



**West Point City**  
**Council Notice and Agenda**  
West Point City Municipal Center  
3200 West 300 North  
West Point City, UT 84015  
May 5, 2015

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

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**ADMINISTRATIVE SESSION** - 5:30pm (Board Room)

1. Discussion of FY2015 Amended Budget and FY2016 Budget – Mr. Evan Nelson [page 5](#)
2. Discussion of Developers Agreement for Smiths Marketplace – Mr. Randy Sant
3. Military Memorial Update

**GENERAL SESSION** - 7:00pm (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. 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)
7. Youth Council Update
8. Consideration of Adoption of Minutes from the April 21, 2015 Council Meeting [page 17](#)
9. Consideration of Approval of Contract with Staker Parsons for 3000 West Project – Mr. Boyd Davis [page 33](#)
10. Budget Hearing For FY2015 Amended Budget and FY2016 Budget– Mr. Evan Nelson [page 5](#)
  - a. Public Hearing
11. Consideration of Resolution 05-05-2015A, Adopting Personnel Policies and Procedures Relating to Employment Leave Benefits for West Point City – Mr. Kyle Laws [page 39](#)
  - a. Action
12. Motion to Adjourn

**COMMUNITY DEVELOPMENT & RENEWAL AGENCY OF WEST POINT CITY**

Immediately Following the General Session (Council Chamber)

1. Call to Order
2. Communications and Disclosures from Board
3. Communications from Staff
4. Consideration of Adoption of Minutes from the March 3, 2015 CDRA Meeting – Mr. Kyle Laws
5. Budget Hearing For CDRA FY2015 Amended Budget and FY2016 Budget– Mr. Evan Nelson
  - a. Public Hearing
6. Motion to Adjourn

**OPEN HOUSE FOR THE LOY BLAKE EXTENSION**

Immediately Following the CDRA Meeting

Posted and dated this 1<sup>st</sup> day of May, 2015

**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 twenty-four(24) hours prior to the meeting and we will seek to provide assistance.



## TENTATIVE UPCOMING ITEMS

**Date:** 5/19/2015

### Administrative Session – 6:00 pm

1. Continuation of Budget Discussion for the FY2015 Amended Budget and the FY2016 Tentative Budget – Mr. Evan Nelson
2. Discussion of Removing the Property Located at Approximately 2200 West 300 North from Agriculture Protection – Mr. Boyd Davis
3. Discussion of Developers Agreement for Smiths Marketplace – Mr. Boyd Davis
4. Discussion of Sewer System Management Plan – Mr. Paul Rochell

### General Session – 7:00 pm

1. Continuation of Public Hearing for the Amended FY2015 Budget and the FY2016 Budget – Mr. Evan Nelson (send notice on 5/7/2015)
  - a. Public Hearing
2. Appoint Members to the Board of Adjustments – Mayor Craythorne
3. Consideration of Resolution 05-19-2015B, A Developers Agreement with Smith’s Marketplace
  - a. action

CDRA of West Point City 05/19/2015

1. Budget Hearing For CDRA FY2015 Amended Budget and FY2016 Budget– Mr. Evan Nelson
  - a. Public Hearing

**Date:** 6/2/2015

### Administrative Session – 6:00 pm

1. Continuation of Budget Discussion for the FY2015 Amended Budget and the FY2016 Tentative Budget – Mr. Evan Nelson
  - a. Public Hearing

General Session – 7:00 pm

1. Consideration of Resolution No. 06-02-2015A, the Adoption of FY2016 Tentative Budget for West Point City and All Related Agencies – Mr. Evan Nelson (send notice on 5/21/2015)
  - a. Public Hearing
  - b. Action
2. Consideration of Ordinance No. 06-02-2015A, Removing the Property Located at Approximately 2200 West 300 North from Agriculture Protection – Mr. Boyd Davis
  - a. Public Hearing
  - b. Action

CDRA of West Point City 06/02/2015

1. Consideration of Resolution 06-02-2015A, Adoption of the Tentative FY2016 Budget for the CDRA of West Point City get– Mr. Evan Nelson (send notice on 5/21/2015)
  - a. Public Hearing
  - b. Action

### Future Items

#### Administrative Session

1. Discussion of Street Light Replacement – Mr. Kyle Laws
2. Discussion of Cemetery Expansion
3. Discussion of Developer’s Agreement with Wright Development – Mr. Boyd Davis
4. Discussion of Removing the Property Located at Approximately 2200 West 300 North from Agriculture Protection – Mr. Boyd Davis
5. Building Rental Fees & Policy – Mr. Kyle Laws
6. Interlocal Agreement with Davis County for Property Use West of Blair Dahl Park – Mr. Kyle Laws
7. Discussion of Pheasant Creek Property/Park – Mr. Kyle Laws

#### General Session

1. Consideration of Releasing Wise Country Meadows, Phase 1 from Warranty – Mr. Boyd Davis
2. Consideration of Final Approval of the Smith’s Marketplace Site-Plan – Mr. Boyd Davis

# West Point City 2015 Calendar

January

February

March

April

May

- 5 City Council-7pm
- 7 Cemetery Cleaning
- 13 Council/Staff Lunch-11:30am
- 14 Planning Commission-7pm
- 18 Senior Lunch-11:30am
- 19 City Council-7pm
- 25 Memorial Day-Closed
- 28 Planning Commission-7pm

June

- 2 City Council-7pm
- 6 Take Pride Day
- 11 Planning Commission-7pm
- 13 Miss West Point Pageant SHS-7pm
- 15 Senior Lunch-11:30am
- 16 City Council-7pm
- 25 Planning Commission-7pm

July

- 4 Independence Day-Party at the Point
- 6 Independence Day Observed-Closed
- 7 City Council-7pm
- 9 Planning Commission-7pm
- 20 Senior Lunch 11:30am
- 21 City Council-7pm
- 23 Planning Commission-7pm
- 24 Pioneer Day-Closed

August

- 4 City Council-7pm
- 6 Summer Party-5pm
- 13 Planning Commission-7pm
- 18 City Council-7pm
- 21 Senior Dinner-5:00pm
- 27 Planning Commission-7pm

September

- 1 City Council-7pm
- 7 Labor Day-Closed
- 10 Planning Commission-7pm
- 15 City Council-7pm
- 21 Senior Lunch-11:30am
- 24 Planning Commission-7pm

October

- 1 Cemetery Cleaning
- 6 City Council-7pm
- 8 Planning Commission-7pm
- 14 Council/Staff Lunch-11:30am
- 16 Halloween Carnival-7pm
- 19 Senior Lunch-11:30am
- 20 City Council-7pm
- 22 Planning Commission-7pm

November

- 3 Election Day
- 7 Flags on Veteran's Graves YC
- 11 Veteran's Day-Closed
- 12 Planning Commission-7pm
- 16 Senior Lunch-11:30am
- 17 City Council-7pm
- 26-27 Thanksgiving-Closed

December

- 1 City Council-7pm
- 4 Christmas Party-7pm
- 7 City Hall Lighting Ceremony-6:00 pm
- 10 Planning Commission-7pm
- 15 City Council-7pm
- 18 Cemetery Luminary-4pm
- 21 Senior Lunch-11:30am
- 24-25 Christmas-Closed

January 2016

- 8-9 Council Retreat

# City Council Staff Report

**Subject:** FY2015 Amended Budget & FY2016 Budget  
**Author:** Evan Nelson  
**Department:** Administrative Services  
**Date:** May 5, 2015



## **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 22<sup>nd</sup> of June. The tentative budget must be presented to the City Council at or before the first meeting in May. Staff, City Council and the Mayor will discuss the FY2016 Tentative Budget over the course of the next four City Council Meetings. The attached Budget Process Calendar provides an overview of the items to be discussed.

## **ANALYSIS**

This report provides a summary of city-wide budgeted revenues and expenditures, a review of General Fund revenues, and a discussion of proposed options related to operating budgets. Capital project and enterprise fund budgets and will be discussed in greater detail in the coming weeks.

## **Fund Revenues & Expenditures**

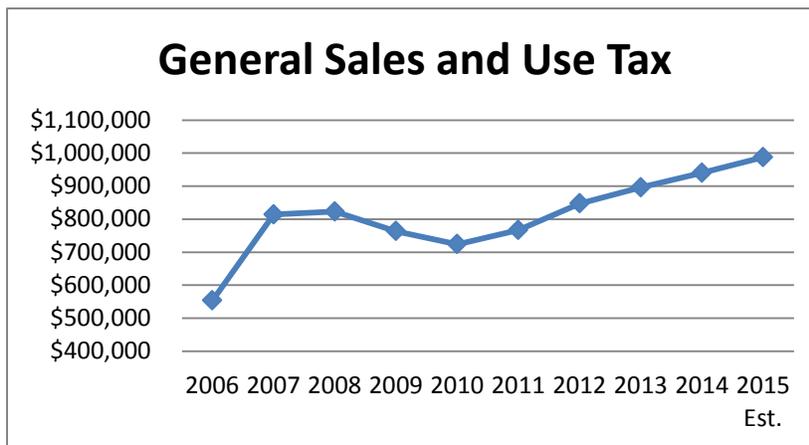
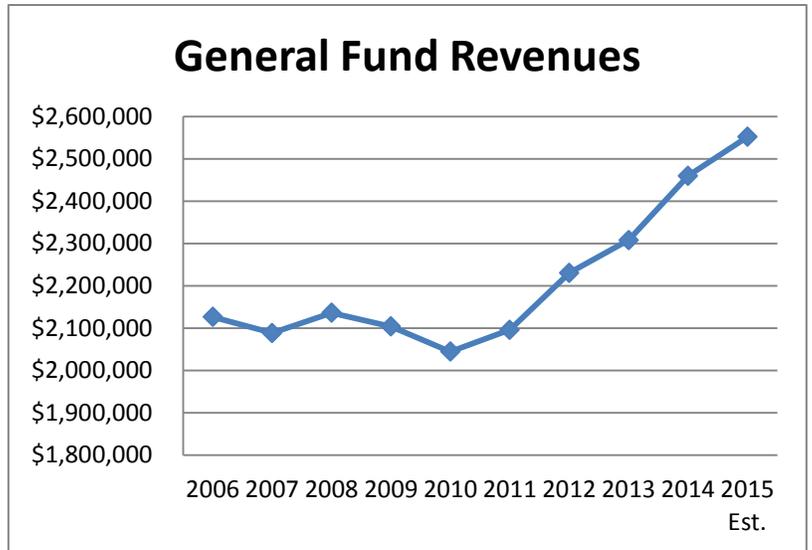
The FY2016 budget is summarized in the table below. Percent of budgeted expenditures, by fund, are shown in the column at the right. In the detailed budget, Fund Balance and Transfers-In are reported as revenue, while Transfers-Out are reported as expenditures.

### **2016 Proposed Budget**

	<b>Revenue</b>	<b>Fund Balance</b>	<b>Transfers-In</b>	<b>Expenditures</b>	<b>Transfers-Out</b>	<b>% of Total</b>
General Fund	\$2,298,200	\$400,000	\$23,000	\$1,901,403	\$797,025	16%
Special Revenue Fund	\$3,050,169	\$550,831	\$290,000	\$3,891,000	\$0	34%
Capital Projects Fund	\$156,076	\$1,123,010	\$400,000	\$1,279,086	\$0	11%
Waste Fund	\$1,467,100	\$271,994	\$0	\$1,731,094	\$8,000	15%
Water Fund	\$1,930,814	\$423,864	\$0	\$1,915,814	\$15,000	17%
Storm Water Fund	\$220,950	\$551,000	\$0	\$771,950	\$0	7%
Debt Service Fund	\$0	\$0	\$107,025	\$106,916	\$0	1%
<b>Total</b>	<b>\$9,123,309</b>	<b>\$3,320,699</b>	<b>\$820,025</b>	<b>\$11,597,263</b>	<b>\$820,025</b>	<b>100%</b>

**General Fund Revenues**

General Fund revenues have been steadily increasing since 2010, as shown in the graph at the right. Significant revenue streams in the General Fund include sales tax, property tax, energy sales and use tax, and Class C roads revenue. We are proposing a General Fund revenue budget of \$2,298,200. Fund balance, up to the amount of \$400,000 is budgeted to be transferred into the Capital Projects Fund at year-end.



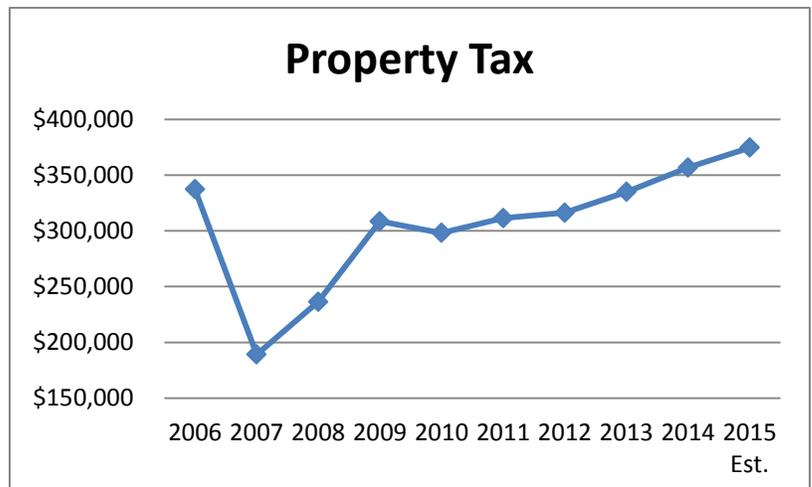
**Sales Tax**

Sales Tax is our single largest source of General Fund Revenue. Most of this revenue comes from State-wide sales, and is distributed on a per capita basis. As indicated in the graph, current revenues are far-exceeding pre-recession levels. While this is good news, we continue to budget sales tax

revenues conservatively due to its sensitivity to many economic factors. In the Fiscal Year 2016 Budget, we have included a sales tax revenue estimate of \$915,000, which is \$55,000 higher than the Fiscal Year 2015 Original budget.

