



West Point City
Council Notice and Agenda
West Point City Municipal Center
3200 West 300 North
West Point City, UT 84015
May 19, 2015

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

City Manager
Kyle Laws

ADMINISTRATIVE SESSION – 5:30 (Board Room)

1. **Continuation of Budget Discussion for the FY2015 Amended Budget and the FY2016 Tentative Budget** – Mr. Evan Nelson
2. **Discussion of the Smiths Marketplace Project Site Plan and Removing the Property From Agriculture Protection** – Mr. Boyd Davis
3. **Discussion of Sewer System Management Plan** – Mr. Paul Rochell

GENERAL SESSION - 7:00pm (Council Chamber)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Prayer** (Please contact the City Recorder to request meeting participation by offering a prayer or inspirational thought)
4. **Communications and Disclosures from City Council and Mayor**
5. **Communications from Staff**
6. **Citizen Comment** (If you wish to make comment to the Council, please use the podium and clearly state your name and address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public comment is a time for the Council to receive new information and perspectives)
7. **Consideration of Approval of Minutes from the April 21, 2015 and May 5, 2015 Council Meeting**
8. **Continuation of Public Hearing for the Amended FY2015 Budget and the FY2016 Budget** – Mr. Evan Nelson
 - a. Action
9. **Motion to Adjourn**

COMMUNITY DEVELOPMENT & RENEWAL AGENCY OF WEST POINT CITY

Immediately Following the General Session (Council Chamber)

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



MISTY ROGERS, CITY RECORDER

If you plan to attend this meeting and, due to disability, will need assistance in understanding or participating therein, please notify the City at least twenty-four(24) hours prior to the meeting and we will seek to provide assistance.

TENTATIVE UPCOMING ITEMS

Date: 6/2/2015

Administrative Session – 6:00 pm

1. Continuation of Budget Discussion for the FY2015 Amended Budget and the FY2016 Tentative Budget – Mr. Evan Nelson
2. Discussion of Smith's Marketplace Site Plan & Developers Agreement – Mr. Boyd Davis

General Session – 7:00 pm

1. Consideration of the Approval of Minutes from the May 19, 2015 City Council Meeting
2. Appoint Members to the Board of Adjustments – Mayor Craythorne
3. Consideration of Resolution No. 06-02-2015A, the Adoption of FY2016 Tentative Budget for West Point City and All Related Agencies – Mr. Evan Nelson
 - a. Public Hearing
 - b. Action
4. Consideration of Ordinance No. 06-02-2015A, Removing the Property Located at Approximately 2200 West 300 North from Agriculture Protection – Mr. Boyd Davis
 - a. Public Hearing
 - b. Action
5. Consideration of Resolution 06-02-2015B, A Developers Agreement with Smith's Marketplace
6. Consideration of Resolution 06-02-2015C, Accepting the West Point City Sewer System Management Plan – Mr. Paul Rochell
7. Consideration of Removing Wise County Meadows Phase 1 from Warranty – Mr. Boyd Davis
8. Consideration of Placing Wise County Meadows Phase 2 on Warranty – Mr. Boyd Davis
9. Consideration of Removing Pheasant Creek Phase 3 from Warranty – Mr. Boyd Davis

CDRA of West Point City 06/02/2015

1. Consideration of the Approval of the Minutes from the May 19, 2015 CDRA Meeting

2. Consideration of Resolution 06-02-2015A, Adoption of the Tentative FY2016 Budget for the CDRA of West Point City get– Mr. Evan Nelson
 - a. Public Hearing
 - b. Action

CLOSED SESSION - Immediately following the West Point City Council Meeting - Board Room

1. Pursuant to UCA §52-4-205(1)(a), to Discuss Personnel.

Date: 6/16/2015

Administrative Session – 6:00 pm

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

General Session – 7:00 pm

1. Consideration of Resolution 06-16-2015A – Adoption of the West Point City Sewer System Management Plan – Mr. Paul Rochell
2. Resolution No. 06-16-2015B, the Adoption of the FY2016 Schedule of Fees for West Point City – Mr. Evan Nelson
1. Resolution No. 06-16-2015C, Consideration of Adoption of Revised Budget for West Point City for FY2015 - Evan Nelson
 - a. Public Hearing
 - b. Action
2. Consideration of Resolution No. 06-16-2015D, Adoption of the 2015 Property Tax Rate for West Point City – Mr. Evan Nelson
 - a. Public Hearing
 - b. Action
3. Consideration of Ordinance No. 06-16-2015A, Adoption of the FY2016 Budget and Compensation Schedule for Employees and Officers of the City – Mr. Evan Nelson
 - a. Public Hearing
 - b. Action

CDRA of West Point City 06/16/2015

1. Communications from Staff
2. Consideration of Resolution No R06-16-2015, adoption of the FY2015 Amended Budget and the Final FY2016 Annual Budget for West Point City.
 - a. Public Hearing
 - b. Action

West Point City 2015 Calendar

January

February

March

April

May

18 Senior Lunch-11:30am
19 City Council-7pm
25 **Memorial Day-Closed**
28 Planning Commission-7pm

June

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

July

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

August

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

September

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

October

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

November

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

December

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

January 2016

8-9 Council Retreat

City Council Staff Report

Subject: FY2015 Amended and FY2016 Budget
Author: Evan Nelson
Department: Administrative Services
Date: May 19, 2015



BACKGROUND

Each year cities and towns in the State of Utah are required to adopt a balanced budget for the upcoming fiscal year (July 1- June 30) on or before the 22nd of June. The tentative budget was presented to the City Council at the meeting on May 5th as required by law. Council and Staff discussed an overview of revenues and expenditures, changes from the 2015 Budget, the Employee Pay Plan, and other budget options.

On May 19th we will discuss proposed changes to the City's Capital Improvement Plan (CIP), budgets for the City's enterprise, Capital Projects, and Special Revenue funds, and proposed changes to the City Fee Schedule.

ANALYSIS

Capital Projects

The Capital Projects Matrix is provided in your tentative budget document. This spreadsheet outlines a recommended 5-year plan for construction and improvement projects in the City. In addition to showing what is budgeted for current projects, the document is also intended to highlight future needs that may or may not be funded. Projects on the Capital Projects Matrix are ranked on a priority scale from 1-5, with 1 being the most urgent and 5 being the least urgent.

The capital projects matrix includes a column for "FY2015 carry forward". This section represents the amounts that were budgeted but not expended during Fiscal Year 2015. Unless the project has been canceled and the funds reallocated, then the amount will be included in the next fiscal year's budget. This allows us to complete the project even though the fiscal year has ended.

Totals of the columns titled **FY2015 Carryforward** and **FY2016** represent actual proposed appropriations for FY2016. All future years are subject to future Council approval.

The discussion for City Council Meeting is divided into four sections: Projects Completed, Projects Funded in FY2016, New Projects, and Projects with Funding Changes in FY2015.

Projects Completed in FY2015:

- 003 – East Park Softball Field: Bowery Installation
- 005 – Property Acquisition (Blair Dahl Park): Final Payment will be made in June 2015.

- *010 – 2300 West 800 North Intersection Improvements*

Projects funded for FY2016 (This list includes projects with new appropriations in FY2016. Dollar amounts only include FY2016 appropriations. Some projects have carry-forward balances from previous fiscal years, which are also included in the budget, but are not listed here.):

- *012 – Street Maintenance* – The City’s ongoing practice is to budget \$200,000 per year of Class C Road money to be used for road maintenance in accordance with the Street Maintenance Schedule. This includes reconstruction and preventative maintenance. (Street Maintenance Schedule attached)
- *013 – Sidewalk Maintenance* – An additional \$4,360 is budgeted for miscellaneous sidewalk repair projects.
- *015 – Salt and Street Materials* – This project provides materials used for repairing roads and shoulders and for salt used in snow removal. This is an ongoing project with an additional \$15,000 budgeted for FY2016.
- *018 – Fire Hydrants* – An additional \$3,425 is budgeted.
- *019 – SCADA System Upgrades (Sewer)* - \$13,000 budgeted.
- *023 – Parcel Maintenance and Protection* – This project is for development and maintenance of city-owned parcels. Current uses include fence projects in Pheasant Creek and at 550 N. 3100 W. An additional \$15,000 is budgeted in FY2016.
- *031 – Source Protection Plan* - \$20,000 budgeted.
- *043 – Cemetery Perpetual Care* – An additional \$13,495 is budgeted in FY2016. This brings the Cemetery Perpetual Care balance to \$156,076, as of 3/31/15. A portion of this money is intended to cover the cost of cemetery expansion.
- *045 – 520 North Loop Completion and Parking Lot (3830 W to 3650 W)* – Completion of the 520 North Loop is expected to alleviate traffic, safety, and parking concerns around West Point Elementary and Loy Blake Park. Because of the complexity of this project, funding has been appropriated from the Capital Projects Fund, Special Revenue Fund, and the three Enterprise funds. Additional amounts budgeted in FY2016 include \$150,000 in Road Impact Fees, \$20,000 from the Waste Fund, \$41,400 from the Water Fund, and \$48,000 from the Storm Water Fund.
- *051 – 650 North Sewer, Storm Drain, and Road Widening* – Funding for this project in FY2016 includes \$166,000 from the Sewer Fund, \$217,000 from the Storm Water Fund, and \$220,000 from the Capital Projects Fund.
- *059 – Vehicle Replacement* – Budgeted expenses in the Vehicle Replacement project are in accordance with the City’s Fleet Replacement Schedule. FY2016 calls for the replacement of three Chevy Colorado trucks, with an additional budget of \$43,367 from the Capital Projects Fund. (Fleet Replacement Schedule attached)
- *060 – Equipment Replacement* - \$18,000 is appropriated in FY2016 to replace the old Walker lawn mower.
- *066 – 1300 North 24” Storm Drain Line (4200 W. to 4250 W.)* - \$70,000 is budgeted in FY2016, half of which is funded with Storm Water Fund balance, and half with Storm Water Impact Fees.

- *067 – 4000 West 1300 North 48" Storm Drain Line (1300 N. to 1350 N.)* - \$50,000 in Storm Water Fund Balance and \$80,000 in Storm Water Impact fees are budgeted in FY2016.
- *069 – Gateway Sign* – An additional \$13,000 is budgeted to fund the installation of a new gateway sign near the intersection of SR-193 and 2000 West.
- *073 – 5 Year CIP* – This project has been set up to put money aside for future planned or unanticipated capital projects. An additional \$50,000 is budgeted.
- *075 – Park Improvements* – The purpose of this project is to fund improvements at our existing and future parks, with an appropriation of \$135,000 per year. The current improvements at Loy Blake Park are included in this project.

