



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

City Manager
Kyle Laws

West Point City Council Agenda

West Point City Municipal Center – 3200 West 300 North
Friday, January 31, 2014

AMENDED AGENDA City Council Visioning Retreat

8:30 am	Continental Breakfast
9:00 am	Welcome & Call to Order – Mayor Craythorne
9:05 am	City Finances and Upcoming Budget Issues – Mr. Evan Nelson
10:00 am	Recreation Update – Mr. Kelly Ross
10:45 am	Break
11:00 am	Policies and Priorities Discussion – Mr. Kyle Laws
11:30 am	Open & Public Meetings Act Training – Mr. Felshaw King
12:00 pm	Lunch (provided)
12:30 pm	2013 Accomplishments – Mr. Kyle Laws
1:00 pm	Future Projects and Priorities Discussion - Mr. Boyd Davis & Mr. Paul Rochell
2:00 pm	Break
2:15 pm	Long-Range Vision for the City regarding Commercial Dev. & Sales Tax Base – Mayor Craythorne
3:15 pm	City Council Rules of Procedure – Mr. Kyle Laws
4:00 pm	Miscellaneous Items – Mr. Kyle Laws
4:30 pm	Adjourn

After the meeting the City Council and members of staff will meet socially for dinner.

6:30 pm Dinner at Ruby River Steakhouse – 4286 Riverdale Rd, Ogden, UT 84405

* Order of items being discussed are subject to change. All times are approximate and may vary depending on the length of time needed for discussion.

Posted and dated this 28 day of January, 2014.

MISTY ROGERS
City Recorder

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

West Point City 2014 Calendar

January		15	City Council-7pm
	31		Council Retreat
		21	Senior Lunch 11:30am
		24	Pioneer Day Observed-Office Closed
February		August	
	10		5
			City Council-7pm
	12		7
			Summer Party-5pm
	13		14
			Planning Commission-7pm
	17		15
			Senior Dinner-5:30pm
	18		19
			City Council-7pm
	27		28
			Planning Commission-7pm
March		September	
	4		1
			Labor Day-Office Closed
	13		2
			City Council-7pm
	17		11
			Planning Commission-7pm
	18		15
			Senior Lunch-11:30am
	27		16
			City Council-7pm
April			25
			Planning Commission-7pm
	1	October	
			2
	10		Cemetery Cleaning
			7
	15		City Council-7pm
	19		8
			Council/Staff Lunch-11:30am
	21		16
			Planning Commission-7pm
	24		17
			Halloween Carnival-7pm
May			20
			Senior Lunch-11:30am
	1		21
			City Council-7pm
	3		30
			Planning Commission-7pm
	6	November	
			4
	14		Election Day
			8
	15		Flags on Veteran's Graves YC
			11
	19		Veteran's Day-Office Closed
			13
	20		Planning Commission-7pm
			17
	26		Senior Lunch-11:30am
			18
	29		City Council-7pm
			27-28
			Thanksgiving -Office Closed
June		December	
	3		1
			City Hall Lighting Ceremony-6:00 pm
	12		2
			City Council-7pm
	16		5
			Christmas Party-7pm
	17		11
			Planning Commission-7pm
	26		15
			Senior Lunch-11:30am
	28		16
			City Council-7pm
July			19
			Cemetery Luminary-4pm
	1		25-26
			Christmas -Office Closed
	4	January 2015	
			9-10
			Council Retreat
	10		

City Council Staff Report

Subject: Quarterly Financial Report (Oct-Dec 2013)
Author: Evan Nelson
Department: Administrative Services
Date: January 31, 2014



Background

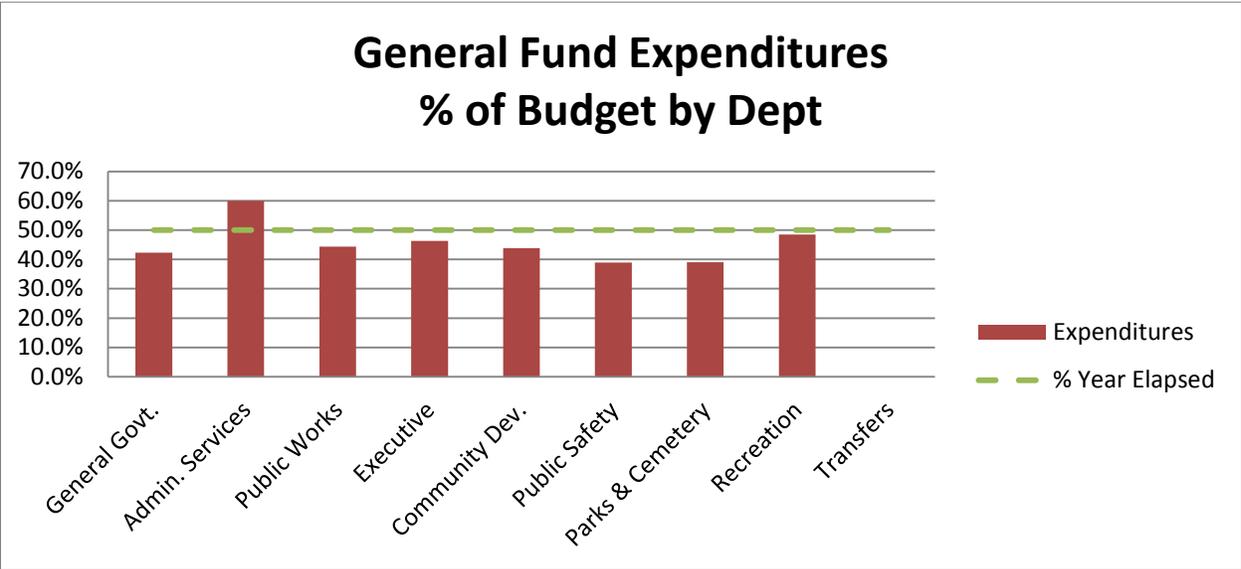
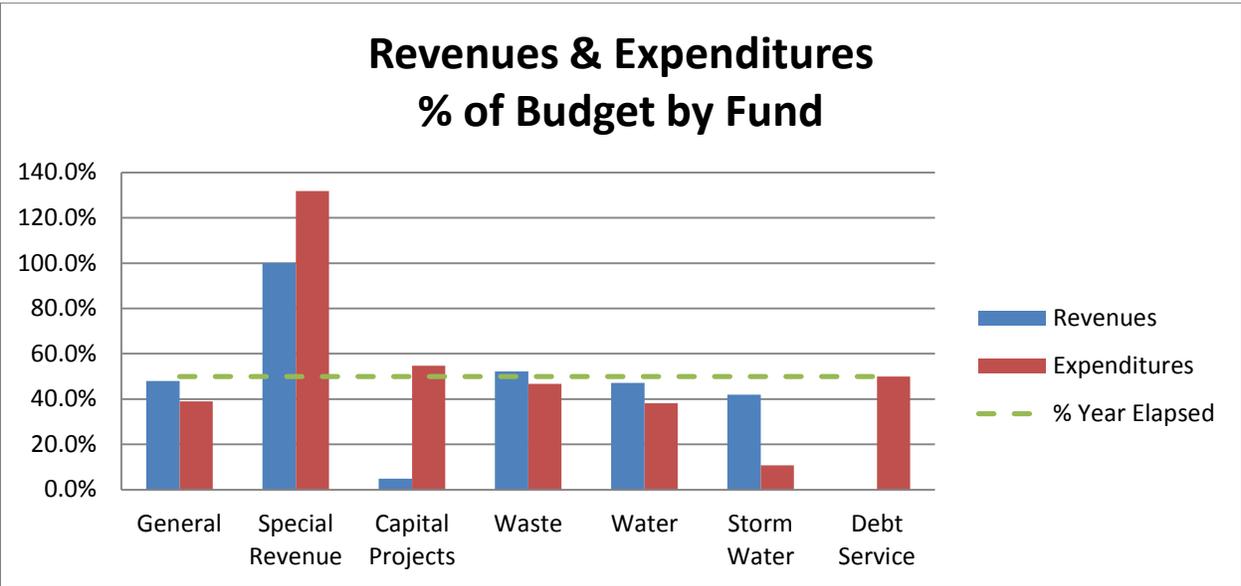
We are happy to present the Quarterly Financial Report for the 2nd quarter of Fiscal Year 2014. You will notice that this report contains more detail than previously provided. We are providing a greater level of detail at the encouragement of our auditor, and in compliance with State regulations. As before, two summary graphs are included to provide an at-a-glance visual of the attached detailed report. The first graph shows revenues and expenditures by fund, as percentage of budget. The second graph shows General Fund expenditures by department, as percentage of budget. We will review the report in the meeting and respond to questions as needed.

Analysis

Development Fee revenues in the Special Revenue Fund have far exceeded budgeted amounts due to higher-than-expected building activity. This has also resulted in expenditures being more than budgeted because some impact fee revenues are passed through West Point City to North Davis Fire District and North Davis Sewer District. Also contributing to the overage are Class C Road expenditures. This will be corrected in the amended budget.

Capital Projects Fund revenue is lower than budget because most revenue in this fund comes as an end-of-year transfer of General Fund surplus. Expenditures are applied against fund balance, meaning current year expenditures utilize previous year revenues. The utility (Enterprise) funds appear to be in good order. The Debt Service Fund revenues will be transferred in from the General Fund before the end of the fiscal year.

One General Fund department is ahead of budget on expenditures; however, this should come into line as the fiscal year progresses.



Recommendation

No action required. This is for discussion purposes only, but staff would like any feedback or direction the Council may have.

Significant Impacts

There are no significant impacts at this time.

Attachments

Detailed Financial Report

WEST POINT CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-31-10	219,274.37	260,805.97	337,970.00	77,164.03	77.2
10-31-25	2,102.78	15,289.87	35,000.00	19,710.13	43.7
10-31-30	69,052.07	306,500.37	815,000.00	508,499.63	37.6
10-31-40	.00	.00	19,000.00	19,000.00	.0
10-31-50	25,327.44	148,071.85	321,000.00	172,928.15	46.1
10-31-60	9,423.88	47,786.76	115,000.00	67,213.24	41.6
TOTAL TAXES	325,180.54	778,454.82	1,642,970.00	864,515.18	47.4
<u>LICENSES AND PERMITS</u>					
10-32-10	4,345.00	6,269.50	12,000.00	5,730.50	52.3
10-32-21	.00	71,320.29	70,000.00	(1,320.29)	101.9
TOTAL LICENSES AND PERMITS	4,345.00	77,589.79	82,000.00	4,410.21	94.6
<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-56	.00	81,945.32	250,000.00	168,054.68	32.8
10-33-58	5,832.29	5,832.29	4,500.00	(1,332.29)	129.6
TOTAL INTERGOVERNMENTAL REVENUE	5,832.29	87,777.61	254,500.00	166,722.39	34.5
<u>CHARGES FOR SERVICES</u>					
10-34-10	.00	5,050.00	2,000.00	(3,050.00)	252.5
10-34-60	1,935.00	51,027.31	99,000.00	47,972.69	51.5
10-34-78	130.00	2,125.00	3,500.00	1,375.00	60.7
10-34-79	.00	5,586.48	12,000.00	6,413.52	46.6
10-34-82	1,500.00	7,700.00	6,000.00	(1,700.00)	128.3
10-34-90	2,225.66	14,502.86	15,000.00	497.14	96.7
TOTAL CHARGES FOR SERVICES	5,790.66	85,991.65	137,500.00	51,508.35	62.5
<u>MISCELLANEOUS REVENUE</u>					
10-36-10	1,988.71	11,243.38	1,000.00	(10,243.38)	1124.3
10-36-20	.00	500.00	.00	(500.00)	.0
10-36-90	.00	47.99	.00	(47.99)	.0
TOTAL MISCELLANEOUS REVENUE	1,988.71	11,791.37	1,000.00	(10,791.37)	1179.1

