expired and a six month extension of the contract has been granted. It is the hope of the Wasatch Integrated Waste Board that in the near future, an agreement been Hill Air Force Base and Wasatch Integrated Waste can be met. Mayor Craythorne stated if the contract between Hill Air Force Base and Wasatch Integrated Waste is not renewed the Waste Energy Facility will likely be phased out over the next few years. Without renewing the contract, it may be difficult to provide the needed maintenance and repairs to the Waste Energy Facility. Currently, the landfill has a lifespan of approximately 25 years remaining and the Waste Energy Facility has a lifespan of approximately 15 years remaining.

Mayor Craythorne stated West Point has been proactive with the implementation of successful green waste and general recycling programs.

Council Member Dawson asked if the lifespan of the landfill would decrease if the Waste Energy Facility were to close. Mayor Craythorne stated if the Waste Energy Facility were to close, the the lifespan of the landfill could decrease by approximately 10 years.

Mayor Craythorne stated if the Waste Energy Facility were to close, residents may see a contract for trash to be hauled to Tooele or another possible location. He then informed those in attendance that the green waste material delivered to the landfill is made into mulch and it can be purchased for a reasonable rate.

Council Member Henderson expressed his appreciation to the West Point City Staff as well as the citizens who participated in the West Point "Take Pride" day.

Council Member Turner thanked the volunteers who participated in "Take Pride" day.

Council Member Petersen stated the North Davis Fire District is in the budget process and there are not any proposed budget increases.

Council Member Dawson stated he was unable to attend the "Take Pride" Day as he was attending training for the North Davis Sewer District. He then stated the EPA is requiring Utah Division of Water Quality to establish a nutrient removal process. The removal of phosphorus from all water ways could take approximately 12 months and if the removal of nitrogen is required, it could cost the North Davis Sewer District approximately \$40 million.

Council Member Chatterton – no comment

On behalf of the Council, Mayor Craythorne expressed their condolences to the Public Works Director, Mr. Paul Rochell and the City Treasurer, Mrs. Julie Gentry for the passing away of their fathers.

5. Communications from Staff

Mr. Laws stated the Staff & Council Lunch will be held on Wednesday May 14th at 11:30 am.

6. Adoption of Minutes from the April 15, 2014 Council Meetings

Council Member Dawson motioned to approve the minutes from the April 15, 2014 Council Meeting. Council Member Turner seconded the motion.

The Council unanimously agreed.

7. Citizen Comment

Allison King - 3662 West 520 North, West Point City

Ms. King expressed concern with the access road on the south side of Loy Blake Park. She then stated that a petition had been signed by approximately 15 families in her neighborhood requesting that the City Council take action. Ms. King read the following statement to the Council:

"We have been eyewitnesses to reckless driving and speeding in this area. There is a blind corner at the intersection of the "access road" and the dirt "parking lot" which is very dangerous. The stop signs at this corner do very little to provide safety. The dirt "parking lot" is an invitation for reckless and aggressive driving behavior. A bicyclist was nearly hit by a vehicle that sped through the stop sign on the "access road" and a vehicle crashed into a backyard fence adjacent to the "access road". We are terribly concerned for the safety of our children and property and those children and citizens visiting the park, specifically in the dirt "parking lot" and onto 520 N and the "access road". This is a high traffic area for pedestrians as this park supports numerous West Point City activities, including football, baseball, lacrosse, soccer and the 4th of July celebration".

Ms. King stated she has five children and she does not feel comfortable allowing her children to play outdoors or at the park with the current conditions. She expressed the need for action to be taken in order to avoid a tragic accident.

Mayor Craythorne thanked Ms. King for her comments; he then stated the Council typically did not address those making comment. However, he informed those in attendance that Staff has been working with the school district to form a solution to benefit everyone in the area.

8. Youth Council Update

Mayor Craythorne welcomed Trish Estheimer, the Youth Council Advisor and the Youth Council Members. He then thanked Ms. Estheimer for her assistance with the Youth Council program.

Mr. Seffker (Mayor Pro-Tem, Youth City Council) - Mr. Seffker stated the Youth Council Members had recently assisted with the West Point City Easter Egg Hunt and visited the residents of the retirement home.

Ms. Steed (Mayor, Youth City Council) - Ms. Steed stated the Youth Council will participate in statewide service day, and will clean up the highway in which the Youth Council has adopted. Ms. Steed thanked Ms. Estheimer, Youth Council Advisor for her hard work and the time she spends on behalf of the Youth Council. She then thanked the Council Members for their support.

Council Member Dawson asked which highway the Youth Council has adopted. Ms. Steed stated the Youth Council had adopted the highway several years ago. Mr. Laws stated the highway adopted by the Youth Council is located on 300 north from Schneiters Bluff Golf Course to the West Point City marquee.

Mayor Craythorne thanked the Youth Council Members for their report.