New Projects added to the Matrix:

- *080 – Storm Water Management Plan* – This newly added project is to fund the Storm Water Management Plan, as required by state law. The project is funded FY2016, at a cost of \$30,000, using Storm Water fund balance.
- *081 – 300 North Lift Station Storage Capacity Expansion* – This has been added to the Matrix as a future project. While the project budget is set at \$100,000, it is currently unfunded.
- *082 – 300 North Sidewalk Grant (1500 W. to 1600 W.)* – This project has been added to the Matrix in FY2016, in the amount of \$50,000. \$37,500 will be funded through a grant in the Special Revenue Fund, while the remaining \$12,500 will be funded with Class C Road revenue.

Projects with Funding Changes in FY2015 (see “FY2015 Changes” column):

- *019 – SCADA System Upgrades* – Funding for this project was reduced by \$12,000. \$11,451 will be carried forward into FY2016.
- *050 – 3000 West Widening (300 N. to 1300 N.)* – Funding for this project is being provided through a UDOT grant. \$2,840,000 has been added to the Matrix as the grant portion of the project. \$247,419 remains the estimated amount of the City’s required match. It was previously assumed that UDOT would pay contractors directly on this project, so a grant expense was not budgeted. However, we have learned that this grant is set up to run through the City books. The City pays all costs and is reimbursed by UDOT, at 90%.
- *057 – Rebuild PRVs* – Funding in the amount of \$3,248 was added to this project bringing total carryforward to \$9,824.
- *059 – Vehicle Replacement* – \$1,203 was subtracted from the Vehicle Replacement lines in the Water, Waste, and Storm Water funds. This change aligns the vehicle replacement project budget with the planned vehicle purchase in FY2016.
- *069 – Gateway Sign* – Funding in the amount of \$8,583 was added to this project for the installation of a new welcome sign at the intersection of SR 193 and 2000 West. This dollar amount was surplus remaining from Project 058 – SR 193 Landscaping and Pedestrian Improvements.

- *075 – Park Improvements* – In FY2015’s General Fund Budget, \$115,521 was included as a contingency expense amount. The proposed budget includes a transfer of this amount from the General Fund to the Capital Projects Fund, to be added to the Park Improvement line. The funding will be used on improvements at Loy Blake Park, including the tennis court, basketball court, and playground.
- *078 – West Point Military Memorial* – The City accepts donations for the Military Memorial through our utility billing system. Total donations through 3/31/15 amount to \$1,775. \$1,245 of that total was received in FY2015 and is reflected in the FY 2015 Changes column.

Enterprise Funds

This section contains a brief summary of proposed changes in the Waste, Water, and Storm Water Funds. Some changes affecting these funds have already been discussed, including personnel changes and capital projects.

Waste Fund

- We have adjusted the budget in FY2016 to reflect increases to the sewer rates charged by North Davis Sewer District. This change increased the budget by \$110,000.
- In FY2015, the City began sponsoring clean-up days in the spring and fall, to allow residents to dump garbage for free. \$6,000 has been added to both FY2015 and FY2016 budgets to pay for the fees associated with this service.
- The Information Technology expense line in the Waste Fund was reduced by \$1,200 in FY2016.
- As discussed at the last meeting, a portion of the liability, vehicle, and property insurance expense has been shared with the utility funds. \$15,000 is the Waste Fund allocation for both FY2015 and FY2016.
- Fleet Contributions are transfers from the enterprise funds to the General Fund to share the cost of fuel and vehicle maintenance. The Waste Fund share is reduced by \$12,000 in both FY2015 and FY2016, based on an updated analysis of fleet costs.

Water Fund

- As discussed at the Council Retreat, we have programmed additional funding for new water meters in order to take advantage of special pricing. Both FY2015 and FY2016 budgets propose an additional \$30,000 for water meters bringing that line item to \$65,000 per year.
- Costs in the Secondary Water expense line have been increasing over the past several years. The increase in costs is caused by a more accurate billing process as well as new growth in the City. We propose an increase of \$45,000 in FY2015 and \$64,000 in FY2016.
- The City purchases culinary water through Weber Basin. Costs of this water are anticipated to increase by \$7,507. This is included in the FY2016 budget.
- The Information Technology expense line in the Water Fund was increased by \$5,475 in FY2016, based on an updated analysis of IT costs.

- As discussed at the last meeting, a portion of the liability, vehicle, and property insurance expense has been shared with the utility funds. \$19,000 is the Water Fund allocation for both FY2015 and FY2016.
- The Water Fund share of Fleet expense is reduced by \$15,000 in both FY2015 and FY2016, based on an updated analysis of fleet costs.

Storm Water Fund

- Expenses for fleet and insurance are combined into one line in the Storm Water Fund. The total increase for both fleet and insurance is \$6,000, based on the updated analysis.
- We have increased the budget for Depreciation Expense by \$22,000.

Impact Fees

We have proposed a significant change in the budget related to the tracking of impact fees. Historically, all impact fees have been tracked in the Special Revenue Fund. This has made it nice to be able to see all impact fee activity in the same fund. However, this practice has made asset capitalization and tracking a little more difficult. To improve this, we have moved the Sewer, Water, and Storm Water impact fee balances out of the Special Revenue Fund and into their respective utility funds. The budgets have been adjusted to allow for the transfer of fund balances as well as current year activity.

RECOMMENDATION

Staff would like Council to discuss and provide direction on the City Manager's Recommended Budget and continue the public hearing during the regular meeting.

SIGNIFICANT IMPACTS

There are no significant impacts at this time.

ATTACHMENTS

- Street Maintenance Schedule
- Fleet Replacement Plan

WEST POINT CITY ROAD MAINTENANCE SCHEDULE

UPDATED 1-3-2013



| Project Type | Street name/subdivision name | Year recorded/ constructed | Current Condition | Recommended Treatment | Sq. Yds. | Cost per SY | 2014 | 2015 | 2016 | 2017-2022 | 2022-2027 |
|----------------|-----------------------------------|-------------------------------|-------------------|-------------------------|----------|-------------|-------------|------------------|--------------|--------------|--------------|
| RECONSTRUCTION | Brimhall 2 | 1984 | Failed | Rotomill/Replace/Slurry | 2264 | \$17.11 | \$38,737.04 | | | | |
| | Thurgood Estates 3 | 1987 | Failed | Rotomill/Replace/Slurry | 1494 | \$17.11 | \$25,562.34 | | | | |
| | Thurgood Estates 1 | 1980 | Failed | Rotomill/Replace/Slurry | 1488 | \$17.11 | \$25,459.68 | | | | |
| | 3000 West (300 N - 800 N) | 1980 | Fair | Reconstruction/Slurry | 10560 | \$18.95 | | Grant/impact fee | | | |
| | 3000 West (800 N - 1300 N) | 1980 | Fair | Reconstruction/Slurry | 6160 | \$18.95 | | Grant/impact fee | | | |
| | 3000 West (200 S - 300 N) | 1980 | Poor | Fabric/Overlay/Slurry | 12320 | \$9.84 | | \$121,228.80 | | | |
| | 1300 North (3500 W - 4000 W) | 1980 | Failed | Rotomill/Replace/Slurry | 12320 | \$17.11 | | | \$100,000.00 | 110795.2 | |
| | 200 South (4500 W - 4700 W) | 1980 | Failed | Rotomill/Replace/Slurry | 7267 | \$17.11 | | | | \$124,332.67 | |
| | Thurgood Estates 5 | 1995 | Failed | Rotomill/Replace/Slurry | 1374 | \$17.11 | | | | \$23,509.14 | |
| | Thurgood Estates 4 | 1992 | Failed | Rotomill/Replace/Slurry | 1364 | \$17.11 | | | | \$23,338.04 | |
| | 300 North (1500 W - 2000 W) | 1980 | Fair | Reconstruction/Slurry | 12320 | \$18.95 | | | | Grant | |
| | 4500 West (1800 N - 2425 N) | 1980 | Poor | Fabric/Overlay/Chip | 10560 | \$10.67 | | | | \$112,675.20 | |
| | 700 South (4000 W - 4500 W) | 1980 | Poor | Fabric/Overlay/Chip | 8800 | \$10.67 | | | | \$93,896.00 | |
| | Bingham Estates V | 1988 | Poor | Fabric/Overlay/Chip | 6406 | \$10.67 | | | | | \$68,352.02 |
| | Bingham Estates VI | 1988 | Poor | Fabric/Overlay/Chip | 6406 | \$10.67 | | | | | \$68,352.02 |
| | Bingham Park Parking Lot & Access | 1995 | Poor | Overlay/Slurry/Stripe | 4860 | \$11.17 | | | | | \$54,286.20 |
| | Edgehill 2 | 1985 | Failed | Rotomill/Replace/Slurry | 2688 | \$17.11 | | | | | \$45,991.68 |
| | Future Reconstructions | | | | | | | | | | \$263,018.08 |
| | | | | | | | | | | | |

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|-----------------------------|--|--|--|--|--|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| Total Reconstruction | | | | | | | \$89,759.06 | \$121,228.80 | \$100,000.00 | \$488,546.25 | \$500,000.00 |
|-----------------------------|--|--|--|--|--|--|--------------------|---------------------|---------------------|---------------------|---------------------|

| Project Type | Street name/subdivision name | Year recorded/ constructed | Current Condition | Recommended Treatment | Sq. Yds. | Cost per SY | 2014 | 2015 | 2016 | 2017-2022 | 2022-2027 |
|--------------|------------------------------|-------------------------------|-------------------|-----------------------|----------|-------------|------|------|------|-----------|-----------|
|--------------|------------------------------|-------------------------------|-------------------|-----------------------|----------|-------------|------|------|------|-----------|-----------|