WEST POINT CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CONTRIBUTIONS & TRANSFERS</u>					
10-39-50 FLEET CONTRIBUTION - WASTE FUN	.00	.00	20,000.00	20,000.00	.0
10-39-55 FLEET CONTRIBUTION - WATER FUN	.00	.00	30,000.00	30,000.00	.0
TOTAL CONTRIBUTIONS & TRANSFERS	.00	.00	50,000.00	50,000.00	.0
TOTAL FUND REVENUE	343,137.20	1,041,605.24	2,167,970.00	1,126,364.76	48.1

WEST POINT CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENT</u>					
10-41-10	3,300.00	19,575.00	39,600.00	20,025.00	49.4
10-41-13	502.01	2,990.20	9,189.00	6,198.80	32.5
10-41-33	300.00	1,860.00	8,000.00	6,140.00	23.3
10-41-35	.00	.00	1,000.00	1,000.00	.0
	<u>4,102.01</u>	<u>24,425.20</u>	<u>57,789.00</u>	<u>33,363.80</u>	<u>42.3</u>
<u>ADMINISTRATIVE SERVICES</u>					
10-44-11	7,595.42	46,514.03	99,342.00	52,827.97	46.8
10-44-13	3,870.15	16,922.49	50,175.00	33,252.51	33.7
10-44-20	.00	136.73	100.00	(36.73)	136.7
10-44-21	.00	226.80	1,000.00	773.20	22.7
10-44-24	.00	1,759.97	5,000.00	3,240.03	35.2
10-44-25	.00	154.47	1,000.00	845.53	15.5
10-44-26	1,390.92	6,070.36	16,500.00	10,429.64	36.8
10-44-33	.00	2,465.83	3,000.00	534.17	82.2
10-44-38	5,270.00	17,920.00	25,000.00	7,080.00	71.7
10-44-40	.00	.00	3,500.00	3,500.00	.0
10-44-63	172.50	3,270.00	4,750.00	1,480.00	68.8
10-44-69	21.63	691.43	4,000.00	3,308.57	17.3
10-44-75	.00	66,334.41	58,000.00	(8,334.41)	114.4
10-44-95	43.74	386.74	470.00	83.26	82.3
10-44-98	85.00	445.11	500.00	54.89	89.0
	<u>18,449.36</u>	<u>163,298.37</u>	<u>272,337.00</u>	<u>109,038.63</u>	<u>60.0</u>
<u>PUBLIC WORKS</u>					
10-48-11	11,513.65	75,411.35	157,227.00	81,815.65	48.0
10-48-13	9,036.79	37,912.09	93,393.00	55,480.91	40.6
10-48-20	2,874.67	13,804.37	15,000.00	1,195.63	92.0
10-48-23	.00	164.26	360.00	195.74	45.6
10-48-25	331.75	3,399.23	9,000.00	5,600.77	37.8
10-48-26	1,261.28	6,507.95	19,560.00	13,052.05	33.3
10-48-54	.00	.00	2,000.00	2,000.00	.0
10-48-65	78.88	3,430.81	10,000.00	6,569.19	34.3
10-48-67	1,934.06	15,700.05	30,115.00	14,414.95	52.1
10-48-69	.00	185.68	1,300.00	1,114.32	14.3
10-48-70	.00	.00	10,000.00	10,000.00	.0
10-48-75	68.74	342.10	900.00	557.90	38.0
10-48-77	943.14	1,576.93	5,000.00	3,423.07	31.5
10-48-82	1,327.95	7,759.62	14,000.00	6,240.38	55.4
10-48-84	3,977.23	20,095.33	52,000.00	31,904.67	38.6
	<u>33,348.14</u>	<u>186,289.77</u>	<u>419,855.00</u>	<u>233,565.23</u>	<u>44.4</u>

WEST POINT CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXECUTIVE</u>					
10-49-11 SALARIES AND WAGES	9,745.36	64,389.02	151,564.00	87,174.98	42.5
10-49-13 EMPLOYEE BENEFITS	5,926.86	27,398.09	63,991.49	36,593.40	42.8
10-49-20 MILEAGE REIMBURSEMENTS	.00	118.79	500.00	381.21	23.8
10-49-21 BOOKS, SUBSCRIP. & MEMBERSHIPS	.00	1,487.55	2,250.00	762.45	66.1
10-49-23 TRAVEL AND EDUCATION	.00	3,116.83	6,000.00	2,883.17	52.0
10-49-24 POSTAGE	.00	.00	320.00	320.00	.0
10-49-25 NEW EQUIPMENT PURCHASE	5,154.82	5,154.82	9,000.00	3,845.18	57.3
10-49-37 ATTORNEY	2,200.00	11,000.00	33,000.00	22,000.00	33.3
10-49-63 IT SUPPORT & CONTRACTS	(5,361.64)	11,015.34	17,250.00	6,234.66	63.9
10-49-65 EMP. AWARDS, REC. & EVENTS	1,317.10	3,705.84	10,000.00	6,294.16	37.1
10-49-66 EDUCATION REIMB. PROGRAM	.00	1,000.00	2,000.00	1,000.00	50.0
10-49-67 EMP. BENEFITS & BONUS PROGRAM	.00	.00	13,000.00	13,000.00	.0
10-49-68 WELLNESS PROGRAM	.00	25.00	1,000.00	975.00	2.5
10-49-69 OFFICE SUPPLIES & EXPENSE	460.76	2,041.52	5,000.00	2,958.48	40.8
10-49-70 CELLULAR & RADIO SERV. & EQUIP	1,540.48	4,364.58	12,000.00	7,635.42	36.4
10-49-72 LEGAL ADVERTISING	.00	6,166.11	5,700.00	(466.11)	108.2
10-49-80 UTAH LEAGUE MEMBERSHIP	.00	3,866.45	4,000.00	133.55	96.7
10-49-82 CITY NEWSLETTER	71.60	213.35	750.00	536.65	28.5
10-49-85 VOLUNTEERISM PROGRAM	.00	.00	1,000.00	1,000.00	.0
10-49-88 RECORDERS OFFICE	319.59	11,740.22	9,300.00	(2,440.22)	126.2
10-49-90 CITY CELEBRATIONS & EVENTS	1,788.82	36,035.98	61,500.00	25,464.02	58.6
10-49-91 YOUTH COUNCIL	98.26	1,618.59	6,000.00	4,381.41	27.0
10-49-92 MISS WEST POINT PAGEANT	1,287.86	2,614.56	10,750.00	8,135.44	24.3
10-49-93 SENIOR PROGRAM	131.34	1,290.76	2,500.00	1,209.24	51.6
TOTAL EXECUTIVE	24,681.21	198,363.40	428,375.49	230,012.09	46.3
<u>COMMUNITY DEVELOPMENT</u>					
10-52-11 SALARIES AND WAGES	7,767.85	50,615.43	97,988.00	47,372.57	51.7
10-52-13 EMPLOYEE BENEFITS & RETIREMENT	2,394.45	14,368.15	40,043.00	25,674.85	35.9
10-52-21 BOOKS, SUBSCRIP. & MEMBERSHIPS	.00	263.00	750.00	487.00	35.1
10-52-23 TRAVEL, EDUCATION & CERTIFICAT	118.08	615.60	2,500.00	1,884.40	24.6
10-52-25 EQUIPMENT & SUPPLIES	130.16	460.54	6,500.00	6,039.46	7.1
10-52-51 GIS	.00	.00	1,500.00	1,500.00	.0
10-52-61 MISCELLANEOUS SUPPLIES	.00	160.00	500.00	340.00	32.0
10-52-63 IT SUPPORT & CONTRACTS	.00	672.19	2,400.00	1,727.81	28.0
10-52-65 STATE BUILDING SURCHARGE	.00	374.80	1,000.00	625.20	37.5
10-52-68 PLANNING COMM/BOARD OF ADJ.	455.00	1,952.50	5,000.00	3,047.50	39.1
10-52-69 OFFICE SUPPLIES & EXPENSE	.00	135.42	500.00	364.58	27.1
TOTAL COMMUNITY DEVELOPMENT	10,865.54	69,617.63	158,681.00	89,063.37	43.9

WEST POINT CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY & EMERGENCY PLAN</u>					
10-54-11	1,332.00	7,596.00	25,820.00	18,224.00	29.4
10-54-13	139.20	797.61	2,821.00	2,023.39	28.3
10-54-15	308.48	308.48	650.00	341.52	47.5
10-54-60	1,841.25	9,206.25	24,000.00	14,793.75	38.4
10-54-62	6,467.62	32,338.10	80,000.00	47,661.90	40.4
10-54-65	.00	7,133.25	7,500.00	366.75	95.1
10-54-75	.00	(980.99)	4,000.00	4,980.99	(24.5)
TOTAL PUBLIC SAFETY & EMERGENCY PLAN	10,088.55	56,398.70	144,791.00	88,392.30	39.0
<u>PARKS AND CEMETERY</u>					
10-70-11	2,740.37	35,306.05	57,981.00	22,674.95	60.9
10-70-13	277.21	3,699.92	6,492.00	2,792.08	57.0
10-70-20	.00	.00	600.00	600.00	.0
10-70-25	195.29	2,946.97	14,000.00	11,053.03	21.1
10-70-26	.00	2,032.32	29,000.00	26,967.68	7.0
10-70-29	318.78	1,561.86	3,400.00	1,838.14	45.9
10-70-61	.00	.00	1,200.00	1,200.00	.0
10-70-69	.00	.00	500.00	500.00	.0
10-70-70	6.88	190.98	4,000.00	3,809.02	4.8
TOTAL PARKS AND CEMETERY	3,538.53	45,738.10	117,173.00	71,434.90	39.0
<u>RECREATION</u>					
10-71-11	5,425.94	38,355.44	96,554.00	58,198.56	39.7
10-71-13	3,066.27	13,884.65	35,193.00	21,308.35	39.5
10-71-20	.00	54.92	1,000.00	945.08	5.5
10-71-26	.00	2,972.58	2,300.00	(672.58)	129.2
10-71-60	.00	4,222.41	10,500.00	6,277.59	40.2
10-71-67	323.92	2,522.58	16,600.00	14,077.42	15.2
10-71-68	.00	36,099.93	30,000.00	(6,099.93)	120.3
10-71-69	13.91	125.14	250.00	124.86	50.1
10-71-71	.00	2,005.50	13,000.00	10,994.50	15.4
10-71-73	13.48	1,700.29	5,000.00	3,299.71	34.0
TOTAL RECREATION	8,843.52	101,943.44	210,397.00	108,453.56	48.5
<u>TRANSFERS, CONT. & OTHER USES</u>					
10-90-63	.00	.00	250,000.00	250,000.00	.0
10-90-70	.00	.00	106,766.00	106,766.00	.0
TOTAL TRANSFERS, CONT. & OTHER USES	.00	.00	356,766.00	356,766.00	.0

WEST POINT CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	113,916.86	846,074.61	2,166,164.49	1,320,089.88	39.1
NET REVENUE OVER EXPENDITURES	229,220.34	195,530.63	1,805.51	(193,725.12)	10829.

