



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

City Manager
Gary Hill

West Point City Council Agenda

West Point City Municipal Center – 3200 West 300 North
May 1, 2012

NOTICE AND AGENDA

ADMINISTRATIVE SESSION

6:00 pm – Council Room

- 1- Community Covenant Program –Mrs. Misty Rogers and Mr. Joseph Simmons
- 2- Budget Discussion – Mr. Kyle Laws
- 3- Discussion of Street Maintenance Bid – Mr. Boyd Davis

GENERAL SESSION

7:00 pm – Main Council Chamber

1. Call to Order
2. Pledge of Allegiance
3. Prayer. (Please contact the City Recorder to request meeting participation by offering a prayer or inspirational thought.)
4. Communications and Disclosures from City Council and Mayor
5. Communications from Staff
6. Citizen Comment. (If you wish to make comment to the Council, please use the podium and clearly state your name and address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public comment is a time for the Council to receive new information and perspectives).
7. Award Street Maintenance Bid – Mr. Boyd Davis
8. Proclamation, Foster Care Month – Mayor Erik Craythorne
9. Budget Hearing – Mr. Kyle Laws
 - a. Public Hearing
10. Adoption of Minutes from the April 17, 2012 Council Meeting – Mrs. Misty Rogers
11. Motion to adjourn

Posted and dated this April 26, 2012

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.

UPCOMING ITEMS

Date: 05/15/2012

Administrative Session

1- Amendment to the West Point City Cemetery Ordinance – Mr. Adam Favero and Mrs. Misty Rogers

2- Continuation of Budget Discussion – Mr. Kyle Laws

General Session

1- Miss West Point Royalty

2- Approval of Beer License Application for the 7-Eleven Convenience Store – Mr. Boyd Davis

3- Continuation of Budget Discussion – Mr. Kyle Laws
a. Continuation of Public Hearing

Date: 06/5/2012

Administrative Session

1- Quarterly Goal Update – Mr. Gary Hill

2- Follow up on North Davis Sewer Districts Rate Presentation – Mr. Gary Hill

2- Continuation of Budget Discussion – Mr. Kyle Laws

General Session

1- Ordinance No. 06-05-2012 A, Adoption of Tentative Budget – Mr. Kyle Laws

- a. Public Hearing
- b. Action

Ordinance No. 06-05-2012 B, Amend the West Point City Cemetery Ordinance – Mr. Adam Favero

Date: 06/19/2012

Administrative Session

1- Continuation of Budget Discussion – Mr. Kyle Laws

General Session

1- Adoption of Final Budget – Mr. Kyle Laws

- a. Public Hearing
- b. Action

Date: 7/3/2012

Administrative Session

General Session

Date: 7/17/2012

Administrative Session

General Session

Date: 8/7/2012

Administrative Session

General Session

Future Items

Administrative Session

SR 193 Project & Agreement Update on landscaping and maintenance- Boyd
Economic Development strategy – Gary

Building Lot approval for Brian Higgs – Boyd

Firearms ordinance – Kyle

Payback Agreement for Bartholomew Lane Phase II – Boyd

General Session

Interlocal Agreements for Impact Fees – Boyd

Modifications to the Nuisance Ordinance - Boyd

Payback Agreement for Bartholomew Lane Phase II - Boyd

West Point City 2012 Calendar

January

February

March

April

May

- 1 City Council-7pm
- 3 Cemetery Cleaning
- 5 Take Pride Day
- 9 Council/Staff Lunch-11:30am
- 10 Planning Commission-7pm
- 15 City Council-7pm
- 21 Senior Lunch-11:30
- 24 Planning Commission-7pm
- 28 **Memorial Day-Office Closed**

June

- 5 City Council-7pm
- 14 Planning Commission-7pm
- 18 Senior Lunch-11:30
- 19 City Council-7pm
- 23 Miss West Point Pageant SHS
- 28 Planning Commission-7pm

July

- 3 City Council-7pm
- 4 **Independence Day-Office Closed**
- 4th of July activities
- 12 Planning commission-7pm
- 16 Senior Lunch 11:30
- 17 City Council-7pm
- 24 **Pioneer Day Observed-Office Closed**
- 26 Planning Commission-7pm

August

- Summer Party- TBA
- 7 City Council-7pm
- 16 Planning Commission-7pm
- 17 Senior Dinner-5pm
- 21 City Council-7pm
- 30 Planning Commission-7pm

September

- 3 **Labor Day-Office Closed**
- 4 City Council-7pm
- 12 Council/Staff Lunch-11:30am
- 13 Planning Commission-7pm
- 17 Senior Lunch-11:30
- 18 City Council-7pm
- 27 Planning Commission-7pm

October

- 2 City Council-7pm

- 4 Cemetery Cleaning
- 11 Planning Commission-7pm
- 15 Senior Lunch-11:30
- 16 City Council-7pm
- 25 Planning Commission-7pm
- 26 Halloween Carnival-7pm

November

- 6 Election Day
- 10 Flags on Veteran's Graves YC
- 12 **Veteran's Day-Office Closed**
- 15 Planning Commission-7pm
- 19 Senior Lunch-11:30
- 20 City Council-7pm
- 22-23 **Thanksgiving -Office Closed**

December

- Christmas Party-TBA
- 3 City Hall Lighting Ceremony-6:00 pm
- 4 City Council-7pm
- 13 Planning Commission-7pm
- 17 Senior Lunch-11:30
- 18 City Council-7pm
- 21 Cemetery Luminary-4pm
- 25-26 **Christmas -Office Closed**

January 2013

- 4-5 Council Retreat

City Council Staff Report

Subject: Community Covenant Program

Author: Misty Rogers

Department: Administration

Date: May 1, 2012



Background

The Community Covenant Program initiative was created in 2008 by the United States Army, and in early 2010 the initiative began in Utah. This program was designed to give support to all current and former military service members and their families, regardless of the military branch in which they serve.

First Lieutenant Joseph Simmons will attend the Council Meeting on May 1st to introduce the Community Covenant Program to the Mayor and City Council.

Analysis

An integral part of this program is tailoring each city, town, and county Community Covenant to the local level according to the needs of local service members and the desires of local leadership. Each Community Covenant is unique and can be as simple or complex as the leaders who create it want it to be.