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| PREVENTATIVE MAINTENANCE | Newport Haven 6 | 1986 | Good | Slurry Seal | 1774 | \$1.74 | \$3,086.37 | | | | |
| | Newport Haven 7 (1900 W & 250 N) | 1988 | Good | Slurry Seal | 2253 | \$1.74 | \$3,920.80 | | | | |
| | Newport Haven 5 (1850 W) | 1986 | Good | Slurry Seal | 1033 | \$1.74 | \$1,797.42 | | | | |
| | Newport Haven 4 (1800 W) | 1985 | Good | Slurry Seal | 861 | \$1.74 | \$1,498.14 | | | | |
| | East Park Parking Lot East | 2007 | Fair | Slurry Seal | 4123 | \$1.74 | \$7,174.02 | | | | |
| | Edgehill 16 | 2004 | Fair | Crack Seal/Slurry Seal | 3748 | \$2.18 | \$8,170.64 | | | | |
| | Edgehill 17 | 2006 | Fair | Crack Seal/Slurry Seal | 5648 | \$2.18 | \$12,312.64 | | | | |
| | Oakcrest A/B 1600 West | 1987 | Fair | Crack Seal/Chip Seal | 3595 | \$3.01 | \$10,820.95 | | | | |
| | 2300 West (300 N - 800 N) | 1980 | Fair | Crack Seal/Chip Seal | 12320 | \$3.01 | \$37,083.20 | | | | |
| | East Park Parking Lot West | 2001 | Fair | Crack Seal/Slurry/Stripe | 3012 | \$2.68 | \$8,072.16 | | | | |
| | Edgehill 13 | 2001 | Fair | Crack Seal | 4432 | \$0.44 | \$1,950.08 | | | | |
| | Frew Estates 10 | 1997 | Fair | Crack Seal | 2968 | \$0.44 | \$1,305.92 | | | | |
| | Patterson Estates 4 | 1997 | Fair | Crack Seal/Chip Seal | 2200 | \$3.01 | \$6,622.00 | | | | |
| | Patterson Estates 5 | 1999 | Fair | Crack Seal/Chip Seal | 2416 | \$3.01 | \$7,272.16 | | | | |
| | Silverwood 1 | 1998 | Fair | Crack Seal | 6372 | \$0.44 | | \$2,803.68 | | | |
| | Silverwood 2 | 1999 | Fair | Crack Seal | 6664 | \$0.44 | | \$2,932.16 | | | |
| | Silverwood 3 | 2000 | Fair | Crack Seal | 9888 | \$0.44 | | \$4,350.72 | | | |
| | 800 North (2000 W - 2300 W) | 1980 | Fair | Crack Seal | 3908 | \$0.44 | | \$1,719.67 | | | |
| | Skywest 2 | 1998 | Fair | Crack Seal | 6753 | \$0.44 | | \$2,971.17 | | | |
| | Thurgood Estates 6 | 1997 | Fair | Crack Seal | 1368 | \$0.44 | | \$601.92 | | | |
| | Thurgood Estates 7 | 2002 | Fair | Crack Seal | 1372 | \$0.44 | | \$603.68 | | | |
| | West Ridge Estates 1 | 2001 | Fair | Crack Seal | 8876 | \$0.44 | | \$3,905.44 | | | |
| | West Ridge Estates 2 | 2002 | Fair | Crack Seal | 8752 | \$0.44 | | \$3,850.88 | | | |
| | West View Park 1 | 2000 | Fair | Crack Seal | 4812 | \$0.44 | | \$2,117.28 | | | |
| | West View Park 2 | 2003 | Fair | Crack Seal | 800 | \$0.44 | | \$352.00 | | | |
| | 4000 West (300 N - 800 N) | 1980 | Fair | Crack Seal/Chip Seal | 10560 | \$3.01 | | \$31,785.60 | | | |
| | 550 North (2000 W - 2300 W) | 1990 | Fair | Crack Seal | 7817 | \$0.44 | | \$3,439.33 | | | |
| | 800 North (4000 W - 4500 W) | 1980 | Fair | Crack Seal | 8800 | \$0.44 | | \$3,872.00 | | | |
| | Brimhall 1 (470 N) | 1979 | Fair | Chip Seal | 1760 | \$2.57 | | \$4,523.20 | | | |
| | Cemetery Parking Lot | 1980 | Fair | Crack Seal | 3307 | \$0.44 | | \$1,455.08 | | | |
| | Country West | 1992 | Fair | Crack Seal | 1892 | \$0.44 | | \$832.48 | | | |
| | Derby Acres 1 | 1996 | Fair | Crack Seal | 3702 | \$0.44 | | \$1,628.88 | | | |
| | Edgehill 10 | 1994 | Fair | Crack Seal/Slurry Seal | 2668 | \$2.18 | | \$5,816.24 | | | |
| | Frew Estates 5 | 1994 | Fair | Crack Seal | 1740 | \$0.44 | | \$765.60 | | | |

| Project Type | Street name/subdivision name | Year recorded/ constructed | Current Condition | Recommended Treatment | Sq. Yds. | Cost per SY | 2014 | 2015 | 2016 | 2017-2022 | 2022-2027 |
|--------------------------------|-------------------------------------|-------------------------------|-------------------|--------------------------|----------|-------------|--------------|-------------|-------------|--------------|--------------|
| PREVENTATIVE MAINTENANCE | Frew Estates 6 | 1994 | Fair | Crack Seal | 3392 | \$0.44 | | | \$1,492.48 | | |
| | Frew Estates 7 | 1995 | Fair | Crack Seal | 3600 | \$0.44 | | | \$1,584.00 | | |
| | Frew Estates 8 | 1995 | Fair | Crack Seal | 3544 | \$0.44 | | | \$1,559.36 | | |
| | Newport Haven 3 | 1984 | Fair | Chip Seal | 3345 | \$2.57 | | | \$8,597.51 | | |
| | Oakcrest C | 1995 | Fair | Crack Seal | 1596 | \$0.44 | | | \$702.24 | | |
| | Oakcrest D | 1995 | Fair | Crack Seal | 5512 | \$0.44 | | | \$2,425.28 | | |
| | Oakcrest E | 1996 | Fair | Crack Seal | 2021 | \$0.44 | | | \$889.24 | | |
| | Loy Blake Parking Lot East | 1980 | Fair | Crack Seal/Slurry/Stripe | 4332 | \$2.68 | | | \$11,609.76 | | |
| | Loy Blake Parking Lot West & Access | 1980 | Fair | Crack Seal/Slurry/Stripe | 4155 | \$2.68 | | | \$11,135.40 | | |
| | Page Estates | 1978 | Fair | Chip Seal | 16662 | \$2.57 | | | \$42,821.34 | | |
| | Patterson Estates 2 | 1996 | Fair | Crack Seal/Chip Seal | 1888 | \$3.01 | | | \$5,682.88 | | |
| | Patterson Estates 3 | 1996 | Fair | Crack Seal/Chip Seal | 2000 | \$3.01 | | | \$6,020.00 | | |
| | Sandrige Estates | 1979 | Fair | Chip Seal | 1000 | \$2.57 | | | \$2,570.00 | | |
| | Sandy Meadows | 1994 | Fair | Crack Seal | 3808 | \$0.44 | | | \$1,675.52 | | |
| | Future Preventative Maintenance | | | | | | | | | \$500,000.00 | \$500,000.00 |
| | | | | | | | | | | | |
| Total Preventative Maintenance | | | | | | | \$111,086.50 | \$80,327.01 | \$98,765.01 | \$500,000.00 | \$500,000.00 |

| | | | | | | | | | | |
|--------------------------|--|--|--|--|--|--------------|--------------|--------------|--------------|----------------|
| Reconstruction | | | | | | \$89,759.06 | \$121,228.80 | \$100,000.00 | \$488,546.25 | \$500,000.00 |
| Preventative Maintenance | | | | | | \$111,086.50 | \$80,327.01 | \$98,765.01 | \$500,000.00 | \$500,000.00 |
| Combined Total | | | | | | \$200,845.56 | \$201,555.81 | \$198,765.01 | \$988,546.25 | \$1,000,000.00 |

| | | | | | | | | | | |
|-----------------------|--|--|--|--|--|--------|-------|-------|------|------|
| Percent Reconstructed | | | | | | 0.9% | 0.8% | 4.6% | 7.1% | 4.6% |
| Percent Maintained | | | | | | 101.5% | 10.6% | 14.7% | 6.8% | - |

| | |
|--|--|
| | |
|--|--|

| Project Type | Street name/subdivision name | Year recorded/ constructed | Current Condition | Recommended Treatment | Sq. Yds. | Cost per SY | 2014 | 2015 | 2016 | 2017-2022 | 2022-2027 |
|--------------|---|-------------------------------|-------------------|-----------------------|----------|-------------|------|------|------|-----------|-----------|
| OTHERS | Frew Estates 3 (550 N 1875 W) | 1979 | Good | | 5972 | | | | | | |
| | Skywest 1 | 1979 | Good | | 4318 | | | | | | |
| | 1300 North (3000 W - 3500 W) | 1980 | Good | | 6160 | | | | | | |
| | 1300 North (4000 W - 4500 W) | 1980 | Good | | 8916 | | | | | | |
| | 1300 North (4500 W - 5000 W) | 1980 | Good | | 8916 | | | | | | |
| | 2425 North (4500 W - 4750 W) | 1980 | Good | | 2200 | | | | | | |
| | 4000 West (800 N - 1300 N) | 1980 | Good | | 10464 | | | | | | |
| | 700 South (3500 W - 4000 W) | 1980 | Good | | 8800 | | | | | | |
| | 700 South (4500 W - 4700 W) | 1980 | Good | | 2133 | | | | | | |
| | 800 North (1750 W - 2000 W) | 1980 | Good | | 3080 | | | | | | |
| | 800 North (2525 W - 3000 W) | 1980 | Good | | | | | | | | |
| | 800 North (3000 W - 3500 W) | 1980 | Good | | 8800 | | | | | | |
| | 800 North (3500 W - 4000 W) | 1980 | Good | | 8800 | | | | | | |
| | 800 North (4500 W - 5000 W) | 1980 | Good | | 8800 | | | | | | |
| | 5000 West (1300 N - 1800 N) | 1980 | Good | | 7848 | | | | | | |
| | 5000 West (300 N - 800 N) | 1980 | Good | | 7617 | | | | | | |
| | 5000 West (800 N - 1300 N) | 1980 | Good | | 7617 | | | | | | |
| | Horse Shoe (175 S/200 S) | 1980 | Good | | 7213 | | | | | | |
| | 300 North (4500 W - 5000 W) | 1980 | Fair | | 12320 | | | | | | |
| | Edgehill 1 | 1981 | Good | | 3728 | | | | | | |
| | Stuart (670 N) | 1981 | Good | | 1040 | | | | | | |
| | Oakcrest A (north half - 132 N to 265 N) | 1983 | Good | | 2055 | | | | | | |
| | Oakcrest A south half (100 N, 170 N, 150 N) | 1983 | Good | | 3350 | | | | | | |
| | Oakcrest B (25 N from 1614 W to 1500 W) | 1983 | Good | | 2706 | | | | | | |
| | Edgehill 3 | 1986 | Good | | 2500 | | | | | | |
| | New Hampton Manor 1 | 1986 | Good | | 6736 | | | | | | |
| | Edgehill 4 | 1989 | Good | | 3684 | | | | | | |
| | 4000 West (50 S - 100 N) | 1990 | Good | | 1056 | | | | | | |
| | 4000 West (100 N - 300 N) | 1990 | Fair | | 3606 | | | | | | |
| | Edgehill 6 | 1991 | Good | | 2672 | | | | | | |
| | Edgehill 7 | 1992 | Good | | 2712 | | | | | | |
| | New Hampton Manor 2 | 1992 | Good | | 2460 | | | | | | |
| | Edgehill 8 | 1993 | Good | | 3000 | | | | | | |
| | Frew Estates 4 | 1993 | Good | | 3412 | | | | | | |
| | Edgehill 9 | 1994 | Good | | 3924 | | | | | | |
| | Lake Park Condos | 1994 | Good | | 2292 | | | | | | |
| | New Hampton Manor 3 | 1994 | Good | | 1376 | | | | | | |
| | New Hampton Manor 4 | 1994 | Good | | 488 | | | | | | |
| | New Hampton Manor 5 | 1995 | Good | | 1260 | | | | | | |
| | Bartholomew Lane 1 | 1996 | Good | | 11648 | | | | | | |
| | Edgehill 11 | 1996 | Good | | 3504 | | | | | | |