**Property Tax**

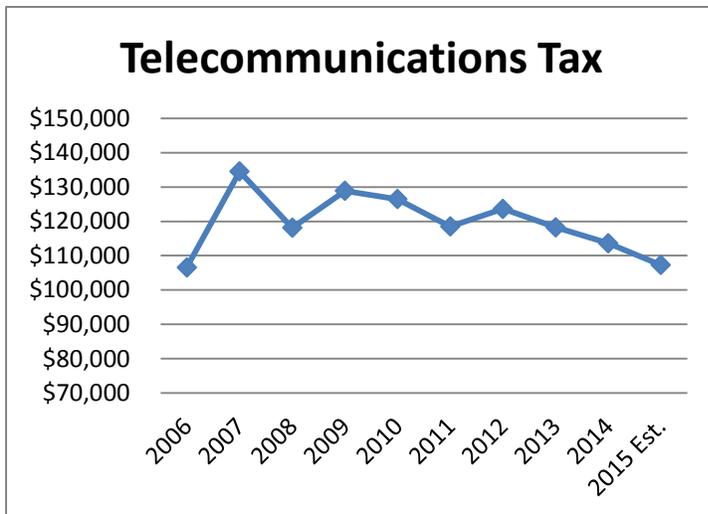
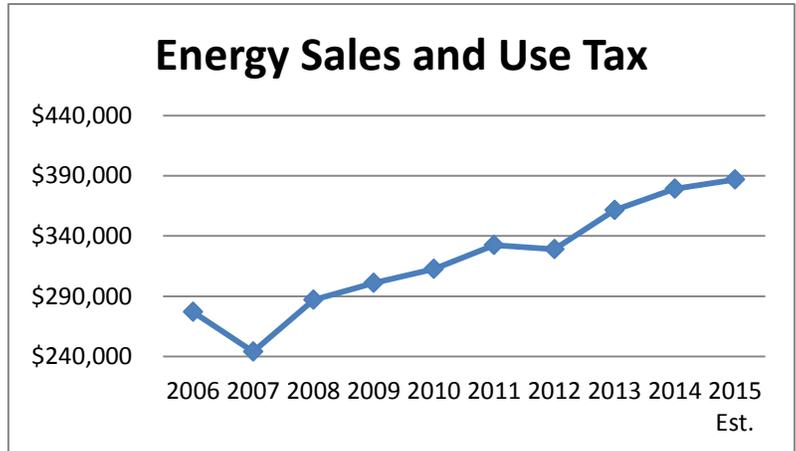
Property tax revenue has increased over the last several years as the economy has improved. The City has chosen to maintain/adjust its property tax rate as property values have increased. New growth also contributes to the positive trend. Since property values have likely increased since last year, the Council will need to decide



whether or not to maintain the rate. Considering any rate higher than the Certified Rate will require us to go through Truth in Taxation. We have proposed \$356,700 as the budget for property tax revenue, which is the same as the 2015 budget. This can be amended when we receive more information from Davis County and approve a rate.

**Energy Sales and Use Tax**

Energy Sales and Use Tax shows a steadily increasing trend over several years. We continue to budget conservatively here and have estimated \$345,000 in the FY2016 Tentative Budget, which is an increase of \$14,000 over FY2015. This revenue is generated through a tax on Rocky Mountain Power and Questar Gas utility bills.

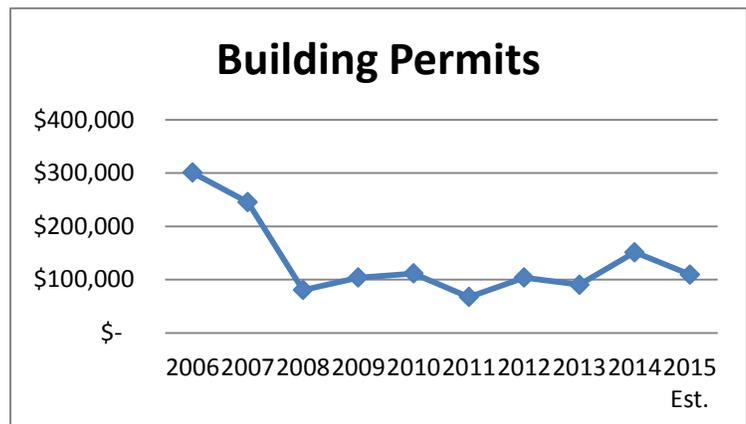


**Telecommunications Tax**

Telecommunications Tax is generated through a tax on phone and internet bills. This revenue stream has been slowly declining over the past few years. A possible explanation for this is the shift from landlines to cell phones. Declining prices in the telecommunications industry may also be a factor. Gratefully, as this revenue has been declining, other General Fund revenues have mitigated the decline.

**Building Permit Revenue**

Another relevant revenue source is building permit revenues. This revenue also provides insight into the rate of growth in West Point. While permit revenue is down from last year, we expect to see a slow increase in future years. We have conservatively budgeted \$90,000 in building permit revenue for FY 2016.



## **Budget Option Summary Sheet**

The Budget Option Summary Sheets are titled “Summary of Changes for FY2015” and “Summary of Changes for FY2016”. These sheets summarize the budget requests for each year and are shown by department and fund.

## **Operating Budget Requests**

The operating budget requests will be divided into Personnel Requests and Department Requests. Each area will summarize the budget option requests.

- **PERSONNEL BUDGET REQUESTS**

Workers Compensation – Adjustments to the Workers Compensation budgets are proposed as a result of changes in employee classification as well as rate changes. In one job classification, the rates actually decreased. The net effect of these changes is a \$593 decrease.

Employee Healthcare – This year we have budgeted a 12% increase to healthcare benefit costs. Because our current policy year ends in November, accurate cost estimates are not available. Prior to renewal, we will go out to the market to ensure competitive rates for the new policy year. Total increase to the budget for healthcare costs is \$21,911.

Two Additional Crossing Guards – With the installation of two round-a-bouts along 3000 West, two additional crossing guards will be needed (each intersection with a round-a-bout requires two crossing guards.) This is an increase of \$8,174 to the General Fund.

Personnel Worksheet Reconciliation – While preparing the personnel budget, it was discovered that our personnel budget spreadsheet and our budget worksheet did not reconcile on several benefit budget line items. Adjustments are proposed to the benefit lines to correct this. The increase to enterprise funds is \$3,944, while the General Fund expense decreased by \$1,049, which is a net increase of \$2,895. Additionally, there were a few employees whose approved salaries were slightly higher than the budget in the personnel spreadsheet. Adjustments are proposed which increase the budget by \$1,761.

2% Cost of Living Adjustment (COLA) – In accordance with the City Pay Plan, a 2% cost-of-living adjustment to all salaries is proposed. The Pay Plan proposes such an increase be considered every two years. The COLA increases the General Fund budget by \$16,220 and the enterprise fund budgets by \$9,089, totaling \$25,309.

Merit Salary Increases – In accordance with the City Pay Plan, a 2% merit increase is also proposed for all full-time and regular part-time employees. This results in an increase of \$10,715 to the General Fund and \$8,878 to the enterprise funds, totaling \$19,593. The merit increase will only be available to employees who demonstrate positive performance as documented in annual performance evaluations.

Recreation Assistant – The Recreation Department currently employs an Assistant to help the Director in carrying out the recreation programs of the City. This position has been budgeted at 12.5 hours per week. We propose that this position be changed to a part-time regular position, which expands the hours to 20 per week and provides retirement and leave benefits to the employee. Providing additional hours and limited benefits will help the department recruit and retain quality employees. The budget impact of this request is \$6,750.

- **DEPARTMENT REQUESTS**

***Executive (net increase of \$16,250 for FY2016)***

The largest proposed increase in the Executive Department is the addition of \$8,000 to the Elections line item. The City contracts with Davis County for election services, every other year, so this line tends to fluctuate.

An increase to the IT line is also proposed. IT costs are shared between the General, Waste, and Water Funds. Upgrades to the City's internet service are included in this proposal, which amounts to \$5,750 in the General Fund.

Other miscellaneous changes, outlined in the budget bring the total changes proposed to \$16,250 in FY2016.

An additional \$4,000 increase is also proposed in the FY2015 budget to cover miscellaneous costs related to training, events, and the City newsletter.

***Administrative Services (net decrease of \$26,470 for FY2016)***

The most significant proposed change to the Administrative Services Department is to allocate a portion of the City's liability, property, and vehicle insurance expense to the Waste and Water Funds. This will be a decrease to the General Fund in the amount of \$25,800. Historically, the General Fund has born the full insurance expense, but we propose this change to more appropriately record expenses incurred by the enterprise funds. This change is proposed for both FY2015 and FY2016.

Other miscellaneous changes, related to training, travel, accounting and auditor, and service fees, bring the total changes proposed to a \$26,470 decrease.

***Public Safety (net increase of \$17,750 for FY2016)***

Police Contract – Our contract with the Davis County Sheriff's Office allows for an annual inflationary increase. We have budgeted a 3% increase for this. We have also budgeted an increase of \$15,000 in case the contract needed to be renegotiated as a result of the Smiths Marketplace project.

An additional \$350 increase is proposed for Crossing Guard equipment.

***Public Works (net increase of \$1,000 for FY2016)***

We propose an increase of \$1,000 to the protective clothing line item.

***Recreation (net increase of \$5,900 for FY2016)***

As the recreation programs continue to expand and improve, additional funding is being requested. Annual expenditures in the individual sports are largely dependent on registration numbers. We propose budget changes to the following programs:

- Basketball: \$1,400 increase
- Soccer: \$1,500 increase
- Baseball/Softball: \$5,000 increase
- Volleyball: \$2,000 decrease
- Net: \$5,900 increase

***Transfers, Contributions, & Other Uses (net increase of \$442,318 for FY2016)***

Last year the City refinanced debt on the City Hall building. Part of that deal was to recognize the savings up front. This allowed us to have a much smaller debt service payment for FY2015. Future payments will be much higher. In order to meet the debt service requirements, we propose an increase to the transfer from the General Fund to the Debt Service Fund, in the amount of \$42,318.

As recommended by our auditors, we are also adding a budget for the required end-of-year transfer from the General Fund to the Capital Projects Fund. We don't know the exact amount of this transfer until long after the fiscal year closes, so we have included a generous budgeted transfer of \$400,000. This should be more than sufficient to allow for the transfer. The actual amount of the transfer will likely be somewhere between \$300,000 and \$400,000. This change is proposed in both FY2015 and FY2016.

**RECOMMENDATION**

Staff would like Council to discuss and provide direction on the City Manager's Recommended Budget.

**SIGNIFICANT IMPACTS**

There are no significant impacts at this time.

**ATTACHMENTS**

- Budget Calendar for FY2016
- Summary of Changes for FY 2015 Amended Budget
- Summary of Changes for FY 2016 Tentative Budget

## **Budget Process Calendar FY 2016**

### **May 5**

#### Administrative Session

- Budget Overview
  - Budget Calendar
  - Revenues & Expenditures
  - Budget Option Summary Sheet
- Operating Budget
  - Personnel
  - Department Requests

#### General Session

- Public Hearing on the FY2016 Tentative Budget and FY2015 Amended Budget (to be continued to the next meeting)

#### Community Development and Renewal Agency

- Public Hearing on the FY 2016 Budget.

### **May 19**

#### Administrative Session

- Capital Projects
  - Prioritization Process
  - Capital Projects Matrix
  - Special Revenue Fund
  - Capital Projects Fund
  - Enterprise Funds

- Fee Schedule

#### General Session

- Public Hearing on the FY2016 Tentative Budget and FY2015 Amended Budget (continued from 5/5)

#### Community Development and Renewal Agency

- Public Hearing on the FY 2016 Budget.

### **June 2**

#### Administrative Session

- Capital Projects (continued)

- Fee Schedule
- Outstanding Issues

#### General Session

- Public Hearing on the FY2016 Tentative Budget and FY 2015 Amended Budget (continued from 5/19)
- Adoption of the FY 2016 Tentative Budget
- Adoption of the City Fee Schedule

#### Community Development and Renewal Agency

- Public Hearing on the FY 2016 Budget.