WEST POINT CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEVELOPMENT FEES</u>					
45-30-15 WATER IMPACT FEES	.00	14,123.00	4,870.00	(9,253.00)	290.0
45-30-28 SEWER IMPACT FEES	.00	7,918.76	2,420.00	(5,498.76)	327.2
45-30-29 STORM WATER IMPACT FEES	.00	37,338.50	13,000.00	(24,338.50)	287.2
45-30-57 ROAD IMPACT FEES	.00	110,947.93	34,030.00	(76,917.93)	326.0
45-30-70 PARK AND TRAILS IMPACT FEES	.00	78,530.10	23,810.00	(54,720.10)	329.8
45-30-75 NORTH DAVIS SEWER	.00	102,000.00	30,000.00	(72,000.00)	340.0
45-30-80 N.D. FIRE IMPACT FEES	.00	10,248.23	2,190.00	(8,058.23)	468.0
45-30-90 CLASS C ROAD REVENUE	.00	.00	250,000.00	250,000.00	.0
TOTAL DEVELOPMENT FEES	.00	361,106.52	360,320.00	(786.52)	100.2
<u>OTHER FINANCING SOURCES</u>					
45-33-47 GRANTS	.00	57,784.50	58,000.00	215.50	99.6
TOTAL OTHER FINANCING SOURCES	.00	57,784.50	58,000.00	215.50	99.6
TOTAL FUND REVENUE	.00	418,891.02	418,320.00	(571.02)	100.1

WEST POINT CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL FUND PROJECTS</u>					
45-51-10 STORM SYSTEM IMPACT FEE PROJ.	.00	.00	13,000.00	13,000.00	.0
45-51-15 PARKS/TRAILS IMPACT FEE PROJ.	.00	.00	23,810.00	23,810.00	.0
45-51-20 WATER SYSTEM IMPACT FEE PROJ.	.00	699.38	4,870.00	4,170.62	14.4
45-51-30 SEWER IMPACT FEE PROJECTS	.00	.00	2,420.00	2,420.00	.0
45-51-71 ROADS/PED. WALKWAYS IMPACT FEE	.00	242.25	34,030.00	33,787.75	.7
45-51-80 N.D. SEWER IMPACT FEES	20,860.00	101,300.00	30,000.00	(71,300.00)	337.7
45-51-85 N.D. FIRE IMPACT FEES	2,034.07	10,248.23	2,190.00	(8,058.23)	468.0
45-51-95 CLASS C ROAD EXPENDITURES	162,896.38	380,887.88	250,000.00	(130,887.88)	152.4
45-51-97 ROAD & SIDEWALK GRANT PROJECTS	.00	57,784.50	58,000.00	215.50	99.6
TOTAL SPECIAL FUND PROJECTS	185,790.45	551,162.24	418,320.00	(132,842.24)	131.8
TOTAL FUND EXPENDITURES	185,790.45	551,162.24	418,320.00	(132,842.24)	131.8
NET REVENUE OVER EXPENDITURES	(185,790.45)	(132,271.22)	.00	132,271.22	.0

WEST POINT CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>REVENUE</u>					
48-30-45 CEMETERY PERMIT & PERPET. CARE	3,300.00	17,715.00	.00	(17,715.00)	.0
48-30-90 BEGINNING BALANCE	.00	.00	368,000.00	368,000.00	.0
TOTAL REVENUE	3,300.00	17,715.00	368,000.00	350,285.00	4.8
TOTAL FUND REVENUE	3,300.00	17,715.00	368,000.00	350,285.00	4.8

WEST POINT CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAP. PROJ. FUND FINANCING USES</u>					
48-51-15 BUILDINGS	.00	2,567.73	.00	(2,567.73)	.0
48-51-20 ROAD PROJECTS	.00	25,572.76	65,000.00	39,427.24	39.3
48-51-25 PARK IMPROVEMENT PROJECTS	51,423.96	171,782.84	80,000.00	(91,782.84)	214.7
48-51-36 DEBT SERVICE PRINCIPAL	.00	.00	122,478.00	122,478.00	.0
48-51-37 DEBT SERVICE INTEREST	.00	.00	12,522.00	12,522.00	.0
48-51-53 5 YEAR CIP	.00	.00	55,000.00	55,000.00	.0
48-51-70 CEMETERY PERPETUAL CARE	1,726.25	1,726.25	.00	(1,726.25)	.0
TOTAL CAP. PROJ. FUND FINANCING USES	53,150.21	201,649.58	335,000.00	133,350.42	60.2
<u>TRANSFERS AND CONTRIBUTIONS</u>					
48-90-51 TRANSFER TO WASTE FUND	.00	.00	33,000.00	33,000.00	.0
TOTAL TRANSFERS AND CONTRIBUTIONS	.00	.00	33,000.00	33,000.00	.0
TOTAL FUND EXPENDITURES	53,150.21	201,649.58	368,000.00	166,350.42	54.8
NET REVENUE OVER EXPENDITURES	(49,850.21)	(183,934.58)	.00	183,934.58	.0

WEST POINT CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

WASTE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING REVENUE</u>					
51-37-17 PENALTIES	3,010.00	20,839.22	20,000.00	(839.22)	104.2
51-37-26 SEWER FEES	46,098.60	281,052.30	475,000.00	193,947.70	59.2
51-37-50 GARBAGE COLLECTION FEES	38,459.78	230,039.45	462,500.00	232,460.55	49.7
51-37-60 GREENWASTE COLLECTION FEES	8,168.63	49,345.17	90,000.00	40,654.83	54.8
51-37-70 RECYCLE COLLECTION FEES	7,570.52	44,763.33	85,000.00	40,236.67	52.7
TOTAL OPERATING REVENUE	103,307.53	626,039.47	1,132,500.00	506,460.53	55.3
<u>OTHER FINANCING SOURCES</u>					
51-38-15 CAN PURCHASE	.00	5,950.00	2,000.00	(3,950.00)	297.5
51-38-48 TRANSFER FROM CAPITAL PROJECTS	.00	.00	33,000.00	33,000.00	.0
51-38-55 TRANSFER FROM WATER FUND	.00	.00	14,000.00	14,000.00	.0
51-38-58 TRANSFER FROM STORM WATER FUND	.00	.00	25,500.00	25,500.00	.0
51-38-80 INTEREST EARNINGS	.00	.00	500.00	500.00	.0
TOTAL OTHER FINANCING SOURCES	.00	5,950.00	75,000.00	69,050.00	7.9
<u>TRANSFERS</u>					
51-39-95 BEGINNING FUND BALANCE	.00	.00	2,000.00	2,000.00	.0
TOTAL TRANSFERS	.00	.00	2,000.00	2,000.00	.0
TOTAL FUND REVENUE	103,307.53	631,989.47	1,209,500.00	577,510.53	52.3

WEST POINT CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

WASTE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PRIMARY OPERATING EXPENSES</u>					
51-81-11 SALARIES AND WAGES	9,249.61	58,735.17	122,787.00	64,051.83	47.8
51-81-13 BENEFITS AND BONUS	5,338.93	24,436.11	66,841.00	42,404.89	36.6
51-81-15 ON CALL PAY	580.00	3,640.00	8,500.00	4,860.00	42.8
51-81-27 LIFT STATION PUMPS	100.42	577.68	2,400.00	1,822.32	24.1
51-81-45 GARBAGE COLLECTION	22,129.90	110,899.15	283,500.00	172,600.85	39.1
51-81-46 BURN PLANT	21,132.00	105,523.25	267,020.00	161,496.75	39.5
51-81-49 SEWER COLLECTION AND DISPOSAL	26,963.85	134,189.60	223,245.00	89,055.40	60.1
51-81-55 SEWER MAINTENANCE AND REPAIR	9,800.00	11,294.11	32,200.00	20,905.89	35.1
51-81-63 IT SUPPORT & CONTRACTS	804.12	6,201.17	18,125.00	11,923.83	34.2
51-81-65 UTILITY REFUNDS	.00	.00	1,500.00	1,500.00	.0
TOTAL PRIMARY OPERATING EXPENSES	96,098.83	455,496.24	1,026,118.00	570,621.76	44.4
<u>MATERIALS AND SUPPLIES</u>					
51-82-24 UTILITY BILLS - POSTAGE/EQUIP.	1,392.48	4,224.34	11,000.00	6,775.66	38.4
51-82-47 CAN PURCHASE	.00	.00	14,500.00	14,500.00	.0
51-82-60 TRAVEL AND EDUCATION	.00	25.00	1,500.00	1,475.00	1.7
51-82-61 MISC. SUPPLIES & DEPOSIT SLIPS	.00	20.00	1,000.00	980.00	2.0
TOTAL MATERIALS AND SUPPLIES	1,392.48	4,269.34	28,000.00	23,730.66	15.3
<u>WASTE - OTHER EXPENSES</u>					
51-84-30 DEPRECIATION	.00	.00	45,000.00	45,000.00	.0
51-84-35 CREDIT CARD PROCESSING FEES	517.68	2,935.61	5,775.00	2,839.39	50.8
51-84-44 VEHICLE REPLACEMENT	47,157.98	102,476.06	78,500.00	(23,976.06)	130.5
51-84-81 IT	745.73	(859.27)	4,000.00	4,859.27	(21.5)
51-84-84 BLUE STAKES	.00	188.56	1,000.00	811.44	18.9
51-84-90 FLEET CONTRIBUTION	.00	.00	20,000.00	20,000.00	.0
TOTAL WASTE - OTHER EXPENSES	48,421.39	104,740.96	154,275.00	49,534.04	67.9
TOTAL FUND EXPENDITURES	145,912.70	564,506.54	1,208,393.00	643,886.46	46.7
NET REVENUE OVER EXPENDITURES	(42,605.17)	67,482.93	1,107.00	(66,375.93)	6096.0

WEST POINT CITY CORPORATION
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING REVENUE</u>					
55-37-11 METERED WATER SALES	55,478.73	350,867.45	525,000.00	174,132.55	66.8
55-37-13 SECONDARY WATER SALES	62,703.66	376,284.95	710,000.00	333,715.05	53.0
55-37-14 CONNECTION FEES - WATER	.00	10,150.00	9,000.00	(1,150.00)	112.8
55-37-17 PENALTIES	.00	.00	12,600.00	12,600.00	.0
TOTAL OPERATING REVENUE	118,182.39	737,302.40	1,256,600.00	519,297.60	58.7
<u>OTHER FINANCING SOURCES</u>					
55-38-95 FUND RESERVES	.00	.00	308,739.00	308,739.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	308,739.00	308,739.00	.0
TOTAL FUND REVENUE	118,182.39	737,302.40	1,565,339.00	828,036.60	47.1