| Project Type | Street name/subdivision name | Year recorded/ constructed | Current Condition | Recommended Treatment | Sq. Yds. | Cost per SY | 2014 | 2015 | 2016 | 2017-2022 | 2022-2027 |
|--------------|------------------------------|-------------------------------|-------------------|-----------------------|----------|-------------|------|------|------|-----------|-----------|
| OTHERS | Hazelwood | 1996 | Good | | 6479 | | | | | | |
| | New Hampton Manor 6 | 1996 | Good | | 2800 | | | | | | |
| | New Hampton Manor 7 | 1996 | Good | | 2232 | | | | | | |
| | Derby Acres 2 | 1996 | Good | | 3702 | | | | | | |
| | Frew Estates 11 | 1997 | Good | | 1752 | | | | | | |
| | Edgehill 12 | 1999 | Good | | 3724 | | | | | | |
| | West Point Towne Center | 2001 | Good | | 2614 | | | | | | |
| | Lake Point Village | 2001 | Fair | | 11891 | | | | | | |
| | Antelope Ridge 1 | 2002 | Good | | 5460 | | | | | | |
| | City Hall Parking Lot | 2002 | Good | | 2653 | | | | | | |
| | Antelope Ridge 2 | 2003 | Good | | 6744 | | | | | | |
| | Edgehill 14 | 2003 | Good | | 2340 | | | | | | |
| | Lake Point Meadows | 2003 | Good | | 14271 | | | | | | |
| | T-Frew | 2003 | Good | | 2132 | | | | | | |
| | Paice Farms 1 | 2003 | Good | | 32140 | | | | | | |
| | 550 North (2550 W - 3000 W) | 2003 | Fair | | 10733 | | | | | | |
| | Edgehill 15 | 2003 | Fair | | 4452 | | | | | | |
| | Mountain Shadows | 2003 | Fair | | 9536 | | | | | | |
| | Lindon Estates 1 | 2004 | Good | | 4188 | | | | | | |
| | Paice Farms 2 | 2004 | Good | | 9116 | | | | | | |
| | Stoddard Legacy 1 | 2004 | Good | | 13531 | | | | | | |
| | Fairways Beyond the Bluff 1 | 2004 | Good | | 9036 | | | | | | |
| | Regail Estates | 2004 | Fair | | 8000 | | | | | | |
| | Stoddard Legacy 2 | 2005 | Good | | 2268 | | | | | | |
| | Bannock Way 1 | 2005 | Good | | 7492 | | | | | | |
| | Crystal Creek 1 | 2005 | Good | | 11092 | | | | | | |
| | Abrams Fair Havens 1 | 2005 | Fair | | 2152 | | | | | | |
| | Abrams Fair Havens 2 | 2005 | Fair | | 3952 | | | | | | |
| | Crystal Creek 2 | 2006 | Good | | 5474 | | | | | | |
| | Crystal Creek 3 | 2006 | Good | | 3780 | | | | | | |
| | Glendell 1 | 2006 | Good | | 5586 | | | | | | |
| | Pheasant Creek 1 | 2006 | Good | | 6424 | | | | | | |
| | West View Park 3 | 2006 | Good | | 6496 | | | | | | |
| | Erinwood | 2007 | Good | | 1836 | | | | | | |
| | Glendell 2 | 2008 | Good | | 5586 | | | | | | |
| | Lindon Estates 2 | 2008 | Good | | 2648 | | | | | | |
| | Yalecrest Towns | 2008 | Good | | 4696 | | | | | | |
| | Public Works Paving | 2009 | Fair | | 4026 | | | | | | |
| | Bison Point | 2010 | Good | | 3976 | | | | | | |
| | Lindon Estates 3 | 2010 | Good | | 400 | | | | | | |
| | Yalecrest Estates | 2011 | Good | | 11196 | | | | | | |
| | Pheasant Creek 3 | 2012 | Good | | 0 | | | | | | |

West Point City Fleet Replacement Plan

Fleet # Year Model 2015/2016 2016/2017 2017/2018 2018/2019 2019/2020 2020/2021 2021/2022 2022/2023 2023/2024 2024/2025

| | | | | | | | | | | | | |
|------|------|-------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| PW8 | 1995 | International Bobtail | 185709 | 191280.2 | 197018.6 | 202929.2 | 209017.1 | 215287.6 | 221746.2 | 228398.6 | 235250.5 | 242308.1 |
| PW18 | 1995 | White GMC 10-Wheel | 208219.1 | 214465.7 | 220899.7 | 227526.7 | 234352.5 | 241383 | 248624.5 | 256083.3 | 263765.8 | 271678.7 |
| PW20 | 2003 | International 7400 Bobtail | 185709 | 191280.2 | 197018.6 | 202929.2 | 209017.1 | 215287.6 | 221746.2 | 228398.6 | 235250.5 | 242308.1 |
| PW34 | 2013 | Frightliner 10- Wheel | 208997.3 | 215267.2 | 221725.2 | 228377 | 235228.3 | 242285.2 | 249553.7 | 257040.3 | 264751.5 | 272694.1 |
| PW10 | 1990 | GMC Bucket Truck | 73158.07 | 75352.81 | 77613.4 | 79941.8 | 82340.06 | 84810.26 | 87354.56 | 89975.2 | 92674.46 | 95454.69 |
| PW14 | 2001 | Dodge 3500 Utility | 61902.98 | 63760.07 | 65672.88 | 67643.06 | 69672.35 | 71762.53 | 73915.4 | 76132.86 | 78416.85 | 80769.35 |
| PW31 | 2012 | Ford Crew Cab F350 | 39655 | 39655 | 39655 | 39655 | 39655 | 39655 | 39655 | 39655 | 39655 | 39655 |
| PW15 | 2001 | Dodge 2500 Utility | 42769.33 | 44052.41 | 45373.99 | 46735.21 | 48137.26 | 49581.38 | 51068.82 | 52600.89 | 54178.91 | 55804.28 |
| PW16 | 2001 | Dodge 3500 Dump | 61902.98 | 63760.07 | 65672.88 | 67643.06 | 69672.35 | 71762.53 | 73915.4 | 76132.86 | 78416.85 | 80769.35 |
| PW21 | 2006 | 3500 Chevy Dump | 61902.98 | 63760.07 | 65672.88 | 67643.06 | 69672.35 | 71762.53 | 73915.4 | 76132.86 | 78416.85 | 80769.35 |
| PW32 | 2012 | Ford F350 Utility Bed | 56821.8 | 58526.46 | 60282.25 | 62090.72 | 63953.44 | 65872.04 | 67848.21 | 69883.65 | 71980.16 | 74139.57 |
| PW33 | 2013 | Dodge 5500 Dump Bed | 61532.2 | 63378.17 | 65279.51 | 67237.9 | 69255.03 | 71332.68 | 73472.66 | 75676.84 | 77947.15 | 80285.56 |
| PW35 | 2015 | Ford F350 Utility Bed single rear v | 43260 | 44557.8 | 45894.53 | 47271.37 | 48689.51 | 50150.2 | 51654.7 | 53204.34 | 54800.47 | 56444.49 |
| PW13 | 2003 | Ford F-150 P/U | 29825.98 | 30720.76 | 31642.39 | 32591.66 | 33569.41 | 34576.49 | 35613.78 | 36682.2 | 37782.66 | 38916.14 |
| A1 | 2005 | Chevy Trailblazer | 28137.72 | 28981.85 | 29851.31 | 30746.85 | 31669.25 | 32619.33 | 33597.91 | 34605.85 | 35644.02 | 36713.34 |
| A2 | 1999 | Ford Explorer | 28137.72 | 28981.85 | 29851.31 | 30746.85 | 31669.25 | 32619.33 | 33597.91 | 34605.85 | 35644.02 | 36713.34 |
| A3 | 2008 | Chevy Trailblazer | 28137.72 | 28981.85 | 29851.31 | 30746.85 | 31669.25 | 32619.33 | 33597.91 | 34605.85 | 35644.02 | 36713.34 |
| CD12 | 2005 | Chevy Colorado | 20259.16 | 20866.93 | 21492.94 | 22137.73 | 22801.86 | 23485.92 | 24190.49 | 24916.21 | 25663.7 | 26433.61 |
| CD22 | 2004 | Chevy Colorado | 20259.16 | 20866.93 | 21492.94 | 22137.73 | 22801.86 | 23485.92 | 24190.49 | 24916.21 | 25663.7 | 26433.61 |
| | 2004 | Chevy Colorado | 20259.16 | 20866.93 | 21492.94 | 22137.73 | 22801.86 | 23485.92 | 24190.49 | 24916.21 | 25663.7 | 26433.61 |
| PW30 | 2011 | Ford Crew Cab F150 | 29825.98 | 30720.76 | 31642.39 | 32591.66 | 33569.41 | 34576.49 | 35613.78 | 36682.2 | 37782.66 | 38916.14 |

Total

Year for Replacement

6 Years

8 years

15 years

As Needed

City Council Staff Report



Subject: Smith's Marketplace Project Update
Author: Boyd Davis
Department: Community Development
Date: May 19, 2015

Background

Final plans have been submitted for the Smith's Marketplace and the surrounding commercial development. The project is located at 300 N 2000 West and includes one large big box retail store, a fuel center, and a number of other retail pads, including some possible fast food locations.

The plans have been reviewed by staff and were presented to the Planning Commission for final approval on May 14th.