9. Presentation From Davis and Weber Counties Canal Company – Mr. Ivan Ray

Ivan Ray - Manager of Davis and Weber Counties Canal Company (DWCCC)- 138 West 1300 North, Sunset

Mr. Ray stated because of the nature of the snow pack and water availability, the spring 2014 water deliveries began on approximately April 15th, later than normal. Mr. Ray apologized to the Council and members of Staff for any inconvenience the later water delivery may have caused. Mr. Ray then stated he was told by Mr. Boyd Davis, a Board Member of the DWCCC that secondary water should be available for use by April 15th of each year.

Mayor Craythorne asked Mr. Ray if starting the water deliveries later in the year would preserve any additional water.

Mr. Ray informed the Council that an article was placed in the newspaper notifying secondary water users that water would begin to fill the secondary system on April 15th and it could take five days to completely charge the lines. He then stated the actual charging of the line took 6 ½ days, this was longer than expected. Mr. Ray stated on an average the charging of the pressurized secondary water line takes approximately 7 to 10 days to complete.

Mr. Ray informed the Council that Kaysville and Layton received their secondary water approximately two to three days prior to when West Point City received the water.

Mayor Craythorne asked Mr. Ray what water is used to fill the sunset reservoir. Mr. Ray stated the water used to fill the sunset reservoir is from the Weber River.

Mayor Craythorne then asked if water is being released from the reservoirs. Mr. Ray stated no.

Mayor Craythorne stated that it was his understanding that the water received early in the season, whether it is received April 1st or April 15th, is water in the river that is either being emptied into the Great Salt Lake or used for watering. Mr. Ray stated yes, it is a possibility.

Mr. Ray then stated the river must maintain a minimum fish flow of 90 cubic foot per second. He stated in early April, the river flow was marginal and it was determined not to remove storage out of Echo Reservoir and East Canyon Dam.

Mr. Ray stated the Echo Safety of Dams is near completion. He then informed the Council of the amount of storage water available in Echo Reservoir and East Canyon Dam in 2013 and 2014. Mr. Ray stated he believes that Echo Reservoir will fill "on paper" with the help of storage from Rock Port, but it will not spill over.

Mr. Ray stated in 2013 West Point City and Clinton City conserved approximately 1,370 acre feet of water (.861 acre feet of water per household). He then stated Syracuse City conserved approximately 1,200 acre feet of water (.681 acre feet of water per household) and Roy City conserved 1,066 acre feet of water (.88 acre feet per household).

Mr. Ray informed the Council that the DWCCC Board has recommended residents continue to follow the watering schedule from 2013. If your house number ends in:

0, 1, 2, 3 – Water on Monday and Thursday

4, 5, 6 – Water on Tuesday and Friday

7, 8, 9 – Water on Wednesday and Saturday

Mayor Craythorne asked Mr. Ray if the recommended watering schedule is voluntary. Mr. Ray stated yes, it is voluntary.

Mayor Craythorne stated that Roy City and Syracuse City did not have mandatory water restrictions in 2013. He then asked Mr. Ray why the cities that had voluntary restrictions conserved similar amounts to those with mandatory water restrictions. Mr. Ray stated he is unsure.

Mr. Ray stated in the fall of 2014, a feed will be constructed from the Sunset pond to a pump station located at approximately 650 W 1300 N in Clinton City. He then stated this should assist with pressure issues in the east end of the city.

Council Member Petersen stated it seems that the cities not required to comply with water restrictions conserved similar amounts of water than those cities who were under mandatory restrictions. He then stated several residents throughout the City felt as though DWCCC were watching them under a "microscope" all summer. Council Member Petersen stated he believed that a significant number of residents within the City want to voluntarily conserve. He requested in the future instead of forcing water restrictions, request that residents voluntarily conserve.

Mr. Ray informed the Council that in 2013, DWCCC reduced every entity usage by approximately 25%. He stated Roy received approximately 25% less of their water shares in 2013 and Riverside Golf Course removed 11 acre feet of water out of irrigation for conservation. Mr. Ray stated Syracuse City was also reduced; as they didn't receive their entire allotment.

Mayor Craythorne recommended in the future, DWCCC allow for voluntary conservation and not mandatory compliance. He stated that he believes the citizens will provide better conservation.

Mr. Ray stated in 2013 water restrictions were placed and the maximum time for a sprinkler station was 30 minutes. Currently, water conservation is voluntary and the maximum of 30 minutes per station does not apply. He informed the Council that DWCCC does not anticipate locking secondary water connections of residents not following the recommended watering schedule.

Council Member Petersen stated his mother-in-law lives in Clinton City and she mistakenly contacted the DWCCC regarding a sprinkler issue. As she discussed her issue with the office staff at DWCCC, she was informed that if she waters too much her secondary water will be shut-off. Mr. Ray stated the office staff at DWCCC should not be passing that information to residents as it is not correct.

Council Member Petersen expressed the need for better communication between DWCCC management and staff.

