



**West Point City Council Meeting
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
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 May 5, 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 Jerry Chatterton and Council Member Andy Dawson

CITY EMPLOYEES PRESENT – Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Evan Nelson, Finance Director; Paul Rochell, Public Works Director; and Misty Rogers, City Recorder

EXCUSED – Council Member Gary Petersen

VISITORS PRESENT – Rob Ortega, Randy Sant, Royce & Arlene Ross, Howard Stoddard, Cindy ** and Marv Drake

Mayor Craythorne welcomed those in attendance.

1. Discussion of FY2015 Amended Budget and FY2016 Budget – Mr. Evan Nelson

Mr. Nelson stated this is the first of four budget discussions which will be held over the next several Council Meetings. He then stated the budget presentations will include information for the FY2015 Amended Budget and the FY2016 Tentative Budget. Mr. Nelson stated revenues, expenditures and fund balances are positive. He then presented the Budget Calendar to the Council.

Mr. Nelson stated the property tax rate will be discussed by the Council during an upcoming Administrative Session. The Council will determine if it is in the best interest of the City to accept the certified rate or complete the Truth in Taxation process. If the Truth in Taxation process is selected, the FY2016 budget will not be complete until August 2015. Mr. Nelson presented a summary of General Fund revenues to the Council.

General Fund Revenues - General Fund Revenues remain positive and are anticipated to steadily increase.

General Sales & Use Tax - Since 2010, the General Sales & Use Tax has steadily increased. It is anticipated that the General Sales & Tax Use Revenue will continue to increase.

Property Tax - Property Tax revenue has continued to increase over the past few years. This increase is a result of growth and the maintaining of the property tax rate.

Energy Sales and Use Tax - Energy Sales and Use Tax is expected to continue an upward trend.

Telecommunications Tax - Telecommunications revenue continues to decline. The decline is likely a result of the people switching from landlines to cell phones as well as competitive pricing. The City will receive an estimated \$100,000 in revenue in FY2016. The decline in revenue isn't much of a concern to Staff as other General Fund Revenues continue to increase.

Council Member Dawson asked if Telecommunication Tax includes internet service and cable services. Mr. Nelson stated Telecommunications Tax revenue includes internet but not television.

Building Permits - In 2014 the City experienced an increase in building permit revenue, but in 2015 building permit revenue slightly decreased. Staff believes that building permit revenue will increase but not to the level of 2007.

Council Member Dawson asked how many building permits the City received in 2014 and 2015. Mr. Davis stated in 2014, the City received approximately 75 permits and in 2015 the City has received approximately 45 permits. He then stated the decrease in the number of building permits filed with the City is due to the lack of developed building lots.

Mr. Laws informed the Council that several subdivisions have been submitted to the Planning Commission for review.

Personnel Budget Requests - Mr. Nelson stated all personnel request are included within the General and Enterprise Funds.

- Workers Compensation - Rates are adjusted annually and the City can expect a slight decrease.
- Employee Healthcare – The cost of healthcare and the actual impact to the budget cannot be determined until approximately November. Because of this, Staff recommends budgeting for a 12% (\$21,911) increase to the FY2016 budget to allow for an increase to the cost of healthcare. As the renewal period approaches, the Council will be informed of healthcare rates and determine if the budget can support the increase to the cost of health insurance.
- Two Additional Crossing Guards – With the addition of the round-a-bouts along 3000 West, extra crossing guards are needed. Mr. Laws stated the City has one crossing guard position unfilled; therefore the City will be hiring three additional crossing guards.

Council Member Henderson asked how Crossing Guards are paid. Mr. Laws stated the Crossing Guards are paid hourly, 2 hours per day. Mr. Davis informed the Council that the City is seeking applicants to fill the Crossing Guard positions.