Ideally, cities and towns are asked to form a collaborative group consisting of various members of the Community to evaluate and find methods to provide support to military service members and their families. Each City is asked to delegate a volunteer military liaison to serve on the committee. The duties of the volunteer military liaison could include notifying local officials, schools, etc. of local military service members who have or who will be deployed. This liaison would also be educated on benefits and programs offered to military service members and their families from the National Guard and other services.

Cities and towns are encouraged to formally adopt "The Community Covenant Program" declaring commitment and support to service members and their families. It is believed that an increased awareness and support for military service members and their families will be obtained through the Community Covenant Program.

West Point is proud of its military families and has a tradition of supporting those who serve our country. Although West Point has limited resources to support extensive programs, the City currently provides a waiver on most utilities for individuals on active military duty. Additionally, the City offers to recognize residents returning from deployment on the marquee.

Recommendation

Staff recommends that the Mayor work with the City Manager to review existing programs and determine what additional steps, if any, should be taken.

Significant Impacts

The City's current programs can be handled within existing resources. Additional measures would have varying impacts on staff time and revenues/expenditures.

Attachments

Community Covenant Program Introduction Document



COMMUNITY COVENANT

supporting those who serve

Community Covenant Program Introduction

The Community Covenant Program is an initiative created in 2008 by the United States Army, designed to reach out to all military service members regardless of service branch. The intent of the program is to encourage cities and towns across the country to formally commit their support to service members (current and former) and military families residing within their communities. The initiative in Utah began in early 2010 with a Community Covenant Citation read on the floors of the Utah House and Senate.

An integral part of this formal commitment is tailoring each city, town, and county Community Covenant to the local level according to the needs of local service members and the desires of local leadership. Each Community Covenant is unique and can be as simple or complex as the leaders who create it want it to be.

Essentially, cities and towns are encouraged to form a collaborative group consisting of civic leaders, educators, law enforcement officials, religious representatives, health care providers, Veterans Service Organization leaders, local businesses, and other organizations of their choosing. The purpose of this collaborative group is to evaluate and decide on what the community can collectively do to support service members and their families.

Ideally, we'd like to see each city set up a volunteer military liaison position to keep elected, school, and law enforcement officials and local clergy aware of the service members in their area who are deployed, thus ensuring that families of service members are being well cared for. Such a liaison would be able to coordinate with the local community and also be educated on the benefits and programs that are available from the National Guard and other services.

As a culminating event to every Community Covenant, cities, towns, and counties are encouraged to create a document (The Community Covenant) that formally declares their commitment to supporting service members and their families. The document is typically signed during a ceremony that can be as big or small as the community leaders want to make it, and will include signatures of key leaders or organizations within the community. We suggest that local media and community members be invited to take part in the ceremony. Also, we want to make sure that veterans of past wars and retired service members also be included in the ceremony, as well as in the planning of the actual Community Covenant, to remind them that their sacrifices are not forgotten.

We have many resources and will provide guidance for this program, but it is our hope that individual communities will become excited about the program and pool their collective resources and creativity to shape their Community Covenant to the unique needs of their community and give it a local touch. We believe the Community Covenant initiative can lead to increased awareness and support for military service members in each of Utah's cities, towns, and counties, as well as to increased patriotism and devotion to community and country.

We appreciate your willingness to read about the Community Covenant Program. Please feel free to email or call me if you have further questions.

With utmost respect,

1LT Simmons
801-380-1378
Joseph.earl.simmons1@us.army.mil

1LT Casey Staheli
435-229-2360
casey.staheli@us.army.mil

“Taking care of
family matters,
because families
matter”

UTAH NATIONAL GUARD
FAMILY PROGRAMS
WWW.ut.ngb.army.mil/family



City Council Staff Report

Subject: FY2012 Amended Budget & FY2013 Budget
Author: Kyle Laws
Department: Finance
Date: May 1, 2012



BACKGROUND

Each year cities and towns in the State of Utah are required to adopt a balanced budget for the upcoming fiscal year (July 1- June 30) on or before the 22nd of June. The tentative budget must be presented to the City Council at or before the first meeting in May.

ANALYSIS

Staff, City Council and the Mayor will discuss the FY2013 Tentative Budget over the course of the next four City Council Meetings. The budget Process Calendar, provided as the first sheet in the budget document will provide Council with an overview of the items to be discussed.

Revenues & Expenditures

The FY2013 budget proposes that the city allocate \$5,109,312 with the greatest share appropriated from the General Fund (34%). The Waste Fund will budget 25%, the Water Fund 24%, the Special Revenue Fund 7%, the Capital Projects Fund 5%, the Storm Water Fund 3%, and the Debt Service Fund 2% of total expenditures.

2013 Proposed Budget

	Revenue	Transfers In	Expenditures	Transfers Out	% of Total
General Fund	\$2,034,500	\$50,000	\$1,726,630	\$356,884	34%
Special Revenue Fund	\$110,320	\$250,000	\$360,320	\$0	7%
Capital Projects Fund	\$265,000	\$0	\$265,000	\$0	5%
Waste Fund	\$1,322,000	\$0	\$1,301,732	\$20,000	25%
Water Fund	\$1,258,339	\$0	\$1,203,266	\$55,000	24%
Storm Water Fund	\$148,400	\$0	\$145,480	\$0	3%
Debt Service Fund	\$0	\$106,884	\$106,884	\$0	2%
Total	\$5,138,559	\$406,884	\$5,109,312	\$431,884	100%

Expenditures

As can be seen in the table on the next page, the fund with the largest increase in expenditures is the Waste Fund. This is due to the implementation of general curbside recycling and the increased costs owed to the hauler and also a result of about \$188,000 in capital improvements planned for next year. We will discuss the capital improvements at the next council meeting. The 18% increase in the Capital Projects Fund is also to projects that are funded for the 2013 fiscal year.