Mr. Ray informed the Council that DWCCC will be implementing a website where water information and updates can be found. He then said as of Friday, May 2, 2014 the natural flow of the river had dropped and the Water

Commissioner ordered 75 cubic feet per second be released out of Echo Reservoir. Mr. Ray stated DWCCC will closely monitor the water situation to determine if restrictions will be needed in the future.

Council Member Petersen asked if a resident who owns a larger parcel of property can designate only a portion of his property to water. Mr. Ray stated the property owner could file a designation of service form with DWCCC.

Mr. Ray informed the Council that property owners can lease secondary water from the DWCCC rental pool to water larger parcels.

Mr. Ray informed the Council that in May 2013 the DWCCC Board of Directors passed a Resolution requiring all new developments with a 1" or larger secondary water connection be metered. He then stated that Weber Basin Water would like to have their 45,000 secondary water connections metered by the year 2025.

Council Member Dawson asked how many acre feet of water the West Point City pond can hold. Mr. Ray stated the West Point City pond can hold approximately 12 acre feet of water.

Council Member Dawson recommended that Mr. Ray and DWCCC contact the North Davis Sewer District to discuss the possibility of reusing treated sewer water.

Council Member Petersen asked if the treated sewer water could be used on lawns. Mr. Dawson stated yes, but the reuse of the sewage water would require additional treatments.

Mayor Craythorne thanked Mr. Ray for his report.

10. Budget Hearing For FY2014 Amended Budget and FY2015 Budget– Mr. Evan Nelson

Mayor Craythorne informed those in attendance that if necessary, Council Members who had other commitments may depart from the meeting early so long as 3 of them stayed for the duration of the meeting.

Mr. Nelson informed the Council that state law requires the Tentative Budget be adopted each year, on or before the 22nd of June. He then stated the tentative budget must be presented to the Council during the first meeting of May.

Mr. Nelson stated that all budget changes were discussed in the administrative session and that he would briefly summarize those changes now.

He stated the FY2015 Tentative Budget proposes expenditures of approximately \$8,060,537 million dollars across all funds. He then stated since 2010 General Fund revenues and Building Permit revenues continue to increase.

Due to salary re-allocations, portions of employee's salaries have been shifted into the Enterprise Funds to allow the waste fund, water fund, and storm water fund to share the cost of the salaries.

The FY2015 Tentative Budget proposes the increases to the following:

- Retirement
- Employee Health Insurance
- The implementation of a part-time Code Enforcement Officer
- The hiring of 3 additional seasonal parks employees to assist with the additional trails.
- A 2% merit salary increase (approximately \$14,000)
- Travel & Training
- Community Services Contracts
- Elections
- Legal Advertising
- Economic Development (to assist with possible economic development in West Point City)

- Public Safety (an increase of \$4,000 for police services)
- Risk Management (insurance costs associated with fleet vehicles)

Budget adjustments were made to the following:

- Utility Fund (the city is required to pay for utilities from the general fund)
- Water Meter Purchase
- Sewer Rate Increase
- Football (for the purchase of additional shirts, hats, shorts, and helmets to be sold)
- Contingency (\$96,000 to be used for future use)

Mr. Nelson stated the required budget meetings and public hearings will be held May 6, 2014, May 20, 2014, June 3, 2014, and June 17, 2014. He then stated if the Council chooses to complete the “Truth in Taxation” process the final budget for FY2015 will be passed in August 2014.

Mayor Craythorne stated the Capital Project Matrix is located within the FY2015 budget document. He then requested that Mr. Laws briefly explain item number 45 to those in attendance. Mr. Laws stated the FY2015 proposes approximately \$275,000 budgeted to assist with the road connection and a possible parking lot at the south end of Loy Blake Park.

Mayor Craythorne then opened the public hearing for the FY2014 Amended Budget and FY2015 Tentative Budget.

a. Public Hearing – no comment

Council Member Petersen motioned to extend the public hearing for the FY2014 Amended Budget and FY2015 Tentative Budget.

Council Member Dawson seconded the motion.

The Council unanimously agreed.

11. Consideration of Approval of Resolution No. 05-06-2014, Adoption of Personnel Policies & Procedures – Mr. Kyle Laws

Mr. Laws stated the adoption of the West Point City Personnel Policies & Procedures had been discussed during the Administrative Session as well as in past Council meetings. He then stated Resolution No. 05-06-2014 clarifies employment classifications for all employees. Each employment classification is dependent upon the number of hours the employee is hired to work per week.

Mr. Laws informed the Council that Resolution No. 05-06-2014 also includes requiring background checks for all volunteers working directly with children, youth, or seniors (including but not limited to coaches, Youth City Council Advisors, Miss West Point Pageant Advisor, and senior program volunteers).

Council Member Henderson motioned to approve Resolution 05-06-2014, the Adoption of Personnel Policies & Procedures.