- Personnel worksheet Reconciliation – It was recently discovered that the personnel budget spreadsheet the budget spreadsheet used by staff did not reconcile. Adjustments needed to be made to allow the personnel budget spreadsheet and the budget spread sheet to reconcile.
- 2% Cost of Living Increase (COLA) – The City Pay Plan calls for a 2% (COLA) increase to all salaries and all positions every other year (if the budget allows) and FY2016 is the year the COLA is expected to take place. The total increase to the budget is \$25,309 (\$16,220 to the General Fund and \$9,089 to the Enterprise Fund).
- 2% Merit Salary – The City Pay Plan also calls for a merit increase of up to 2% for full-time and regular part-time employees every year based on positive performance. The total increase to the budget is \$19,593 (\$10,715 to the General Fund and \$8,878 to the Enterprise Fund).
- Recreation Assistant - The Recreation Department currently employs one recreation assistant who works 12.5 hours per week. It is being proposed to increase the budgeted hours for the recreation assistant position from

12.5 hours per week to 20 hours per week, making the position a part-time regular position. This change to the recreation assistance position will provide the employee with retirement and leave benefits. The increase to the budget is estimated at \$6,750.

Council Member Henderson asked who currently serves as the Recreation Assistant. Mr. Nelson stated Taylor Russell.

Council Member Turner asked if the City has enough participation in the recreation program to warrant the position. Mr. Laws stated that in his opinion, a part-time regular position in the recreation department has been needed for quite some time. With the work load, implementation of new programs, and increased participation the position is warranted.

Mayor Craythorne stated the position in the recreation department has been needed for the past several years.

Council Member Dawson recommended permitting the recreation assistant position work 29 hours. He stated the City would be receiving more working hours for what would be paid in benefits.

Mayor Craythorne recommended the recreation assistant position be changed to a part-time regular position (20 hours per week) for FY2016 and then reevaluate the position in future.

Mr. Laws stated the leave accrual for a part-time regular employee is prorated based on the number of hours assigned to the position.

Department Requests

- Elections - Every other year West Point City participates in a Municipal Election. An increase of \$8,000 to the Executive Department is being proposed to the FY2016 budget to assist with the cost of the 2015 Municipal Election. Most of the funds are used to pay Davis County for their election services.
- IT - An increase of \$5,750 to the FY2016 budget is being proposed for the upgrading of the City's internet service. The costs associated with IT are shared with the General, Waste and Water Funds.

Council Member Henderson asked what the additional funding needed in the IT Department will be used for. Mr. Nelson stated the additional funding will provide City with faster internet. Mr. Laws informed the Council that the City previously had a contract with Integra to provide City Hall with faster internet. However, Integra has been unable to provide the services agreed upon in the contract. Techserv and our IT specialist have ended our contract with Integra and will assist the City in finding a fiber optics connection.

Council Member Chatterton asked who will provide City Hall with a fiber optics connection. Mr. Laws stated Comcast will provide City Hall with the connection.

Mayor Craythorne asked the total budget impact for establishing a fiber optics connection at City Hall. Mr. Laws stated \$15,000 was budgeted in the Capital Projects Fund in FY2015 for the fiber optics connection. He then stated the connection cost is likely to cost \$2,000-\$3,000, however the phone system is out of date and is supplied through the internet. It has been recommended that \$10,000 be budgeted to upgrade the phone system and handsets at City Hall at the same time. Mr. Laws stated there is more cost associated with the phone system change than the actual fiber optics connection. The annual fee will increase by about \$200 per month.

- Administrative Services - In the past, the cost of liability, property and vehicle insurance has been paid from the General Fund. However, it is believed that these costs should be shared with the Waste and Water Fund. This change will decrease the expenses to \$26,470 in the Administrative Services Department in FY2016.
- Public Safety – With the inclusion of the Smith’s Development, Staff budgeted for an increase of \$17,750 for FY2016. Since the creation of the budget, the City received a letter from the Sheriff’s Department stating the actual increase to the FY2016 budget will be the regular inflationary rate of 3% (\$3,000). Therefore the increase to the budget will not be \$17,750.

Mr. Laws stated the contract with the Davis County Sheriff’s Office will likely be renegotiated for the FY2017 to include the Smith’s Marketplace Development.

Council Member Henderson asked when the contract with the Davis County Sheriff’s Office will expire. Mr. Laws stated the contract with the Davis County Sheriff’s Office will expire in 2020; however it will need to be negotiated to include the upcoming developments.

Mr. Nelson then stated an additional \$350 is needed for Crossing Guard equipment for FY2016.