Fund	2012 Original*	2013 Budget*	% Change
General	\$1,664,377	\$1,726,630	4%
Special Revenue	\$360,320	\$360,320	0%
Cap. Proj.	\$225,000	\$265,000	18%
Waste	\$1,009,298	\$1,301,732	29%
Water	\$1,298,935	\$1,203,266	-7%
Storm	\$155,368	\$145,480	-6%
Debt Service	\$109,130	\$106,884	-2%

* Excludes Transfers

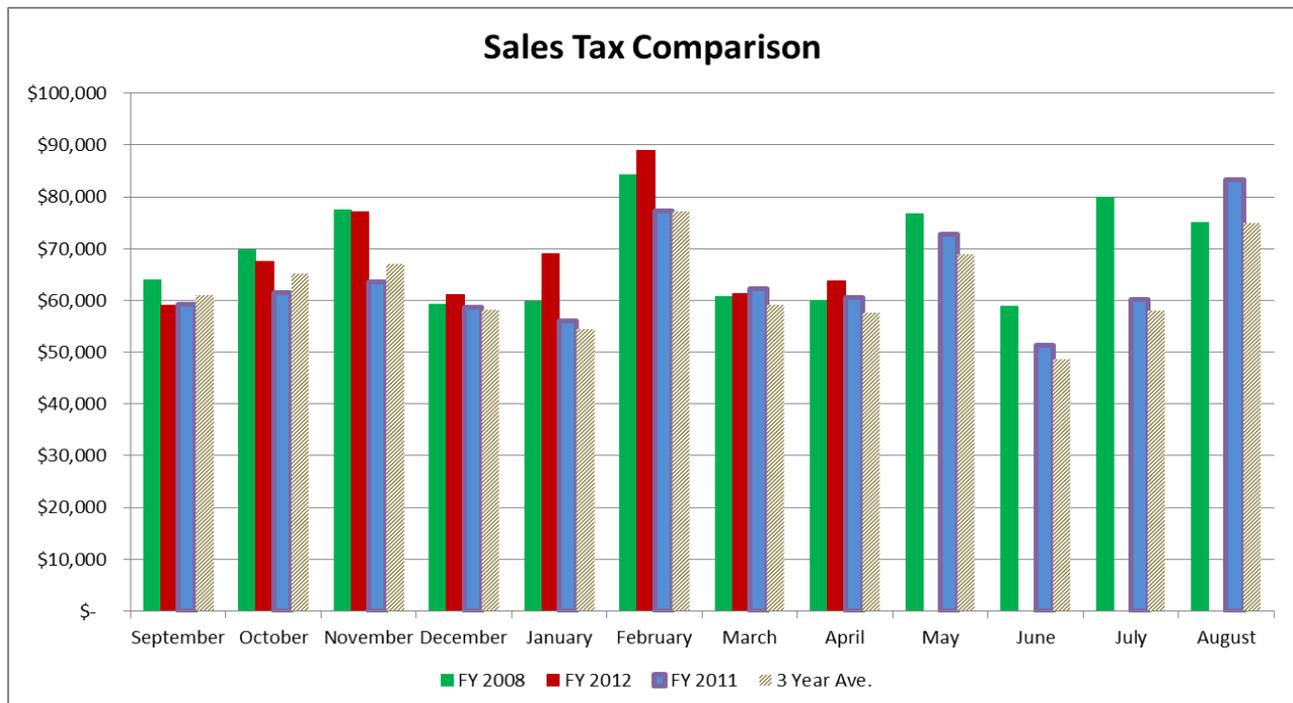
Revenues

We are seeing slow increases to General Fund revenues. The chart below shows the history since 2009. Keep in mind that the 2012 Adjusted Budget and 2013 Proposed Budget are not actuals.

	2009	2010	2011	2012 Original	2012 Adj. Budget	2013 Proposed
Tax Revenue	\$1,568,522	\$1,520,589	\$1,581,341	\$1,522,000	\$1,567,000	\$1,574,000
Licenses/Permits	\$143,018	\$122,609	\$78,915	\$82,000	\$82,000	\$82,000
Services	\$122,478	\$126,508	\$139,541	\$111,080	\$111,080	\$118,000
Total	\$1,836,027	\$1,771,716	\$1,801,808	\$1,715,080	\$1,760,080	\$1,774,000

Sales Tax

We are seeing the most revenue growth in Sales tax. Fiscal year 2008 was our highest year of sales tax revenue. The graph below shows the FY2008 and FY2011 actuals along with the actuals for the current year (FY2012) and the previous 3-year average (which excludes FY2008). We are currently right on track in most instances higher than we were in 2008 which is a good sign. However, we have budgeted revenues conservatively, albeit with a \$45,000 increase, as sales tax is the most volatile tax revenue source.



Property Tax

We continue to rank near the bottom of Davis County cities with our individual property tax rate (see page 20 of the budget document). While we aren't projecting an increase in revenues we do want to maintain our rate. It is not anticipated that values will increase enough this year to drop the rate, but we want to keep this on our radar in case the need arises to go through the Truth in Taxation process this fall. It is also important to note that the "Vehicle - In lieu of property tax" revenue has been slowly declining over the years. As a result, we decreased revenue projections by about \$5,000 this year. As other taxing entities increase their property tax rate, they receive a larger portion of the "vehicle- in lieu of property tax" revenue.

Energy Sales and Use Tax

Over the past several years this revenue source has slowly been increasing. We have been budgeting very conservatively here and are confident enough in the actual revenues of previous years that we have proposed an increase to the budget by \$10,000 for FY2013.

Budget Option Summary Sheet

These summary sheets are titled "Summary of Changes for FY2012" and Summary of changes for FY2013" and can be found attached to this staff report. These sheets summarize the budget requests for each year and are shown by department and fund. This sheet shows us how the budget requests affect the overall budget and provides a smooth transition into the discussion of each request.

Operating Budget Requests

The operating budget requests will be divided into two areas: Personnel and Department Requests. Each area will summarize the budget option requests to provide you with a little more information.

- **Personnel Budget Requests**

Employee Healthcare Benefits – Last year United Healthcare required a 12% increase to our health insurance. This year we have assumed an additional 10% increase, which results in a \$22,230 increase to the budget. Considering the fact that two years ago the city avoided an 18% increase, we are still ahead of where we would have been had we not switched providers. Staff is currently in the process of bidding out our insurance and thus we may see a rate better than 10%.

Retirement Benefits – The Utah Retirement Systems has seen some major changes over the last couple of years. As a result of the bad economy, the system lost large sums of money from their investments. The state legislature has instituted several measures to ensure the system will continue to function properly and provide retirement for public employees. One of those measures was an increase each year for the next several years to the contribution rate. This year we saw a 2.27% increase in the rate, which resulted in an \$18,882 increase in costs to the City.