Council Member Turner seconded the motion.

The Council unanimously agreed.

12. Consideration of Placing Bartholomew Phase 2 on Warranty – Mr. Boyd Davis

Mayor Craythorne disclosed that his father is a partner in the Bartholomew Lane Phase 2 Subdivision. He then turned the time over to Mr. Davis.

Mr. Davis informed the Council that Bartholomew Lane Phase 2 is located at approximately 3600 West 1550 North. He then stated all required improvements including the installation of the sidewalk has been installed.

Staff recommended the Council approve placing Bartholomew Lane Phase 2 on a one year warranty.

Council Member Petersen motioned to place Bartholomew Phase 2 on warranty.

Council Member Henderson seconded the motion.

The Council unanimously agreed.

13. Consideration of Approval of the Price Estates Subdivision and Water Purchase – Mr. Boyd Davis

Mr. Davis stated the Council had discussed the Price Estates Subdivision and Water Purchase during the Administrative Session. He then stated that Mr. Darrin Price has purchased a vacant parcel of property located at approximately 800 North 3989 West as well as additional property to the south in the hopes of combining the property and building a home.

Mr. Davis stated the City has received the plat for the Price Estates Subdivision and all requirements have been met. He then informed the Council that Mr. Price has also requested to purchase culinary water for the indoor water use as they do not have water shares to release to the City.

Staff recommended the Council approve the Price Estates Subdivision and Water Purchase for the amount of \$1064.

Council Member Petersen motioned to approve the Price Estates Subdivision and Water Purchase.

Council Member Dawson seconded the motion.

The Council unanimously agreed.

14. Motion to Adjourn

Council Member Henderson motioned to adjourn.

Council Member Petersen seconded the motion.

The Council unanimously agreed.

Mayor Craythorne thanked those in attendance.

ERIK CRAYTHORNE, MAYOR

DATE

MISTY ROGERS, CITY RECORDER

DATE

City Council Staff Report

Subject: Landscaping Maintenance Agreement for SR 193
Author: Boyd Davis
Department: Community Development
Date: May 20, 2014



Background

Part of the funds for the SR 193 highway project are committed for landscaping and beautification of the project. UDOT has agreed to give the landscaping funds to the three cities bordering the project. Clearfield, Syracuse, and West Point have been working together on a landscaping plan that has been presented to the City Council previously. The plan was prepared using a HUD grant that was given to the three cities for planning purposes. We are now ready to accept bids for the installation of the landscaping improvements. We anticipate that this will happen within the next few weeks.

The three cities are also required to maintain the landscaping improvements, as well as the trail, street lights and soundwall that were installed by UDOT. To formalize how the maintenance responsibilities will be divided amongst the three cities an inter-local maintenance agreement has been drafted. UDOT has also drafted an agreement that outlines the responsibilities the cities must commit to in order to receive the funds. Both agreements are attached to this report and a summary is included below.

Analysis

The Cooperative agreement with UDOT states that the cities will be responsible for the following:

- Maintenance of the roadside starting at the back of curb or edge of pavement.
- Maintenance of and landscaping and irrigation improvements within the UDOT right-of-way. This includes replacing any dead plantings.
- Payment for secondary water billings.
- Maintenance of any fences.
- Maintenance of any lighting systems and payment for power bills.
- Maintenance of the “aesthetic” appearance of the soundwall. This includes removal of graffiti. UDOT will be responsible for the structural maintenance of the wall.
- UDOT agrees to give \$343,000 to the cities for installation and maintenance of the improvements. The funds will be transferred to and administered by Clearfield City.

We received clarification from UDOT regarding the street lights. Apparently State Code requires the municipalities to maintain the street lights and pay for the power. Because the lights are in Syracuse City boundaries they will be responsible for them. Syracuse offered to pay street lights if West Point would be willing to pay for the secondary water. Staff agreed that this would be a good compromise.

The inter-local agreement between the three cities divides the maintenance responsibilities geographically as follows:

- West Point will maintain the intersection at 2000 West and the north side of the soundwall between 2000 West and 1550 West. This includes maintenance and snow removal for the trail.
- Syracuse will maintain the intersection at 1550 North and the south side of the soundwall between 2000 West and 1550 West.
- Clearfield will maintain the trail and all other improvements east of 1550 West.

It should also be pointed out that the City has committed some additional funds for the landscaping project. We have committed up to \$6,000 to help cover the costs of bidding and construction oversight by the landscape architect. This money was already included in the budget and the three cities are splitting the costs equally.

Recommendation

Staff recommends approval of the Cooperative Agreement with UDOT.

Staff recommends approval of the Inter-Local Agreement with Syracuse and Clearfield Cities.

Significant Impacts

The City will be required to pay the for maintenance activities.