- Public Works – An increase of \$1,000 for protective clothing is being requested for FY2016.
- Recreation – After evaluating the recreation program and participation levels, a \$5,900 increase to the recreation budget in FY2016 is being proposed.
 - Basketball : \$1,400 increase
 - Soccer: \$1,500 increase
 - Baseball/Softball: \$5,000 increase
 - Volleyball: \$2,000 decrease

Council Member Henderson asked what the \$5,900 increase will be used for. Mr. Nelson over the past several years, baseball and softball have gone over budget. The expenses include trophies and uniforms. Mr. Laws stated another reason as to why the baseball program is over budget is due to the 4th of July baseball tournament being paid out of this line.

- Transfers, Contributions, & Other Uses – An increase of \$442,318 is being proposed for FY2016. Each year, money from the General Fund is transferred into the Debt Service Fund (the debt service fund is used to pay for the debt on City Hall). Last year, the City refinanced the debt on City Hall. This allowed the City to take the savings upfront, reducing the payment in FY2015. Moving forward, the payment for debt on City Hall will be approximately \$100,000. The increase of \$42,318 from the General Fund to the Debt Service Fund will be used to pay for the debt on City Hall.

As recommended by the City Auditors, \$400,000 will be budgeted for the end of year transfer from the General Fund to the Capital Projects Fund. The exact number for the end of year transfer will not be known until after the closing of the fiscal year. The actual transfer amount will likely be between \$300,000 and \$400,000. This change is proposed in both FY2015 and FY2016.

Council Member Dawson asked Mr. Nelson to explain the change to Risk Management. Mr. Nelson stated the change to the Risk Management is for the sharing of the cost of the liability insurance between the General Fund and the Enterprise Funds.

Mr. Nelson stated anyone with questions or concerns regarding the FY2015 Amended Budget and the FY2016 Tentative Budget contact him.

2. Discussion of Developers Agreement for Smith's Marketplace – Mr. Randy Sant

Mr. Sant stated over the past several weeks, he and Staff have been in discussions with Smith's and Wright Development for the Developers Agreement for the Smith's Marketplace which will be located on the corner of 2000 West and 300 North.

On approximately April 24, 2015, a draft copy of the Developers Agreement was given to the City for review. Mr. Sant stated the agreement needs to be more detailed and a new Developers Agreement will be drafted. He stated a draft of the Developers Agreement should be complete within the next few days. Another meeting will be held with the City, Wright Development and Smith's on May 11th to review and discuss the newly drafted Developers Agreement. Once the Developers Agreement is acceptable to Smith's, Wright Development and the City, and the CDRA staff, the CDRA will be asked to approve the Developers Agreement. Mr. Sant stated he is hopeful the agreement can be completed and approved on June 2nd as Smith's would like to submit a building permit application and begin construction in early June.

Mr. Sant stated the Developers Agreement will be a 3-way agreement between the CDRA of West Point City, Smith's and Wright Development. Mr. Laws stated the 3-way agreement is typically between the City and the entities; however this Developers Agreement will be between the CDRA and the entities. He then stated that the City and the CDRA will enter into an Interlocal Agreement.

Mr. Sant stated the following information will be included into the Developers Agreement.

- Smith's has an obligation to construct a 123,494 Sq. Ft. store. Construction will need to begin on or before July 1, 2015 and the store will need to be completed by July 2016.
- Wright Development will construct 34, 164 Sq. Ft. of retail development.
- Smith's and the Wright Development have entered into an agreement related to the responsibility of construction of all on and off site improvements.
- Wright Development will have 3 years from the opening of Smith's to construct the 34, 164 Sq. Ft. of retail development.

Mr. Sant stated because the CDRA is dependent upon the tax increment to fulfill obligations, the developer will be required to construct 34,164 Sq. Ft. of retail development within three years. If the Developer isn't able to construct the retail development within the three years, the developer will be required to provide the CDRA with a prorated amount to be used for the bond payment.