Pay Plan Off-year Market Adjustment – Last year several positions were adjusted to be in line with the market study that was conducted. In order for the City to keep up with market pay (or at least to keep from falling further behind), it is proposed that all positions be moved 2% in the FY2013 budget. It is important to note that any actual increase to an employees pay will be tied to performance. The resulting cost across all funds for this off-year market adjustment is \$18,157. Next year we will conduct another market study and focus again on individual positions.

Intern – The Utah City Managers Association (UCMA) has a program that provides one city each year with a \$5,000 grant to help fund a summer intern and we were awarded this grant earlier this year. As can be seen in the “Summary of Changes” sheets for both FY2012 and FY2013 there is a budget option of \$10,000. This is listed in both years to cover the cost of the internship as it spans portions of the two fiscal years. The total cost for the intern is projected to be about \$10,000 with the grant covering half.

- **Department Requests**

Administration

City Recorder Training - The City Recorder has the opportunity to attend training specific to this role. This budget request of \$385 will help cover the costs associated with those trainings. This option exists for both FY2012 and FY2013.

IT – During this last year staff sat down and looked at the IT needs of the City. We looked at current costs for contracts and support and where these were being paid from, as well as future needs for equipment (i.e., servers, computers, etc.). We have a computer replacement schedule in which we have identified the years in which specific computers will need to be replaced. Before we began, we anticipated the need for a significant budget increase to cover needs. What resulted was the creation of a few new line items and moving some money around within the funds. As it turns out the total budget increase is only \$1,560, with only \$60 needed in the general fund.

Education Reimbursement – In 2010, funding for education reimbursement was cut to help with budget shortfalls. This is a great way to show employees that we support them furthering their education. It is proposed that we restore this line item with a budget of \$2,000.

General Government

Council Training & Education – This line item was removed several years ago with budget cuts. It is proposed that this line item be restored with a budget of \$2,800 to cover the costs associated with training and travel for the Mayor and Councilmembers.

Public Safety

Police Contract – Based on a 3.5% increase, the yearly fee for law enforcement services to West Point City has increased from \$70,709 to \$73,184.

Public Works

Fleet Lease – Both the FY2012 adjusted budget and the FY2013 proposed budget shows budget options for fleet lease. This is to place the backhoe and mini excavator back on a lease replacement program. As you will notice on the “Summary of Changes” sheets, the cost is \$0. We were able to transfer existing funds from another line item to cover the cost of this program for this both years.

Water Purchase (Weber Basin) – Weber Basin Water Conservancy District had a small increase in fees that resulted in a \$7,137 increase to our annual billing.

Secondary Water – The Davis Weber Canal Company performed an audit of our system and found several secondary water connections that we were not paying for. The resulting cost was a net \$28,000. Some of these connections were tied to retention ponds and could be paid out of the Storm Water Fund.

Recreation

Football – According to Utah Code, any football helmets with over 10 years of use must be destroyed. We had many helmets that fell into this category which required the purchase of new helmets. Also, this year we implemented a requirement that all coaches undergo a criminal background check. With these costs and due to increase participation, the football budget will need to increase slightly. For the FY2012 adjusted budget the request was for \$3,000 and for the upcoming FY2013 budget, \$1,000.

Soccer – The majority of the soccer budget goes into uniform purchases, so the cost coincides with participation. This last year Fall Soccer increase from 140 players to 220, with this increase, it is necessary for a one-time adjustment to the FY2012 budget of \$1,412. We anticipate an increase next year and request an increase to the FY2013 budget of \$1,212.

Baseball/Softball – An increase in the amount of \$677 is requested for FY2013 to cover the cost of background checks on all head coaches. The cost is \$10 per background check.

Basketball – For FY2013, an increase in the amount of \$600 is requested for the basketball budget. This is to cover the cost of background checks on all head coaches. The cost is \$10 for each background check.

RECOMMENDATION

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

SIGNIFICANT IMPACTS

There are no significant impacts at this time.

ATTACHMENTS

Summary of Changes for FY2012

Summary of Changes for FY2013

Summary of Changes for FY 2012

	General Fund	Waste Fund	Water Fund	Storm Water	Net Cost/Savings to Other Funds	Total Cost/Savings
<u>Personnel</u>						
1 Intern	\$10,000					\$10,000
Subtotal	\$10,000	\$0	\$0	\$0	\$0	\$10,000
<u>Administration</u>						
2 City Recorder Training	\$385					\$385
Subtotal	\$385	\$0	\$0	\$0	\$0	\$385
<u>Public Works, Emergency Management, and Parks</u>						
3 Fleet Lease	\$0					\$0
4 Water Purchase (Weber Basin)			\$7,137		\$7,137	\$7,137
5 Secondary Water			\$30,000	\$0	\$30,000	\$30,000
Subtotal	\$0	\$0	\$37,137	\$0	\$37,137	\$37,137
<u>Recreation</u>						
6 Football Program	\$3,000					\$3,000
7 Soccer Program	\$1,412					\$1,412
Subtotal	\$4,412	\$0	\$0	\$0	\$0	\$4,412
<u>Transfers and Other</u>						
8 Class C Transfer to Special Revenue	\$250,000					\$250,000
Subtotal	\$250,000	\$0	\$0	\$0	\$0	\$250,000
	Net Change to General Fund	Waste Fund	Water Fund	Storm Water	Net Change to All Other Funds	Total Cost/Savings
Grand Total	\$264,797	\$0	\$37,137	\$0	\$37,137	\$291,934
Grand Total (less Class C)	\$14,797	\$0	\$37,137	\$0	\$37,137	\$41,934

Summary of General Fund Changes Including Revenues

General Fund Changes (FY 2011-FY 2012 Adj)		Excluding Class C
2012 General Fund Revenue Original Budget	\$2,020,580	\$2,020,580
Change in GF Revenues	\$295,000	\$45,000
Amended 2012 GF Revenue Budget	\$2,315,580	\$2,065,580
2012 General Fund Expenditure Original Budget	\$2,023,507	\$2,023,507
2012 GF Increases	\$264,797	\$14,797
2012 GF Reductions/Offsets	\$0	
Change in GF Expenditures	\$264,797	\$14,797
Total General Fund Expenditures	\$2,288,304	\$2,038,304
Total Shortfall/Overage	\$27,276	\$27,276