Attachments

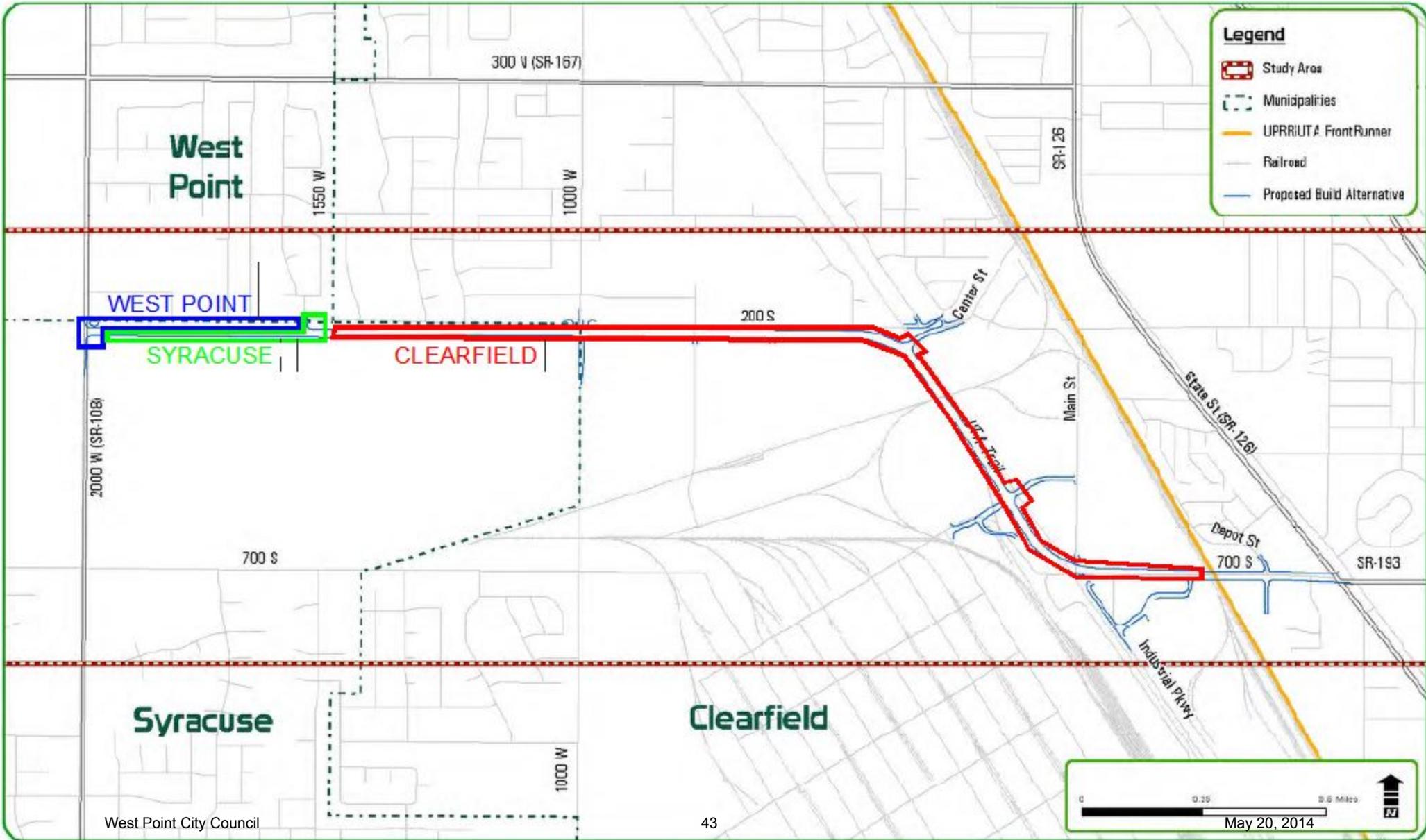
Map

Landscaping plan

Inter-local agreement

UDOT Cooperative agreement

Figure ES-1: Proposed Build Alternative



Source: Jacobs 2009, Utah GIS Portal 2009.

**INTERLOCAL COOPERATION
AGREEMENT FOR THE IMPROVEMENT OF REAL PROPERTY**

This agreement is entered into this _____ day of _____, 2014, by and between Clearfield City, a Utah municipal corporation, hereinafter referred to as “Clearfield”, Syracuse City, a Utah municipal corporation, hereinafter referred to as “Syracuse” and West Point City, a municipal corporation, hereinafter referred to as “West Point”, the three referenced Cities collectively hereinafter shall be referred to as the “Cities”.

WHEREAS, The Cities share common boundaries; and

WHEREAS, It is mutually beneficial to the Cities to have a cooperative effort in developing a street system that is properly connected to accommodate the flow of vehicular and pedestrian traffic; and

WHEREAS, The Cities have cooperated in the planning of the new SR-193 with a mutual HUD Planning Grant to facilitate land use plans and landscaping plans of the intersections along SR-193; and

WHEREAS, The Cities are desirous to establish landscaping along SR-193 that has continuity and will bring mutual value to each city; and mutually cooperate and share the maintenance responsibilities of said landscaping in an equitable manner; and

WHEREAS, pursuant to the authority and provisions of the Interlocal Cooperation Act, Title 11, Chapter 13 of the Utah Code Annotated, the Cities are willing to cooperate to equitably provide for the maintenance and oversight of the improvements within the SR-193 corridor as described herein.