- CDRA Obligations are as follows:

- a. The CDRA will issue a bond for an estimated amount of \$1,110,000 to cover the cost of the developers off site and on site improvements. This will be a cash payment of \$768,258 to Smith's and \$338,742 to Wright Development.
- b. The Agency will enter into an Interlocal agreement with the City to waive the impact and building permit fees for Smith's (\$529,000) and a portion of the impact fee for Wright Development or they may select to use the remaining tax increment to be applied to the right of way purchase on 300 North (\$87,141) instead of the impact and building permit fees.

Mr. Sant stated because the CDRA will pay interest on the bond and it is likely there will not be adequate funding to complete everything in the developer's agreement. There will be enough increment to pay for Impact Fees and the Building Permit Fees for the Smith's Development. However, there may not be enough increment to pay for Wright Development's impact fees. Mr. Sant stated Wright Development will still be paid for some of the offsite improvements. He then stated when increment is collected, the bond payment will be paid first, reimbursement to the City for the impact fees will be paid second, and third Wright Development for costs they may have incurred. Mr. Sant clarified that the City will waive the impact fees; however the CDRA will reimburse the City with tax increment for the waived impact fees.

- c. The total CDRA obligation will not exceed \$1,950,000. This includes the cost of the bond, principle and interest and waiver of fees.

Mr. Sant reminded the Council that the CDRA can collect \$2.1 million in increment. However, \$150,000 must be used to administer the CDRA. He then stated an estimated \$40,000 will need to be paid to the City for the money up fronted to the CDRA.

- d. After the bond has been issued and within 15 days after a Certificate of Occupancy has been issued to Smith's, \$768,258 will be paid to Smith's.
- e. The bond proceeds will be paid to Wright Development (\$338,742) on a pro-rated basis.
- f. The agency will request the City to utilize its relationship with utility companies to cover the costs associated with the location of their utilities; however CDRA will have no obligation to cover any cost associated with this relocation.
- g. A protection clause will require Smith's and Wright Development agree to pay the annual bond payment in the event the assessed value is less than the annual bond payment due to non-construction of the improvements, constructing a smaller building, or not opening the store on time, or value reduces over the payback period due to the store's closing.

Mr. Sant stated that he and Staff recently met with Jason Burningham, an associated of Lewis, Young, Robertson and Burningham to discuss bonding options. The CDRA will collect approximately \$142,000 in tax increment each year and the annual bond payment is estimated to be \$100,000 per year. This leaves an estimated \$42,000 each year for the reimbursement of building and impact fees.

Mr. Laws stated applying the remaining \$42,000 to the bond payment had previously been discussed. Mr. Sant stated within the next 30 days, the CDRA and the City should be informed of bond information. He stated the bond will be

taxable and is hopeful the CDRA can obtain a private placement bond as this will allow the bond to be paid off earlier. Mr. Sant informed the Council that the best time to issue a bond is in July or January.

Mr. Sant informed the Council that Smith's has stated they will need the cash payment approximately one month before they open the store. However Mr. Sant stated the CDRA will request the payment be made to Smith's within 15 days after a Certificate of Occupancy has been issued.

Mr. Sant stated a provision requiring the installation of a decorative fence on the west of the property will be included in the agreement. Mayor Craythorne will work with the State of Utah to pay for the right-of-way on 2000 West, if that happens funding will be available for the installation of a decorative fence.

Mayor Craythorne stated the process has been a cumbersome process.

Council Member Henderson asked Mr. Sant if anything being proposed in the agreement would be concerning to Smith's. Mr. Sant stated that Smith's cannot show that they have an obligation to payback. Kroger provided Smith's with a specific amount of funding, if Smith's exceeds the amount provided they must start the process over. Mr. Sant stated the agreement must be drafted carefully. He then stated the he met with the City Attorney and he recommended adding a "Trust Deed" over the property as an added protection to the City, but Smith's would not agree. Mr. Sant stated that he believes that Smith's will be supportive of the agreement. However, Wright Development may be disappointed if there is a shortfall it may be placed upon Mr. Gary Wright.

Mayor Craythorne stated that Mr. Wright expects the commercial and credit union adjoined to Smith's and a portion of the commercial to open at the same time as the Smith's opening. Mr. Sant stated that he has spoken with the credit union and they are currently in discussions with Mr. Wright and a letter of intent could be issued within the next few weeks.