WEST POINT CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PRIMARY OPERATING EXPENSES</u>					
55-81-11 SALARIES AND WAGES	9,249.61	58,735.17	122,787.00	64,051.83	47.8
55-81-13 BENEFITS AND BONUS	4,969.68	22,663.14	66,841.00	44,177.86	33.9
55-81-28 WELLS & WATER TANK POWER	1,020.09	3,739.32	1,500.00	(2,239.32)	249.3
55-81-35 HOOPER WATER DISTRICT	34.00	624.60	1,500.00	875.40	41.6
55-81-41 WATER MAINTENANCE	651.74	10,057.30	16,000.00	5,942.70	62.9
55-81-42 WATER SAMPLE TESTING	720.00	1,201.30	2,000.00	798.70	60.1
55-81-43 SECONDARY WATER	59,754.53	302,430.56	682,553.00	380,122.44	44.3
55-81-45 REGISTRATION & OTHER EXPENSES	.00	.00	1,000.00	1,000.00	.0
55-81-60 TRAVEL AND EDUCATION	.00	26.89	4,140.00	4,113.11	.7
55-81-63 IT SUPPORT & CONTRACTS	631.51	5,067.63	13,625.00	8,557.37	37.2
TOTAL PRIMARY OPERATING EXPENSES	77,031.16	404,545.91	911,946.00	507,400.09	44.4
<u>WATER - MATERIALS AND SUPPLIES</u>					
55-82-24 UTILITY BILLS - POSTAGE/EQUIP	1,392.51	4,224.34	8,250.00	4,025.66	51.2
55-82-47 MISC. SUPPLIES & DEPOSIT SLIPS	.00	.00	750.00	750.00	.0
55-82-50 WATER METERS	.00	9,158.80	20,000.00	10,841.20	45.8
TOTAL WATER - MATERIALS AND SUPPLIES	1,392.51	13,383.14	29,000.00	15,616.86	46.2
<u>WATER - OTHER EXPENSES</u>					
55-84-30 DEPRECIATION	.00	.00	75,000.00	75,000.00	.0
55-84-33 CAPITAL PROJECTS & EXPENDITURE	5,520.12	38,535.29	310,900.00	272,364.71	12.4
55-84-35 CREDIT CARD PROCESSING FEES	517.68	2,935.61	7,488.00	4,552.39	39.2
55-84-40 WATER PURCHASE - WEBER BASIN	136,009.00	136,009.00	137,493.00	1,484.00	98.9
55-84-82 BLUE STAKES	50.57	201.93	1,500.00	1,298.07	13.5
55-84-83 IT	745.72	862.86	2,000.00	1,137.14	43.1
55-84-85 ENGINEERING STUDIES & PLANNING	.00	.00	20,000.00	20,000.00	.0
55-84-90 FLEET CONTRIBUTION	.00	.00	30,000.00	30,000.00	.0
55-84-93 DEBT PAYMENT WASTE-RADIO METER	.00	.00	25,000.00	25,000.00	.0
TOTAL WATER - OTHER EXPENSES	142,843.09	178,544.69	609,381.00	430,836.31	29.3
<u>DEPARTMENT 90</u>					
55-90-51 TRANSFER TO WASTE FUND	.00	.00	14,000.00	14,000.00	.0
TOTAL DEPARTMENT 90	.00	.00	14,000.00	14,000.00	.0
TOTAL FUND EXPENDITURES	221,266.76	596,473.74	1,564,327.00	967,853.26	38.1
NET REVENUE OVER EXPENDITURES	(103,084.37)	140,828.66	1,012.00	(139,816.66)	13915.

WEST POINT CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

STORM WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING REVENUE</u>					
58-37-11 STORM SYS. MAINT. & CONST. FEE	12,666.88	78,929.86	140,000.00	61,070.14	56.4
58-37-17 PENALTIES	.00	.00	8,400.00	8,400.00	.0
58-37-90 FUND BALANCE	.00	.00	40,000.00	40,000.00	.0
TOTAL OPERATING REVENUE	12,666.88	78,929.86	188,400.00	109,470.14	41.9
TOTAL FUND REVENUE	12,666.88	78,929.86	188,400.00	109,470.14	41.9

WEST POINT CITY CORPORATION
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

STORM WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PRIMARY OPERATING EXPENSES</u>					
58-81-11 SALARIES AND WAGES	2,019.19	13,987.58	44,396.00	30,408.42	31.5
58-81-13 BENEFITS	716.32	3,903.31	13,485.00	9,581.69	29.0
58-81-27 STORM SYS. MAINT. & REPAIR	200.00	(3,598.03)	11,000.00	14,598.03	(32.7)
58-81-28 CONSTRUCTION	.00	.00	10,000.00	10,000.00	.0
58-81-34 CREDIT CARD FEES	517.68	2,935.62	1,872.00	(1,063.62)	156.8
58-81-40 SWEEPING & PREVENTATIVE CARE	.00	742.50	12,000.00	11,257.50	6.2
58-81-42 STRM SYS MAINT & PHS II COMP.	400.00	2,215.00	2,500.00	285.00	88.6
58-81-43 SECONDARY WATER	.00	.00	5,000.00	5,000.00	.0
TOTAL PRIMARY OPERATING EXPENSES	3,853.19	20,185.98	100,253.00	80,067.02	20.1
<u>STORM WTR UTILITY - OTHER EXP.</u>					
58-84-30 DEPRECIATION	.00	.00	42,000.00	42,000.00	.0
58-84-83 CAPITAL PROJECTS	.00	.00	20,000.00	20,000.00	.0
TOTAL STORM WTR UTILITY - OTHER EXP.	.00	.00	62,000.00	62,000.00	.0
<u>DEPARTMENT 90</u>					
58-90-51 TRANSFER TO WASTE FUND	.00	.00	25,500.00	25,500.00	.0
TOTAL DEPARTMENT 90	.00	.00	25,500.00	25,500.00	.0
TOTAL FUND EXPENDITURES	3,853.19	20,185.98	187,753.00	167,567.02	10.8
NET REVENUE OVER EXPENDITURES	8,813.69	58,743.88	647.00	(58,096.88)	9079.4

WEST POINT CITY CORPORATION
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

DEBT SERVICE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFERS AND CONTRIBUTIONS</u>					
70-39-20 GENERAL FUND TRANSFER	.00	.00	106,766.00	106,766.00	.0
TOTAL TRANSFERS AND CONTRIBUTIONS	.00	.00	106,766.00	106,766.00	.0
TOTAL FUND REVENUE	.00	.00	106,766.00	106,766.00	.0

WEST POINT CITY CORPORATION
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2013

DEBT SERVICE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FUNDING USES</u>						
70-84-10	DEBT SERVICE - CITY HALL	8,886.48	53,318.88	74,000.00	20,681.12	72.1
70-84-15	INTEREST ON BONDS	.00	.00	32,766.00	32,766.00	.0
	TOTAL FUNDING USES	8,886.48	53,318.88	106,766.00	53,447.12	49.9
	TOTAL FUND EXPENDITURES	8,886.48	53,318.88	106,766.00	53,447.12	49.9
	NET REVENUE OVER EXPENDITURES	(8,886.48)	(53,318.88)	.00	53,318.88	.0

City Council Staff Report

Subject: City Finances & Upcoming Budget Issues
Author: Evan Nelson
Department: Administrative Services
Date: January 31, 2014



Background

In providing material for a meaningful discussion on city finances, I thought it would be useful to organize the information in terms of past, present, and future. I think this will help us see where we have been, our progress during some financially challenging years, and better understand our role in crafting the financial future of West Point City.

Analysis

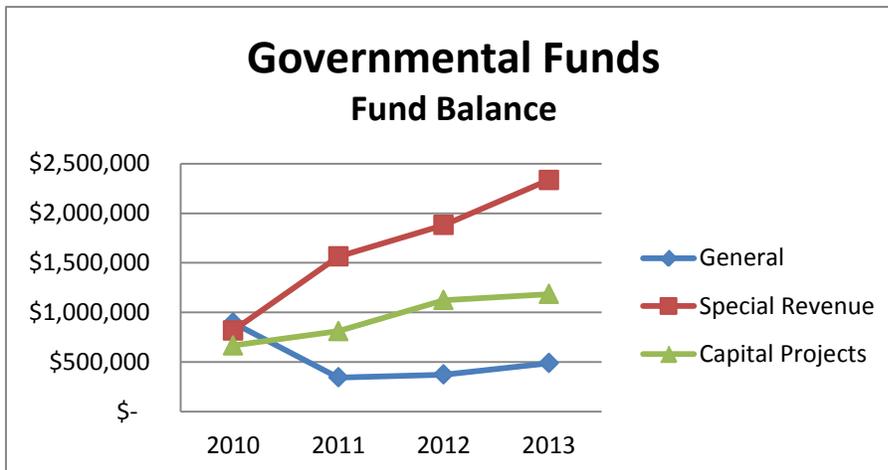
Past

To look at the past, we are going to consider several different indicators of financial health. Each provides a different perspective on our financial state, but together they provide a fair representation of how things have been, leading up to the present.

Governmental Fund Balance

Fund balance refers to financial resources that are available to be spent. Some of these resources are restricted to particular uses, such as impact fee revenue, while some resources have no restriction.

The trends in the graph below are very positive. Fund balance has been increasing in each fund over the past three years. It appears that the General Fund balance declined in Fiscal Year (FY) 2011. That decrease came as a result of the decision to track Class C Road money in the Special Revenue Fund rather than the General Fund. The high balance in the Special Revenue Fund is primarily composed of impact fee revenues. These will be spent on



impact fee-approved projects in the coming years. Increases to fund balance in the Capital Projects Fund are a result of annual transfers of a portion of fund balance from the General Fund, in accordance with State law.

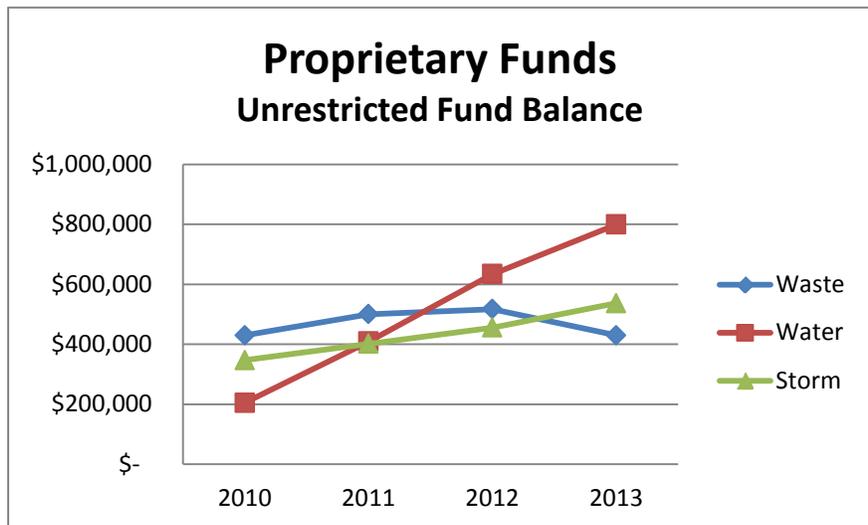
Proprietary Fund Balance

The graph below contains data for unrestricted fund balance. These balances are not restricted for particular uses, but may be reserved or budgeted and expended in accordance with each fund's respective purpose.

The Water Fund balance is looking progressively healthier. This comes as a result of the water rate increase that has been implemented incrementally over the past three years. The rate study that called for the increase contemplated ongoing operating expenses as well as upcoming capital projects. The Water Fund is in a good position to respond to these present and future needs.

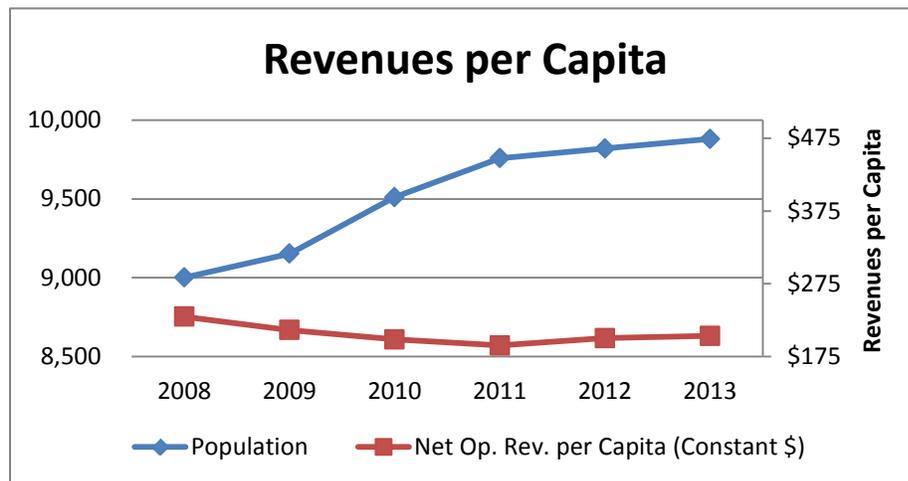
The Storm Water Fund shows a positive trend as well, steadily increasing from year to year.