NOW, THEREFORE, in an effort to provide an efficient, economical, and coordinated maintenance system for the Cities; to enjoy the mutual benefit of the landscaping along SR-193, and for other good and valuable consideration, the Cities agree as follows:

1. **Landscaping Plan.** The plans noted as “Exhibit A” shall represent the agreed upon landscape plan for the North & East side of SR-193 within the boundaries of the Cities. The exhibit is attached to, and is made a part of this Agreement.
2. **Clearfield City Undertakings.**
 - Clearfield will be responsible for the maintenance of the landscape improvements, as follows: the intersections of “H” Street, Center Street, and the East Side of 1000 West, as well as any road side landscaping or natural vegetation between said intersections
 - Clearfield will be responsible for the maintenance and snow removal of the newly installed walking trail sections within their City boundaries and to the 1550 West intersection, including the sidewalk connection to the crosswalks.
 - Clearfield will be responsible for supplying irrigation water supply to the intersections at “H” Street, Center Street and to both sides of 1000 West.
3. **Syracuse City Undertakings.**

- Syracuse will be responsible for the maintenance of the landscape improvements, as follows: the intersections of 1550 West and the West Side of 1000 West.,
 - Syracuse will be responsible for the maintenance of road side landscaping or natural vegetation between 1000 West and 2000 West on the south side of the **concrete sound wall**.
4. **West Point Undertakings.**
 - West Point will be responsible for the maintenance of the landscape improvements, as follows: the intersection of 2000 West and those areas of natural vegetation on the North side of **the concrete sound wall** along the trail.
 - West Point will be responsible for the maintenance and snow removal of the newly installed walking trail sections between the 1550 West intersection and 2000 West intersection, including the sidewalk connection to the crosswalks.
 - West Point will be responsible for supplying irrigation water supply to the intersections at 1550 West and 2000 West.
 5. **Joint Undertakings.** **The Cities agree to dedicate the funding provided by the Utah Department of Transportation (UDOT) for landscape maintenance to the funding allocated for installation of said landscaping. The total combined funding from UDOT to the Cities is three hundred and forty three thousand dollars (\$343,000).**
 6. **No Interlocal Entity Created-** This Agreement does not create an interlocal entity between the Cities.
 7. **Administration of Agreement.** The administration of this Agreement shall be by the Cities' respective City Managers.
 8. **Breach.** If any city fails or refuses to perform hereunder, the non-breaching party shall demand performance to resume and be completed. If a good faith resumption of performance does not occur within 30 days from the demand for performance, the breaching entity shall pay damages in an amount equal to the amount necessary to complete the breaching City's performance under this Agreement. Said amount shall be determined through the statutory bidding process.
 9. **Term of Agreement.** The term of this Agreement shall be fifty (50) years from the date of execution. This Agreement may be extended as jointly agreed upon by the respective City Councils of the Cities.
 10. **Amendments.** This Agreement may be amended upon mutual agreement of the Cities, in writing. The purpose and reasons for any amendments should be set forth in the amended agreement.

Executed as of the day and date above.

CLEARFIELD CITY

Mayor
ATTEST:

APPROVED AS TO FORM:

City Attorney

Executed as of the day and date above.

SYRACUSE CITY

Mayor Terry Palmer

ATTEST:

City Recorder, Cassie Brown

APPROVED AS TO FORM:

City Attorney, Clint Drake

Executed as of the day and date above.

WEST POINT CITY

Mayor
ATTEST:

APPROVED AS TO FORM:

City Attorney

COOPERATIVE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2014, by and between the **UTAH DEPARTMENT OF TRANSPORTATION**, ("UDOT") and **CLEARFIELD CITY CORPORATION**, **SYRACUSE CITY CORPORATION**, and **WEST POINT CITY CORPORATION**, ("CITIES").