Analysis

Smith's would like to pull a building permit the first week of June, therefore the City Council will need to review and consider approval of the plans on June 2nd. In order to be prepared for that meeting Staff would like to review the current plans and gain any comments or concerns the Council may have.

Several steps have already been taken leading up to this final approval. First, a portion of property was rezoned to commercial to accommodate the larger store. Second, a preliminary plan was approved by the Planning Commission, and third, a conditional use permit was granted for the big box store and the fuel center. Public hearings were also held as required by the city code.

For final approval, the Planning Commission and City Council must each consider approving three separate items: 1. the site plan, 2. the subdivision plat, and 3. the building pad. Staff's comments on each of these items is summarized on the attached memo. We would like to review these items with the Council. In addition to the approval of the project plans, the City Council must also release the agricultural protection easement from the property. Staff will review with the Council the requirements for removal of the easement.

Recommendation

No action required. This is for discussion purposes only.

Significant Impacts

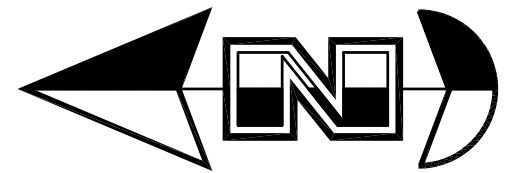
None

Attachments

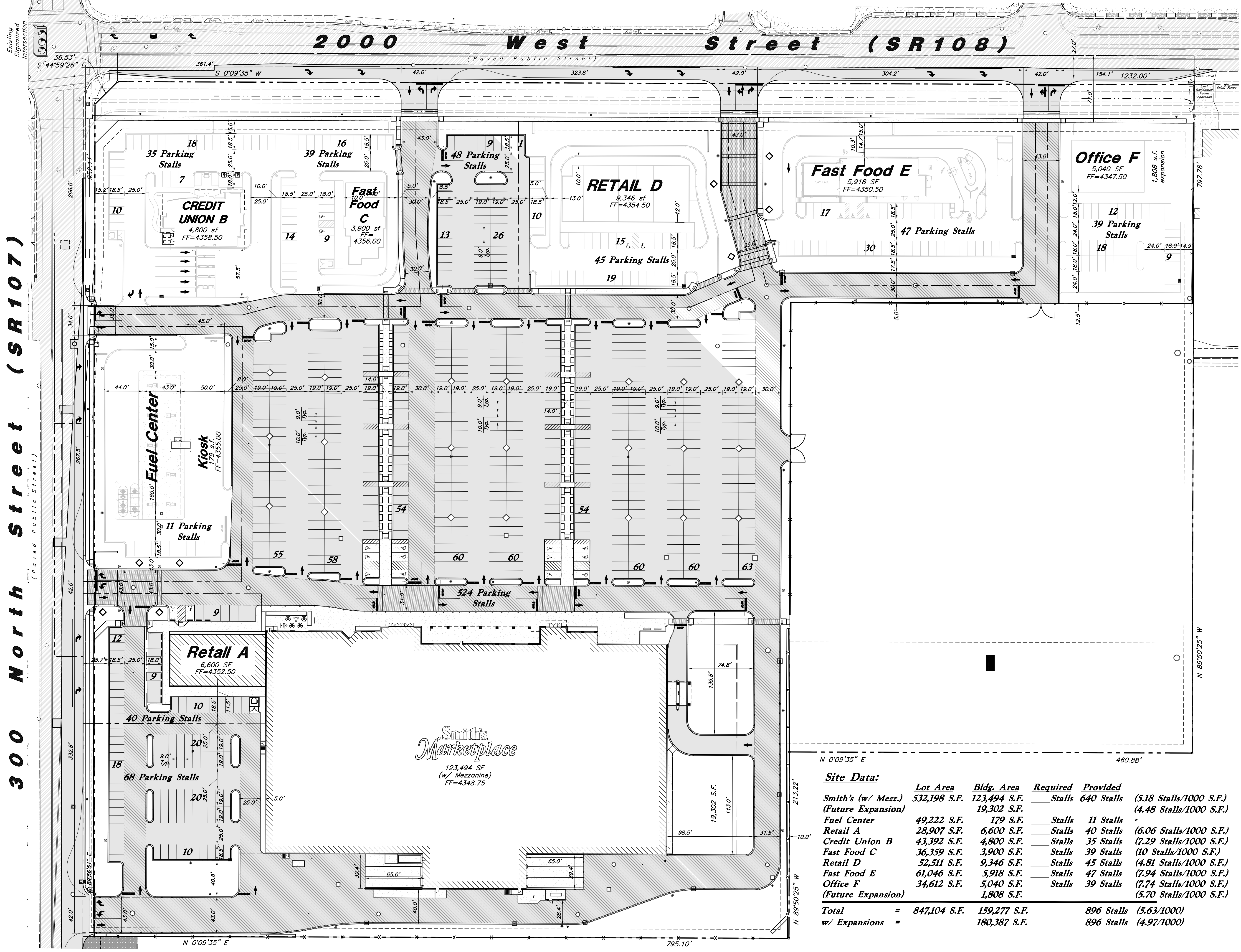
Site Plan
Building Elevations
Review Comments

300 North Street (SR107)

2000 West Street (SR108)



Scale: 1" = 50'



Site Data:

| | Lot Area | Bldg. Area | Required Stalls | Provided Stalls | (Stalls/1000 S.F.) |
|--------------------|----------------|--------------|-----------------|-----------------|-------------------------|
| Smith's (w/ Mezz.) | 532,198 S.F. | 123,494 S.F. | | 640 Stalls | (5.18 Stalls/1000 S.F.) |
| (Future Expansion) | | 19,302 S.F. | | | (4.48 Stalls/1000 S.F.) |
| Fuel Center | 49,222 S.F. | 179 S.F. | Stalls | 11 Stalls | |
| Retail A | 28,907 S.F. | 6,600 S.F. | Stalls | 40 Stalls | (6.06 Stalls/1000 S.F.) |
| Credit Union B | 43,392 S.F. | 4,800 S.F. | Stalls | 35 Stalls | (7.29 Stalls/1000 S.F.) |
| Fast Food C | 36,359 S.F. | 3,900 S.F. | Stalls | 39 Stalls | (10 Stalls/1000 S.F.) |
| Retail D | 52,511 S.F. | 9,346 S.F. | Stalls | 45 Stalls | (4.81 Stalls/1000 S.F.) |
| Fast Food E | 61,046 S.F. | 5,918 S.F. | Stalls | 47 Stalls | (7.94 Stalls/1000 S.F.) |
| Office F | 34,612 S.F. | 5,040 S.F. | Stalls | 39 Stalls | (7.74 Stalls/1000 S.F.) |
| (Future Expansion) | | 1,808 S.F. | | | (5.70 Stalls/1000 S.F.) |
| Total | = 847,104 S.F. | 159,277 S.F. | | 896 Stalls | (5.63/1000) |
| w/ Expansions | = | 180,387 S.F. | | 896 Stalls | (4.97/1000) |

Smith's
FOOD & DRUG STORES
1550 South Redwood Road
Salt Lake City, Utah 84104
Telephone (801) 974-1400

#272
West Point, Utah

ANDERSON WAHLEN & ASSOCIATES
2010 North Redwood Road, Salt Lake City, Utah 84116
801 521-8529 - awhengineering.net

Overall Site Plan
The Point
217 North 2000 West
West Point, Utah

PROFESSIONAL ENGINEER
No. 34385
Troy Wolverton
STATE OF UTAH
MAY 11, 2015

07 May, 2015
SHEET NO.
C1.0

PRIVATE ENGINEER'S NOTICE TO CONTRACTORS

The Contractor agrees that he shall assume sole and complete responsibility for job site conditions during the course of construction of this project, including safety of all persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and that the contractor shall defend, indemnify, and hold the owner and the engineer harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting for liability arising from the sole negligence of the owner or the engineer.

Survey Control Note:

The contractor or surveyor shall be responsible for following the National Society of Professional Surveyors (NSPS) model standards for any surveying or construction layout to be completed using Anderson Wahlen and Associates ALTA Surveys or Anderson Wahlen and Associates construction improvement plans. Prior to proceeding with construction staking, the surveyor shall be responsible for verifying horizontal control from the survey monuments and for verifying any additional control points shown on an ALTA survey, improvement plan, or on electronic data provided by Anderson Wahlen and Associates. The surveyor shall also use the benchmarks as shown on the plan, and verify them against no less than three existing hard improvement elevations included on these plans or on electronic data provided by Anderson Wahlen and Associates. If any discrepancies are encountered, the surveyor shall immediately notify the engineer and resolve the discrepancies before proceeding with any construction staking.

ADA Note:

Contractor must maintain a running slope on Accessible routes no steeper than 5.0% (1:20). The cross slope for Accessible routes must be no steeper than 2.0% (1:50). All Accessible routes must have a minimum clear width of 36". If Grades on plans do not meet this requirement notify Consultant immediately.

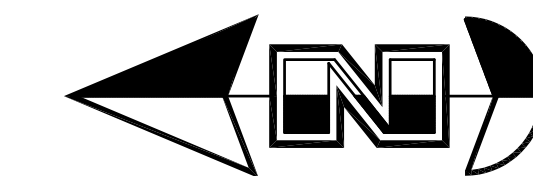
The Client, Contractor and Subcontractor should immediately notify the Consultant of any conditions of the project that they believe do not comply with the current state of the ADA (ICC/ANSI A117.1—Latest Edition) and/or FHAA.

General Site Notes:

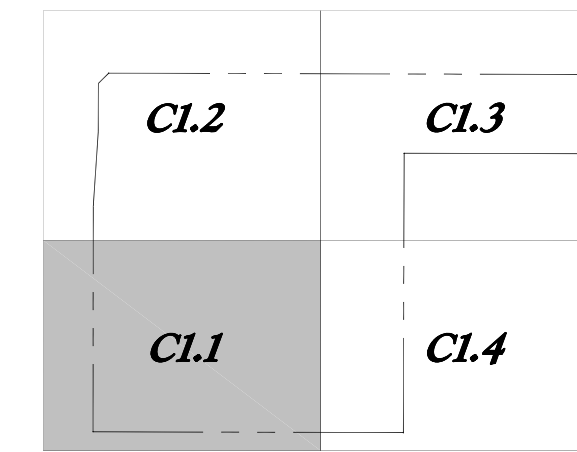
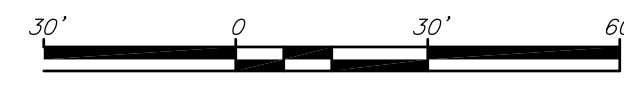
1. Stalls designated as Accessible will require a painted Accessible symbol and sign. (See Details)
2. Fire lane markings and signs to be installed as directed by the Fire Marshal.
3. Aisle markings, directional arrows and stop bars will be painted at each driveway as shown on the plans.
4. All dimensions are to back of curb unless otherwise noted.
5. Const. curb transition at all points where curb abuts sidewalk, see detail.