Mayor Craythorne stated collecting impact fees over time is a benefit to the City as it will allow the City to use money over time. He then thanked Mr. Sant for the service in which he provides to the City and the CDRA.

Mr. Sant stated a draft developers agreement will be completed and circulated within the next few days and a meeting will be held to discuss the agreement on Monday. He stated that he is hopeful to have a final agreement by the third week in May.

3. Military Memorial Update

Mr. Howard Stoddard stated that Mr. Royce Ross has put forth much effort to prepare a presentation for the Council. He then turned the time over to Mr. Ross.

Mr. Ross requested the renderings of the Military Memorial Monument be available in the foyer of City Hall for public viewing.

Mrs. Ross stated the donor wall has been redesigned using the newly selected bricks. She then informed the Council that the installation of the bricks is being donated. The donor is also willing to install blank bricks in case citizens would like to purchase a brick after the installation of the donor wall.

Mayor Craythorne stated he and Mr. Laws recently met with Mr. Ross and Mr. Stoddard to discuss and view modified renderings of the monument. He then asked the Council to view the renderings but to keep focus on design of the

donor wall. Mayor Craythorne then asked Mr. Ross to provide height information to the Council. Mr. Ross stated that the donor wall is estimated to be 50" in height and the length could vary. Mayor Craythorne expressed the need for the height and length of the donor wall not to detract from the Military Memorial Monument. Mrs. Ross agreed.

Mayor Craythorne informed the Council that the granite for the monument has been ordered. He then stated the goal of the committee is to complete the entire monument, except for the statue within a few months beginning this fall. Mr. Ross agreed, Mrs. Ross stated additional funding is needed before the statue can be ordered.

Mr. Laws asked if the committee has selected a statue for the memorial. Mrs. Ross stated yes. Mr. Drake stated the single soldier has been selected.

Mr. Ross presented a sample brick which will be used on the donor wall to the Council. Mr. Ross stated the new blocks which have been selected will cost more. Mayor Craythorne informed the Council that when the original keyhole bricks were purchased by donors for the donor wall, he offered for the City to reimburse the committee for the purchase of the new bricks. Mr. Laws stated the cost to the City is approximately \$4,000.

Mayor Craythorne stated the construction of the Military Memorial Monument will likely begin August or September, depending on the weather. He then expressed his appreciation to the committee for the efforts they have provided on behalf of the Veteran's in the community.

Council Member Turner suggested providing a rendering of the Military Memorial design at the 4th of July celebration. The committee agreed.

Mrs. Ross asked how much money is available in the military memorial fund.

Ms. Cindy ** asked what should be done with the medallions purchased by for the original donor wall. Council Member Dawson recommended the committee return the medallions. Mrs. Ross asked if Council Member Dawson would be willing to assist with returning the medallions. Council Member Dawson stated yes.

The committee agreed the medallions could be incorporated into the design, however damage would likely occur as people may try to remove the medallions.

Mr. Stoddard stated the West Point Military Memorial Committee will be sponsoring a fundraiser at the Loy Blake Park on June 20, 2015 at 6:00 pm.

Council Member Dawson requested the Military Memorial Committee be provided with an ongoing spot in the newsletter where information can be provided to the residents.

Mr. Laws stated as of the end of March 2015, the balance in the Military Memorial fund was \$1,775.

The Administrative Session adjourned.



**West Point City Council Meeting
3200 West 300 North
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May 5, 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 May 5, 2015 at 7:00 pm with Mayor Craythorne presiding.

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

EXCUSED – Council Member Gary Petersen

CITY EMPLOYEES PRESENT – Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Evan Nelson, Finance Director; Paul Rochell, Public Works Director; and Misty Rogers, City Recorder