Summary of Changes for FY 2013

	General Fund	Waste Fund	Water Fund	Storm Water	Net Cost/Savings to Other Funds	Total Cost/Savings
Personnel						
1 Employee Healthcare Benefits	\$14,606	\$3,468	\$3,468	\$688	\$7,624	\$22,230
2 Retirement	\$12,442	\$2,929	\$2,929	\$582	\$6,440	\$18,882
3 Pay Plan Off-year Market Adjustment (2%)	\$12,721	\$2,297	\$2,297	\$842	\$5,436	\$18,157
4 Intern	\$10,000					\$10,000
Subtotal	\$49,769	\$8,694	\$8,694	\$2,112	\$19,500	\$69,269
Administration						
5 City Recorder Training	\$385					\$385
6 IT	\$60		\$1,500		\$1,500	\$1,560
7 Education Reimbursement	\$2,000					\$2,000
Subtotal	\$2,445	\$0	\$1,500	\$0	\$1,500	\$3,945
General Government						
8 Council Education & Training	\$2,800					\$2,800
Subtotal	\$2,800	\$0	\$0	\$0	\$0	\$2,800
Public Safety						
9 Police Contract (3.5%)	\$3,750					\$3,750
Subtotal	\$3,750	\$0	\$0	\$0	\$0	\$3,750
Public Works, Emergency Management, and Parks						
10 Fleet Lease	\$0					\$0
11 Water Purchase (Weber Basin)			\$7,137		\$7,137	\$7,137
12 Secondary Water			\$30,000	(\$2,000)	\$28,000	\$28,000
Subtotal	\$0	\$0	\$37,137	(\$2,000)	\$35,137	\$35,137
Recreation						
13 Football Program	\$1,000					\$1,000
14 Soccer Program	\$1,212					\$1,212
15 Baseball/Softball Programs	\$677					\$677
16 Basketball Program	\$600					\$600
Subtotal	\$3,489	\$0	\$0	\$0	\$0	\$3,489
Transfers and Other						
17 Class C Transfer to Special Revenue	\$250,000					\$250,000
18 Debt Service on City Hall	(\$2,246)					(\$2,246)
Subtotal	\$247,754	\$0	\$0	\$0	\$0	\$247,754
	Net Change to General Fund	Waste Fund	Water Fund	Storm Water	Net Change to All Other Funds	Total Cost/Savings
Grand Total	\$310,007	\$8,694	\$47,331	\$112	\$56,137	\$366,144
Grand Total (less Class C)	\$60,007	\$8,694	\$47,331	\$112	\$56,137	\$116,144

Summary of General Fund Changes Including Revenues

General Fund Changes (FY 2012-FY 2013)		Excluding Class C
2012 General Fund Revenue Budget	\$2,020,580	\$2,020,580
Change in GF Revenues	\$313,920	\$63,920
2013 General Fund Revenue Budget	\$2,334,500	\$2,084,500
2012 General Fund Expenditure Budget	\$2,023,507	\$2,023,507
2013 GF Increases	\$312,253	\$62,253
2013 GF Reductions/Offsets	(\$2,246)	(\$2,246)
Change in GF Expenditures	\$310,007	\$60,007
Subtotal	\$2,333,514	\$2,083,514
Total Shortfall/Overage	\$986	\$986

City Council Staff Report

Subject: Street Maintenance Project 2012

Author: Boyd Davis

Department: Community Development

Date: May 1, 2012



Background

Earlier this year, we completed a 20 year street maintenance schedule to aid us in selecting which roads to maintain each year. This year's street maintenance bid includes projects from the schedule.

Bids were opened on April 25th and we received several good bids. We feel that the recommended contractor(s) are qualified to complete the work. The money for street maintenance comes exclusively from the State B&C roads funds.

Analysis

The bid included the following types of street maintenance activities:

- Chip seal
- Slurry seal
- Seal coat
- Remove and replace
- Pulverize and pave

The different treatment types will be used at various locations throughout the City. A map (Attachment B) showing the project locations is included with this report. We chose each treatment type based upon inspections of each road and upon the street maintenance schedule. The list includes preventative maintenance projects as well as rehabilitation projects.

The bid was done in such a way that the contractors could bid on the entire project or just one project area. The City has the option of choosing one contractor for the entire project or individual contractors for each job. The bid will also allow the City to extend the contract for two additional years if desired.

After reviewing the bids, it appears that by using four different contractors the City will save \$25,000. This will also give us the opportunity to evaluate the work of four highly qualified contractors.

Recommendation

We recommend that the Council award bids to the following contractors:

