

**WEST POINT CITY COUNCIL MEETING**  
**3200 West 300 North**  
**May 3, 2011**  
**6:00 P.M.**

Minutes for the administrative session and regular West Point City Council Meeting held at the West Point City offices at 3200 West 300 North, West Point, Utah, with Mayor Erik Craythorne presiding.

**MAYOR AND COUNCILMEMBERS PRESENT:** Mayor Erik Craythorne, Councilman Gary Petersen, Councilman Kent Henderson, Councilman Roger Woodward and Councilman Andy Dawson

**CITY EMPLOYEES PRESENT:** City Manager Gary Hill, Assistant City Manager Kyle Laws, City Engineer Boyd Davis, and City Recorder Amy Jensen,

**VISITORS PRESENT:** Boy Scout Troop 897

**EXCUSED:** Councilman Jerry Chatterton

**ADMINISTRATIVE SESSION**

1. Report on the Utah League of Cities and Towns Conference

Councilman Jerry Chatterton attended a family event and was unable to present this item.

2. Budget Discussion

Mr. Gary Hill said by statute the City Manager is required to present the tentative budget to the Council by the first meeting in May. He told the Council the schedule of events for the next two month's meetings. He felt like this year's changes were small, and they should have an easy time getting through the discussions. Mr. Laws was going to explain the City Financial Health Indicators, which is a new program to illustrate the health of the City's finance. Mr. Hill asked the Council to open the Public Hearing tonight for the budget, but not to close it until the discussions are over, perhaps the second meeting in June. Mr. Hill has a good idea how the City's budget will develop over the next 4 years, and he wants to show this to the Council. He is suggesting the Council look at budget issues that are in the near future. He is also recommending a few changes to the fee schedule.

Mr. Hill said the majority of the operating budget will be spent out of the General Fund. If a resident asked Mr. Hill or any of the Councilmen or Staff what the City's budget was, they could say \$1.6 million, which is the General fund budget. Mr. Hill said one interesting change from 2 years ago is that the City is estimating an increase in the General Fund.

Mr. Hill said there had been a pretty significant increase in sales tax revenue from the year 2000 to 2005. Building permits were up high until 2008. The City really relies on taxes as a funding source to the General Fund. Mr. Hill said the budget is positive, but still very conservative.

Mr. Kyle Laws said the Financial Health Indicators for the City were gathered from a manual the International City and County Managers Association compiled. It includes 20 to 30 indicators, and the Staff has chosen to use 7 of them.

The first one is revenues per capita. The warning trend is decreasing operating revenue per capita.

The second indicator is restricted revenue, which in our case is our class C road funds. This warning trend is increasing the amount of restricted operating revenue.

Councilman Henderson asked if the negatives showing in the report have been driven by the economy.

Mr. Laws said he assumed so.

Mr. Hill said part of it could also be an indication of revenue unbalance.

The third indicator is revenue shortfalls and surpluses. The warning trend here is increases in revenue, shortfalls and surpluses.

Mr. Hill said that a better indicator that we may start to show will be the percentage of General Fund surplus and how much money is being transferred from the General Fund to the Capital Projects Fund.

The fourth indicator is expenditures per capita. The warning trend is increasing net operating revenues per capita.

The next one is municipal employees per capita, and the warning trend is increasing number of municipal employees per capita.

The sixth indicator is liquidity. The warning trend is decreasing amount of cash and short-term investments as a percentage of current liabilities.

The final indicator would be long term debt. Its warning trend is increasing net direct bonded long-term debt as a percentage of population.

Councilman Woodward asked for a simple explanation of what this means for the City.

Mr. Laws said first of all it shows where the City is currently. Each indicator tells a short story of financial health. Mr. Laws feels these will help the City increase its revenue source. He hopes it shows the Council that if the City is financially weak in an area that we will know what to change or what to focus on before it becomes a problem.

Councilman Henderson observed that the population is going up but the revenue is not going up at the same rate.

Councilman Petersen said that is a good indicator that we have been in a bad economy. He told the Council this is not something that can be cured overnight.

Mr. Hill said the indicators show the City has nothing to be alarmed about, but there is a trend that reflects the poor economy. Mr. Hill said the purpose of this study is to guide us in our next steps. These indicators will really assist the Staff in 3 to 4 years when they can see if the revenues are not keeping pace.

Councilman Petersen said this study means several things to him. It puts the different categories of the City under investigation.

Mr. Hill then went on to discuss the changes in the budget. They include putting the fee for the fireworks back in, a grant for EPRT equipment, softball equipment, class C money, and the employee pay plan. The City Staff has had a few changes this year. We now have a part time City Planner, there have been changes in the Public Work positions, and a finance department has been created. These do not affect the budget directly, but they affect the structure of the staff. Mr. Hill mentioned the insurance change that came last year. He is hopeful the rate can be negotiated down a little this year. And in another few weeks he will discuss the Pay Plan for the City employees, and ask the Council to approve an increase in pay for some of them. He brought up the fact that the pay change is for the position, and a pay raise for an individual is based on their performance. In a study the Staff did, most cities are planning to raise pay this year. He would like to do a market increase where appropriate, and a performance increase where appropriate. Mr. Hill is not planning a COLA raise across the board.

Councilman Petersen asked if an employee does not merit an increase, will they move to a different grade on the pay scale.

Mr. Hill said the position will be moved to the pay grade that matched the market if the Council approves the new plan. If the employee does not merit a pay increase, the position still moves to a new grade, but the employee does not also get a merit bonus or raise.

Councilman Dawson asked what the \$39,000.00 budgeted for the pay plan was based on.

Mr. Hill said it is based on increasing the pay to the top of the pay range for all of the positions that were out of market range and the number of people in the positions.