VISITORS PRESENT – Anna & Mary Wolford, Jared Seffker, Joy Lyn, Amber & Erin Dawson, Sharalee Ellsworth, Tyson Ellsworth, Chad King, Jake Shepherd, Robert Unsicker, Jeremy Titensor, Chersty Titensor, Julianne Orton, Shelbee Hoffman, Katie Orton, Royce & Arlene Ross, Joelle Caruso, Beau Stander, Rob Ortega, Howard Stoddard, Kurt Smith, Jodie Johnson, Trish & Brock Estheimer, Rae Cutler, Tyler Glade, Steven Christensen, Kobe Hirasuna, Hayden Hess, Kevin Hirasuna, Angie Maxfield, Kris Maxfield, Kelsey Perkes, Catherine Carlson, James Orton, Haley Durrant, Sydney Durrant, Emily Child and Jason Wayment

- 1. Call to Order** – Mayor Craythorne welcomed those in attendance. He then stated the Youth Council Members are in attendance and will be “job shadowing” the Council during the General Session.
- 2. Pledge of Allegiance** – Repeated by all
- 3. Prayer** – Council Member Turner
- 4. Communications and Disclosures from City Council and Mayor**

Council Member Chatterton – no comment

Council Member Dawson stated that he recently had the opportunity to attend a conference in St. George for the North Davis Sewer District. One of the main discussions at the conference included nutrient standards and the possibility of being required to meet EPA and State requirements for nitrogen and phosphorus being released into the Great Salt Lake. Council Member Dawson stated that the brine shrimp companies are supportive of what is currently being released into the Great Salt Lake by the NDSD.

Council Member Henderson – no comment

Council Member Turner – no comment

Mayor Craythorne informed those in attendance of projects currently happening within the City.

- Trail Extension - The connection of the Immigrant Trail to SR-193 and 2000 West.
- Loy Blake Park – The reconstruction of the Tennis & Basketball courts should be complete within the next few weeks. The old playground equipment at the park has been removed and the installation of new playground equipment will begin in the next few days. The opening of the playground will be held on June 6th in conjunction with the Take Pride in West Point Day.
- Smith's Project – It is anticipated that Smith's will submit a building permit application in June and construction will start shortly after. It is likely that Smith's Marketplace will open in April of 2016.
- 3000 West Widening – During the summer a total reconstruction of 3000 West from 300 North to 1300 North will occur. Syracuse City and Clinton City will also participate in the reconstruction of 3000 West in their cities.
- Budget Discussions – Over the next few weeks, Staff and Council will discuss and approve the FY2015 Amended Budget and FY2016 Tentative Budget.

Mayor Craythorne expressed his appreciation for staff. He then asked if any Youth Council Member had information for the Council. (Youth Council Members were shadowing the City Council and many were up on the dias.)

Youth Council Member Brock Estheimer stated the Youth Council recently filled 10,000 Easter Eggs and assisted with the West Point Easter Egg Hunt. He then thanked the Council for their continued support.

5. Communications from Staff

Mr. Laws informed those in attendance that lights will be installed for the tennis and basketball courts. He then informed the Council of the following calendar items:

- May 7th – West Point City Cemetery Cleaning, patrons are asked to remove all items prior to the cleaning
- May 18th – Council and Staff Lunch, 11:30 am at City Hall
- June 6th – Take Pride in West Point Day

6. Citizen Comment

Mayor Craythorne informed those in attendance that a public hearing for the FY2015 Amended Budget and FY2016 Tentative Budget will be held later in the meeting. He then invited those in attendance to provide comment to the Council.

Catherine Carlson - 464 North 3830 West, West Point City

Ms. Carlson thanked the Council for continuing with the cleanup of the Nature Center as well as allowing public involvement for the reconstruction of the area. Ms. Carlson stated that she has several ideas for the area and will submit her suggestions at the appropriate time. She then expressed the need for the Council and residents to have clearly defined goals for the area.

Ms. Carlson stated with the current use at Loy Blake Park additional parking is needed. She then expressed her belief that the proposed parking lot isn't a viable location for parking. Patrons of the Loy Blake Park currently park in the dirt area south of the baseball diamond and this remains the most practical location for a parking lot.

Ms. Carlson stated the need for additional parking at the Loy Blake Park and the need for additional parking at West Point Elementary have been combined into one issue. She stated a parking lot in the rear of the school and close to the park access will not solve the need for additional parking at the elementary. It is likely that people will continue to park on 300 North and 3830 West. Ms. Carlson stated a parking lot closer to the school will not accommodate patrons of the park. Ms. Carlson stated the parking issues at the Loy Blake Park and West Point Elementary are two separate issues and should be handled as such. She stated in her opinion, traffic flow is more of a concern than that of the lack

of parking. Ms. Carlson asked the Council if the development of the Nature Center is to solve the parking issue of the school, the City, or just a traffic issue.