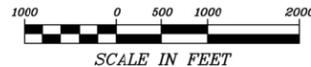
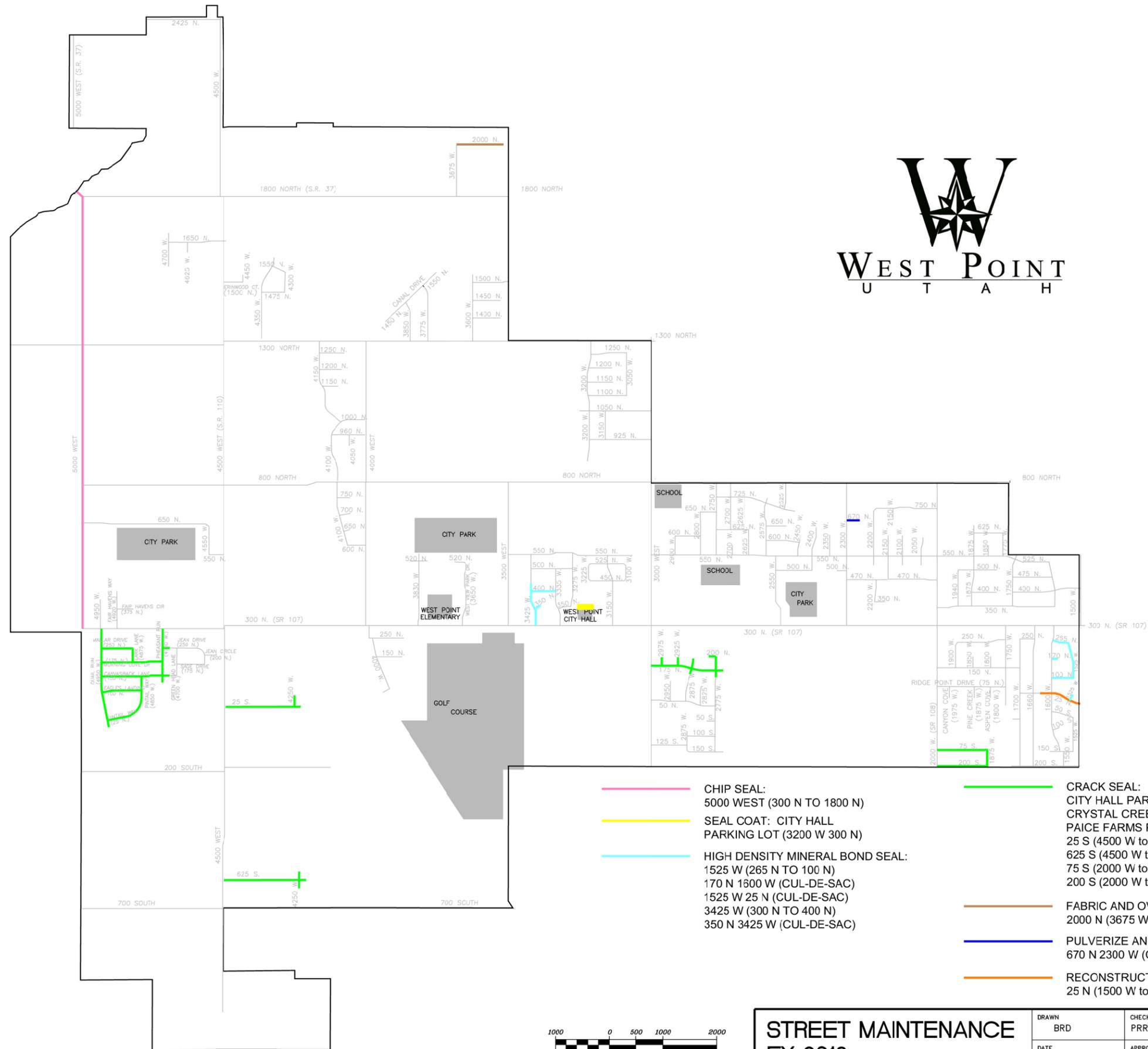
1. Post Asphalt - \$28,247.50 for seal coat, crack seal, pulverize & pave, and striping
2. Consolidated Paving - \$39,345.60 for overlay & patchwork
3. Staker Parson - \$175, 770.84 for chip seal and reconstruction
4. Holbrook Asphalt - \$17,085.06 for slurry seal

Significant Impacts

Total project cost is \$260,449.00. The City has sufficient Class C funds budgeted to complete the project. As a portion of the project will be done after July 1st, the funding will be split between two fiscal years.

Attachments

- A - Consolidated bid tab
- B - Site map



STREET MAINTENANCE FY 2012

DRAWN BRD	CHECKED PRR	DRAWING NUMBER
DATE APRIL 2012	APPROVED	FILE NUMBER



PROCLAMATION

FOSTER CARE MONTH

WHEREAS, the family, serving as the primary source of love, identity, self-esteem and support, is the very foundation of our community, and

WHEREAS, in West Point City, there are many children and youth in foster care who are provided with a safe, secure and stable home along with the compassion and nurture of a foster family, and

WHEREAS, foster families, who open their homes and hearts to children whose families are in crisis, play a vital role helping children and families heal and reconnect and assist children in reaching successful adulthood, and

WHEREAS, dedicated foster families frequently adopt children in foster care, which often results in an increased need for more foster families, and

WHEREAS, the foster care “system” is only as good as those who choose to be a part of it,

NOW THEREFORE, I, Erik Craythorne, Mayor of West Point City, do hereby declare May 2012 as

FOSTER CARE MONTH

in West Point, and urge my fellow residents to observe this month by recognizing those who serve as foster families so faithfully and at great personal sacrifice.

Proclaimed this 1st day of May, 2012.

Erik R. Craythorne, Mayor

West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
April 17, 2012

6:00 pm – Administrative Session

Minutes for the West Point City Administrative Session held on April 17, 2012 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

MAYOR AND COUNCILMEMBERS PRESENT: Mayor Erik Craythorne, Council Member Roger Woodward, Council Member Jerry Chatterton, and Council Member Kent Henderson

CITY EMPLOYEES PRESENT: City Manager Gary Hill, Assistant City Manager Kyle Laws, City Engineer Boyd Davis, Public Works Director Paul Rochell and City Recorder Misty Rogers

EXCUSED: Council Member Gary Petersen and Council Member Andy Dawson

VISITORS PRESENT: Angela Hunter

Mayor Craythorne opened the Administrative Session by excusing Council Member Dawson and Council Member Petersen from the April 17, 2012 City Council Meeting, he then turned the time over to Mr. Davis.

1. **Agriculture Protection Area Discussion – Mr. Boyd Davis** (Power Point presentation)

Mr. Davis stated that Lyle Johnston applied for Agriculture Protection for 55.238 acres of property located at approximately 4500 West and 1800 North and for the adjacent property located in unincorporated Davis County (the Allen property). Davis County has reviewed and approved both Agriculture Protection applications with the exclusion of the existing road right-of-ways.

Status Update

Mr. Davis informed the Council that Mr. Johnston submitted the Ag Protection Application approximately three – four months ago. The County Advisory Board and the West Point Planning Commission have both approved the application. The Agriculture Protection Area for the Allen property has been final approved by the County Commission. Notices for the Ag Protection Application have been delivered to adjacent property owners and notices were posted on the property. Mr. Davis also informed the City Council that a Public Hearing had been advertised for General Session of the City Council Meeting for April 17, 2012.

Protections under State Law if approved:

- No nuisance complaints/lawsuits
- No rezones by the City without written approval from all land owners within the Agriculture Protection Area.
- Future ordinances prohibited
- No City condemnation,
- Notice to new subdivisions within 300 ft. of Agriculture Protection area. Each plat must include a note stating that the property is located in the vicinity of an Agriculture Protection Area.

Criteria to be used when reviewing Land Use Applications

- Will the Agriculture Property (APA) impact future land use
- Will the Agriculture Property (APA) impact infrastructure use

Findings

- No impact to future infrastructure
- A trail is planned along slough, but a slough is allowed to be in an Agriculture Protection Area.
- No current plans to rezone; General plan will likely change upon the determination of the West Davis Corridor route.
- The road right of ways should be excluded from the Agriculture Protection Area along 4500 West and 1800 North.
- The Agriculture Protection Area will not stop the West Davis Corridor, but may influence UDOT's decision to push the highway east and closer to the original Bluff Road Corridor.