### **June 16**

#### Administrative Session

- Budget Discussion
  - Outstanding Issues

#### General Session

- Adoption of the Certified Property Tax Rate (unless otherwise directed)
- Public Hearing on the FY 2015 Amended Budget and the FY 2016 Final Budget
- Adoption of 2015 Amended Budget and 2016 Final Budget

#### Community Development and Renewal Agency

- Public Hearing
- Adoption of 2016 CRDA Budget

### **August 4 (if necessary)**

#### Administrative Session

- Property Tax Rate Discussion

#### General Session

- Public Hearing
- Adoption of the Property Tax Rate
- Adoption of the FY 2016 Final Budget



**Summary of Changes for FY 2015 Amended Budget**

	General Fund	Waste Fund	Water Fund	Storm Water	Net Cost/Savings to Enterprise Funds	Total Cost/Savings
<b>Executive</b>						
1 Travel and education	\$2,000					\$2,000
2 Emp. Awards, rec. & events	\$1,000					\$1,000
3 City newsletter	\$1,000					\$1,000
<b>Subtotal</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>
<b>Administration</b>						
4 Risk management	(\$25,800)					(\$25,800)
<b>Subtotal</b>	<b>(\$25,800)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$25,800)</b>
<b>Transfers and Other</b>						
4 Transfer to Debt Service	\$200					\$200
Transfer to Capital Projects Fund	\$400,000					\$400,000
<b>Subtotal</b>	<b>\$400,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,200</b>
<b>Water</b>						
5 Water meters			\$30,000		\$30,000	\$30,000
Insurance			\$19,000		\$19,000	\$19,000
Water Impact Fees			\$93,301		\$93,301	\$93,301
Contingency (Impact Fee Balance)			\$99,291		\$99,291	\$99,291
Fleet Contribution			(\$15,000)		(\$15,000)	(\$15,000)
6 Secondary water			\$45,000		\$45,000	\$45,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$271,592</b>	<b>\$0</b>	<b>\$271,592</b>	<b>\$271,592</b>
<b>Waste</b>						
7 Garbage collection - free dump days		\$6,000			\$6,000	\$6,000
Fleet Contribution		(\$12,000)			(\$12,000)	(\$12,000)
Sewer Impact Fees		\$21,115			\$21,115	\$21,115
Contingency (Impact Fee Balance)		\$116,340			\$116,340	\$116,340
Insurance		\$15,000			\$15,000	\$15,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$146,455</b>	<b>\$0</b>	<b>\$0</b>	<b>\$146,455</b>	<b>\$146,455</b>
<b>Storm</b>						
Fleet Contribution/Insurance Allocation				\$6,000	\$6,000	\$6,000
Storm Water Impact Fees				\$19,735	\$19,735	\$19,735
Contingency (Impact Fee Balance)				\$505,986	\$505,986	\$505,986
5 Depreciation				\$22,000	\$22,000	\$22,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$553,721</b>	<b>\$553,721</b>	<b>\$553,721</b>
	Net Change to General Fund	Waste Fund	Water Fund	Storm Water	Net Change to All Other Funds	Total Cost/Savings
<b>Grand Total</b>	<b>(\$21,800)</b>	<b>\$146,455</b>	<b>\$271,592</b>	<b>\$553,721</b>	<b>\$971,768</b>	<b>\$949,968</b>

**Summary of General Fund Changes Including Revenues**

<b>General Fund Changes (FY 2014-FY 2015 Adj)</b>	
2015 General Fund Revenue Original Budget	\$2,305,700
Change in GF Revenues	\$413,500
<b>Amended 2015 GF Revenue Budget</b>	<b>\$2,719,200</b>
2015 General Fund Expenditure Original Budget	\$2,305,452
2015 GF Increases	\$519,721
2015 GF Reductions/Offsets	(\$141,321)
Change in GF Expenditures	\$378,400
Subtotal	\$2,683,852
Class C Road Fund Increase	\$0
<b>Amended 2015 GF Expenditures</b>	<b>\$2,683,852</b>
<b>Total Excess</b>	<b>\$35,348</b>



# Summary of Changes for FY 2016 Budget

	General Fund	Waste Fund	Water Fund	Storm Water	Net Cost/Savings to Enterprise Funds	Total Cost/Savings
<b>Personnel</b>						
1 Workers Comp	(\$753)	\$22	\$98	\$40	\$160	(\$593)
2 Insurance	\$11,112	\$4,226	\$4,695	\$1,878	\$10,799	\$21,911
3 Two additional crossing guards	\$8,174				\$0	\$8,174
4 Reconcile base bud to personnel	(\$1,049)	\$1,351	\$1,352	\$1,241	\$3,944	\$2,895
5 Miscellaneous adjustments	\$580	\$406	\$425	\$350	\$1,181	\$1,761
6 2% COLA	\$16,220	\$3,507	\$3,839	\$1,743	\$9,089	\$25,309
7 2% Merit	\$10,715	\$3,426	\$3,743	\$1,709	\$8,878	\$19,593
8 Recreation Assistant	\$6,750				\$0	\$6,750
<b>Subtotal</b>	<b>\$51,749</b>	<b>\$12,938</b>	<b>\$14,152</b>	<b>\$6,961</b>	<b>\$34,051</b>	<b>\$85,800</b>
<b>Executive</b>						
9 IT	\$5,750				\$0	\$5,750
10 Elections	\$8,000				\$0	\$8,000
11 Emp. Awards, Rec. & Events	\$1,000				\$0	\$1,000
12 Utah League membership	\$500				\$0	\$500
13 City newsletter	\$1,000				\$0	\$1,000
<b>Subtotal</b>	<b>\$16,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,250</b>
<b>Administrative Services</b>						
14 Mileage reimbursement	\$300				\$0	\$300
15 Training and education	\$1,000				\$0	\$1,000
16 Auditor & accounting support	\$500				\$0	\$500
17 Accounting software support	(\$3,500)				\$0	(\$3,500)
18 Risk Management	(\$25,800)				\$0	(\$25,800)
19 Credit card processing fees	\$530				\$0	\$530
20 Bank service charges	\$500				\$0	\$500
<b>Subtotal</b>	<b>(\$26,470)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$26,470)</b>
<b>Public Safety</b>						
21 Police contract	\$17,400				\$0	\$17,400
22 2 new crossing guards - equipment	\$350				\$0	\$350
<b>Subtotal</b>	<b>\$17,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,750</b>
<b>Public Works</b>						
23 Protective clothing	\$1,000				\$0	\$1,000
<b>Subtotal</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>
<b>Recreation</b>						
24 Basketball	\$1,400				\$0	\$1,400
25 Soccer	\$1,500				\$0	\$1,500
26 Baseball/softball	\$5,000				\$0	\$5,000
27 Volleyball	(\$2,000)				\$0	(\$2,000)
<b>Subtotal</b>	<b>\$5,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,900</b>
<b>Water</b>						
28 Water meters			\$30,000		\$30,000	\$30,000
29 Secondary water			\$64,000		\$64,000	\$64,000
30 Water purchase - Weber Basin			\$7,507		\$7,507	\$7,507
31 IT			\$5,475		\$5,475	\$5,475
32 Insurance Allocation			\$19,000		\$19,000	\$19,000
33 Fleet contribution			(\$15,000)		(\$15,000)	(\$15,000)
Water Impact Fees			\$93,301		\$93,301	\$93,301
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$204,283</b>	<b>\$0</b>	<b>\$204,283</b>	<b>\$204,283</b>
<b>Waste</b>						
34 Garbage collection - free dump days		\$6,000			\$6,000	\$6,000
35 Sewer collection and disposal - rate increase		\$110,000			\$110,000	\$110,000
36 IT		(\$1,200)			(\$1,200)	(\$1,200)
37 Insurance Allocation		\$15,000			\$15,000	\$15,000
38 Fleet contribution		(\$12,000)			(\$12,000)	(\$12,000)
39 Sewer Impact Fees		\$21,115			\$21,115	\$21,115
<b>Subtotal</b>	<b>\$0</b>	<b>\$138,915</b>	<b>\$0</b>	<b>\$0</b>	<b>\$138,915</b>	<b>\$138,915</b>
<b>Storm</b>						
39 Fleet Contribution/Insurance Allocation				\$6,000	\$6,000	\$6,000
Storm Water Impact Fees				\$19,735	\$19,735	\$19,735
Depreciation				\$22,000	\$22,000	\$22,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$47,735</b>
<b>Transfers and Other</b>						
41 Debt Service on City Hall	\$42,318				\$0	\$42,318
42 Transfer to Capital Projects Fund	\$400,000				\$0	\$400,000
<b>Subtotal</b>	<b>\$442,318</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$442,318</b>
	Net Change to General Fund	Waste Fund	Water Fund	Storm Water	Net Change to Enterprise Funds	Total Cost/Savings
<b>Grand Total</b>	<b>\$508,497</b>	<b>\$151,853</b>	<b>\$218,435</b>	<b>\$12,961</b>	<b>\$383,249</b>	<b>\$891,746</b>

<b>Summary of General Fund Changes Including Revenues</b>
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<b>General Fund Changes (FY 2015-FY 2016)</b>		
2015 General Fund Revenue Budget		\$2,305,700
Change in GF Revenues		\$413,500
<b>2016 General Fund Revenue Budget</b>		<b>\$2,719,200</b>
2015 General Fund Expenditure Budget		\$2,305,452
2016 GF Increases		\$542,859
2016 GF Reductions/Offsets		(\$149,883)
Change in GF Expenditures		\$392,976
	Subtotal	\$2,698,428
Class C Road Fund Increase		\$0
<b>Total 2016 GF Expenditures</b>		<b>\$2,698,428</b>
<b>Total Excess</b>		<b>\$20,772</b>



**West Point City Council Meeting  
3200 West 300 North  
West Point City, UT 84015  
April 21, 2015**

**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 – Board Room

Minutes for the West Point City Council Administrative Session held at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 on April 21, 2015 at 6:00 pm with Mayor Craythorne presiding.

**MAYOR AND COUNCIL MEMBERS PRESENT** – Mayor Erik Craythorne, Council Member Jeff Turner, Council Member Kent Henderson, Council Member Gary Petersen, Council Member Jerry Chatterton, and Council Member Andy Dawson

**CITY EMPLOYEES PRESENT** – Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; and Misty Rogers, City Recorder

**VISITORS PRESENT** – Eddie & Chris Montgomery, Wendy Snounou, Alan Oakey, Stan McVey, Deanna Davis and Lynn Davis

Mayor Craythorne welcomed those in attendance. He stated that he and members of Staff had recently met with developers of the Smith's Marketplace project to discuss the development. A building permit application will likely be submitted on approximately June 1, 2015 and earthwork and construction will begin by July. The Smith's Marketplace Grand Opening is expected to occur in April 2016. Mayor Craythorne stated the discussion of the 800 North sidewalk will be the first item discussed during the Administrative Session.

**1. Discussion of 800 North Sidewalk – Mr. Boyd Davis**

Mayor Craythorne informed those in attendance that Mr. Davis will address the Council and then one resident will be given the opportunity to provide comment on behalf of residents living on 800 North. The Council will then hold a discussion and a solution may or may not be made at this time.

Mr. Davis stated in the fall of 2014 sidewalk had been installed on 800 North between 2525 West and 2700 West. During the installation of the sidewalk, residents of the area became concerned with the height of the sidewalk, driveway approaches and drainage. Because of these concerns, it was determined to leave the driveways alone until the spring of 2015.

Mr. Davis stated the height of the sidewalk in relation to the driveways varies, on average the sidewalk is 6" higher than the driveways. During the design phase of the 800 North sidewalk project, the height of the sidewalk in relation to the driveways had been discussed. Mr. Davis stated that he and members of Staff were aware that if the installation were to follow City Standards the sidewalk would be located higher than many of the driveways. Staff knew that alterations would likely need to be made to the driveways to make them accessible for the property owners. Mr. Davis stated that Staff ultimately determined the sidewalk should be installed using City Standards. That way, when the road improvements are complete and the curb and gutter have been installed, the sidewalk will already be in its permanent location.

Mr. Davis stated there are residents of Clinton City living near the water tanks who have been in a similar situation. He stated that the situation is not ideal. This is a result of homes being built before roads are improved.

Mr. Davis informed the Council that many of the residents on 800 North are unhappy with the height of the sidewalk in relation to their yards. He stated that Staff made a decision to install sidewalk using the City Standards knowing that provisions would need to be made to slope driveways to the sidewalk. Mr. Davis stated an alternative to the current

plan could include the dipping of the sidewalk at the location of driveways. He stated this isn't ideal and water from the streets would likely drain into the yards of property owners. Mr. Davis stated this option is not favorable by Staff, but it is an option.

Mr. Davis informed the Council that residents have requested that the sidewalk be removed. He had informed the residents that the removal of the sidewalk is not an option as significant amount of funding has been spent on this project. Mr. Davis recommended completing the sidewalk but would like direction from the Council with how to handle the driveway situations.

Mayor Craythorne thanked Mr. Davis for the information in which he provided to the Council. He then stated each month Mayors and County Commissioners attend a Council of Government meeting and once a year a representative from the State provides a report of what projects will receive funding within the next few years.

Mayor Craythorne stated West Point and Clinton City have submitted requests to Wasatch Front Regional Council for funding for the following projects.

- 2000 West to 2400 West (Clinton)
- 2400 West to 3000 West (West Point)

Mayor Craythorne stated the Wasatch Front Regional Council ranks projects and both of these projects were ranked near the top of the list. He stated another request will be submitted next year for these same projects and it is likely the City could be awarded funding within the next few years. These projects include a total reconstruction, which means the widening of the road, installation of curb and gutter, etc. and will cost approximately \$3 million.

Mr. Laws stated that funding is awarded five years in advance so the actual funds will not become available for approximately five years after it has been awarded.

Mayor Craythorne turned the time over to Mr. Stan McVey to represent the residents on 800 North.

Mr. McVey stated he has water in his driveway with or without a sidewalk. He expressed concern with where the sidewalk ends going into the driveway to where the cement has been tapered is at least 10 feet into the driveway. His concern is that the slope will be too steep unless the city extend it further towards their homes to make it a more gradual slope.