Site Construction Notes

1. Const. 18" Curb & Gutter (C2.5)
2. Const. Standard Asphalt Paving (C2.5)
3. Const. Conc. Sidewalk (Width Varies) (C2.5)
4. Const. Thickened Edge Sidewalk (C2.5)
5. Const. ADA Accessible Striping per MUTCD & ICC/ANSI A117.1 (Latest Editions) (C2.5)
6. Const. ADA Accessible Ramp per ICC/ANSI A117.1 (Latest Editions) (C2.5)
7. Const. ADA Accessible Sign with Bollard per MUTCD & ICC/ANSI A117.1 (Latest Editions) (C2.5)
8. Const. 4" Yellow Paint Stripe, 2 Coats (Typ.) (C2.5)
9. Const. Light Duty Conc. Paving; 5" Conc./6" Base Course (C2.5)
10. Const. 6" Curb Wall (C2.5)
11. Const. Directional Arrows per MUTCD
12. Const. 24" White Stop Bar, 2 Coats (Typ.) (C2.5)
13. Const. Stop Sign per MUTCD R1-1 (C2.5)
14. Const. Stop Sign / Pedestrian Crossing Sign (C2.5)
15. Conn. & Match Existing Improvements
16. Const. Heavy Duty Asphalt Paving (C2.5)
17. Const. 4" Yellow Paint Stripe at 24" o.c., 2 Coats (Typ.) (C2.5)
18. Landscaping - See Landscape Plan
19. Const. 6"x6" Diamond Planter (C2.5)
20. Bollard (See Arch. Plans) (C2.5)
21. Const. Concrete Wheel Stop (C2.5)
22. Monument Sign (By Others)
23. Transformer (See Elect. Plans)
24. Paint White "STOP" per MUTCD
25. Const. Colored Conc. Paving - Davis Color "Tile Red," Medium Broom Finish Parallel w/ Drive Isle, Sawcut Control Joints. (C2.5)
26. Const. "Redi-Rock" Gravity Retaining Wall System w/ Ledgerstone Face & Color or Approved Equal & Chain Link Fence Along Top as Shown (Design Plans by Contractor)
27. Const. 5' Band w/ Colored Conc. - Davis Color "Tile Red," Medium Broom Finish Perpendicular w/ Drive Isle, Sawcut Control Joints. (C2.5)
28. Const. Colored Conc. Paving - Davis Color "Tile Red," Medium Broom Finish Parallel to Drive Isle w/ Tooled Joints (C2.5)
29. Const. 4" Solid Double Yellow Paint Stripe, 2 Coats (Typ.) (C2.5)
30. 8" Curb Wall Planter (See Arch. Plans) (C2.5)
31. Const. 6" Curb Wall Flush W/ Paving (C2.5)
32. Const. Colored Conc. Paving; Davis Color "Brick Red" Medium Broom Finish - Perpendicular to Drive Isle w/ Tooled Joints (C2.5)
33. Const. Light Pole (See Elect. Plans)
34. Const. Modified Concrete Collar (C2.5)
35. Const. Dumpster Enclosure w/ 8" Thick Concrete Apron & Interior Pad upon 4" Compacted Base upon Prepared Subgrade (C2.5)
36. Const. 6" Colored Concrete Crosswalk - Davis Color "Brick Red" Medium Broom Finish - Perpendicular to Drive Isle w/ Tooled Joints (C2.5)
37. Bike Rack (See Arch. Plans)
38. Pharmacy Canopy & Coverage (See Arch. Plans)
39. Const. 4" White Paint Stripe, 2 Coats (Typ.) (C2.5)
40. Taper Curb Wall Raised 6" w/ Paving
41. Const. 6" Commercial Block Vinyl Chain-Link Fence and 12" Wide x 6" Thick Concrete Mow Strip Bid Alternate 1: 830± L.F. of "Olympus (Owell) Precast" or Approved Equal 15" x 18" Precast Concrete Post, 20" Post Cap & 8" Retaining 6" Non-Retaining Panel Wall. Exterior Finish (Both Sides) Shall be Masonry/Stacked Stone Formed Finish upon Posts, Cap Edge & Wall Panels w/ Opaque Stain per Precast Manufacturer (Design Plans by Contractor)
42. Future Pad Area to be Rough Graded & Stabilized w/ 2" Thick 1" Minus Crushed Rock (See Grading Plans)
43. Const. "Do Not Enter" Sign per MUTCD R5-1
44. Site/Building Construction Limits (Typ.)
45. Sawcut; Provide Smooth Clean Edge
46. Install Miraflo 500X (or Equal) Geotextile Fabric (C2.5)
47. Broom Finish to Match Direction of Hatch by Alternating Sections Between Tooled Joints.
48. Const. 6" Bench (C2.5)
49. Const. Truncated Domes
50. Const. Stop Sign w/ Pedestrian Crossing Sign per MUTCD R5-1 with Opposing "Do Not Enter" Sign per MUTCD R5-1
51. Const. 32" Double Gate with Center Drop Pin & Lockable Latch



Scale: 1" = 30'



Key Map
Not to Scale

Designed by: TW
Drafted by: AM
Client Name:
Smith's Food & Drug Store

SMC272-SP

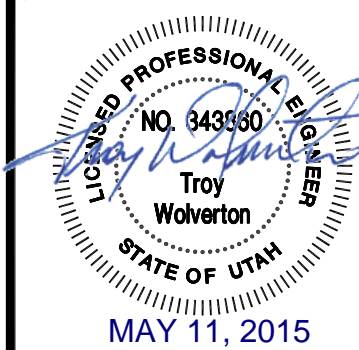
ANDERSON WAHLEN & ASSOCIATES
2010 North Redwood Road, Salt Lake City, Utah 84116
801.521.8529 - AWengineering.net

Site Plan

The Point
217 North 2000 West
West Point, Utah

Smith's
FOOD & DRUG STORES
1550 South Redwood Road
Salt Lake City, Utah 84104
Telephone (801) 974-1400

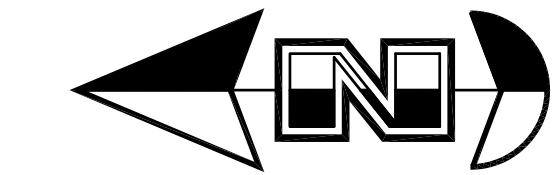
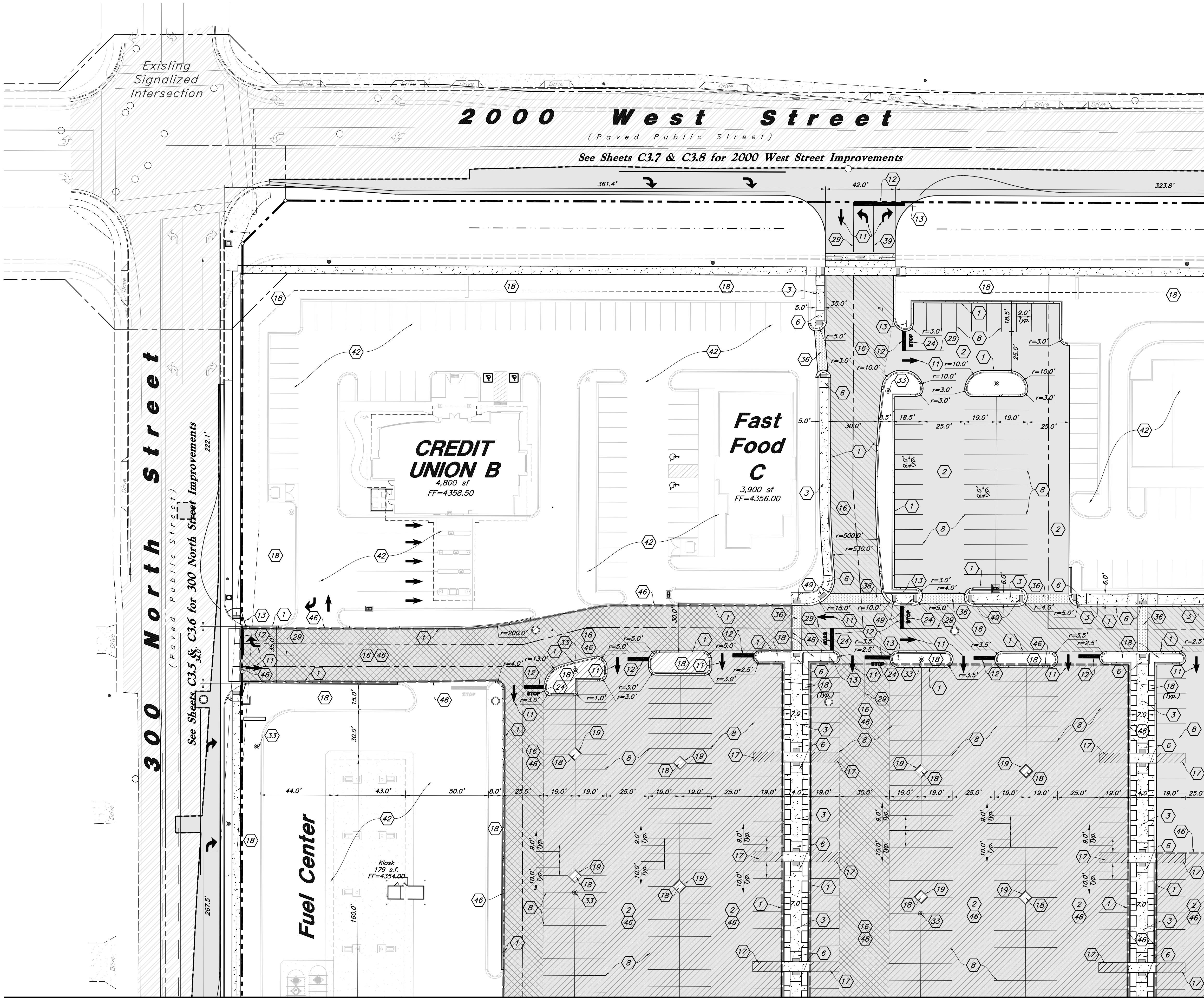
#272
West Point, Utah



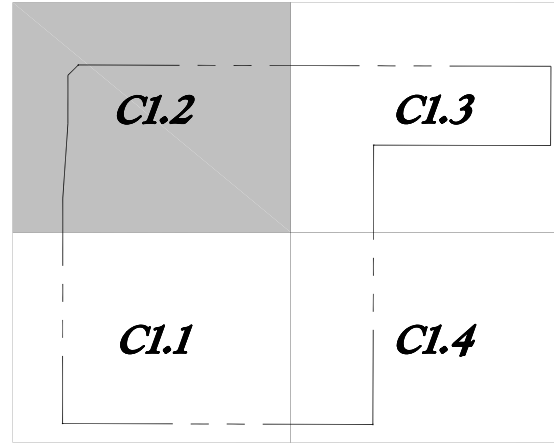
07 May, 2015

SHEET NO.