Recommendations

Staff recommends the approval of the Agriculture Protection Area by Resolution No. 04-17-2012A excluding the road right of ways.

2. Review of Beer License Application for 7-Eleven Convenience Store– Mr. Boyd Davis (power point presentation)

The projected completion date for the 7-Eleven Convenience Store is Mid-May. Before opening, 7-Eleven will be required to apply for a West Point City Business License as well as a Class A Alcohol License. To sale prepackaged Beer, Utah Law requires a Class A Beer License be obtained through the City. A Class A Alcohol License will allow 7-Eleven to sale prepackaged Beer only for off premise consumption. They will be required to pay an annual Beer License Fee of \$250 and an annual Business License Fee of \$335.

State Law

- A supervisor must on site and be 21 years of age or older
- No on site consumption
- 600 ft. from parks, schools, churches, etc.
- No consumption on public property
- All other State Laws

West Point City Code 5.15.040B - Prior to approval of a Beer License, staff is required to report to the City Council on the following:

- General character of patrons – As this is a new business, staff cannot form an opinion.
- Nature and kind of business – 7-Eleven is typical of any convenience store selling gas, groceries and other misc. items.
- Verify that alcohol has not been consumed on premise – As this is a new business, no track record is available.
- Is the business lawful, quiet and orderly – As this is a new business, no track record is available.
- Nature of entertainment – It is anticipated that no entertainment will take place at this business.
- Proximity to churches, parks and public places – A detention pond on 600 north is located at least 600 ft. from the 7-Eleven.

Findings

Staff believes the current review criteria apply mostly to an existing business, for this reason in the future the review criteria for new businesses may need to be amended. West Point City maintains the right to revoke a license at any time for violation of City or State Code.

Recommendation

No formal recommendation at this time, West Point City anticipates receiving an application from 7-Eleven in coming weeks. A Public Hearing is not required; the City Council has complete discretion over the application.

3. Emergency Management Plan – Mr. Paul Rochell

The Emergency Management Plan is a comprehensive plan which defines roles and responsibilities of each department and function within the West Point City organization in event of a major emergency or natural disaster. This document will assist in guiding West Point City back to its original state. If the Emergency Manager assumes the Operations Commander position, he/she will be replaced by the back-up Emergency Manager. The line of succession in a major emergency or a natural disaster will be as follows:

- 1- Emergency Commander – City Manager
- 2- Community Development Director
- 3- Assistant City Manager
- 4- Public Works Superintendent
- 5- Public Works Lead

Emergency Levels

Level 1 Emergency - No outside assistance necessary

Response Condition –

- 1- Monitor the situation regularly.
- 2- Review applicable plans and standard operating procedures.
- 3- Review the status of all equipment and supplies.
- 4- Notify the City Manager and key personnel.

Level 2 Emergency – Enhanced response required - requires coordination between one or more City Department.

Response Condition -

- 1- The Emergency Operations Center may be activated as needed with partial staffing.
- 2- Notify City Manager and key personnel.
- 3- Accelerate repair or procurement of equipment and supplies on an emergency basis.
- 4- Place personnel on standby as needed.

Level 3 Emergency – Major local incident, limited to City boundaries and requires help from other sources, including government, private and outside assistance. The EOC will be activated.

Response Condition –

- 1- Activate EOC with full staffing.
- 2- Mutual aid assistance may be requested.
- 3- All City personnel recalled. CERT and Block Captains may be activated.
- 4- Follow plan and standard operating procedures.
- 5- Limited to West Point City boundaries.
- 6- Freeze supplies and resources and commit them to the emergency as needed.

Level 4 Emergency – Major Incident – State and FEMA level. Requires assistance from the city, state, government, private and other sectors, the EOC will be activated.

Response Conditions –

- 1- Place Emergency Operations Center on full staffing.
- 2-Bring equipment and supplies to full operational status
- 3- Recall personnel as necessary
- 4- Freeze supplies and resources and commit them to the emergency as needed.

Council Member Chatterton thanked Mr. Hill, Mr. Rochell and other personnel for the services in which they provided with implementing the Emergency Management Plan.

Council Member Woodward asked if The Emergency Management Plan is NIMS compliant. Mr. Rochell stated the Emergency Management Plan is 100% NIMS compliant.

Mayor Craythorne asked if West Point City has a data base of anyone in the City who is CERT certified? Mr. Rochell stated, in the future he will be contacting local wards, stakes and Block Captains in the City to compile a complete list of the CERT certified residents. Mr. Hill stated that in an emergency situation, the City will rely on the ward and stake levels to a certain degree; he then stated the City doesn't intend to use the ward or stake organizations or volunteers in any life threatening situations. Mayor Craythorne recommended that the upcoming CERT class be postponed until West Point City can gather more participants.

Mr. Hill informed the City Council of specific items in the Emergency Management Plan.

- Page 6, the ability for the City Manager to approve and amend the Emergency Management Plan. He stated the Emergency Management Plan will be brought to Council annually. However, during the interim the City Manager would have the ability to approve and amend the Emergency Management Plan as needed.
- Page 15, the line of succession of the Mayor is to the Mayor Pro Tempore, to the Alternate Mayor Pro Tempore and then to the most senior member of the City Council.
- Page 10, Statutory Authority, the Mayor has emergency powers as set out in UCA 63-5a-4.

Mr. Hill and the Staff recommended the approval and adoption of Resolution No. 04-17-2012B, the West Point City Emergency Management Plan in the General Session of the City Council Meeting. The City Council unanimously agreed all items in Emergency Management Plan are acceptable.

4. Syracuse High Graduation Grant – Mr. Gary Hill

Each year parents of Syracuse High students organize an all-night graduation party. The intent of graduation party is to provide great memories as well as keep the youth safe and off of the roads on graduation night. The Syracuse High graduation party is funded solely through fundraisers and donations. Due to the nature of the event, West Point City has funded the request in the past. The Grant Committee, consisting of Council Member Chatterton, Council Member Woodward and City employees Misty Rogers and Boyd Davis have reviewed the request and recommended the Council approve the grant in the amount of \$500.00.

All Council Members unanimously agreed to approve the \$500.00 grant for the Syracuse High graduation Party.