Ms. Wendy Snounou expressed frustration that the sidewalk had not been installed next to her front yard property line. She stated that in several locations, a 6 foot gap exists between the sidewalk and property lines.

Mayor Craythorne stated that he has discussed this same concern with the Courtney's. In the past it was believed that 800 North would need to be wider than it actually needs to be. This is the reason there is additional property located between the sidewalk and front yard property lines.

Mr. Davis stated the property owners could landscape between their property line and sidewalk if they wish. Mayor Craythorne recommended deeding the extra frontage between the sidewalk and the property line to the property owner's.

Council Member Petersen stated he has no issue with deeding the property to the residents. He asked Mr. Davis if an easement would need to be granted to the City. Mr. Davis stated a 10 foot easement is typically located behind of the sidewalk.

Council Member Dawson stated if it were him, he'd have the City keep the property between the sidewalk and the front yard property lines. He would then plant grass in the area to improve the appearance of the area.

Council Member Petersen stated as a resident he would hesitate to landscape an area in front of his home that belongs to the City.

Mr. Lynn Davis asked if the driveway alternatives could be selected by the individual residents. Mayor Craythorne stated no, whatever alternative is selected will be used throughout the project.

Mayor Craythorne recommended those who have not seen the driveways in Clinton City, across the street from the water tank visit the area to gain an understanding of how this could look. He then stated the elevation changes in Clinton City near the water tanks are more drastic than what we would see on our project. Mayor Craythorne stated if the sidewalk is dipped down to the level of each driveway there will be inconsistencies in the driveways and reiterated the need for consistency at each home.

Council Member Petersen stated his mother-in-law lives across from the water tanks in Clinton City and they too had similar concerns as the residents on 800 North. He stated the driveways turned out better than expected and she couldn't be happier with the new driveway.

Mr. Lynn Davis informed the Council that Council Member Dawson took him and his wife to view the driveways and sidewalk in Clinton City across from the water tanks.

Mr. Boyd Davis stated that Staff is aware that there are locations on 800 North in which the slope from the driveway to the sidewalk will need to be changed.

Mayor Craythorne asked if the design calls for asphalt or concrete to be installed from driveway to the sidewalk. Mr. Davis stated that asphalt was designed as that is the same material that is being removed. However, concrete could be installed if the Council preferred, and that typically improvements of this nature are at the expense of the home owner.

Mr. McVey stated that he prefers "dipping" the sidewalk to the driveway as it would have less of an impact to his finances.

Mr. Davis stated changing the asphalt to concrete from the sidewalk to the driveways could cost approximately \$5,000.

The Council expressed their support with upgrading from the asphalt to concrete.

Mayor Craythorne requested Mr. Davis verify the cost of replacing the asphalt with concrete from the driveways to the sidewalk and to verify the slope of each driveway to ensure it not be too steep.

Council Member Petersen expressed concern with "dipping" the driveways. He stated that he is supportive of keeping the sidewalk as it coincides with City Standards. He then recommended sloping driveways to the sidewalk to allow access to the properties.

Council Member Henderson recommended the slope extend further into driveways, this will create a gradual slope.

Council Member Chatterton agreed the cement should be sloped from the back of sidewalk to existing driveway. He then expressed the importance of the job being done correctly the first time.

Council Member Petersen clarified that asphalt will be installed from the sidewalk to the road. He then stated the Council loves West Point and they want the community to look nice.

Mayor Craythorne thanked those in attendance. The residents requested that Staff keep them informed of decisions being made.

**2. Discussion of Discussion of Pay Plan and Market Study – Mr. Kyle Laws**

Mr. Laws stated the Council briefly discussed the Pay Plan and Market Study in a previous Administrative Session. He then stated that every other year, a market study is completed. The market study compares compensation salaries of West Point City positions to a benchmark group of 10 cities (Clearfield, Clinton, Farmington, Kaysville, North Ogden, North Salt Lake, Roy, South Weber, Syracuse, Washington Terrace, and West Bountiful). Mr. Laws stated these cities were chosen for a benchmark group because they are neighboring cities, cities of equal size, and next step cities.

Mr. Laws stated that because of the way the market study is done, it does not have an impact to the budget. The position ranges are compared to the ranges in the market. If the position range is similar, the range is left alone. If position is not within range, the adjustments are made to the range and not the employee’s salary. Mr. Laws stated that the only way the budget will be impacted by this process is if a range shifted enough that an employee was being paid below the minimum of the range. The employee would then need to be compensated to fit within the range. Mr. Laws stated most ranges are within market; only a few positions are in need of adjustment.

Council Member Henderson asked if any West Point City employees are at the maximum range. Mr. Laws stated no, some employees are at or near the mid-point of their range, but employees still have the ability to grow within their range.

*Vacation Leave Accruals* - Mr. Laws stated that Staff recently completed a comparison of vacation leave accrual rates for West Point City to the same benchmark cities. The comparison included the years of service tier and vacation leave accrual rates. Mr. Laws stated that all cities have a variation when determining the number of years of service and the accrual rates. He then presented the years of service and vacation accrual rates currently used by West Point City to the Council:

<u>Years of Consecutive City Service</u>	<u>Hours of Vacation Accrued per Bi-weekly Pay Period</u>
Less than 5	3.08 (80hours annually)
5-9	3.69 (96 hours annually)
10-14	4.31 (112 hours annually)
15 or more	4.92 (128hours annually)

Mr. Laws stated the years of service and the vacation leave accrual rates are below market. During the early years, the difference isn’t as noticeable. But as the years of service increase, the accrual rates are significantly higher in the market than what we offer. Mr. Laws presented the proposed changes to the vacation accrual rates and years of service to the Council based on the study that was completed:

<u>Years of Consecutive City Service</u>	<u>Hours of Vacation Accrued per Bi-weekly Pay Period</u>
Less than 5	<del>3.08</del> <u>3.69</u> ( <del>80</del> <u>96</u> hours annually)
5-9	<del>3.69</del> <u>4.62</u> ( <del>96</del> <u>120</u> hours annually)
10-14 <u>19</u>	<del>4.31</del> <u>6.15</u> ( <del>112</del> <u>160</u> hours annually)
<del>15</del> <u>20</u> or more	<del>4.92</del> <u>6.92</u> ( <del>128</del> <u>180</u> hours annually)

Mr. Laws stated if vacation leave accrual rates are increased, it will likely create a liability to the City when those balances are carried on the books. He stated when comparing the maximum vacation which can be accrued with the benchmark cities, five cities reported a maximum of 240 hours and the other cities did not report. Mr. Laws stated if vacation accrual rates are increased, he would recommend decreasing the maximum vacation hours which can be accrued from 320 hours to 240 hours. Mr. Laws stated one employee has 320 hours of vacation leave accrued and a few employees have over 240 hours of vacation leave accrued. Mr. Laws recommended the following options to the Council.

*Option 1* - Immediately lower the maximum accrual to 240 and cash out any hours above the 240 hours. Mr. Laws cautioned that this option would create an impact to the budget.

*Option 2* - Current employees could be “grandfathered” and permitted to collect a maximum of 320 hours of vacation leave. While employees hired after July 1, 2015 would collect vacation leave using the lower maximum accrual rates. Over time, the more employees will be utilizing the maximum accrual rates.

*Option 3* - Lower the maximum accrual to 240 for all employees, but allow employees one or two year to draw their balance down to 240 by a specific date. At the deadline date, employees over the 240 could be cashed out or the overaged could be considered “use or lose”.

Council Member Dawson recommended any vacation hours over the allotted 240 hours remaining become “use or lose”. He stated the City should avoid cashing out vacation time if possible.

The Council expressed their satisfaction with Option 3, lowering the maximum vacation hours which can be accrued to 240 hours for all employees. Employees currently over the 240 hours of vacation leave will have the ability to draw down their balance down by the end of 2016. Any leave accrued beyond the 240 hours will become “use or lose” at the end of that calendar year.

Council Member Petersen expressed concern that employees may hold their excess vacation time until the end of the year. This may create coverage issues and the City must have adequate employee coverage at all times. Mr. Laws informed the Council that vacation leave must be approved by the employee’s supervisor. Employees are also aware of their leave balances and they can calculate how many hours must be used to keep under the 240 cap.

Council Member Dawson expressed the importance of employees taking vacation leave.

Council Member Henderson stated under special circumstances the City Manager should be able to make exceptions to the policy. For example, if an employee isn’t able to use their time because of work duties then the City Manager could make exceptions.

Council Member Petersen recommended the policy be specific, otherwise the City Manager may have “special circumstances” to consider on a regular basis.

Council Member Henderson asked if employees are required to fill out a leave schedule at the beginning of each year. Mr. Laws stated the Public Works Department does something similar, but in the office a 12 month calendar is available for employees to designate the time in which they will be gone. This allows for all employees to see if time off is available. He then reminded the Council that employees must have time off requests approved by their supervisor in advance. Mr. Laws stated it is the responsibility of the employee and supervisor to track leave.

Mayor Craythorne asked if any Council Member has concerns with the proposed vacation accrual rates. Council Member Petersen stated the accrual rates are significant but he will support the increase. The remaining Council Members expressed their support with the increase to the vacation accrual rates and the years at which the accrual rates change.

Council Member Petersen asked that employees understand that, in his opinion, the additional time-off is essentially a raise.

Mr. Laws stated that employees will be appreciative. He then thanked the Council for their willingness to keep rates in line with the market. Mr. Laws stated the benefits are a recruitment tool and a retention tool.

### **3. Discussion of Vote by-Mail – Mayor Craythorne**

Mayor Craythorne stated the option for a vote-by-mail election had been presented to the Council a few months earlier. At the time the Council stated they wanted to continue with traditional voting as a vote-by-mail election would have cost the City a substantial amount of money.

Mayor Craythorne stated that since the vote-by-mail discussion in March, other ballot items have come to light. He then stated it is likely that local option sales tax will be placed on the 2015 ballot. During the legislative session, a \$0.05 increase to the gas tax was approved. This will provide the City will an additional \$37,000 - \$40,000 for Class C road funds. Mayor Craythorne stated that the 29 counties in Utah have the option to implement a local option for sales tax (a quarter of a percent is a sales tax increase). He stated if the local option is approved, it will provide the city with an additional \$80,000 of transportation funds. After meeting with the COG and the County Commissioners, it is likely the sales tax option will be placed on the ballot.

Mayor Craythorne stated he wanted to provide the Council with this new information before the voting method was finalized. He then expressed the importance of voter participation. Mayor Craythorne stated the quarter percent sales tax increase will be used to increase revenue for transportation. He then stated that UTA will receive .05, the County will receive .10, and cities will receive .10 and distribution will be determined by point of sale and population, the same formula that currently exists with general sales tax distribution.

Mayor Craythorne stated most of the cities within Davis County have chosen a vote-by-mail election in 2015, except for Layton City. Layton has chosen to proceed with a traditional voting election. Mayor Craythorne stated a similar item had been placed on the 2009 ballot using the traditional method of voting and it failed within Davis County. Mayor Craythorne stated there will be a push throughout the County to gain support for the local option sales tax increase.

Mr. Laws stated the quarter percent sales tax has been “ear marked” and it must be used for transportation, for example a parking lot for a park and ride, trails, and the maintenance of roads.

Mayor Craythorne stated he doesn't have an opinion with regards to which voting method is selected. He stated he would like to receive a recommendation from the Council.

Council Member Turner stated the vote-by-mail election may receive higher participation. Mayor Craythorne stated he believes a vote-by-mail election could increase participation to approximately 30%.

Mayor Craythorne then informed the Council that Davis County School District will likely have a bond that will be placed on the 2015 ballot.

Council Member Petersen asked how much it will cost for a vote-by-mail election. Mrs. Rogers stated a vote-by-mail election will cost approximately \$7,400 for a General Election. However if the school district has a ballot item they will assist with the cost of the election.

Mr. Laws stated a voting method must be selected today as the County must have time to prepare for the election.

Council Member Dawson stated he is supportive of a vote-by-mail election. Council Member Petersen, Council Member Chatterton, Council Member Turner, and Council Member Henderson stated they are supportive of a traditional election.

### **4. Discussion of Davis County Gala – Mayor Erik Craythorne**

Mayor Craythorne stated that each September, the Davis County Gala is held to raise funding for non-profit organizations. The Gala includes dinner, silent auction, entertainment, and the recognition of an outstanding member of the county. In the past when the budget would allow, West Point City would purchase one table at the Davis County

Gala. Mayor Craythorne asked the Council to think about purchasing a table at the Davis County Gala. If the Council wishes to purchase a table, it will need to be included in the budget.

Council Member Chatterton asked how much a table at the Davis County Gala typically costs. Council Member Petersen stated a table at the Gala cost approximately \$1,500.

The Council expressed interest in participating in the Davis County Gala.

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**West Point City Council Meeting  
3200 West 300 North  
West Point City, UT 84015  
April 21, 2015**

**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 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 on April 21, 2015 at 7:00 pm with Mayor Craythorne presiding.