Councilman Dawson felt it was likely all of the money will not be spent this year.

Mayor Craythorne agreed, but said it needs to be in the budget before the plan can be approved.

Councilman Dawson asked if there is enough money included in the pay budget to give every employee a 1% COLA increase.

Mayor Craythorne said the decision has been made to base raises on performance merit this year.

Councilman Dawson felt very strongly that if every city employee could get a COLA increase, they should.

Mayor Craythorne said it is important, but he feels it is more important to get certain jobs up to the market grade. And every employee is eligible for a merit bonus.

3. Discussion of an Ordinance to regulate the use of Amplified Sound or Music in City Parks  
This was discussed during the General Session.

## GENERAL SESSION

**Visitors: Andrew Skidmore, Jamie Thalman, Thomas Marrufo, and Kelsie Thompson**

**Excused:** Councilman Jerry Chatterton

1. CALL TO ORDER
2. PLEDGE: Repeated by all
3. PRAYER: Councilman Roger Woodward
4. COMMUNICATIONS AND DISCLOSURES FROM CITY COUNCIL AND MAYOR  
Councilman Henderson had no comments.

Councilman Petersen had no comments.

Councilman Woodward had no comments.

Councilman Dawson had no comments.

Mayor Craythorne said the Green Waste Recycling Program the City has started is a big success. We have 70% participation right now, and that will go down a little as the cans are delivered and people realize they did not opt out, but we have enough for the City to run the program. Mayor Craythorne said the feedback he has received has been positive. The cans will be delivered the first 2 weeks of June.

5. COMMUNICATIONS FROM STAFF

Mr. Hill said the Syracuse High School sent a request for a donation to their Senior Graduation Party. He asked the Council if he could use funds from the Council training and travel line item to give them \$500.00. The Council all agreed.

Also, the quarterly Staff and Council lunch date has been changed to Tuesdays instead of Thursdays so we can have a better attendance.

Mayor Craythorne reminded everyone of Take Pride Day this Saturday at 8:30 am here at City Hall.

6. CITIZEN COMMENT

There were no comments.

7. YOUTH COUNCIL UPDATE

There were no Youth Council members present.

8. PUBLIC HEARING TO CONSIDER ADOPTION OF THE FY 2011 AMENDED AND FY 2012 ANNUAL BUDGET FOR WEST POINT CITY AND IT'S RELATED AGENCIES

Mr. Hill said there will be a 5% increase this year to the General Fund.

Mayor Craythorne opened the Public Hearing. It will continue to stay open until the next meeting.

There were no comments.

9. PUBLIC HEARING TO REGULATE THE USE OF AMPLIFIED SOUND OR MUSIC IN CITY PARKS

Mr. Boyd Davis said the Amplified Sound Ordinance is to address issues that have come up at the City Parks. Groups have gathered with the intent to play loud music, and the City did not currently have an Ordinance to maintain the sound level. The Council asked the Staff to put into code when the music or amplified sound can be played and how loud it can be. The Staff suggested that the group need a permit, the maximum without a permit is 75 feet, and the maximum level is 80 decibels at a radius of 100 feet. These ideas came from comparing other city's Ordinances.

Mayor Craythorne opened the Public Hearing.

There were no comments.

Councilman Woodward made the motion to close the Public Hearing.

Councilman Dawson seconded it.

All voted aye.

10. PUBLIC HEARING AND ORDINANCE 05-03-2011 TO MODIFY LOT FRONTAGE REQUIREMENTS OF THE WEST POINT CITY ZONING CODE

Mr. Davis said the Lot Frontage Ordinance has been discussed recently, and the Staff has made the requested changes. He would also like to change the error of Zone Chart Regulations to Zone Regulations Chart. The minimum average frontage of all lots in R1 and R2 zones will be 85 feet with an average of 100 feet in the R1 zone and the minimum of 85 feet with an average of 90 feet in the R2 zone. A footnote has been added to say that no more than 3 lots in a row at the minimum, and the next lot must vary by a minimum of 5 feet. And any lots of 150 feet or wider are not included in the average. The Planning Commission had suggested in the A-40

zone, which is 1 acre lots, that the 150 feet width be changed to 100 feet wide. Mr. Davis included that stipulation.

Councilman Petersen asked what happens after a contractor builds 3 lots that are the same size.

Mr. Davis said the next lot must vary by a minimum of 5 feet.

Mayor Craythorne opened the Public Hearing.

There were no comments.

Councilman Gary Petersen made the motion to close the Public Hearing.

Councilman Henderson seconded it.

All voted aye.

Councilman Henderson made the motion to adopt Ordinance 05-03-2011 to modify lot frontage requirements of the West Point City Zoning Code.

Councilman Dawson seconded it.

Mrs. Jensen called roll.

Councilman Henderson voted yes.

Councilman Petersen voted yes.

Councilman Woodward voted yes.

Councilman Dawson voted yes.

**11. APPROVAL OF MINUTES FROM APRIL 5, 2011 AND APRIL 12, 2011 CITY COUNCIL MEETINGS**

Councilman Petersen made the motion to approve the minutes from April 5, 2011 and April 12, 2011 City Council meetings.

Councilman Henderson seconded it.

All voted aye.

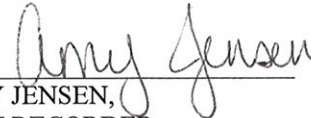
**12. MOTION TO ADJOURN.**

Councilman Petersen made the motion to adjourn at 7:30 pm.

Councilman Woodward seconded it.



  
ERIK CRAYTHORNE,  
MAYOR

  
AMY JENSEN,  
CITY RECORDER