C1.1



Scale: 1" = 30'



Key Map
Not to Scale

Site Construction Notes

- 1 Const. 18" Curb & Gutter
- 2 Const. Standard Asphalt Paving
- 3 Const. Conc. Sidewalk (Width Varies)
- 4 Const. Thickened Edge Sidewalk
- 5 Const. ADA Accessible Striping per MUTCD & ICC/ANSI A117.1 (Latest Editions)
- 6 Const. ADA Accessible Ramp per ICC/ANSI A117.1 (Latest Editions)
- 7 Const. ADA Accessible Sign with Bollard per MUTCD & ICC/ANSI A117.1 (Latest Editions)
- 8 Const. 4" Yellow Paint Stripes, 2 Coats (Typ.)
- 9 Const. Light Duty Conc. Paving; 5" Conc./6" Base Course
- 10 Const. 6" Curb Wall
- 11 Const. Directional Arrows per MUTCD
- 12 Const. 24" White Stop Bar, 2 Coats (Typ.)
- 13 Const. Stop Sign per MUTCD R1-1
- 14 Const. Stop Sign / Pedestrian Crossing Sign
- 15 Conn. & Match Existing Improvements
- 16 Const. Heavy Duty Asphalt Paving
- 17 Const. 4" Yellow Paint Stripes at 24" o.c., 2 Coats (Typ.)
- 18 Landscaping - See Landscape Plan
- 19 Const. 6"x6" Diamond Planter
- 20 Bollard (See Arch. Plans)
- 21 Const. Concrete Wheel Stop
- 22 Monument Sign (By Others)
- 23 Transformer (See Elect. Plans)
- 24 Paint White "STOP" per MUTCD
- 25 Const. Colored Conc. Paving - Davis Color "Tile Red," Medium Broom Finish Parallel w/ Drive Isle, Sawcut Control Joints.
- 26 Const. "Redi-Rock" Gravity Retaining Wall System w/ LedgeStone Face & Color or Approved Equal & Chain Link Fence Along Top as Shown (Design Plans by Contractor)
- 27 Const. 5' Band w/ Colored Conc. - Davis Color "Tile Red," Medium Broom Finish Perpendicular w/ Drive Isle, Sawcut Control Joints.
- 28 Const. Colored Conc. Paving - Davis Color "Tile Red," Medium Broom Finish Parallel to Drive Isle w/ Tooled Joints
- 29 Const. 4" Solid Double Yellow Paint Stripes, 2 Coats (Typ.)
- 30 8" Curb Wall Planter (See Arch. Plans)
- 31 Const. 6" Curb Wall Flush w/ Paving
- 32 Const. Colored Conc. Paving; Davis Color "Brick Red" Medium Broom Finish - Perpendicular to Drive Isle w/ Tooled Joints
- 33 Const. Light Pole (See Elect. Plans)
- 34 Const. Modified Concrete Collar
- 35 Const. Dumpster Enclosure w/ 8" Thick Concrete Apron & Interior Pad upon 4" Compacted Base upon Prepared Subgrade
- 36 Const. 6" Colored Concrete Crosswalk - Davis Color "Brick Red" Medium Broom Finish Perpendicular to Drive Isle w/ Tooled Joints
- 37 Bike Rack (See Arch. Plans)
- 38 Pharmacy Canopy & Coverage (See Arch. Plans)
- 39 Const. 4" White Paint Stripes, 2 Coats (Typ.)
- 40 Taper Curb Wall Raised 6" w/ Paving
- 41 Const. 6" Commercial Black Vinyl Chain-Link Fence and 12" Wide x 6" Thick Concrete Mow Strip Bid Alternate 1: 830± L.F. of "Olympus (Owell) Precast" or Approved Equal 15" x 18" Precast Concrete Post, 20" Post Cap & 8" Retaining 6" Non-Retaining Panel Wall. Exterior Finish (Both Sides) Shall be Masonry/Stacked Stone Formed Finish upon Posts, Cap Edge & Wall Panels w/ Opaque Stain per Precast Manufacturer (Design Plans by Contractor)
- 42 Future Pad Area to be Rough Graded & Stabilized w/ 2" Thick 1" Minus Crushed Rock (See Grading Plans)
- 43 Const. "Do Not Enter" Sign per MUTCD R5-1
- 44 Site/Building Construction Limits (Typ.)
- 45 Sawcut; Provide Smooth Clean Edge
- 46 Install Mirafi 500X (or Equal) Geotextile Fabric
- 47 Broom Finish to Match Direction of Hatch by Alternating Sections Between Tooled Joints.
- 48 Const. 6" Bench
- 49 Const. Truncated Domes
- 50 Const. Stop Sign w/ Pedestrian Crossing Sign per MUTCD R1-1 with Opposing "Do Not Enter" Sign
- 51 Const. 32" Double Gate with Center Drop Pin & Lockable Latch

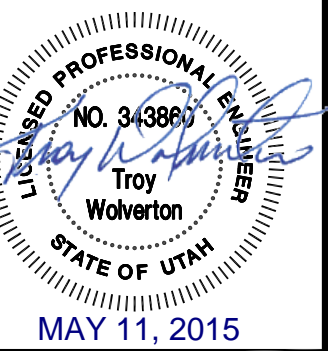
Smith's
FOOD & DRUG STORES

1550 South Redwood Road
Salt Lake City, Utah 84104
Telephone (801) 974-1400

#272
West Point, Utah

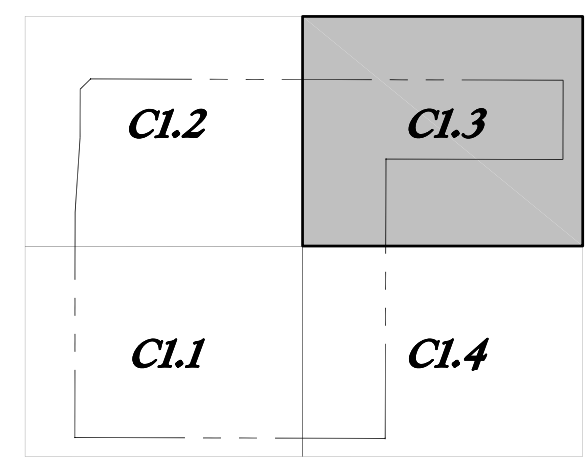
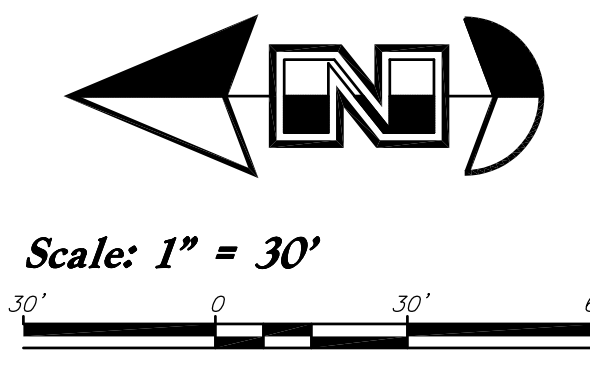
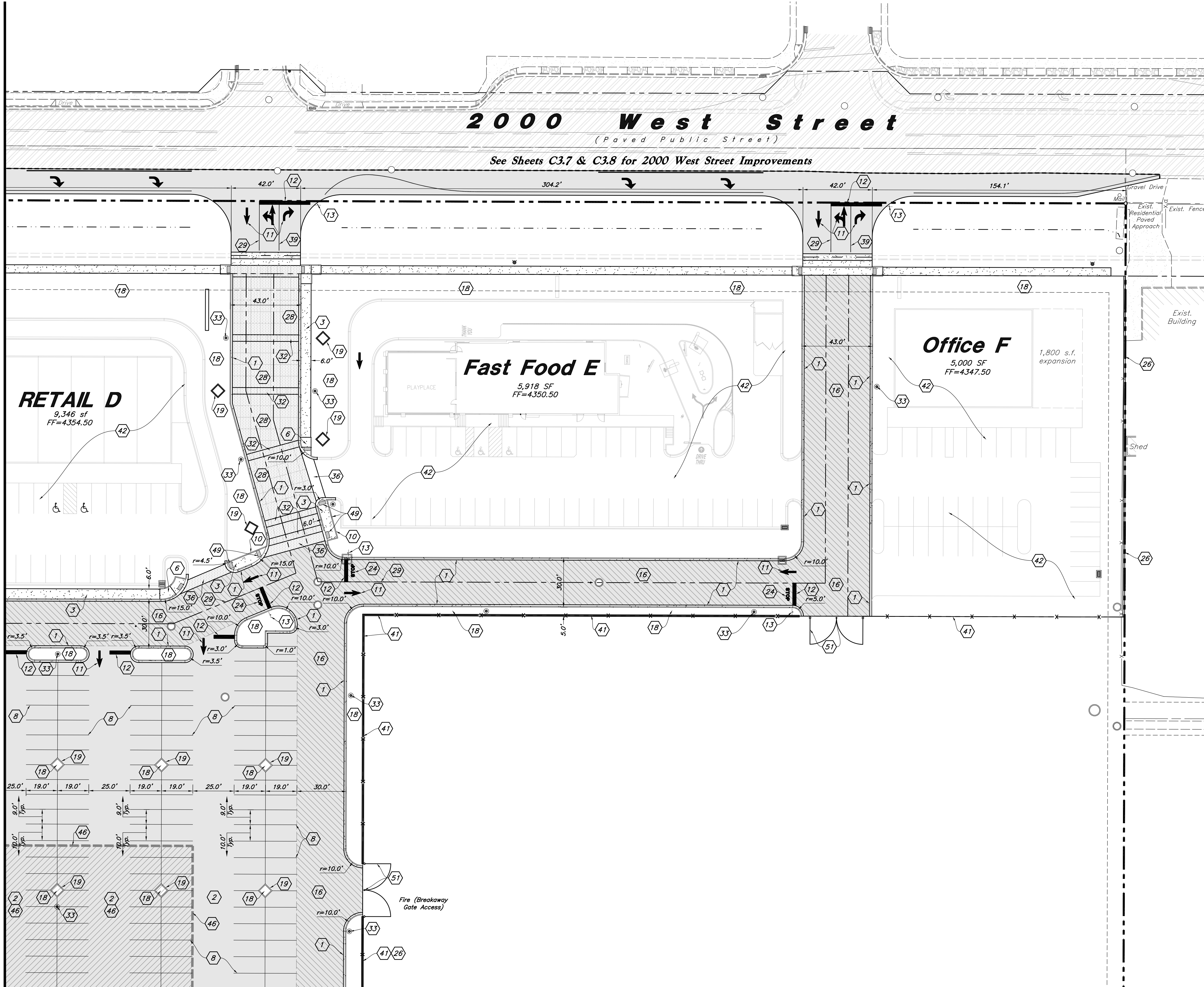
ANDERSON WAHLEN & ASSOCIATES
2010 North Redwood Road, Salt Lake City, Utah 84116
801.521-8529 - awhengineering.net