RECITALS

WHEREAS, **UDOT** is constructing 3 miles of new roadway, to be designated as State Route 193, between SR-126 (State Street) in Clearfield and SR-108 (2000 West) in Syracuse, referred to as Project # S-0193(6)0 ("Project"); and;

WHEREAS, **UDOT** and the **CITIES** desire to enter into this Agreement for landscaping improvements and maintenance responsibilities associated with said project; and

WHEREAS, **UDOT** has a policy designating what portion of project funds may be used toward aesthetics and landscaping; and

WHEREAS, **UDOT** has agreed to participate in the cost of the landscaping and maintenance according to the terms herein, and

WHEREAS, the Utah State Code Section 72-3-109(1)(c)(i) requires the local municipality to maintain the state right of way behind the curb and gutter; and

WHEREAS, the **UDOT** and the **CITIES** have agreed to eliminate much of the curb and gutter from the project to improve drainage by allowing sheet flow; and

WHEREAS, the **CITIES** have agreed to maintain the state right-of-way beyond the edge of pavement in these areas where curb and gutter was eliminated; and

WHEREAS, said elimination of curb and gutter resulted in a cost savings to the project; and

WHEREAS, the **CITIES** desire to receive said savings to assist with the landscaping and maintenance within the state right-of-way; and

WHEREAS, the **CITIES** have designated **CLEARFIELD CITY** to receive payment from the **UDOT** to be administered on the Project according to the interlocal agreement between the **CITIES**.

THIS COOPERATIVE AGREEMENT, is made to set out the terms and conditions where under said payment shall be made and maintenance responsibilities performed.

NOW THEREFORE, it is agreed by and between the parties hereto as follows:

1. **UDOT** will allow the **CITIES** access on state right-of-way along SR-193 between SR-126 (State Street) and SR-108 (2000 West) for the sole purpose of maintaining roadside landscape, fencing, lighting, trails, pedestrian underpasses, walls, and aesthetic features ("Improvements").
2. The **CITIES** will provide routine care and maintenance of the Improvements within **UDOT** right-of-way to ensure proper function and operation of the Improvements and ensure a safe and aesthetic appearance of the right-of-way as long as work is outside the clear zone. Any work within the clear zone requires traffic control in compliance with the Utah MUTCD and obtain permit from **UDOT**. The **CITIES** will obtain said permit and abide by all conditions in compliance with Utah Administrative Code R930-6.

S-0193(6)0
SR-193 Extension, 2000 West to I-15, Davis County
CID #: 71127 PIN #: 8021

3. The **CITIES** will establish and maintain any and all landscaping and irrigation systems within the **UDOT** right of way. If the irrigation system fails to function properly, the **CITIES** will repair the system within a reasonable time period. If the plantings fail to survive, the **CITIES** will remove, replant and establish new plants. If the plants to be replanted are **significantly** different from those initially installed, the **CITIES** will obtain **UDOT** approval prior to planting. The **CITIES** will assume all financial responsibility for the initial and ongoing utility billings for any and all irrigation facilities. The **CITIES** accept the responsibility to removed debris, weeds, trash and maintain drainage
4. The **CITIES** will maintain the fencing. The **CITIES** will be responsible to timely repair or restore loss and damage of fencing improvements resulting from vandalism, accident or other loss.
5. The **CITIES** will maintain and operate the lighting facilities in accordance with Utah Code Section 72-3-109(f) and Utah Administrative Code R918-6-4. The **CITIES** will be responsible to timely repair or restore loss and damage of lighting improvements resulting from vandalism, accident or other loss. The **CITIES** will assume financial responsibility for the up front and ongoing utility billings for any and all lighting facilities.
6. The **CITIES** will maintain the wall facilities. The **CITIES** will be responsible to timely repair or restore loss and damage of privacy wall improvements between Center Street and 1000 West resulting from vandalism, accident or other loss. The **CITIES** will be responsible for aesthetic appearance and graffiti removal of the noise wall between 1000 West and 2000 West.
7. The **CITIES** will maintain the trail facilities. The **CITIES** will be responsible for the maintenance, repair, and operations of the trail on the north side of SR-193 between Center Street and 2000 West as well as any trail connections within the UTA future rail corridor as per the agreements with UTA. The **CITIES** will be responsible for its aesthetic appearance and any associated landscaping.
8. The **CITIES** will maintain the pedestrian underpass facilities. The **CITIES** will be responsible for minor, non-structural repairs, aesthetic appearance and timely graffiti removal of the pedestrian underpasses at Depot Street and Main Street (UTA trail underpass). The **CITIES** are fully responsible for the structural condition and all maintenance of the Center Street underpass. The **CITIES** will assume financial responsibility for the up front and ongoing utility billings for any and all lighting facilities in these underpasses.
9. The **UDOT** will maintain all drainage features within the right of way, including surface ditches and underground culverts, as these only receive runoff from SR-193.
- ~~8-10.~~ The **UDOT** will maintain all signs for SR-193 traffic. The **CITIES** will maintain all signs for traffic on local roadways.
- 9-11. Upon execution of this **COOPERATIVE AGREEMENT**, the **UDOT** will make a lump sum payment to **CLEARFIELD CITY** in the amount of three-hundred forty-three thousand dollars (\$343,000) based on the following calculation:

Initial Aesthetic Allowance ^a	\$520,000
Privacy Wall Cost	-\$300,000
Powder Coating Cost	-\$20,000
Irrigation Improvements Cost	-\$27,000
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Final Aesthetic Allowance	\$173,000
Maintenance Allowance ^b	\$170,000
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Total	\$343,000

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SR-193 Extension, 2000 West to I-15, Davis County
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^a Initial aesthetic allowance based on PS&E construction estimate in October 2010 of \$52 million and the UDOT aesthetic policy at the time that allowed 1% of the construction amount to be allocated toward aesthetic features.