**MAYOR AND COUNCIL MEMBERS PRESENT** – Mayor Erik Craythorne, Council Member Gary Petersen, Council Member Jerry Chatterton, Council Member Andy Dawson, Council Member Jeff Turner, and Council Member Kent Henderson

**CITY EMPLOYEES PRESENT** – Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; and Misty Rogers, City Recorder

**VISITORS PRESENT** – Eddie & Chris Montgomery, Jackie Detamore, Jill Detamore, John L. Detamore, Kelsey Bate, Mallory Thomas, Virginia Mooney, Nick Soto, Kirk Yamashita, Annice Nixon, Scott Allen, Gary Wright, Doug Zaugg, Bryan Bayles, Pat Galloway, and Erin Davidson

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

Council Member Henderson stated that landscaping has been installed in the area of 2000 West and SR-193 and the area is looking nice. Mayor Craythorne stated the West Point City Public Works Department will maintain the landscaping on the corner of 2000 West and SR-193.

Council Member Turner – no comment

Council Member Petersen – no comment

Council Member Dawson – no comment

Council Member Chatterton stated each year in April; the Council has the opportunity to attend a conference in St. George. While at the conference Council Member Chatterton had the opportunity to attend a retail class. Council Member Chatterton stated this class provided him with much education with regards to retail development.

Mayor Craythorne stated the new playground equipment will be installed at the Loy Blake Park by June 6<sup>th</sup> and the reconstruction of the tennis and basketball courts should be complete within the next few weeks.

5. **Communications from Staff**

Mr. Laws stated the playground equipment which will be installed at the Loy Blake Park will be a great addition to the area. He stated renderings of the playground design are available at City Hall for viewing.

Mr. Laws stated the Take Pride in West Point Day will be held on June 6<sup>th</sup> at the Loy Blake Park. Volunteers will assist with the spreading of the bark in the playground area. Following the spreading of the bark, a ribbon cutting ceremony will be held for the reopening of the playground area at Loy Blake Park.

Mr. Laws reminded those in attendance that a complete Cemetery Cleaning will be held on Thursday, May 7<sup>th</sup>. All items and decorations must be removed from the cemetery 24 hours prior to the cleaning. Remaining items may be discarded by the City.

## 6. Citizen Comment

Doug Zaugg –

Mr. Zaugg stated that he is submitting signatures to the Council from residents who oppose the changes being made to 3000 West. Mr. Zaugg expressed his unhappiness with the changes to 3000 West as well as the changes happening throughout the City. He then stated that residents don't have any way to stop the changes to the City. Mr. Zaugg expressed his concern that 3000 West will turn into another 2000 West, and he does not want another 2000 West.

Mr. Zaugg requested the Council consider the following changes to the 3000 West project:

- Move the location of the sidewalk to the curb and eliminate the park strip as it is unneeded. This will give residents more of a buffer between their homes and the street.
- Eliminate the proposed street lights as they will contribute to light pollution and hinder the current view residents have in looking at the stars and living in a rural environment.
- Fight against the unneeded changes in the City and keep West Point City quiet and rural.

Mayor Craythorne thanked Mr. Zaugg for his comments.

## 7. Miss West Point City Royalty

Ms. Jackie Detamore, Miss West Point Co-Queen; Ms. Kelsey Bate, Miss West Point Co-Queen; and Ms. Mallory Thomas, Miss Jr. West Point Queen

Ms. Detamore thanked the Council for the support they provide to the pageant as well as the scholarship money awarded to the royalty. She stated she is pursuing a nursing degree and the scholarship money has been used to assist in paying for her education. Ms. Detamore stated her favorite memories of serving as Miss West Point Co-Queen include taking food to a homeless shelter and providing a family in need with Christmas gifts. Ms. Detamore stated serving those less fortunate was an amazing and humbling experience. She then thanked the residents of the City for their support.

Ms. Bate stated that she too is pursuing a nursing degree and scholarship money she received has been a blessing as it has assisted in paying for her education. Ms. Bate stated some of her favorite memories of serving as the Miss West Point Co-Queen include Sub for Santa and Spirit Week at Lakeside Elementary. She stated providing Christmas to a family in need included shopping and making blankets and it was great to see the blessings that come from serving. Ms. Bate expressed her joy in serving the community.

Ms. Thomas stated serving as Miss Jr. West Point has been great. Her favorite activity while serving as royalty was the Halloween Carnival. She stated that she hadn't ever realized how many people within the City that she doesn't know. Ms. Thomas thanked the Council for the opportunity to participate in the Miss West Point Pageant.

Council Member Petersen asked who will participate in this year's Miss West Point Pageant. Ms. Thomas stated she isn't able to participate this year, but she is hopeful to participate next year.

Mayor Craythorne thanked the Miss West Point Royalty for their example and the service they have provided to the City. He then thanked Mrs. Erin Davidson for conducting the pageant as well as the time she provides on behalf of the City. Mayor Craythorne stated West Point City is better because of the Miss West Point Royalty.

#### **8. Consideration of Adoption of Minutes from the April 7, 2015 Council Meeting**

Council Member Dawson motioned to approve the minutes from the April 7, 2015 City Council meeting. Council Member Henderson seconded the motion. The Council unanimously agreed.

#### **9. Awarding of Contract for the Tennis & Basketball Court Lighting – Mr. Kyle Laws**

Mr. Laws stated the existing tennis and basketball court lights have not been used for a number of years and six of the lights throughout the park currently do not work. Staff and Council determined that during the reconstruction of the tennis and basketball courts lighting should be included.

Mr. Laws stated reviewing the lighting proposals have been cumbersome. He then expressed his appreciation to Council Member Turner as he has been instrumental in assisting with educating staff in regards to lighting. Mr. Laws stated according to the West Point City purchasing policy, any purchase over \$30,000 requires a minimum of three bids and City Council's approval. West Point City received bids from the following:

- LSI (Metal Halide Lighting)
- Tech Light (LED Lighting) \$38,800
- Royal Wholesale (LED Lighting) \$35,586

Mr. Laws informed the Council that the installation of LED Lighting is being recommended, and he agrees. Royal Wholesale is the low bid with additional work included in the bid. Mr. Laws stated the six non-working lights located throughout the park will be replaced and a dimming sensor will be added to the light. Rocky Mountain Power currently offers a rebate when lighting is switched to LED and the addition of the dimming sensor will increase the rebate amount. Mr. Laws stated when adding the six new lights to the original bid from Royal Wholesale the overall cost remains less than the other bids which were received. Mr. Laws recommended the Council award the contract for the tennis and basketball court lighting to Royal Wholesale.

Mayor Craythorne stated the motion sensors will provide additional security at the parks. The motion sensors will allow the lighting to dim when there is inactivity in the area. When there is activity in the park, the light will turn on to full strength. If the sheriff's department is in the area at night and they see the lighting at full strength they will know that someone is in the parks after hours.

Mr. Laws stated the sensitivity of the motion sensor can be set as to not sense a small animal.

Council Member Petersen asked if the six lights will have their own motion sensor. Mr. Laws stated each light will have their own individual motion sensor.

Council Member Chatterton asked if the proposed lighting meets the "dark sky" requirement. Mr. Laws stated yes the proposed lighting will meet the dark sky requirement.

Mayor Craythorne thanked Mr. Laws and Council Member Turner for the time in which they have spent reviewing and selecting a lighting proposal that is best for the City.

Council Member Petersen motioned to award the contract for the tennis & basketball court lighting to Royal Wholesale.

Council Member Dawson seconded the motion. The Council unanimously agreed.

**10. Consideration of Ordinance No. 04-21-2015A, Amending the West Point City Firearms Ordinance, Relative to the Discharging of Firearms within West Point City Limits for the Abatement of Nuisance Animals – Mr. Kyle Laws**

Mr. Laws informed those in attendance that West Point City has an ordinance pertaining to the use of firearms within city limits. He stated the ordinance lists several exceptions as to when the discharging of a firearm within City limits is permitted.

Mr. Laws stated there have been circumstances when Davis County Animal Control has exhausted all options for the abatement of nuisance animals. Davis County Animal Control recently approached the City requested permission to shoot nuisance animals only when all other abatement methods have been exhausted. Mr. Laws stated that Staff couldn't just give permission to the County because of the way the code is written. Both the Davis County Attorney's Office and the West Point City Attorney have reviewed the proposed changes and have given their approval. Mr. Laws recommended the following language be added to firearms ordinance:

7. The discharge of guns for the purpose of abating nuisance animals within the limits of West Point City:
  - a. When other traditional methods of animal control have been exhausted or are ineffective or impractical, due to cost or otherwise;
  - b. When the discharge of a gun or guns is performed by an authorized animal control officer or officers operating pursuant to a contract with West Point City;
  - c. After the authorized animal control officer or his/her superior submits a written application to the West Point City Manager requesting authorization to discharge a gun for the purpose of abating nuisance animals within the limits of West Point City; and
  - d. After the West Point City Manager reviews and approves of the written application referenced in subsection c directly above.

The West Point City Manager may, as he/she deems appropriate and in response to the written application referenced in subsection c directly above, impose written restrictions on the authorized person's ability to discharge a gun or guns for the purpose of abating nuisance animals within the limits of West Point City, including, but not limited to, the type of gun or guns that may be discharged, the times that the gun or guns may be discharged, the dates that the gun or guns may be discharged, and the locations where the gun or guns may be discharged.

- a. Public Hearing – no comment

Council Member Henderson motioned to close the public hearing  
Council Member Chatterton seconded the motion  
The Council unanimously agreed.

- b. Action

Mayor Craythorne stated Davis County Animal Control has used a similar method in other cities with much success.

Council Member Petersen motioned to approve Ordinance No. 04-21-2015A, amending the West Point City Firearms Ordinance, relative to discharging firearms within West Point City Limits for the abatement of nuisance animals.

Council Member Turner seconded the motion.

Roll Call Vote:

- Council Member Chatterton - aye
- Council Member Dawson - aye
- Council Member Petersen - aye
- Council Member Turner - aye
- Council Member Henderson - aye

The Council unanimously agreed.

**11. Consideration of Ordinance 04-21-2015B, the Rezoning of the Property Located at Approximately 2250 West 300 North from A-40 to C-C, R-4, and R-5 - Mr. Boyd Davis**

Mr. Davis stated a rezone request has been submitted for the property located at approximately 2250 West 300 North. The rezone requests that 19 acres of property be rezoned from A-40 (Agricultural) to Commercial (C-C), Medium Density Residential (R-4) and High Density Residential (R-5). Mr. Davis stated that the General Plan calls for the area to be zoned Mixed Use (M-U) and the request is in compliance with the General Plan.

Mr. Davis stated the owner plans to continue to farm the property, they are only planning and preparing for the future. He then recommended the Council approve the rezoning of the property located at 2250 West 300 North from A-40 to C-C, R-4, and R-5.

a. Public Hearing

*Kirk Yamashita* – [REDACTED]

Mr. Yamashita asked for Staff to define the zonings.

Mayor Craythorne stated the C-C zone is for Community Commercial, the R-4 zone allows 6.7 units per acre, and an R-5 zone will allow for 10.5 units per acre. He then stated the property being discussed is located directly to the west of the Smith's Marketplace development. He stated the proposed rezone will provide a buffer between the commercial developments using higher density housing.

*Annice Nixon* – [REDACTED]

Ms. Nixon asked if a 4-way stop will be needed on the corner of 2300 West because of the development. Mayor Craythorne stated he is unsure. He then stated this request is only for a rezone and not for development. She then asked where the access to the property will be located. Mayor Craythorne stated that is unknown as this request is specifically for a rezone and not development plans.

Council Member Chatterton motioned to close the public hearing

Council Member Dawson seconded the motion

The Council unanimously agreed.

b. Action

Council Member Dawson asked why the R-5 and R-4 zones are being proposed in their specific locations. Mr. Davis he is unsure. However, Mr. Gary Wright submitted the rezone request and he may be able to answer Council Member Dawson's question.

Mr. Gary Wright with Wright Development Group – [REDACTED]

Mr. Wright stated that currently there are no plans to develop the area and the owner of the property plans to continue to farm the property. He stated the owner of the property felt that with the development of the 25 acres to the east it would be appropriate to plan for the future. The owner felt that transitioning from commercial zone to an R-5 and R-4 zone is more desirable.

Mr. Davis stated the Planning Commission has approved the rezoning of the property located at approximately 2250 West 300 North from A-40 to C-C, R-4, and R-5.

Council Member Dawson motioned to approve Ordinance No. 04-21-2015B, the Rezoning of the Property Located at Approximately 2250 West 300 North from A-40 to C-C, R-4, and R-5.  
Council Member Henderson seconded the motion.

Roll Call Vote:

Council Member Henderson – aye  
Council Member Turner – aye  
Council Member Petersen – aye  
Council Member Dawson – aye  
Council Member Chatterton – aye

The Council unanimously agreed.

**12. Consideration of Ordinance No. 04-21-2015C, the Rezoning of Property Located at Approximately 2333 W 300 N from R-2 to R-4 – Mr. Boyd Davis**

Mr. Davis stated a rezone request has been submitted for the property located at approximately 2333 West 300 North. Currently two older homes are located on the property. The owners would like to tear down the homes and replace them with a duplex, however the current R-2 zoning of the property will not allow for a duplex. Because of this, the owner of the property is requesting a rezone of the .88 acres from an R-2 zone to an R-4 zone so it will allow for a duplex.

Mr. Davis stated General Plan designates the property located at 2333 West 300 North in the mixed use (M-U) zone, and the M-U zone allows for mix of commercial and residential. He then expressed the importance of preserving this area of 300 North for commercial uses. Because the rezone request does not coincide with the General Plan, Staff recommends denying the rezone request. Mr. Davis stated with the current zoning of the property as residential, both homes could be removed and one home could be built.

a. Public Hearing

Eddie Montgomery –

Mr. Montgomery stated that he is the owner of the property located at 2333 West 300 North. He stated that he believes that this request coincides with the General Plan as his plans should be considered mixed use. Mr. Montgomery stated that he was told by Mr. Davis that the area should be preserved for commercial, but it is unclear when the area could support commercial.