The Waste Fund shows a decline in FY 2013 which came as a result of cash investment in capital improvements for the 4500 West sewer project.



Revenues per Capita

Another indicator comes from one of our standard eight indicators that appear in the budget document each year. The Revenues per Capita graph compares changes in population with changes in revenue, adjusted for inflation. Revenues included in this data are General Fund and Class C Road revenues. Several years of significant population



growth and an economic downturn had per capita revenues declining. However, since 2011, per capita revenues have been slowly rising. This will help the City meet the needs of a growing population base.

Present

A summary of present financial conditions is found in the Quarterly Financial Report, also included in this packet. This report provides a snapshot of revenues and expenditures in the current fiscal year. As in the past, we will propose amendments to the current fiscal year budget as part of the FY2015 budget process.

In addition to the Quarterly Financial Report provided, I would like to briefly discuss our fund balances in light of “cash reserves” or “rainy day funds”. Some cities establish a required reserve amount to be set aside for unanticipated events or expenditures. While West Point City does not have a formal policy dictating such practice, available fund balances can serve a similar purpose. Comparing fund balances to total annual operating costs can shed light on an organization’s ability to respond to catastrophic events. The table below shows FY2013 ending fund balances as a percentage of FY2014 operating budgets. As you can see, fund balances are healthy and the City could theoretically continue operations for several months without additional revenues. In reviewing this, please note that fund balances have been built up for the purpose of accomplishing particular capital improvements. While the balances shown are not strictly reserved for a rainy day, it is assuring to know that in the event of such an occurrence, the City has resources available.

	2013 Fund Balance	2014 Operating Budget	% of Operating
General	\$ 461,514	\$ 1,916,164.00	24%
Waste	\$ 429,787	\$ 1,208,393.00	36%
Water	\$ 799,671	\$ 1,564,327.00	51%
Storm	\$ 537,145	\$ 187,753.00	286%

Future

Staff has begun the process for the FY2015 Budget and we look forward to your involvement in this process. Department Directors have been reviewing historical data and projecting future needs. As you know, many factors at the local, state, and national levels influence the City’s ability to provide services to residents in both positive and negative ways. The budget process gives us a chance to look at the future needs of our City and match those needs with available and anticipated resources. Budgeting gives us a chance to reevaluate our priorities for expending resources that are scarce in an effort to best meet the needs of the community. We continue to look ahead five years as part of our process for Capital Improvement Projects, to identify, plan for, and fund capital projects that align with the City’s needs.

Sales Tax

One of the best indicators of the state of the economy is sales tax. West Point City depends heavily on sales tax to fund general City operations. In FY2012, Sales Tax revenues increased by 11% over the previous year. FY2013 saw another 6% beyond 2012. FY2014 is currently ahead of projections. These revenues come primarily from statewide collections. In projecting sales tax revenues, we are conservatively optimistic.

Property Tax

Property tax revenues have been steady, with slight increases in FY2012 and FY2013. As property values increase and the City maintains a steady rate, we expect to see this trend continue.

Utah Economy

According to the 2014 Utah Economic Outlook, published by the Bureau of Economic and Business Research, Utah sales tax revenues are expected to increase by 4.8% in calendar year 2014. The report also provides a positive outlook for employment, housing, personal income, and construction. All of these are expected to benefit the State economy, which, in turn, strengthens our local financial position.

Budget Issues

In preliminary budget discussions we have identified several budget issues that will need to be addressed during the budget process. Summaries of these issues are provided below.

Vehicle Replacement

In accordance with the City's fleet replacement schedule, we anticipate expenditures of approximately \$60,000 in the FY2015 budget for vehicle replacement. These funds will be used to replace the 2006 Chevy 3500 Dump Truck.

Health Insurance

As you are aware, there remains much that is still unknown in the health insurance industry. The City's health insurance plan will come due for renewal on December 1, 2014, almost halfway through the fiscal year. Because of the timing, it will be difficult to estimate the cost of increases to health insurance during the budget process. In previous years, we have budgeted a 10-12% increase to health insurance. As we expect the actual increase to come in higher than past year increases, we would like to have a Council discussion on the topic.

Retirement

West Point City participates in the Utah Retirement System (URS). Retirement rates are set by URS and continue to increase each year. We anticipate retirement expenses for the City to increase in FY2015 by approximately 6.8%.

County Sheriff Contract

West Point City continues to contract with the Davis County Sheriff's Office for law enforcement services. Our contract with them allows for an annual increase based on inflation. We anticipate an increase of 3-5% equaling \$2,400-\$4,000.

Code Enforcement Officer

In order to provide more responsive services to citizens with complaints, the Community Development Department is proposing funding for the part-time position of Code Enforcement Officer. The estimated annual salary and benefit cost for this position is \$25,000, which would be budgeted in the General Fund.

Utility Expenses

In the past, some utility expenses belonging to the General Fund have been incorrectly charged to the enterprise funds. This error was corrected during the FY2013 audit and will be corrected for FY2014 and FY2015 during the budget process. In addition, we will begin charging the General Fund for use of City utilities. The result of these changes is that approximately \$33,000 that used to be charged to the enterprise funds will now be charged to the General Fund. We plan to mitigate this impact by looking at salary allocation among funds and reallocating salaries as appropriate to share those costs between funds.

Salary Adjustments

Last year as we concluded the Market Study and finalized the budget, the City Manager presented a new method for the Pay Plan. The pay plan committee was dissolved and the market study responsibilities now fall on the Human Resources Manager. The City Council was supportive of this and also supportive of making a shift in the way employee increases were handled each year. The proposal was that a merit increase of up to 2% would be available every year, depending on what the budget could support. Additionally, every other year there would be a 2% market adjustment to keep our salary ranges close to the market (i.e., adjusting for inflation). In both cases (merit increase or market adjustment), actual increases to employees' pay would be subject to positive performance as outlined in our performance evaluation process. This year we will be looking at a 2% merit increase only with the market adjustment and merit increase together next year. We are too early in the budget year to determine whether the budget can support this, so we will discuss this in greater detail as the budget process comes together.

Conclusion

In summary, West Point City is in good financial condition. The immediate future looks positive. The budget season brings new challenges and opportunities. We will continue to monitor revenues, expenditures, budgets, and economic factors to assist the City Council in its financial stewardship role.

Recommendation

No action required. This is for discussion purposes only, but staff would like any feedback or direction the Council may have.

Significant Impacts

There are no significant impacts at this time.

Attachments

No attachments.

City Council Staff Report

Subject: Recreation Programs
Author: Kelly R. Ross
Department: Recreation
Date: January 31, 2014



Background

In the year 2003, West Point City offered three recreational opportunities for our youth: Jr. Jazz Basketball, Baseball/Softball and Football, with **656** registered participants. In 2013, ten years later, we have six recreational opportunities: Jr Jazz, Spring Soccer, Baseball/Softball, Fall Soccer, Football and Volleyball, with a total of **1,722** registered participants. That computes to **968** games and over **1,400** practices that need to be scheduled, **328** coaches, **1,990** officials and referees, **3,444** parents and **6,888** grandparents. This does not include Football Camp, Jr. Golf, Swimming Lessons, Basketball Camp, Speed Camp, Karate and a 3on3 Basketball Tournament.

During this ten year period we have experienced a slowdown in residential growth and a down turn in the economy. At the same time, however, we have continued to add programs and see a participation increase in our recreation programs.

Analysis

From 2003 to 2013, some programs have continued to grow, some have remained about the same and some have declined. For the year 2013, we had **1,131** individuals sign up and play at least one sport. This number indicates that the majority of participants, about 2/3, are only playing one sport, and only the remaining third of the total participants are registering for multiple sports. In talking to parents, especially those with multiple children, many have indicated that because of costs and time constraints, they have their children pick only one or two sports they would like to play during the year. Another reason given by parents is that programs conflict with other activities their children are involved in (dance, tumbling, piano, competition sports, etc.).

Below is a personal analysis to the growth of our programs:

Jr. Jazz Basketball: Jr. Jazz is the largest running youth basketball league. This program covers 5 states with 55,000 participants annually. During the past 4 years, the Jazz organization has been correlating youth participation to the size of the cities involved in the Jr. Jazz program. West Point City Jr. Jazz has been the top program during this period for cities with populations under 15,000 residents. Even though our program has seen very little growth for the past years, many cities have reported a

decline during this same period, and our numbers have remained consistent. With the limited amount of gym space we have, we are at a good number to operate a successful program.

Spring and Fall Soccer: We have continued to see growth in West Point City's Soccer Program. We started offering a soccer program because residents wanted an alternative to AYSO, which mostly plays on Saturdays. Our program is offered from Kindergarten to 6th grade, all leagues being co-ed.

The league is strictly recreational, although some soccer enthusiasts would like to see it become more competitive.

Baseball and Softball: Baseball and softball is currently our largest program, although we have seen numbers decline the last few years. Numbers show that a possible cause for the decline is the growth in Spring Soccer, as many parents are having their children pick soccer or baseball.

West Point City Softball has the best numbers of the surrounding cities. I truly believe that this is a result of the City Council's support of our program and making East Park a softball facility.

Football: The football program has remained fairly consistent. The program lost some participants when we initiated a Fall Soccer program, as participants had another option. Additionally, with the concerns regarding concussions and media coverage on the subject, some parents have elected to not have their child play football. Overall, West Point City's Football Program remains solid and competitive as we continue to fill a team in each of the divisions.

Volleyball: Volleyball is the up-and-coming program for the City. With the help of Coach Follett from West Point Jr. High, volleyball has been a success in its first year. We will continue to expand the program next year, as we plan to start a league. We are the only city in our area that offers a volleyball program at this time.

Recommendation

- Continue to support high quality recreation programs.
- Have a vision for the future:
 - More open space for playing fields.
 - Continue to entertain the idea of an agreement with the School District on a joint venture gym, outdoor restrooms, parking lot, and field space, when another Jr. High comes to our City.

Significant Impacts

As we expand our programs and see more participants, we need to continue to focus on the individual. We keep a high percentage of our residents happy with our programs, but percentages are meaningless if your child is on the wrong side of them.

Programs need to be properly funded and staffed.

As programs and participation continue to grow, gym space, field space and additional staff will be needed.