Mayor Craythorne closed the Administrative Session.

West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
April 17, 2012

7:00 General Session

Minutes for the West Point City General Session held on April 17, 2012 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

MAYOR AND COUNCILMEMBERS PRESENT: Mayor Erik Craythorne, Council Member Roger Woodward, Council Member Jerry Chatterton, and Council Member Kent Henderson

CITY EMPLOYEES PRESENT: City Manager Gary Hill, Assistant City Manager Kyle Laws, City Engineer Boyd Davis, Public Works Director Paul Rochell and City Recorder Misty Rogers

EXCUSED: Council Member Gary Petersen and Council Member Andy Dawson

VISITORS PRESENT: Angela Hunter, Patti Seffker, Lyle & Chris Johnston, Wayne Law and Lowell Zaugg

1. **Call to Order** - Mayor Craythorne welcomed all in attendance, and he excused Council Member Dawson and Council Member Petersen from the April 17, 2012 City Council Meeting.

2. **Pledge of Allegiance** - repeated by all

3. **Prayer** - Mayor Craythorne

4. **Communications and Disclosures from City Council and Mayor -**

Council Member Chatterton - none

Council Member Woodward - none

Council Member Henderson – none

Mayor Craythorne – none

5. **Communications from Staff -**

Mr. Hill informed the Council of changes to the Quarterly Staff and Council luncheon on May 9, 2012. He stated this luncheon will be specifically for staff training, and the Staff and Council luncheon will resume next quarter.

Mr. Hill recommended that per diem for training is reinstated for Council Members. The Council Members unanimously agreed to reinstate the per diem.

6. **Citizen Comment -**

Mr. Wayne Law -128 North 4000 West, West Point UT 84015,

Mr. Law expressed concern over no parking on the west side of 4000 West. Mr. Law demanded an answer from the City Council as to why there is no parking allowed on the west side of 4000 and why no parking signs are necessary.

Mayor Craythorne informed Mr. Law that during the Citizen Comment portion of the meeting the City Council does not converse with the resident, this time is for public comment only. He also stated that the City Council would need to review past information in order to give a correct answer as to why there is no parking on the west side of 4000. Mayor Craythorne informed Mr. Law that he would be willing to discuss this matter after the City Council meeting.

Mr. Law asked that the City Council consider the removal of the no parking signs from the west side of 4000 west. Mayor Craythorne thanked Mr. Law for his comments.

7. Youth Council Update - Marissa Mayer and David Checketts

In March 2012, the West Point Youth Council attended the Youth Summit. They along with 200 youth attended leadership workshops and participated in several service projects. The Youth Council retreat was held in March, they learned about the delegate process, volunteer opportunities and leadership skills. The youth also had the opportunity to listen to Mr. Hill as well as other worthwhile speakers. The West Point Youth Council was recently honored at a USU banquet for being awarded first place in the Association of Youth Councils Award of Excellence. The youth participated in the West Point Easter Egg Hunt, it was well organized and the public seemed pleased. The Youth Council thanked the City Council and the community for their support.

Mayor Craythorne thanked the Youth Council and their leaders for their great work. Council Member Chatterton stated West Point has an excellent Youth Council. Council Member Henderson thanked the Youth Council for their participation with Easter Egg Hunt.

8. Resolution No. 04-17-2012 A, Agriculture Protection - Mr. Boyd Davis

Mr. Davis stated that Lyle Johnston has applied for an Agriculture Protection for 55.238 acres of property located between 4500 west and 5000 west along 1800 north. Mr. Davis informed the Council that Mr. Johnston submitted the Ag Protection Application approximately three – four months ago. The County Advisory Board and the West Point Planning Commission have both approved the application. The Agriculture Protection Area for the Allen property has been final approved by the County Commission. Notices for the Ag Protection Application have been delivered to adjacent property owners and notices were posted on the property. Mr. Davis also stated that A Public Hearing had been advertised for General Session of the City Council Meeting for April 17, 2012.

Protections

- No nuisance complaints/lawsuits
- No rezones by city
- Future ordinances prohibited
- No City condemnation
- Notice to new subdivisions

City Criteria

- Will the APA impact future land use
- Will the APA impact infrastructure use

Findings

- No impact to future infrastructure
- Trail planned along slough, but still allowed
- No current plans to rezone; General plan will likely change
- The road rights of way should be excluded
- Will not stop the West Davis Corridor, but may influence the decision

The West Davis Corridor currently shows one of the two possible corridors located within this property. The Agriculture Protection will not stop the West Davis Corridor, but it may influence UDOT's decision. The staff recommends the approval of the APA by resolution 04-17-2012A and excludes the road right of ways.

a. Public Hearing – No Comment

Mayor Craythorne entertained motion to close public hearing
Council Member Henderson motioned to close public hearing
Council Member Woodward seconded the motion

The motion passed unanimously.

b. Action

Mayor Craythorne entertained motion to approve Resolution No. 04-17-2012A
Council Member Chatterton motioned to approve Resolution No. 04-17-2012A, Agriculture Protection Area
Council Member Henderson seconded the motion

The resolution was passed unanimously.

9. **Resolution No. 04-17-2012 B, Adopting Emergency Management Plan** – Mr. Paul Rochell

The Emergency Management Plan is a comprehensive plan which attempts to clearly define roles and responsibilities of each department and function within the West Point City organization in event of a major emergency or natural disaster. This document will guide the City back to its original state. Staff recommends the adoption of Resolution No. 04-17-2012B, The West Point Comprehensive Emergency Management Plan.

Council Member Woodward motioned to adopt Resolution No. 04-17-2012B, The West City Comprehensive Emergency Management Plan.
Council Member Chatterton seconded the motion

The resolution was passed unanimously.

10. **Adoption of Minutes from the March 20, 2012 Council Meeting** – Mrs. Misty Rogers

Mayor Craythorne entertained motion to approve the Minutes from the March 20, 2012 City Council Meeting
Council Member Woodward motioned to adopt Minutes from the March 20, 2012 Council Meeting
Council Member Henderson seconded the motion

–The motion passed unanimously.

11. **Motion to adjourn**

Mayor Craythorne motion to adjourn

Council Member Chatterton so moved
Council Member Woodward seconded the motion

ERIK CRAYTHORNE
Mayor

DATE

MISTY ROGERS
City Recorder

DATE