Mr. Montgomery stated that for over 40 years, the homes on the property have been rental units. He stated that it is becoming difficult to obtain insurance policies for the rental properties due to the age of the homes. Mr. Montgomery stated he does not support the decision to deny his request. He believes that saving his property for commercial use “ties” up his property. Mr. Montgomery stated no one wants to have their property “tied up” for a several years. He then stated it is unknown if the area will even support commercial uses in the future.

Mr. Montgomery stated the late Justice Potter Stewart of the Supreme Court said, “Ethics is knowing the difference in what you have the right to do and what is the right thing”. Mr. Montgomery stated he understands that the City Council has the right to zone his property in accordance with what is right for the city. He is asking the Council to “do the right thing and work with him.” Mr. Montgomery asked the Council to allow him to zone his property with what the area will support. He then stated at the beginning of the meeting a prayer was given and he believes that each of us will stand and be held accountable for our actions. Mr. Montgomery asked the Council what they would like to be held accountable for, he stated “do you want

to report that you had a right to do what you did or would you rather say we did the right thing and worked with Mr. Montgomery”.

Annice Nixon – [REDACTED]

Ms. Nixon stated that she agrees with her brother (Eddie Montgomery). She doesn't understand why the property located at 2333 West 300 North cannot be rezoned R-4. Ms. Nixon stated there is commercial property to the east and the proposed R-4 zone would act as a buffer between the commercial and residential homes.

Council Member Petersen motioned to close the public hearing  
Council Member Turner seconded the motion

The Council unanimously agreed.

b. Action

Mayor Craythorne stated that he has spoken to Mr. Montgomery regarding what he envisions for the property. He stated an R-4 zone will allow for duplexes and could possibly allow for over five units per acre. Mayor Craythorne stated that he understands Mr. Montgomery's concerns and frustrations, and he is in similar situation with property in Syracuse. He then asked if the Planning Commission vote was unanimous. Mr. Davis stated yes.

Council Member Dawson stated the current zoning for the property will not change at this time. It only designates a commercial use on the General Plan. He stated that Mr. Montgomery could still build one single family home on the property if the rezone isn't approved. Council Member Dawson stated he also understands the frustrations of Mr. Montgomery.

Council Member Turner stated he that he also is in a similar situation as Mr. Montgomery with property in Centerville. It was purchased with a specific intent and the zoning was changed later. Council Member Turner stated at some point the commercial use must stop. He asked where commercial space is located on the General Plan.

Mr. Davis state the mixed use area isn't clearly defined. The Council will have the ability to choose where the commercial areas should be located. He stated that staff believes that the most viable location for commercial is on 300 North.

Council Member Petersen stated these decisions can be difficult as the future is uncertain. But the Council must try to plan for the future and preserve as much commercial space available as possible. Council Member Petersen stated that he his supportive of the Planning Commission's decision to deny the request. He then recommended the Council also deny the rezone request.

Mayor Craythorne stated if the rezone is approved, the potential for commercial is gone. He then stated that there have been instances in which people have requested the Council deviate away from the General Plan. Mayor Craythorne stated it is uncommon for the Council to deviate from the General Plan. For example on the east side of the 2000 West (across the street from the upcoming Smith's Marketplace) the General Plan called for the area to be commercial. A developer approached the City and a developer placed single family homes on the property. In hindsight, the City may have lost viable locations for commercial. Mayor Craythorne stated anytime the Council deviates away from the General Plan, the potential for commercial is lost. He then stated the General Plan is reviewed and updated every five to seven years. This allows for changes to be made to the General as we move into the future. Mayor Craythorne stated if the rezone request is not approved, the owner has the ability to tear down both homes and replace them with one single family home.

Council Member Turner asked if the owner could build a two level single family home on the property and rent both levels. Mayor Craythorne stated no, the West Point City Ordinance will not permit that use.

Council Member Turner expressed the importance of following the General Plan. He then stated the value of the property will likely increase.

Mayor Craythorne stated the decision to approve or deny rezone requests can be difficult as the future cannot be predicted. He then stated that the City has petitioned for additional funding to assist with the improvements and widening of 300 North from 2000 West to 3000 West.

Council Member Chatterton stated that he has questions that he would like to discuss with Mr. Davis in private. He then motioned to table the rezoning of the property located at approximately 2333 West 300 North from R-2 to R-4.

Mayor Craythorne stated that Council Member Chatterton motioned to table the rezone request until May 5<sup>th</sup>. He asked if any Council Member would second the motion. No motions were made. Mayor Craythorne stated the motion to table the rezone fails due to the lack of a Council Member seconding the motion.

Mayor Craythorne stated Council Member Chatterton could either make motion again or ask his question, keeping in mind that the Planning Commission has denied the rezone request and that Staff has reviewed and recommends the denial of the rezone request.

Council Member Henderson stated that no one can predict the future. However the Council has the responsibility to make decisions that are in the best interest of the City and the residents. Council Member Henderson understands the frustrations of Mr. Montgomery.

Council Member Petersen motioned to deny Ordinance No. 04-21-2015C, the Rezoning of Property Located at Approximately 2333 W 300 N from R-2 to R-4. Council Member Turner seconded the motion.

Mayor Craythorne stated the motion made is to deny the rezone request for the property located at approximately 2333 West 300 North.

Roll Call Vote:

- Council Member Chatterton – nay
- Council Member Dawson – aye
- Council Member Petersen – aye
- Council Member Turner – aye
- Council Member Henderson - aye

Mayor Craythorne stated the motion to deny of the rezone of the property located at 2333 West 300 North carries four to one. Four Council Members voted aye and one Council Member voted nay to the denial of the rezone of the property located at 2333 West 300 North.

**13. Motion to Adjourn**

Council Member Dawson motioned to adjourn.  
Council Member Chatterton seconded the motion.  
The Council unanimously agreed.

\_\_\_\_\_  
ERIK CRAYTHORNE, MAYOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MISTY ROGERS, CITY RECORDER

\_\_\_\_\_  
DATE



# City Council Staff Report

**Subject:** 3000 West Road Widening Bid Award  
**Author:** Boyd Davis  
**Department:** Community Development  
**Date:** May 5, 2015



## **Background**

We recently opened bids for the 3000 West road widening project and were pleased to receive four bids from major contractors. This is the single largest project that the City has ever bid out next to the construction of City Hall. We were pleased to get at least three bids that were within the budget that we had established for the project. It is now time for the Council to award the bid.

## **Analysis**

The bid included 108 items in the base bid along with 6 alternate bid items. The alternate bid items are items that are recommended if the budget allows. The alternate items included concrete pavement at the roundabouts, a bonded wearing course, and thermoplastic pavement marking tape. After reviewing the bids we recommend the addition of the concrete and the bonded wearing course, but not the thermoplastic tape. The high cost of the thermoplastic tape seems to outweigh the benefits.

We received four bids as follows

	Staker Parson	Skyview Exc.	Granite	Acme
Base Bid	\$1,954,743.64	\$2,170,388.10	\$2,154,215.00	\$2,290,011.65
(Alt) Concrete	\$94,251.00	\$84,720.00	\$95,310.00	\$61,951.50
(Alt) BWC	\$156,146.40	\$187,954.00	\$202,412.00	\$172,050.20
Total	\$2,142,971.64	\$2,353,422.50	\$2,355,068.40	\$2,456,060.75

Keep in mind that the base bid plus the alternates items do not add up to the total in the table above, because the alternate items replace other items in the base bid that must also be subtracted from the total.

The four contractors shown above are all very well qualified to do the work. Staker Parson is the lowest bidder and we recommend that the bid be awarded to them. This will be advantageous not only from a cost perspective, but also because they are also doing the Clinton City project on the same road. This will allow one contractor to do the full job and will make construction coordination and traffic control much easier.

The bids have all been reviewed and found to be in good order. The budget was set at \$2.2M and there is approximately \$200K of additional money for contingency, which will likely be needed on a project of this size.

## **Recommendation**

Staff recommends that the bid for the 3000 West Road Widening Project be awarded to Staker Parson. We recommend that the base bid be awarded with the two alternates for a total of \$2,142,971.64.

**Significant Impacts**

None.

**Attachments**

Bid Tabulation

Item	Description	QTY	Unit of Measure
1	Mobilization and Demobilization	1	LS
2	Site Clearing	5022	SY
3	4" Rotomill	23919	SY
4	Roadway Excavation	5460	CY
5	Remove Concrete	15158	SF
6	Remove Curb and Gutter	1151	LF
7	Remove Asphalt	1000	SF
8	Remove Sign	10	EA
9	Remove Fence	180	LF
10	Remove Tree	25	EA
11	Remove Landscape Wall	125	LF
12	Remove Concrete Ditch	640	LF
13	Remove Concrete Manhole	3	EA
14	Remove Catch Basin	14	EA
15	Remove Storm Drain Pipe	285	LF
16	Remove 6" Gate Valve	5	EA
17	Remove 8" Gate Valve	4	EA
18	Remove 12" Butterfly Valve	5	EA
19	Remove Water Line	200	LF
20	Remove Sewer Line	60	LF
21	Relocate Rock Wall	30	LF
22	Relocate Light Pole	1	EA
23	Relocate Sign	9	EA
24	Relocate Mailbox	31	EA
25	Relocate Fire Hydrant	7	EA
26	Relocate Water Meter	40	EA
27	Relocate Secondary Service Controls	44	PARCEL
28	Relocate Fence	800	LF
29	Relocate Gate	1	EA
30	Reconnect Sump Drain Line	1	LS
31	Reconstruct Concrete Box Lid	1	EA
32	Construct Traffic Rated Box - Per Century Link		
33	Adjust Manhole Lid	62	EA
34	Adjust Valve Lid	34	EA
35	Adjust Water Meter Box	4	EA
36	Plug Existing Sewer	1	EA
37	Cap Existing 6" Waterline	2	EA
38	Sawcut	1000	LF
39	Structural Fill	480	TON
40	Fill Material	369	CY
41	Subbase	2531	TON
42	Untreated Base Course	4308	TON
43	HMA	7157	TON
44	Chip Seal (Type C)	28916	SY
45	Asphalt Driveway (3" depth)	300	SF
46	Concrete Flatwork (4" depth)	4835	SF
47	Driveway Approach (Type A)	8355	SF
48	Pedestrian Ramp	30	EA
49	Shoulder Restoration	200	LF
50	Curb and Gutter (Type A)	5960	LF
51	Concrete Sidewalk (4' wide)	1250	LF
52	Concrete Sidewalk (5' wide)	4025	LF
53	Concrete Sidewalk (6' wide)	100	LF
54	Concrete Crosswalk	4104	SF
55	30" Mountable Curb	660	LF
56	Island Crosswalk	12	EA
57	Splitter Island Curb	330	LF
58	Truck Apron Curb	378	LF
59	Stamped Colored Concrete (4" depth)	3480	SF
60	Stamped Colored Concrete (9" depth)	6186	SF

Staker Parson	
Unit Cost	Total
\$ 55,000.00	\$ 55,000.00
\$ 1.55	\$ 7,784.10
\$ 0.57	\$ 13,633.83
\$ 10.15	\$ 55,419.00
\$ 0.50	\$ 7,579.00
\$ 4.40	\$ 5,064.40
\$ 0.71	\$ 710.00
\$ 52.50	\$ 525.00
\$ 23.65	\$ 4,257.00
\$ 272.00	\$ 6,800.00
\$ 5.55	\$ 693.75
\$ 5.00	\$ 3,200.00
\$ 456.70	\$ 1,370.10
\$ 393.70	\$ 5,511.80
\$ 13.15	\$ 3,747.75
\$ 2,263.00	\$ 11,315.00
\$ 2,945.00	\$ 11,780.00
\$ 4,226.00	\$ 21,130.00
\$ 12.10	\$ 2,420.00
\$ 14.70	\$ 882.00
\$ 24.70	\$ 741.00
\$ 4,369.00	\$ 4,369.00
\$ 126.00	\$ 1,134.00
\$ 90.40	\$ 2,802.40
\$ 1,774.00	\$ 12,418.00
\$ 525.00	\$ 21,000.00
\$ 682.50	\$ 30,030.00
\$ 8.30	\$ 6,640.00
\$ 315.00	\$ 315.00
\$ 1,003.00	\$ 1,003.00
\$ 1,260.00	\$ 1,260.00
	\$ -
\$ 619.50	\$ 38,409.00
\$ 430.50	\$ 14,637.00
\$ 320.20	\$ 1,280.80
\$ 588.00	\$ 588.00
\$ 488.20	\$ 976.40
\$ 0.65	\$ 650.00
\$ 19.95	\$ 9,576.00
\$ 6.30	\$ 2,324.70
\$ 11.55	\$ 29,233.05
\$ 16.80	\$ 72,374.40
\$ 57.45	\$ 411,169.65
\$ 2.15	\$ 62,169.40
\$ 4.45	\$ 1,335.00
\$ 3.05	\$ 14,746.75
\$ 4.10	\$ 34,255.50
\$ 880.00	\$ 26,400.00
\$ 9.20	\$ 1,840.00
\$ 11.70	\$ 69,732.00
\$ 13.95	\$ 17,437.50
\$ 16.75	\$ 67,418.75
\$ 20.45	\$ 2,045.00
\$ 6.70	\$ 27,496.80
\$ 16.25	\$ 10,725.00
\$ 2,032.00	\$ 24,384.00
\$ 18.90	\$ 6,237.00
\$ 21.80	\$ 8,240.40
\$ 6.65	\$ 23,142.00
\$ 8.45	\$ 52,271.70