Attachments

Participation Numbers by Program



	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Jr Jazz	342	429	468	435	462	432	451	487	480	480	471
Spring Soccer						219	251	242	237	330	321
Baseball and Softball	231	368	389	459	507	524	509	546	499	478	485
Fall Soccer								147	220	192	184
Football	83	101	141	175	187	202	208	186	207	169	165
Volleyball											96
Totals	656	898	998	1069	1156	1377	1419	1608	1643	1649	1722



5th Grade

olumr	Grade	School	Participant	Email Address	Mother	Phone #	Father	Phone #2	G	1	2	3	4	5	6	7
									SS	B/S	FS	FB	VB	JJ13	JJ14	
1	5th	W Point	Adams, Bronson		Nicole Hebdon		Guy		M		X				X	X
2	5th	Parkside	Adams, Logan		Katy Adams		Derrick Adams		M						X	X
3	5th	Lakeside	Anderson, Naomi		Dianne Anderson				F					X		
4	5th	Lakeside	Ashby, Bridger		Deborah Ashby		Daryn Ashby		M						X	X
5	5th	Lakeside	Bair, Jacob		Lani Bair		Chris Bair		M		X				X	
6	5th	W Point	Beck, Jaxon		Illee Beck				M						X	
7	5th	Lakeside	Beckstead, Joey		Malinda Beckstead		Nathan Beckstead		M		X					
8	5th	W Point	Bigelow, Paige		Kimberlee Bigelow				F		X					
9	5th	W Point	Bott, Anna		Jill Bott		Stephen Bott		F					X		
10	5th	Lakeside	Brower, Tyson		Jen Brower		Troy Brower		M		X		X		X	X
11	5th	W Point	Bunton, Austin				Richard Bunton		M	X	X	X			X	
12	5th	W Point	Burrell, Carter		Kristy Burrell				M		X					
13	5th	W Point	Buxton, Carson		Marcee Buxton				M		X					
14	5th	Lakeside	Bylerly III, Dennis		Lainie Byerly		Dennis Byerly Jr		M						X	X
15	5th		Christensen, Kade		Gentry Servey		Todd Christensen		M		X					X
16	5th	Fremont	Christensen, Kendyl		Shannon Christensen		Brady Christensen		F		X					
17	5th	W Point	Coleman, Sydney		Holly Scott		Brian Scott		F					X		
18	5th	W Point	Coltes, Bryson		Jamie Coltes		Jason Coltes		M		X					
19	5th	W Clinton	Craig, Tate		Kathy Craig		Bizz Craig		M							X
20	5th	Lakeside	Craythorne, Brooklyn		Jil Craythorne		Erik Craythorne		F						X	X
21	5th	Lakeside	Danylo, Nicole		Karen Danylo		Michael Danylo		F		X				X	X
22	5th	W Point	DeCocker, Brooklyn		Brittany DeCocker		Todd DeCocker		M				X			
23	5th	W Point	Drake, Isabella		Sara Drake		Stephen Drake		F		X			X		
24	5th	W Point	Drake, Logan				David Drake		M	X	X	X			X	X
25	5th	W Point	Dyson, Alli		Desirae Dyson				F		X					
26	5th	W Point	Eberhard, Easton		Heather Gross		Casey Eberhard		M		X				X	X
27	5th	Lakeside	Edwards, Tiana		Rachel Edwards		Michael Edwards		F		X					
28	5th	Lakeside	Follett, Addylee		Sarah Follett				F		X				X	
29	5th	W Point	Frady, Mandy		Nettie Frady		Chuck Frady		F						X	X
30	5th	W Point	Frady, Nyuya		Nettie Frady		Chuck Frady		F						X	X
31	5th		Goodwin, Lexee		Candice Goodwin		Zach Goodwin		F							X

32	5th	B Point	Hadley, Madison	Susan Hadley	Chad Hadley	F					X		
33	5th	Lakeside	Hamblin, Aubrey	Rachael Hamblin	Shon Hamblin	F							X
34	5th	Lakeside	Hansen, Easton	Natalie Hansen	Mike Hansen	M			X				
35	5th	W Point	Hansen, Kaylani	Camille Hansen	Davin Hansen	F	X	X	X		X	X	X
36	5th	Lakeside	Hartman, Wyatt	Tina Hartman	Steve Hartman	M						X	X
37	5th	Lakeside	Hernandez, Justin	Lucretia Hernandez		M						X	
38	5th	Lakeside	Hess, Hayden	Sara Hess	Jason Hess	M						X	X
39	5th	W Point	Hill, Kendall	Tara Hill		F		X			X		
40	5th	Lakeside	Hill, Livi	Amber Hill	Gary Hill	F	X						
41	5th	Lakeside	Hirasuna, Kobe		Kevin Hirasuna	M						X	X
42	5th	Lakeside	Hogg, Korbin	Jennifer Hogg		M						X	
43	5th	Lakeside	Holmes, Colby	Andrea Holmes	Jeremy Holmes	M	X	X				X	X
44	5th	Lakeside	James, Porter	Kristal James	Jared James	M		X					
45	5th	W Point	Judd, Graci	Pheobe Judd		F						X	X
46	5th	W Point	Keller, Gerrit	Amanda Keller	David Keller	M						X	X
47	5th	W Point	Kramer, Rayne		Lee Kramer	F						X	
48	5th	W Point	Lemmons, Bobbie	Stacey Lemmons		F					X		
49	5th	Lakeside	Livesay, Jared		John Livesay	M				X			
50	5th	Lakeside	Livingston, Caelan	Angie Livingston	Scott Livingston	F							X
51	5th	Lakeside	Lovell, Claire	Lara Lovell	BJ Lovell	F					X	X	X
52	5th	W Point	Maas, Cameron		Gene Maas	M				X			
53	5th	Parkside	Madsen, Tyler	Donna Madsen	Wayne Madsen	M						X	X
54	5th	Lakeside	Magness, Aiden	Andrea Magness	Jon Magness	M						X	
55	5th	Lakeside	Marigoni, Gavin	Melanie Allred		M				X			
56	5th	Clinton	Martinez, Christian		Zac Martinez	M	X						
57	5th	Lakeside	Masero, Jaxon	Natalie Masero	James Masero	M		X		X			
58	5th	Syr. Elm.	Mattson, Isaac	Karma Mattson	Boyd Mattson	M						X	
59	5th	W Point	Maw, Izabella	Ange Maw		F						X	X
60	5th	Majestic E.	McFarland, Armani	Cassidy McFarland	Matt McFarland	F					X		
61	5th	Lakeside	McKnight, Colby	Krystal McKnight		M				X		X	
62	5th	Parkside	Medina, Emily	Juana Medina	Marco Medina	F							X
63	5th	Lakeside	Mercer, Laila	Mindy Burnham		F						X	
64	5th	Lakeside	Miccard, Daxton		Mark Miccard	M						X	
65	5th	Lakeside	Michaelson, Hannah	Megan Brimhall	Scott Brimhall	F						X	X
66	5th	W Point	Miller, Gage		Matt Miller	M				X			
67	5th	Lakeside	Miller, Mikenley	Shari Miller	Jason Miller	F		X					
68	5th	Lakeside	Miner, Samuel	Donna Miner	Andrew Miner	M		X					
69	5th	Syr. Elm.	Moore, Alexis	Cheraye Moore		F			X				
70	5th	W Point	Murphy, Sydney	Kristan Murphy		M		X					
71	5th	Lakeside	Murray, Sileon II	Sharonda Murray	Sileon Murray Sr.	M							X
72	5th	Hooper E.	Morrow, Aubrey	Angie Morrow		F					X		X
73	5th	Lakeside	Nanney, Sinjin	Jennifer Nanney	Chad Nanney	M		X			X		X
74	5th	Lakeside	Nash, Sydney	Shauna Nash		F	X						
75	5th	Lakeside	Nelson, Elle	Sarah Nelson	Russ Nelson	F						X	
76	5th	W Point	Nelson, Gavin	Jodi Nelson	Jake Nelson	M				X			X
77	5th	Lakeside	Olsen, Camdyn	Cheryl Olsen	David Olsen	M						X	X
78	5th	Lakeside	Olsen, Mayci	Megan Olsen	Tyler Olsen	F					X		
79	5th	W Point	Olsen, Sydney	Debbie Olson	Noel Olson	F					X		

80	5th	Lakeside	Orton, James	Ammi Orton	Benjamin Orton	M			X				X
81	5th	W Point	Parker, Daniel	Sue Parker	Sid Parker	M		X					X
82	5th	W Point	Paulsen, Lexi	Kami Paulsen	Scott Paulsen	F	X					X	X
83	5th	W Point	Pledger, Caleb	Jana Boatright	Nathan Boatright	M				X		X	X
84	5th	Syr. Elm.	Poll, Megan	Tammy Poll	Curtis Poll	F					X		
85	5th	W Point	Porter, Jaden		Rick Porter	M	X	X					
86	5th	Lakeside	Proffitt, Nick		John Proffitt	M		X					
87	5th	W Point	Rackham, Ireland	Holly Rackham	Ryan Rackham	F		X					
88	5th	Lakeside	Renya, Michael	Julie Reyna		M		X					
89	5th	W Point	Reynolds, Chance	Taunie Reynolds	Doug Reynolds	M						X	X
90	5th	W Point	Robertson, Daxton	Jen Robertson	Sam Robertson	M							X
91	5th	Lakeside	Salazar, Korban	Kairy Salazar		M			X				
92	5th	W Point	Sandall, Kade	Jamie Sandall	Lincoln Sandall	M							X
93	5th	W Point	Schulz, Caleb		Rodney Schulz	M			X				
94	5th	Lakeside	Schultz, Jacob	Jordan Schultz	Dan Schultz	M							X
95	5th	W Point	Scott, Sydney	Holly Scott	Brian Scott	F		X					
96	5th	W Point	Servey, Braden	Gentry Servey	Todd Christensen	M		X		X			X
97	5th	Syr. Elm.	Sims, Abby	Sherry Sims	Mike Sims	F							X
98	5th	W Point	Skinner, Colton	JoDale Skinner	David Skinner	M	X			X		X	
99	5th	W Point	Smith, Alianna	Candise Smith	Jesse Smith	F			X				
100	5th	Lakeside	Smith, Ethan	Trisha Beckstead		M				X			
101	5th	W Point	Sorensen, Bridger	Jennifer Sorensen	Clint Sorensen	M	X	X		X		X	X
102	5th	Lakeside	Sorenson, Eric	Diane Sorenson	Mike Sorenson	M		X				X	X
103	5th	Lakeside	Sprehn, Emma	Jennifer Sprehn	Mike Sprehn	F		X				X	X
104	5th	Lakeside	Steele, Bryson	Donna Steele	Adam Steele	M						X	X
105	5th	W Point	Stewart, Tanner	Angie Stewart	Shelby Stewart	M				X			
106	5th	B Point	Sticki, Kailey	Danielle Stucki		F					X		
107	5th	W Point	Thomas, Tre'vin		Matt Thomas	M	X						
108	5th	Lakeside	Thompson, Kelsie	Heidi Thompson	Tim Thompson	F						X	X
109	5th	W Point	Thorpe, Sarah	Jeniffer Thorpe	Justin Thorpe	F							X
110	5th		Thurgood, Grace	Heidi Thurgood		F						X	
111	5th	W Point	Turgoose, Joseph	Kari Turgoose	Aaron Turgoose	M						X	X
112	5th	W Point	Udy, Hunter	Melissa Udy	James Udy	M						X	
113	5th	W Point	Vandever, Karson	Allyson Vandever	Daren Vandever	F		X					
114	5th	SAA	West-Comstock, Cody	Stephanie West	Brian West	M		X					
115	5th	Lakeside	Wiese, Landen	Stacie Wiese	Ammon Wiese	M				X			
116	5th	Lakeside	Winterbottom, Jimmie	Rori Winterbottom	James Winterbottom	M		X		X			X
117	5th	SAA	Worley, Kason	Keeley Worley	Micah Worley	M	X	X				X	X
118	5th	W Point	Yarman, Alison		Mike Yarman	F			X				
119	5th	W Point	Yarrington, Derek	Jennifer Yarrington		M							X
120	5th	Lakeside	Youngman, Reagan	Mandie Youngman	Zealand Youngman	F					X		

City Council Staff Report

Subject: Policy Priorities Discussion
Author: Kyle Laws
Department: Executive
Date: January 31, 2014



Background

The City Council has adopted a set of Policy Priorities to guide the City and decisions made by Staff and Council. These policy priorities are used by staff throughout the budget process and to determine that projects and daily activities are in line with the City Council's goals. Staff views these policy priorities as the goals of the City and uses them, to some degree, when setting their own goals for the year.