^b Maintenance allowance was calculated from the project savings achieved by eliminating 11,300 feet of curb and gutter at a unit cost of \$15 per foot, rounded to \$170,000.

- | ~~40.12.~~ Within 30 days from the date of the execution of this **COOPERATIVE AGREEMENT**, the UDOT will make a lump sum payment to **CLEARFIELD CITY** in the amount of Three-hundred Forty-three Thousand dollars and zero cents (\$343,000.00). The **CITIES** agree that Clearfield City will receive the money and the money will be divided according to the agreement among the **CITIES**.

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TOTAL TO CLEARFIELD IS \$343,000.00

- | ~~44.13.~~ The **CITIES** agree to keep all receipts, contracts, invoices, and documentation related to the expenditure of said funds for a period of three years. **UDOT** reserves the right to audit these records upon 10 days notice to the **CITIES** to ensure all funds have been utilized for the purposes outlined in this agreement. **UDOT** is entitled to reimbursement of any funds not shown to have been utilized for said purposes.

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- | ~~42.14.~~ This **COOPERATIVE AGREEMENT** may be terminated upon written approval by both parties. If such should occur, within 30 days from the date of termination and if required by **UDOT**, the **CITIES** will restore the areas of landscape to **UDOT** standards or pay **UDOT** to do so. The **CITIES** understand that the landscaping improvements on the **UDOT** right of way are installed at their own risk and if the landscaping is not maintained or if the right of way is needed for **UDOT's** purposes, the **UDOT** will remove any landscape facilities or plantings without reimbursement to the **CITIES**.

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- | ~~43.15.~~ The **UDOT** and the **CITIES** are governmental entities subject to the Utah Governmental Immunity Act. Each party agrees to indemnify, defend and save harmless the other from and against all claims, suits and costs, including attorneys' fees for injury or damage of any kind, arising out of the negligent acts, errors or omissions of the indemnifying party's officers, agents, contractors or employees in the performance of this Agreement. Nothing in this paragraph is intended to create additional rights to third parties or to waive any provision of the Utah Governmental Immunity Act, provided said Act applies to the action or omission giving rise to the protections in this paragraph. The indemnification in this paragraph shall survive the expiration or termination of this Agreement.

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- | ~~44.16.~~ This Agreement may be executed in one or more counterparts, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument. This Agreement shall become effective when each Party hereto shall have received a counterpart hereof signed by the other Party hereto.

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- | ~~45.17.~~ This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

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- | ~~46.18.~~ Nothing contained in this Agreement shall be deemed or construed, either by the parties hereto or by any third party, to create the relationship of principal and agent or create any partnership, joint venture or other association between the Parties.

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- | ~~47.19.~~ This Agreement contains the entire agreement between the Parties, with respect to the subject matter hereof, and no statements, promises, or inducements made by either Party or agents for either Party that

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are not contained in this written Agreement shall be binding or valid.

- | ~~18.20.~~ If any provision hereof shall be held or deemed to be or shall, in fact, be inoperative or unenforceable as applied in any particular case in any jurisdiction or in all jurisdictions, or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule or public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained invalid, inoperative, or unenforceable to any extent whatever. The invalidity of any one or more phrases, sentences, clauses, or paragraphs herein contained, shall not affect the remaining portions hereof, or any part thereof.

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- | ~~19.21.~~ Each party represents that it has the authority to enter into this Agreement.

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IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their duly authorized officers as of the day and year first above written:

ATTEST: **CLEARFIELD CITY CORPORATION**, a Municipal Corporation of the State of Utah

By: _____ By: _____
Title: _____ Title: _____
Date: _____ Date: _____

(IMPRESS SEAL)

ATTEST: **SYRACUSE CITY CORPORATION**, a Municipal Corporation of the State of Utah

By: _____ By: _____
Title: _____ Title: _____
Date: _____ Date: _____

(IMPRESS SEAL)

ATTEST: **WEST POINT CITY CORPORATION**, a Municipal Corporation of the State of Utah

By: _____ By: _____
Title: _____ Title: _____
Date: _____ Date: _____

(IMPRESS SEAL)

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RECOMMENDED FOR APPROVAL:

By: _____
REGION LANDSCAPE ARCHITECT

Date: _____

UTAH DEPARTMENT OF TRANSPORTATION

By: _____
REGION DIRECTOR

Date: _____

APPROVED AS TO FORM:

The Utah State Attorney General's Office has previously approved all paragraphs in this Agreement as to form.

UDOT COMPTROLLER'S OFFICE

By: _____
CONTRACT ADMINISTRATOR

Date: _____