Ms. Carlson recommended the installation of a large, landscaped parking in the location of the dirt parking area with access on the east and west of the parking lot. This option will provide a large piece of property to the south which could be used for a small amphitheater, depending on available funding. Ms. Carlson stated the amphitheater would be a great addition to the City and could be utilized by the school and patrons of the park. Ms. Carlson thanked the Council for their time and stated that she looks forward to the development in the area.

Mayor Craythorne stated the Open House for the Loy Blake Extension will be held immediately following the CDRA meeting. The public will have the ability to view proposed options for the area as well as provide input to the Council.

7. Youth Council Update

Jared Seffker stated the next Youth Council Meeting will be held in two week in preparation of the 4th of July.

8. Consideration of Adoption of Minutes from the April 21, 2015 Council Meeting

Council Member Dawson additional language needs to be included in the April 21, 2015 minutes. Therefore he motioned to table the adoption of the minutes from the April 21, 2015 City Council meeting.

Council Member Chatterton seconded the motion.

The Council unanimously agreed.

9. Consideration of Approval of Contract with Staker Parsons for 3000 West Project – Mr. Boyd Davis

Mr. Davis stated widening of 3000 West will begin on 300 North and will proceed north to 1300 North. Round-abouts will be installed at 550 North, 800 North and 1300 North. Curb and Gutter will be installed in along 3000 West where it is missing. Negotiations with property owners are complete and most of documents have been recorded with the County.

The City received four bids for the 3000 West Project. The estimated cost of the project was \$2.2 million; three of the bids received were under the estimated cost of the project. The lowest bid was from Staker Parsons for \$1.9 million. Mr. Davis stated because of the constant turning and movement of vehicles, asphalt pavement isn't recommended in the round-abouts. With the excess funding, the City recommends including concrete pavement in the round-abouts and a bonded wearing course to preserve the asphalt. These inclusions will increase the cost of the project to \$2,142,971.63.

Mr. Davis recommends the bid for the 3000 West Widening Project be awarded to Staker Parsons for the amount of \$2,142,971.63.

Mr. Davis stated a meet the Contractor night will be held at West Point City Hall on Monday, May 11, 2015 from 5:00 pm to 6:30 pm. He then stated because of the additional funding with the grant, the city will be obtaining a bid from the Contractor to extend the project from 300 North to 200 South on 3000 West.

Mayor Craythorne stated the funds being used for the 3000 West Widening Project were awarded to West Point City, Syracuse City, and Clinton City from the State Transportation Fund approximately five years ago. He then informed those in attendance that State Transportation projects are typically awarded five years before the funding is available.

Council Member Chatterton motioned to approve a contract with Staker Parsons in the amount \$2,142,971.63 for the 3000 West Widening Project

Council Member Henderson seconded the motion.

The Council unanimously agreed.

10. Budget Hearing For FY2015 Amended Budget and FY2016 Budget– Mr. Evan Nelson

Mr. Nelson stated the FY2016 Tentative Budget is complete and is expected to be adopted on June 16, 2015. He then stated the FY2015 Amended Budget and the FY2016 Tentative Budget will be discussed by the Council over the next several Council meetings. Mr. Nelson stated the information provided during the General Session is an overview of what had been discussed in the Administrative Session. He then stated that budget documents are available at City Hall or on the City website for public inspection. Mr. Nelson presented the budget calendar to those in attendance.

Mr. Nelson stated the General Fund Revenues continue to steadily increase.

- General Sales and Use Tax is the largest revenue source in the General Fund. Since 2010, the General Sales and Use Tax have continued to steadily increase. The Utah economy has been strong and most of the sales tax dollars received by the City are from statewide sales.

Mayor Craythorne informed those in attendance that 50% of the Sales Tax collected is distributed back to the City where it was collected. The remaining 50% is put into a statewide pool and is distributed back to cities based on population.