Analysis

The West Point City Policy Priorities are as follows:

Tier 1

- *Fiscal Balance and Accountability*
- *Develop, Plan, and Maintain Infrastructure*
- *Community-Compatible Economic Development*
- *Sustainable Growth through Vision and Planning*
- *Quality Recreation Programs and Regionally Coordinated Infrastructure and Facilities*

Tier 2

- *Community Celebrations and Events*
- *Parks, Trails, and Open Spaces*
- *Open and Responsive Government*
- *Regional Cooperation, Coordination, and Involvement by Council and Staff*
- *Active Emergency Preparedness*

Staff would like to go through each of these to learn and understand what each one means to the City Council. It is also important to review them from time to time in order to determine if priorities have changed or of any updating needs to occur.

Recommendation

- No formal action is required. This is for discussion purposes only, but Staff would like any feedback or direction the Council may have.

Significant Impacts

There are no significant impacts at this time.

Attachments

None

City Council Staff Report

Subject: 2013 Accomplishments
Author: Kyle Laws
Department: Executive
Date: January 31, 2014



Background

During our Management Team Retreat this year we decided to list all of the accomplishments we could think of for 2013. Knowing how busy the year felt, we were not surprised to discover a long list of accomplishments.

Analysis

During the Council Visioning Retreat, Staff will review this list. While highlights for some people may not appear to be highlights for others, here is a short list of some of those accomplishments:

- 300 North Water Line Abandonment and Laterals
- 300 North Sidewalk (gap completion)
- Receiving a grant to widen 300 North from 1000 W to 2000 W
- Loy Blake Park Restroom
- Staffing Changes and Reorganization
- New Volleyball Program
- Switching Banking Services to Zions Bank
- New Subdivision Approvals
- Putting to rest the Brick Rule
- City Hall Remodel

We will discuss some of these in more detail on Friday. We will also go through several other accomplishments that may be viewed by some as just as important or significant as those listed above.

We are very happy with what was accomplished during 2013 and are hopeful for another big year in 2014.

Recommendation

- No formal action is required. This is for discussion purposes only, but Staff would like any feedback or direction the Council may have.

Significant Impacts

There are no significant impacts at this time.

Attachments

None

City Council Staff Report

Subject: Future Projects and Priorities
Author: Kyle Laws/Boyd Davis/Paul Rochell
Department: West Point City
Date: January 31, 2014



Background

Each year the City Council and Staff hold a full-day retreat in January to discuss priorities for the upcoming year. One of the benefits of this discussion is to review some of the long-range projects and priorities of the City. This is a good time for the City Council to reaffirm support for future projects so that staff may continue to use resources and spend time to see them accomplished.

Analysis

3000 West Construction

The City received a grant for approximately \$2.5M from the State Transportation Improvement Program to widen 3000 West and install curb, gutter, and sidewalk on both sides. The project will go from 300 North to 1300 North and is a joint project with Clinton City. The Cities will need to match 10% of the total project costs. Clinton will pay ¼ of the matching costs.

The funding for the project was originally planned to come from federal funds, however, UDOT recently approved a transfer of the federal funds for state funds. This will greatly reduce the project requirements that are part of the federal process.

The environmental review of the project is complete, pending UDOT's concurrence, which should be given soon. The next step is to begin the design work. We have asked Gardner Engineering to provide a proposal to do the design work for the City. Once approved the design work can begin. We anticipate construction in 2015.

SR193 Trail and Landscape Design

The new extension of SR 193 is now open and the major portion of the project is complete. The trail is also complete as well as the sound-wall. As part of the project, UDOT has planned for a certain amount of money to be applied towards landscaping along the highway and trail. UDOT has decided to give the landscaping funds to the three adjacent cities (Clearfield, West Point, and Syracuse). This will allow the Cities to have the control of the landscaping design and construction.

The landscape design was completed last year and we are planning to begin the landscape work this spring. The project will be advertised soon.

Trail Extensions

This year a significant trail project will be done along the Davis County drainage channel at 200 South. Last year we applied for a grant and were fortunate enough to be awarded approximately

\$300K. The funds should allow the trail to be extended from the new SR 193 trail to the existing Emigrant Trail. This will be a very important connection from the emigrant trail to the D&RG rail trail in Clearfield.

Because this is a federal grant we were required to do an environmental review of the project before construction can begin. The review is complete and awaiting approval by UDOT. We have already begun the design and easement acquisition. We hope to begin construction of the trail this spring.

2000 West Water Line

The 2000 West water line is in serious need of upgrading. It is our greatest concern in the water system because of its age and history of serious water leaks. To complicate the matter further it is in the State Road and can be very costly to repair when a leak occurs. The water line also needs to be upgraded to provide adequate water flow to the future commercial areas along 2000 West. The existing water line will not support the proposed commercial areas.

This year a project is budgeted to replace the water line from 200 South to 300 North. We call this the 2000 West Waterline Project, South Phase. The design is complete and we are preparing to advertise this project and receive bids. Before doing this we plan to visit the residents along the length of the project to make them aware of the upcoming construction and to find out if there are any concerns.

It is important to remember that there is another section of water line from 300 North to 800 North (North Phase) that is also in serious need of upgrading. The North Phase is more difficult because there is no open corridor to place the new line in. It may be necessary to wait until UDOT widens the road to get this section installed. Regardless, it will be important to plan and budget for the project now so that we are prepared when the time comes.

Sewer, Water, Road, and Storm Drain Projects

As we review the capital facilities plans for the various utility systems, there are a few projects on the horizon to begin planning for.

Water – As mentioned above, the 2000 West water line should receive a high priority; however, there are other projects that must be moved forward as well. We also plan to design a new water line on 200 South from 1875 W to 1700 West. This will provide an additional loop in the water system and provide a second feed into the “Horse Shoe” subdivision as a backup when water is cut off to the main feed. There is also a need to replace the waterline in 1300 North from 3200 W to 3600 W. This section of line contains asbestos cement pipe that must be replaced. This project was delayed due to the need to replace the 2000 West water line, but it remains a high priority.

Roads – The next major road project will be the 3000 West widening project. In addition, there are a couple of small projects that are also planned in the near future. These include improvements to the intersection at 2300 West and 800 North and installing additional street lights along 300 North. Also, road maintenance work will continue according to the maintenance schedule. The budget includes \$200k each year of Class C road money for maintenance work. This year we plan to repair

and overlay the south end of 3000 West from 300 N. to 200 S. This road sees a lot of traffic and is in need of repairs.

Another project that is budgeted this next year is a sidewalk on 800 North from 2525 W to 2700 W. This came as a request from the schools as a walking route for students.

The City also received a grant of \$3M to widen 300 North from 1000 W to 2000 W. The money is available in 2019.

Storm Drain - There are some small projects currently planned, but the next major storm drain projects are planned in 2016 and 2017. These include storm drain improvements on 650 N, 4000 W, and 1300 N.

Park Improvements

The City Cemetery is getting close to having all plots sold. At the current rate of purchase, there will be no more plots to sell in about seven years. Expansion of the cemetery has been discussed with the City Council a few times in the past year and remains a priority. Staff has been working on this project and an application has been submitted to the Bureau of Reclamation to use the Layton Canal property as a parking lot and in turn use the existing parking lot as cemetery space. We are waiting for a reply from the Bureau.

The new restroom at the Loy Blake Park is nearly complete. In addition to the restroom, there are other improvements needed at the Park. The tennis courts are in need of serious maintenance and may require a complete reconstruction. The playground equipment is also in need of repair or replacement.

In recent discussion with the School District, and due to some of their needs, the City has some decisions to make regarding the property between the nature park and Loy Blake Park. All parties involved agree that it would be beneficial to connect the road through the City property from 3650 W. to 3830 W. This would improve the traffic flow for the school and provide another access to the park.

There are two more debt payments for Blair Dahl Park for a total of \$270,000 (\$135,000/year). Once the debt payments are complete, the City should begin to discuss the timing of improvements and development of the park. A new facility the size of Blair Dahl Park (approx.. 21 acres) will require a substantial commitment of funding. It will also likely require the addition of at least one new full-time public works employee to cover the additional maintenance workload.

West Point Military Memorial

The design bid for the memorial came in higher than expected at around \$9,000 without an aircraft and about \$12,000 with an aircraft. As a result, Staff is seeking two other bids in order to comply with our purchasing policy. The time is coming near on a solid decision on whether we move forward with an aircraft or not. Once the design is complete and we have an estimated cost on the project, we will also need to decide if the size is appropriate or if we feel it needs to be scaled down a little.

The success of the project is going to be largely due to fundraising. The City has helped with this in the sense that we have added a place on our utility bill to allow residents to make a separate donation to the memorial. We will then put the money received into the capital projects fund and hold onto the money until it is needed to pay for the project. The memorial committee is also busy with their own fundraising efforts. The next event for them is a Valentines Dinner Show.

Miscellaneous Projects

The warning lights for the trail crossing at 800 North 4200 West will be installed this year. This will greatly improve the safety for the users of the trail.

The marquee at the entrance to the City on 300 North has been inoperable for some time. Funds can be budgeted to repair or replace the marquee this year if the Council chooses to do so. It would be nice to have it up and running once again; however, a decision needs to be made on whether the current location is still the best location for a marquee.

The Road Master Plan and the Road Impact Fee Analysis are slated for review and updating this year. This is the last impact fee study to update in order to be in compliance with state code. The last Road Master Plan was done in 2007. The plans should be updated about every 5 years.

Recommendation

No specific action is required at this time, but Staff would appreciate any feedback from Council on these items.

Significant Impacts

Many of these projects will require substantial financial support or investment over time. They also require staff time and resources in the planning stages. If any of the listed items are deemed not to be a priority the amount of staff resources required to work toward their completion will be reduced.

Attachments

None

City Council Staff Report

Subject: Council Rules of Procedure
Author: Kyle Laws
Department: Executive
Date: January 31, 2014



Background

According to Utah Code Ann. 10-3-606, “a municipal legislative body shall adopt rules of order and procedure to govern a public meeting of the legislative body.” While the City Council has been following rules of order and procedure in their meetings a formal written procedure has not been adopted.

Analysis

The attached document outlines the rules of procedure and conduct for the City Council to follow. Most of the information is not new, but formalizes the process and gives a point of reference to clarify certain situations. The document also outlines Council Relations with residents, City staff and others; as well as Staff relations with Council. Much of this section of the document is outlined in the West Point City Code and is well known to Councilmembers and Staff.

Recommendation

- No action is required at this time; however, Staff would like feedback from the Council on changes to the document. A resolution will be drafted and presented at a future City Council meeting for adoption.

Significant Impacts

There are no significant impacts at this time.

Attachments

Rules of Procedure – West Point City

CITY COUNCIL MEETINGS

1. Regular City Council Meetings

- a. **Time:** Regular meetings are held on the first and third Tuesdays of each month with a Work Session that typically begins at 6:00p.m. and the General Session beginning at 7:00 p.m. Regularly scheduled meetings are posted on the Utah Public Notice Website.
- b. **Place:** All Regular meetings of the Council are held in the Council Chambers of the West Point City Municipal Building or such other place as the Council may designate or adjourn to from time to time.
- c. **Agenda Listing Required:** Only matters listed on the agenda may be considered for formal action. There is time during each meeting for brief citizen comments.
- d. **Continued Meetings:** To carry on business at a subsequent meeting, matters tabled or continued may be heard. Announcement of the date, time and place of the tabled or continued meeting is to be made at the original meeting. Matters tabled indefinitely should also be voiced at the original meeting.
- e. **Cancellation:** In the event of an absence of a full quorum or if the Council does not need to meet, the Mayor may cancel a regular meeting. The latter is commonly done around holidays or when there are other conflicts. Notice is usually given at the prior council meeting.