Skyview Excavation	
Unit Cost	Total
\$ 85,000.00	\$ 85,000.00
\$ 3.00	\$ 15,066.00
\$ 1.50	\$ 35,878.50
\$ 10.00	\$ 54,600.00
\$ 1.00	\$ 15,158.00
\$ 3.00	\$ 3,453.00
\$ 4.00	\$ 4,000.00
\$ 100.00	\$ 1,000.00
\$ 3.00	\$ 540.00
\$ 400.00	\$ 10,000.00
\$ 10.00	\$ 1,250.00
\$ 3.00	\$ 1,920.00
\$ 650.00	\$ 1,950.00
\$ 500.00	\$ 7,000.00
\$ 14.00	\$ 3,990.00
\$ 600.00	\$ 3,000.00
\$ 600.00	\$ 2,400.00
\$ 600.00	\$ 3,000.00
\$ 14.00	\$ 2,800.00
\$ 100.00	\$ 6,000.00
\$ 50.00	\$ 1,500.00
\$ 4,500.00	\$ 4,500.00
\$ 250.00	\$ 2,250.00
\$ 250.00	\$ 7,750.00
\$ 3,700.00	\$ 25,900.00
\$ 1,250.00	\$ 50,000.00
\$ 1,100.00	\$ 48,400.00
\$ 20.00	\$ 16,000.00
\$ 500.00	\$ 500.00
\$ 750.00	\$ 750.00
\$ 1,100.00	\$ 1,100.00
	\$ -
\$ 600.00	\$ 37,200.00
\$ 600.00	\$ 20,400.00
\$ 470.00	\$ 1,880.00
\$ 1,000.00	\$ 1,000.00
\$ 800.00	\$ 1,600.00
\$ 2.00	\$ 2,000.00
\$ 12.00	\$ 5,760.00
\$ 10.00	\$ 3,690.00
\$ 13.00	\$ 32,903.00
\$ 16.00	\$ 68,928.00
\$ 62.00	\$ 443,734.00
\$ 3.10	\$ 89,639.60
\$ 4.00	\$ 1,200.00
\$ 4.00	\$ 19,340.00
\$ 4.50	\$ 37,597.50
\$ 900.00	\$ 27,000.00
\$ 10.00	\$ 2,000.00
\$ 12.65	\$ 75,394.00
\$ 4.50	\$ 5,625.00
\$ 4.50	\$ 18,112.50
\$ 5.50	\$ 550.00
\$ 7.00	\$ 28,728.00
\$ 25.00	\$ 16,500.00
\$ 4,500.00	\$ 54,000.00
\$ 25.00	\$ 8,250.00
\$ 18.00	\$ 6,804.00
\$ 6.00	\$ 20,880.00
\$ 5.50	\$ 34,023.00

Granite	
Unit Cost	Total
\$ 21,000.00	\$ 21,000.00
\$ 2.50	\$ 12,555.00
\$ 1.60	\$ 38,270.40
\$ 7.00	\$ 38,220.00
\$ 0.50	\$ 7,579.00
\$ 3.65	\$ 4,201.15
\$ 0.70	\$ 700.00
\$ 60.00	\$ 600.00
\$ 2.00	\$ 360.00
\$ 500.00	\$ 12,500.00
\$ 5.00	\$ 625.00
\$ 6.75	\$ 4,320.00
\$ 450.00	\$ 1,350.00
\$ 200.00	\$ 2,800.00
\$ 15.00	\$ 4,275.00
\$ 2,600.00	\$ 13,000.00
\$ 3,300.00	\$ 13,200.00
\$ 4,800.00	\$ 24,000.00
\$ 14.00	\$ 2,800.00
\$ 17.00	\$ 1,020.00
\$ 60.00	\$ 1,800.00
\$ 4,160.00	\$ 4,160.00
\$ 150.00	\$ 1,350.00
\$ 200.00	\$ 6,200.00
\$ 2,000.00	\$ 14,000.00
\$ 600.00	\$ 24,000.00
\$ 800.00	\$ 35,200.00
\$ 9.00	\$ 7,200.00
\$ 400.00	\$ 400.00
\$ 1,100.00	\$ 1,100.00
\$ 850.00	\$ 850.00
	\$ -
\$ 650.00	\$ 40,300.00
\$ 500.00	\$ 17,000.00
\$ 350.00	\$ 1,400.00
\$ 665.00	\$ 665.00
\$ 550.00	\$ 1,100.00
\$ 1.00	\$ 1,000.00
\$ 22.50	\$ 10,800.00
\$ 16.00	\$ 5,904.00
\$ 10.00	\$ 25,310.00
\$ 23.00	\$ 99,084.00
\$ 61.00	\$ 436,577.00
\$ 3.35	\$ 96,868.60
\$ 2.50	\$ 750.00
\$ 3.25	\$ 15,713.75
\$ 4.50	\$ 37,597.50
\$ 1,000.00	\$ 30,000.00
\$ 9.00	\$ 1,800.00
\$ 13.00	\$ 77,480.00
\$ 14.00	\$ 17,500.00
\$ 17.20	\$ 69,230.00
\$ 20.65	\$ 2,065.00
\$ 7.25	\$ 29,754.00
\$ 16.60	\$ 10,956.00
\$ 2,300.00	\$ 27,600.00
\$ 20.00	\$ 6,600.00
\$ 22.50	\$ 8,505.00
\$ 7.10	\$ 24,708.00
\$ 9.00	\$ 55,674.00

Acme	
Unit Cost	Total
\$ 248,600.00	\$ 248,600.00
\$ 2.20	\$ 11,048.40
\$ 0.80	\$ 19,135.20
\$ 11.55	\$ 63,063.00
\$ 0.60	\$ 9,094.80
\$ 4.25	\$ 4,891.75
\$ 0.95	\$ 950.00
\$ 106.00	\$ 1,060.00
\$ 3.30	\$ 594.00
\$ 932.00	\$ 23,300.00
\$ 10.35	\$ 1,293.75
\$ 5.70	\$ 3,648.00
\$ 823.00	\$ 2,469.00
\$ 548.00	\$ 7,672.00
\$ 12.05	\$ 3,434.25
\$ 2,190.00	\$ 10,950.00
\$ 2,190.00	\$ 8,760.00
\$ 2,740.00	\$ 13,700.00
\$ 12.05	\$ 2,410.00
\$ 16.45	\$ 987.00
\$ 30.15	\$ 904.50
\$ 3,550.00	\$ 3,550.00
\$ 102.00	\$ 918.00
\$ 274.00	\$ 8,494.00
\$ 2,190.00	\$ 15,330.00
\$ 548.00	\$ 21,920.00
\$ 507.00	\$ 22,308.00
\$ 8.25	\$ 6,600.00
\$ 702.00	\$ 702.00
\$ 1,650.00	\$ 1,650.00
\$ 1,530.00	\$ 1,530.00
	\$ -
\$ 700.00	\$ 43,400.00
\$ 460.00	\$ 15,640.00
\$ 404.00	\$ 1,616.00
\$ 548.00	\$ 548.00
\$ 987.00	\$ 1,974.00
\$ 2.75	\$ 2,750.00
\$ 16.45	\$ 7,896.00
\$ 6.35	\$ 2,343.15
\$ 13.05	\$ 33,029.55
\$ 33.25	\$ 143,241.00
\$ 63.05	\$ 451,248.85
\$ 2.35	\$ 67,952.60
\$ 3.50	\$ 1,050.00
\$ 4.95	\$ 23,933.25
\$ 3.85	\$ 32,166.75
\$ 1,230.00	\$ 36,900.00
\$ 7.85	\$ 1,570.00
\$ 14.10	\$ 84,036.00
\$ 11.30	\$ 14,125.00
\$ 14.10	\$ 56,752.50
\$ 20.45	\$ 2,045.00
\$ 6.75	\$ 27,702.00
\$ 24.90	\$ 16,434.00
\$ 927.00	\$ 11,124.00
\$ 35.00	\$ 11,550.00
\$ 29.15	\$ 11,018.70
\$ 4.85	\$ 16,878.00
\$ 8.10	\$ 50,106.60



61	Plowable End Section	12	EA
62	12" Water Line (C900 DR14)	100	LF
63	10" Water Line (C900 DR14)	100	LF
64	16" Butterfly Valve	1	EA
65	12" Butterfly Valve	5	EA
66	10" Gate Valve	1	EA
67	8" Gate Valve	5	EA
68	45° Bend (10")	2	EA
69	10" x 6" Reducer	2	EA
70	12" x 6" Reducer	1	EA
71	6" x 12" Tee	1	EA
72	Fire Hydrant	2	EA
73	Water Line Loop (12")	2	EA
74	Water Line Loop (10")	2	EA
75	Water Line Loop (8")	2	EA
76	Water Service Lateral	16	EA
77	Secondary Water Service Lateral	7	EA
78	10" Storm Drain (C900 DR18)	50	LF
79	12" Storm Drain (C900 DR18)	75	LF
80	15" Storm Drain (RCP)	735	LF
81	Storm Drain Catch Basin (2' x 4')	20	EA
82	Storm Drain Catch Basin (4' x 6')	3	EA
83	Storm Drain Box (2' x 2')	6	EA
84	Storm Drain Box (1' Inline)	2	EA
85	Storm Drain Manhole	7	EA
86	Connect to Existing Manhole	6	EA
87	Sewer Service Lateral	8	EA
88	4" Sewer Cleanout	1	EA
89	Chain Link Fence (5' Height)	100	LF
90	Chain Link Fence (6' Height)	100	LF
91	Street Light	23	EA
92	Electrical Conduit (2" PVC Sch 40)	150	LF
93	Electrical Junction Box	6	EA
94	Survey Monument	3	EA
95	Landscape Wall	200	LF
96	Sod	15747	SF
97	3" Landscape Cobble with Fabric	6	CY
98	Topsoil Import	543	CY
99	Park Strip Sprinkler - Restore Existing	15	Parcel
100	Park Strip Sprinkler - New	30	Parcel
101	Roundabout Landscaping	3	EA
102	Traffic Sign	78	EA
103	Pavement Marking Line - Paint (4")	12365	LF
104	Pavement Marking Line - Paint (8")	1350	LF
105	Pavement Marking Line - Paint (12")	645	LF
106	Pavement Message	216	EA
107	Traffic Control	1	LS
108	SWPPP	1	LS

\$	422.60	\$	5,071.20
\$	54.60	\$	5,460.00
\$	45.15	\$	4,515.00
\$	7,339.00	\$	7,339.00
\$	4,940.00	\$	24,700.00
\$	4,352.00	\$	4,352.00
\$	3,465.00	\$	17,325.00
\$	861.00	\$	1,722.00
\$	693.00	\$	1,386.00
\$	640.50	\$	640.50
\$	2,840.00	\$	2,840.00
\$	6,421.00	\$	12,842.00
\$	5,864.00	\$	11,728.00
\$	4,835.00	\$	9,670.00
\$	3,712.00	\$	7,424.00
\$	918.70	\$	14,699.20
\$	1,654.00	\$	11,578.00
\$	50.40	\$	2,520.00
\$	59.85	\$	4,488.75
\$	43.05	\$	31,641.75
\$	1,711.00	\$	34,220.00
\$	2,714.00	\$	8,142.00
\$	1,192.00	\$	7,152.00
\$	887.20	\$	1,774.40
\$	2,604.00	\$	18,228.00
\$	1,270.00	\$	7,620.00
\$	2,116.00	\$	16,928.00
\$	556.50	\$	556.50
\$	13.15	\$	1,315.00
\$	14.05	\$	1,405.00
\$	7,732.00	\$	177,836.00
\$	41.00	\$	6,150.00
\$	891.50	\$	5,349.00
\$	787.50	\$	2,362.50
\$	52.50	\$	10,500.00
\$	0.53	\$	8,345.91
\$	210.00	\$	1,260.00
\$	31.50	\$	17,104.50
\$	420.00	\$	6,300.00
\$	472.50	\$	14,175.00
\$	6,300.00	\$	18,900.00
\$	262.40	\$	20,467.20
\$	0.15	\$	1,854.75
\$	0.25	\$	337.50
\$	1.05	\$	677.25
\$	11.55	\$	2,494.80
\$	34,670.00	\$	34,670.00
\$	15,045.00	\$	15,045.00