- Property Tax Revenue has increased over the past few years. The growth within the City as well as the maintaining of the property tax rate has contributed to steady increase.
- Energy Sales and Use Tax revenue is collected from Rocky Mountain Power and Questar Gas (utility bills). The trends remain positive.
- Telecommunication Tax has declined over the past several years. The decrease in revenue is likely due to the elimination of many land lines and competitive pricing. Staff isn't overly concerned, but will continue to monitor the Telecommunication Tax.
- Building Permits have slightly declined from last year to this year. However there are new subdivisions being considered and positive growth is expected to continue.

Personnel Budget Requests

- Workers Compensation - Rates and employee classifications are adjusted annually. This rate is expected to decrease slightly.
- Employee Healthcare – Healthcare costs are tracked and negotiated each year. The health plan used by the City is renewed on December 1st of each year. The cost of health insurance can be difficult to determine as the budget

process is completed in May and June of each year. Staff recommends budgeting for a 12% increase for health insurance. When new rates are available, they will be presented to the Council.

- Crossing Guards – With the installation of round-abouts on 3000 West, additional Crossing Guards are needed. Two Crossing Guards are required for round-abouts located near a school.
- Personnel Worksheet Reconciliation – This is an Administrative process used to assist with the reconciling of personnel line items.
- 2% Cost of Living Adjustment (COLA) – A COLA is considered every other year and it is being recommended for FY2016.
- Merit Salary Increase – A merit increase of up to 2% is considered every year for full-time and regular part-time employees. The merit increase is based on performance evaluations and goals set and achieved by the employee.
- Recreation Assistant – Increasing the Recreation Assistant position from 12.5 hours per week to 20 hours per week. This increase is needed to help support the recreation programs offered by the City.

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

Mr. Nelson stated that we need to budget for the transfer of funds from the General Fund and into the Capital Projects Fund. Each year, excess money within the General Fund is transferred into the Capital Projects Fund to fund the capital projects of the City.

Mayor Craythorne recommended anyone with questions regarding the budget contact the Council or Members of Staff for clarification.

- a. Public Hearing – no comment

Council Member Dawson motioned to continue the public hearing for the FY2015 Amended Budget and the FY2016 Tentative Budget.

Council Member Turner seconded the motion.

The Council unanimously agreed.

11. Consideration of Resolution 05-05-2015A, Adopting Personnel Policies and Procedures Relating to Employment Leave Benefits for West Point City – Mr. Kyle Laws

Mr. Laws informed those in attendance that Staff and Council have discussed the West Point Personnel Policies and Procedures over the past several Administrative Sessions. He then stated every other year a salary market study is completed. This year, West Point Employment Leave Benefits (vacation) were benchmarked with 10 or 12 other cities of equal size. As the leave benefits were reviewed, it was clear that the accrual rate per pay period is significantly lower for our staff than that of the benchmarked cities. Mr. Laws stated if the accrual rates are increased, it would be prudent to decrease the maximum amount accrued from 320 hours to 240 hours. With the exception that an employee unable to use his "use or lose" due to work conflict can submit a written request to the City Manager stating as to why they couldn't use the leave, why it should be allowed to be carried over, and when they will use the time.

Mr. Laws recommended the Council approve Resolution 05-05-2015A, the adoption of the Personnel Policies and Procedures Relating to Employments Leave Benefits for West Point City. Increasing the vacation accrual rates and decreasing the maximum number of hours which can be accrued.

a. Action

Council Member Turner motioned to approve Resolution No. 05-05-2015A, adopting Personnel Policies and Procedures Relating to Employment Leave Benefits for West Point City.

Council Member Henderson seconded the motion.

The Council unanimously agreed.

12. Motion to Adjourn

Mayor Craythorne stated the CDRA Meeting will be held immediately following the General Session and the Open House for the Loy Blake Extension will be held following the CDRA Meeting.

Council Member Dawson motioned to adjourn.

Council Member Turner seconded the motion.

The Council unanimously agreed.



GARY PETERSEN, MAYOR PRO-TEM May 19, 2015
DATE



MISTY ROGERS, CITY RECORDER May 19, 2015
DATE