2. Adjourned Meeting

- a. A majority of the Council shall constitute a quorum to do business, including consideration of a motion to adjourn.
- b. A recess may be declared by the Mayor or by motion of the Council, with recess to begin immediately or at a future time; following the recess; business shall be resumed at exactly the point where it was interrupted.

3. Emergency Meeting

Emergency meeting means any meeting called for the purpose of dealing with an emergency when the time requirements for public notice of a special meeting would make such procedure impractical. The authorized person calling the emergency meeting shall give as much notice as is reasonable or possible.

4. Work Meetings (Study Sessions)

Work Meetings are called to discuss items or issues that need to be discussed at some length. Usually these are held before regular Council Meetings at 6:00 p.m. Although formal action can be taken at these meetings, it is preferable to wait until the formal Council Meeting, which follows, to make a motion or formal vote.

5. Agendas

A set agenda is prepared by the City Manager for the regular Council Meetings by the Thursday before the meeting. The agenda can be changed up to 24 hours prior to the meeting. To avoid confusion, only the City Manager and the Mayor are authorized to put items on the agenda. Council Packets are placed in Councilmembers mailboxes by noon on the Friday prior to Council Meeting unless the Council Member requests other arrangements. Agendas are also e-mailed by the City Recorder's office and are posted at the West Point City Municipal Building and posted on the City website. A typical agenda includes:

1. Call to Order, Pledge, Opening Ceremony, Approval of Minutes
 2. Communications and Disclosures from City Council and Mayor
 3. Communications and Disclosures from Staff
 4. Municipal Event Announcements
 5. Citizen Comments
 6. Public Hearings
 7. Consent Items
 8. New Business
 9. Adjournment
6. **Council Decorum**
The Mayor, as the Governing Body Chairman, conducts City Council meetings. He/she is responsible for preserving order and decorum of the meetings and seeing that the meeting proceeds in a business-like and expeditious manner.
7. **Call to Order**
The Mayor shall take the chair at the hour appointed and call the meeting to order.
8. **Roll Call**
The City Recorder or designee shall enter the name of those present and absent in the minutes.
9. **Quorum**
A majority of the Governing Body shall constitute a quorum at any official Council meeting.
10. **Open Meetings**
All meetings of the City Council shall be open to the public except those, which, by law, may be conducted in executive or closed sessions.
11. **Approval of the Minutes**
The Mayor calls for a motion adopting the minutes of previous meetings.
12. **Rules of Discussion**
Robert's Rules of Order, Revised, although not officially adopted, has informally been followed in the conduct of City Council meetings. Some common practices are listed as follows:
- a. **Wanting to Speak**: The Council Member should raise their hand and wait until the Mayor calls on them.
 - b. **Interruptions**: A member, once recognized, shall not be interrupted while speaking unless to be called to order by the presiding officer or as hereinafter provided. If a member, while speaking, is called to order, the member shall cease speaking until the questions of order are determined and if in order, shall be allowed to proceed.
 - c. **Motion to Reconsider**: A motion to reconsider any action taken by the Council may be made on the same day or on the day of the next regular or special meeting. Such motions must be made by one of the prevailing side, but may be seconded by any member. Such motions shall have precedence over all other motions and shall be debatable.

13. **Public Discussion**

Persons may address the Council on any item of community business when the Mayor calls for public discussion on that item. Not every item is a public discussion item.

14. **Ordinances, Resolutions and Motions**

- a. Resolutions and ordinances are to be reduced to writing before the vote is taken thereon; and the vote of each member of the Council shall be recorded.
- b. All proposed ordinances shall be in writing and shall be prepared by the City Attorney, or other person designated by the City Manager and shall be submitted to the City Attorney for approval as to the form and content.
 - (1) After discussion, a motion and a second are required before a vote can be taken.
 - (2) The Mayor may repeat the motion so the Council, City Recorder and others present clearly understand the motion.
 - (3) Vote Taken: The Mayor calls for the vote on the motion, first calling for the affirmative and then for the negative vote. An affirmative vote of three members of the Council shall be required for the adoption of any action, or in case of a tie, the Mayor's vote may be included in the required three-vote affirmations. The Mayor does not have a veto vote.
 - (4) The effective date of the ordinance can be accomplished as follows: Ordinances shall become effective 20 days after publication or posting or 30 days after final passage by the Governing Body, whichever is closer to the date of final passage, but ordinances may become effective at an earlier or later date after publication or posting if so provided in the ordinance.
 - (5) The Mayor or person exercising the duties of the Mayor's office shall sign all passed ordinances and resolutions.

15. **Voting**

- a. The Mayor shall not vote except in case of a tie vote of the Council.
- b. The minimum number of *yes* votes required to pass any ordinance, resolution or to take any action by the Council shall be three.
- c. Any ordinance, resolution or motion of the Governing Body having less than three favorable votes shall be deemed defeated.

16. **Citizen Petition to be filed with the City Recorder**

All citizen petitions shall be filed with the City Recorder and receipt thereof noted in the minutes. The full copy of the petition shall be retained by the City Recorder as a public record.

COUNCIL RULES OF PROCEDURE

The following are some suggested guidelines or rules of conduct for Council Members to use in relations and contact with each other, City Staff and members of the public. The points contained herein are intended to assist in maintaining the important distinction between the policy and legislative role of Council versus the administrative/management role of the City Manager/Staff. Although written to Council Members, these guidelines are also applicable to the Mayor, except as noted.

1. Council Relations

- a. **Representing the Council:** Council Members should be careful not to commit the City to positions without a vote or consent of the entire Council. This may include individually initiating contact with developers, involvement in negotiations, etc., unless specifically assigned or authorized. Members should refer potential developers to Staff for information on development. Staff receives direction from the Council through the City Manager.
- b. **Complaints from Citizens:** Citizen complaints received by individual Council Members should be referred to Staff for investigation and resolution. A vast majority of complaints concern enforcement issues handled by a City department. Personal Council involvement in enforcement (which requires the interpretation of ordinances and laws) could cause legal problems or embarrassment. Citizen complaints should be handled quickly and routinely by referral to the appropriate department as soon as possible.

Complaints to Staff should be made objectively so that all sides of the matter can be reviewed. Having a Council Member personally accompany a complainant to a staff member (especially by way of *surprise* visits) could place an undue demand on Staff, as well as an undue expectation by complainant. The Council Member should give Staff the background on the problem before Staff contacts the citizen so Staff can be better prepared to respond to the citizen's concerns.

- c. **Approval of Minutes:** Council minutes convey a brief summary of discussion and action taken on items of business. They do not contain lengthy discourse from testimony given or all individual comments of Council Members or participants. Generally, meetings are digitally recorded on a laptop. Backup copies are made and stored for three years as required by law.
- d. **Ordinance / Resolution Preparation:** Staff prepares all ordinances and resolutions for Council consideration. **The City Attorney reviews all ordinances and resolutions to approve the form and content.**
- e. **Role in Negotiations:** The City gets involved in negotiations on a variety of subject matters, including labor negotiations, leases, redevelopment issues, land acquisition, etc.

The Council's proper role is to provide policy direction to the negotiators, i.e., City Staff. On occasion, a Council Member may be assigned to work with Staff on a problem that will involve some negotiations. In all cases, the Mayor and Council are informed of the proceedings. The Council makes the ultimate decision.

- f. **Lobbying:** Lobbying of Council Members by fellow Council Members outside of or even during discussion on matters at a meeting sometimes occurs and may be helpful. However, attempts by Council Members to influence individual Staff members' views on issues that are under study or review for later consideration by the entire Council should be avoided. The reason for this is that Staff is trying to be as objective as possible in their work and their recommendations to the Council.
- g. **Private Disputes:** On occasion, individual residents or neighborhoods will come forth with problems of a purely private nature. These typically include overhanging trees, boundary line disputes and fence problems. **The City has no legal jurisdiction in such matters**, and therefore Council should not get involved. Intercession in such matters will needlessly consume time and taxpayers' dollars and could potentially expose the City to liability. If Council is not clear whether a reported problem is properly

within the City's jurisdiction, he/she should ask the City Manager or appropriate department director for their input.

- h. **Use of Staff for City Business and Private Business:** Asking Staff for help on personal business or problems can present definite problems and conflicts and should be avoided.
- i. **Policing Problems:** It is the Council's responsibility to police and correct any problems among its members. Hopefully difference of opinions on issues will be handled with the attitude that individuals can *agreeably disagree*.

2. **Council / Manager and Staff Relations**

In addition to the items mentioned under *Council Relations*, the following may be helpful for both the Governing Body and City Staff:

- a. **Everyone is Equal:** All Council Members will receive the same information about a matter, particularly as it relates to business items for consideration as a body. No one should receive different or special information that would put one Council Member at an advantage over the others. Staff reports will be prepared for the entire Council to avoid such problems.
- b. **Favoritism:** Individual Council Members have more of an interest in some departmental functions than others do. However, that should not give cause for Staff to show special deference to certain Council Members or vice-versa.
- c. **Lobbying Council Members:** Individual Council Members are not to be lobbied by Department Directors for support of their projects. Their proposals or programs must stand on their merits; as opposed to their success in lobbying and lining up Council votes. Department Directors work through the City Manager.
- d. **Council Orders:** As the Municipal Code requires, Council Members are not to individually order the City Manager, Department Directors, or other employees to do anything. Only a majority of the Council may give direction to the City Manager.
- e. **Use of Staff Resources:** Staff resources are limited and are fully devoted to carrying out Council determined priorities and programs. There are no resources available to pursue special interest projects of individual Council Members. There will be a number of situations when a Council Member will call and request information. This is encouraged and helpful and to the extent that it is available, the information will be furnished. However, special research efforts or requests involving a lot of time could divert Staff from working on priorities and goals of the entire Council and Staff's day-to-day responsibilities.
- f. **Office Visits:** Council Members are welcome to frequent any City department or office. Usually these will be for business matters, information inquiry or observation. Social visits are also made from time to time.
- g. **Office Space:** The Mayor has an office to meet citizens in and to carry out his/her duties. If a Council Member, by assignment, needs to meet with anyone officially, conference rooms may be scheduled. Arrangements for these meetings can be made through the City Manager's office.
- h. **Council Meetings:** Council meetings have an agenda that is set in advance to assist in having the meeting and business conducted in an orderly fashion. Work meetings are held before Council meetings to discuss both set items and miscellaneous matters. A Council Member should contact the City Manager or Mayor if he/she wants to discuss a matter or has a question. Many matters can be resolved faster and better by talking to Staff rather than bringing up the matter for the first time in a Council meeting.
- i. **City Manager Contact:** The Council Members' primary contact is the City Manager. Questions, requests for information, etc. should first be made to the City Manager, if possible, then to the appropriate Department Director or employee as determined by the City Manager. There are good reasons for this

approach: the City Manager will then know what is going on, and he/she can determine which department(s) should become involved.

- j. **Department Director Contact:** If a Department Director is contacted by the Mayor or a Council Member, the Department Director is to let the City Manager know what the problem was, if any, in a reasonable time.
- k. **Personnel Complaints:** Council Members may receive complaints about City personnel. Problems do occur from time to time, and information on a possible problem is welcome from any source. These complaints should be mentioned to the City Manager to investigate or resolve. In some cases, disciplinary action may be required, and protection of both the City's rights and the employees' rights are a paramount consideration in dealing with employee complaints.