\$	2,800.00	\$	33,600.00
\$	45.00	\$	4,500.00
\$	44.00	\$	4,400.00
\$	3,500.00	\$	3,500.00
\$	2,000.00	\$	10,000.00
\$	2,400.00	\$	2,400.00
\$	1,500.00	\$	7,500.00
\$	900.00	\$	1,800.00
\$	1,100.00	\$	2,200.00
\$	1,000.00	\$	1,000.00
\$	2,000.00	\$	2,000.00
\$	5,000.00	\$	10,000.00
\$	4,500.00	\$	9,000.00
\$	4,000.00	\$	8,000.00
\$	4,000.00	\$	8,000.00
\$	1,200.00	\$	19,200.00
\$	1,000.00	\$	7,000.00
\$	55.00	\$	2,750.00
\$	65.00	\$	4,875.00
\$	42.00	\$	30,870.00
\$	2,250.00	\$	45,000.00
\$	2,800.00	\$	8,400.00
\$	1,000.00	\$	6,000.00
\$	1,500.00	\$	3,000.00
\$	2,000.00	\$	14,000.00
\$	1,100.00	\$	6,600.00
\$	2,000.00	\$	16,000.00
\$	600.00	\$	600.00
\$	25.00	\$	2,500.00
\$	25.00	\$	2,500.00
\$	7,800.00	\$	179,400.00
\$	41.00	\$	6,150.00
\$	900.00	\$	5,400.00
\$	2,000.00	\$	6,000.00
\$	50.00	\$	10,000.00
\$	1.00	\$	15,747.00
\$	150.00	\$	900.00
\$	15.00	\$	8,145.00
\$	1,100.00	\$	16,500.00
\$	1,050.00	\$	31,500.00
\$	6,000.00	\$	18,000.00
\$	425.00	\$	33,150.00
\$	0.20	\$	2,473.00
\$	0.24	\$	324.00
\$	2.00	\$	1,290.00
\$	20.00	\$	4,320.00
\$	65,000.00	\$	65,000.00
\$	7,500.00	\$	7,500.00

\$	450.00	\$	5,400.00
\$	62.00	\$	6,200.00
\$	51.00	\$	5,100.00
\$	8,300.00	\$	8,300.00
\$	5,600.00	\$	28,000.00
\$	4,900.00	\$	4,900.00
\$	3,900.00	\$	19,500.00
\$	975.00	\$	1,950.00
\$	800.00	\$	1,600.00
\$	725.00	\$	725.00
\$	3,200.00	\$	3,200.00
\$	7,200.00	\$	14,400.00
\$	6,600.00	\$	13,200.00
\$	5,400.00	\$	10,800.00
\$	4,100.00	\$	8,200.00
\$	1,000.00	\$	16,000.00
\$	1,900.00	\$	13,300.00
\$	57.00	\$	2,850.00
\$	67.00	\$	5,025.00
\$	50.00	\$	36,750.00
\$	2,000.00	\$	40,000.00
\$	3,000.00	\$	9,000.00
\$	1,350.00	\$	8,100.00
\$	1,000.00	\$	2,000.00
\$	2,900.00	\$	20,300.00
\$	1,400.00	\$	8,400.00
\$	2,400.00	\$	19,200.00
\$	600.00	\$	600.00
\$	16.00	\$	1,600.00
\$	18.00	\$	1,800.00
\$	7,400.00	\$	170,200.00
\$	40.00	\$	6,000.00
\$	850.00	\$	5,100.00
\$	500.00	\$	1,500.00
\$	50.00	\$	10,000.00
\$	0.50	\$	7,873.50
\$	50.00	\$	300.00
\$	30.00	\$	16,290.00
\$	650.00	\$	9,750.00
\$	950.00	\$	28,500.00
\$	9,200.00	\$	27,600.00
\$	300.00	\$	23,400.00
\$	0.20	\$	2,473.00
\$	0.30	\$	405.00
\$	1.20	\$	774.00
\$	15.00	\$	3,240.00
\$	57,000.00	\$	57,000.00
\$	15,832.10	\$	15,832.10

\$	613.00	\$	7,356.00
\$	98.70	\$	9,870.00
\$	65.80	\$	6,580.00
\$	8,780.00	\$	8,780.00
\$	3,290.00	\$	16,450.00
\$	2,990.00	\$	2,990.00
\$	2,960.00	\$	14,800.00
\$	740.00	\$	1,480.00
\$	592.00	\$	1,184.00
\$	702.00	\$	702.00
\$	1,650.00	\$	1,650.00
\$	5,450.00	\$	10,900.00
\$	5,700.00	\$	11,400.00
\$	4,610.00	\$	9,220.00
\$	3,620.00	\$	7,240.00
\$	1,320.00	\$	21,120.00
\$	2,520.00	\$	17,640.00
\$	41.70	\$	2,085.00
\$	50.45	\$	3,783.75
\$	37.30	\$	27,415.50
\$	2,750.00	\$	55,000.00
\$	4,390.00	\$	13,170.00
\$	1,760.00	\$	10,560.00
\$	2,190.00	\$	4,380.00
\$	2,630.00	\$	18,410.00
\$	2,190.00	\$	13,140.00
\$	1,320.00	\$	10,560.00
\$	658.00	\$	658.00
\$	16.45	\$	1,645.00
\$	16.45	\$	1,645.00
\$	5,650.00	\$	129,950.00
\$	10.00	\$	1,500.00
\$	850.00	\$	5,100.00
\$	625.00	\$	1,875.00
\$	12.75	\$	2,550.00
\$	0.55	\$	8,660.85
\$	887.00	\$	5,322.00
\$	28.90	\$	15,692.70
\$	773.00	\$	11,595.00
\$	1,080.00	\$	32,400.00
\$	3,730.00	\$	11,190.00
\$	245.00	\$	19,110.00
\$	0.15	\$	1,854.75
\$	0.25	\$	337.50
\$	0.60	\$	387.00
\$	9.00	\$	1,944.00
\$	35,000.00	\$	35,000.00
\$	3,730.00	\$	3,730.00

Base Bid Total			
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\$	1,954,743.64
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\$	2,170,388.10
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\$	2,154,215.00
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\$	2,290,011.65
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Bid Alternates			
1	Concrete Pavement (9" Depth)	1059	SY
2	Bonded Wearing Course (3/4" Thick)	28916	SY
3	Pavement Message (Thermoplastic)	216	EA
4	Pavement Marking Line - Thermoplastic (12")	645	LF
5	Pavement Markings Tape (4")	12365	EA
6	Pavement Markings Tape (8")	1350	EA

\$	89.00	\$	94,251.00
\$	5.40	\$	156,146.40
\$	190.00	\$	41,040.00
\$	7.43	\$	4,792.35
\$	3.50	\$	43,277.50
\$	6.05	\$	8,167.50

\$	80.00	\$	84,720.00
\$	6.50	\$	187,954.00
\$	178.00	\$	38,448.00
\$	8.00	\$	5,160.00
\$	3.40	\$	42,041.00
\$	6.00	\$	8,100.00

\$	90.00	\$	95,310.00
\$	7.00	\$	202,412.00
\$	95.00	\$	20,520.00
\$	7.00	\$	4,515.00
\$	2.10	\$	25,966.50
\$	4.00	\$	5,400.00

\$	58.50	\$	61,951.50
\$	5.95	\$	172,050.20
\$	90.15	\$	19,472.40
\$	6.75	\$	4,353.75
\$	2.00	\$	24,730.00
\$	4.00	\$	5,400.00

Base Plus Concrete Pavement			
Base Plus Concrete Pavement, Plus BWC			
Base Plus Concrete, Plus BWC, Plus Tape and Thermo.			

\$	2,048,994.64
\$	2,142,971.64
\$	2,234,884.69

\$	2,255,108.10
\$	2,353,422.50
\$	2,438,764.50

\$	2,249,525.00
\$	2,355,068.40
\$	2,404,577.90

\$	2,351,963.15
\$	2,456,060.75
\$	2,505,493.65



# City Council Staff Report

**Subject:** Personnel Policies & Procedures Relating to Leave Benefits  
**Author:** Kyle Laws  
**Department:** Executive  
**Date:** May 5, 2015



## Background

As part of the Market Study this year, we also conducted an analysis of the City's vacation leave accruals for employees. We have discussed this study in previous City Council meetings and are ready to present a policy change for approval.

## Analysis

### *Vacation Accrual Study*

According to the recent study on vacation leave, West Point City is out of market in our vacation leave accrual rates. The average accrual rate across the study group is slightly higher in the early years of employment. However, the average accrual rate in the latter years of employment in the benchmark group is significantly higher than what we provide to our employees. Below are the changes being proposed to vacation leave accruals:

<u>Years of Consecutive City Service</u>	<u>Hours of Vacation Accrued per Bi-weekly Pay Period</u>
Less than 5	<del>3.08</del> <u>3.69</u> ( <del>80-96</del> hours annually)
5 – 9	<del>3.69</del> <u>4.62</u> ( <del>96</del> <u>120</u> hours annually)
10 – <del>14</del> <u>19</u>	<del>4.31</del> <u>6.15</u> ( <del>112</del> <u>160</u> hours annually)
<del>15</del> <u>20</u> or more	<del>4.92</del> <u>6.92</u> ( <del>128</del> <u>180</u> hours annually)

These changes put us right in the middle of the pack for accrual rates – we will not be leading the market nor trailing the market. We also studied the maximum leave allowed to be accrued. West Point City currently allows a maximum of 320 hours to be accrued after which all vacation leave becomes “use or lose” at the end of the calendar year. The average maximum accrual amount in the study group is about 240 hours.

While maximum accrual doesn't necessarily have a budget impact from year to year, it does create a liability to the City. Because increases to accrual rates are being proposed, it seems prudent to propose lowering the maximum accrual allowed. In theory, because employees will now be accruing at a higher rate, they will reach the maximum faster increasing the liability to the City. The following change is being proposed as it relates to changes in the maximum accrual:

Based on discussion with the City Council, the decision was made to lower the maximum amount of vacation leave that can be accrued, or carried over, from year to year to 240 for all employees. The change will be effective immediately for employees currently below 240 hours. For employees with current balances over 240 hours, the new maximum of 240 hours will be effective on December 31, 2016. During the next 19 to 20 months those employees are encouraged to use their balances to be in line with 240 hours by the end of December 2016. If by the end of 2016 any employee has a balance beyond 240 hours, the amount over 240 hours will become “use or lose” and will be wiped from their balance.

During the discussion with the council, it was brought up that some circumstances might arise that may prohibit an employee from taking vacation time, thus leaving them with a balance they would be forced to lose. There was a desire to allow for an exception to these circumstances. This is accounted for in the proposed policy.

### **Recommendation**

Staff recommends Council approve Resolution No. 05-05-2015A, adopting Personnel Policies and Procedures relating to employment leave benefits.

### **Significant Impacts**

No significant impacts at this time.

### **Attachments**

Resolution No 05-05-2015A  
Personnel Policy for Vacation Leave

**RESOLUTION NO. 05-05-2015A**

**A RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES  
RELATING TO LEAVE BENEFITS FOR WEST POINT CITY**

**WHEREAS**, West Point City, a Municipal Corporation, hereinafter referred to as the “City,” is a public body of the State of Utah; and,

**WHEREAS**, the City is governed by a Mayor and City Council duly elected according to law; and,

**WHEREAS**, the City desires to adopt personnel policies and procedure; and

**WHEREAS**, the West Point City Council has reviewed the personnel policies and procedures as attached hereto, specific to leave benefits;

**NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the West Point City Council that the personnel policies and procedures, attached hereto, are hereby adopted, and shall be effective immediately upon passage with accrual changes effective on the next pay date (May 22, 2015).

**PASSED AND ADOPTED** this 5<sup>th</sup> day of May, 2015.

**WEST POINT CITY,**  
A Municipal Corporation

By: \_\_\_\_\_  
Erik Craythorne, Mayor

**ATTEST:**

\_\_\_\_\_  
Misty Rogers, City Recorder



## LEAVES

**Vacation Leave** – Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation accrual is based on bi-weekly pay periods. Vacation leave may not be used until the pay period following its accrual.

a. Vacation Accrual Rates:

1) Full-time/Regular employee:

<u>Years of Consecutive City Service</u>	<u>Hours of Vacation Accrued per Bi-weekly Pay Period</u>
Less than 5	<del>3.08</del> <u>3.69</u> ( <del>80</del> <u>96</u> hours annually)
5 – 9	<del>3.69</del> <u>4.62</u> ( <del>96</del> <u>120</u> hours annually)
10 – 14 <u>19</u>	<del>4.31</del> <u>6.15</u> ( <del>112</del> <u>160</u> hours annually)
<del>15</del> <u>20</u> or more	<del>4.92</del> <u>6.92</u> ( <del>128</del> <u>180</u> hours annually)

2) Part-time/Regular - Benefited/Partial Benefited employee:

Part-time employees authorized to accrue vacation leave shall accrue at a rate equal to the percentage of full-time hours (40) the employee is hired to work per week. For example, an employee hired to work 32 hours per week would accrue vacation leave at a rate of 80% of the full-time accrual rate.

b. Maximum Vacation Accrual Allowed:

Vacation time accrued cannot be carried forward from one calendar year to the next in excess of ~~320 hours~~ 240 hours, unless written request is approved by the City Manager at least 30 days prior to the end of the calendar year.

c. Vacation leave shall be requested and pre-approved by the employee's supervisor.

d. Accrued vacation leave will be paid out upon termination of employment up to a maximum of ~~320~~ 240 hours at their last rate of pay.

e. Employees who wish to exhaust accrued vacation during the period of time immediately preceding their last day worked before retirement, resignation, or termination may be allowed to do so, if approved by the City Manager, but shall not be eligible for accrual of leave-on-leave.

f. Employees do not accrue vacation leave while on a leave without pay status.

**Sick Leave** – Sick time off with pay is available to eligible employees for periods of temporary absence due to illness, injury, or to obtain necessary medical care for themselves, their spouse, their children, and their parents, except as otherwise authorized by the City Manager. Sick leave may also be used for any City approved Family Medical Leave Act (FMLA) leave use. Sick leave hours are intended to provide income protection in the event of illness, injury, medical care, or approved FMLA use. An employee is