Site Plan
The Point
217 North 2000 West
West Point, Utah



07 May, 2015

SHEET NO.
C1.2



Site Construction Notes

- 1. Const. 18" Curb & Gutter
- 2. Const. Standard Asphalt Paving
- 3. Const. Conc. Sidewalk (Width Varies)
- 4. Const. Thickened Edge Sidewalk
- 5. Const. ADA Accessible Striping per MUTCD & ICC/ANSI A117.1 (Latest Editions)
- 6. Const. ADA Accessible Ramp per ICC/ANSI A117.1 (Latest Edition)
- 7. Const. ADA Accessible Sign with Bollard per MUTCD & ICC/ANSI A117.1 (Latest Editions)
- 8. Const. 4" Yellow Paint Stripe, 2 Coats (Typ.)
- 9. Const. Light Duty Conc. Paving; 5" Conc./6" Base Course
- 10. Const. 6" Curb Wall
- 11. Const. Directional Arrows per MUTCD
- 12. Const. 24" White Stop Bar, 2 Coats (Typ.)
- 13. Const. Stop Sign per MUTCD R1-1
- 14. Const. Stop Sign / Pedestrian Crossing Sign
- 15. Conn. & Match Existing Improvements
- 16. Const. Heavy Duty Asphalt Paving
- 17. Const. 4" Yellow Paint Stripe at 24" o.c., 2 Coats (Typ.)
- 18. Landscaping - See Landscape Plan
- 19. Const. 6"x6" Diamond Planter
- 20. Bollard (See Arch. Plans)
- 21. Const. Concrete Wheel Stop
- 22. Monument Sign (By Others)
- 23. Transformer (See Elect. Plans)
- 24. Paint White "STOP" per MUTCD
- 25. Const. Colored Conc. Paving - Davis Color "Tie Red;" Medium Broom Finish Parallel w/ Drive Isle, Sawcut Control Joints.
- 26. Const. "Redi-Rock" Gravity Retaining Wall System w/ LedgeStone Face & Color or Approved Equal & Chain Link Fence Along Top as Shown (Design Plans by Contractor)
- 27. Const. 5" Band w/ Colored Conc. - Davis Color "Tie Red;" Medium Broom Finish Perpendicular w/ Drive Isle, Sawcut Control Joints.
- 28. Const. Colored Conc. Paving - Davis Color "Tie Red;" Medium Broom Finish Parallel to Drive Isle w/ Tooled Joints
- 29. Const. 4" Solid Double Yellow Paint Stripe, 2 Coats (Typ.)
- 30. 8" Curb Wall Planter (See Arch. Plans)
- 31. Const. 6" Curb Wall Flush w/ Paving
- 32. Const. Colored Conc. Paving; Davis Color "Brick Red" Medium Broom Finish - Perpendicular to Drive Isle w/ Tooled Joints
- 33. Const. Light Pole (See Elect. Plans)
- 34. Const. Modified Concrete Collar
- 35. Const. Dumpster Enclosure w/ 8" Thick Concrete Apron & Interior Pad upon 4" Compacted Base upon Prepared Subgrade
- 36. Const. 6" Colored Concrete Crosswalk - Davis Color "Brick Red" Medium Broom Finish - Perpendicular to Drive Isle w/ Tooled Joints
- 37. Bike Rack (See Arch. Plans)
- 38. Pharmacy Canopy & Coverage (See Arch. Plans)
- 39. Const. 4" White Paint Stripe, 2 Coats (Typ.)
- 40. Taper Curb Wall Raised 6" w/ Paving
- 41. Const. 6" Commercial Black Vinyl Chain-Link Fence and 12" Wide x 6" Thick Concrete Mow Strip Bid Alternate 1: 830z L.F. of "Olympus (Owell) Precast" or Approved Equal 15" x 18" Precast Concrete Post, 20" Post Cap & 8" Retaining/ 6" Non-Retaining Panel Wall. Exterior Finish (Both Sides) Shall be Masonry/ Stacked Stone Formed Finish upon Posts, Cap Edge & Wall Panels w/ Opaque Stain per Precast Manufacturer (Design Plans by Contractor)
- 42. Future Pad Area to be Rough Graded & Stabilized w/ 2" Thick 1" Minus Crushed Rock (See Grading Plans)
- 43. Const. "Do Not Enter" Sign per MUTCD R5-1
- 44. Site/Building Construction Limits (Typ.)
- 45. Sawcut; Provide Smooth Clean Edge
- 46. Install Mirafi 500X (or Equal) Geotextile Fabric
- 47. Broom Finish to Match Direction of Hatch by Alternating Sections Between Tooled Joints.
- 48. Const. 6" Bench
- 49. Const. Truncated Domes
- 50. Const. Stop Sign w/ Pedestrian Crossing Sign per MUTCD R1-1 with Opposing "Do Not Enter" Sign per MUTCD R5-1
- 51. Const. 32" Double Gate with Center Drop Pin & Lockable Latch

Smith's
FOOD & DRUG STORES
1550 South Redwood Road
Salt Lake City, Utah 84104
Telephone (801) 974-1400

Match Line - See Sheet CL.2

Match Line - See Sheet CL.4

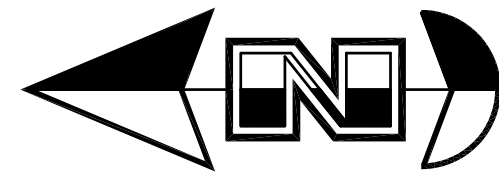
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Site Plan
The Point
217 North 2000 West
West Point, Utah

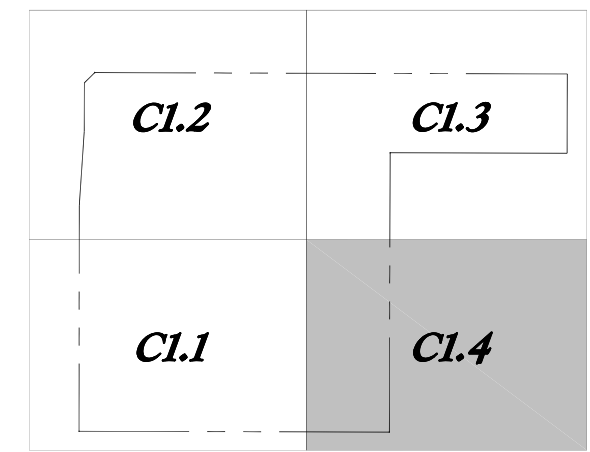
PROFESSIONAL ENGINEER
No. 243860
Troy Wolverton
STATE OF UTAH
MAY 11, 2015

07 May, 2015

SHEET NO.
C1.3



Scale: 1" = 30'



Key Map
Not to Scale

Site Construction Notes

- 1 Const. 18" Curb & Gutter
- 2 Const. Standard Asphalt Paving
- 3 Const. Conc. Sidewalk (Width Varies)
- 4 Const. Thickened Edge Sidewalk
- 5 Const. ADA Accessible Striping per MUTCD & ICC/ANSI A117.1 (Latest Editions)
- 6 Const. ADA Accessible Ramp per ICC/ANSI A117.1 (Latest Edition)
- 7 Const. ADA Accessible Sign with Bollard per MUTCD & ICC/ANSI A117.1 (Latest Editions)
- 8 Const. 4" Yellow Paint Stripes, 2 Coats (Typ.)
- 9 Const. Light Duty Conc. Paving; 5" Conc./6" Base Course
- 10 Const. 6" Curb Wall
- 11 Const. Directional Arrows per MUTCD
- 12 Const. 24" White Stop Bar, 2 Coats (Typ.)
- 13 Const. Stop Sign per MUTCD R1-1
- 14 Const. Stop Sign / Pedestrian Crossing Sign
- 15 Conn. & Match Existing Improvements
- 16 Const. Heavy Duty Asphalt Paving
- 17 Const. 4" Yellow Paint Stripes at 24" o.c., 2 Coats (Typ.)
- 18 Landscaping - See Landscape Plan
- 19 Const. 6'x6' Diamond Planter
- 20 Bollard (See Arch. Plans)
- 21 Const. Concrete Wheel Stop
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- 23 Transformer (See Elect. Plans)
- 24 Paint White "STOP" per MUTCD
- 25 Const. Colored Conc. Paving - Davis Color "Tile Red," Medium Broom Finish Parallel w/ Drive Isle, Sawcut Control Joints.
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- 27 Const. 5' Band w/ Colored Conc. - Davis Color "Tile Red," Medium Broom Finish Perpendicular w/ Drive Isle, Sawcut Control Joints.
- 28 Const. Colored Conc. Paving - Davis Color "Tile Red," Medium Broom Finish Parallel to Drive Isle w/ Tooled Joints
- 29 Const. 4" Solid Double Yellow Paint Stripes, 2 Coats (Typ.)
- 30 8" Curb Wall Planter (See Arch. Plans)
- 31 Const. 6" Curb Wall Flush w/ Paving
- 32 Const. Colored Conc. Paving; Davis Color "Brick Red" Medium Broom Finish - Perpendicular to Drive Isle w/ Tooled Joints
- 33 Const. Light Pole (See Elect. Plans)
- 34 Const. Modified Concrete Collar
- 35 Const. Dumpster Enclosure w/ 8" Thick Concrete Apron & Interior Pad upon 4" Compacted Base upon Prepared Subgrade
- 36 Const. 6' Colored Concrete Crosswalk - Davis Color "Brick Red" Medium Broom Finish - Perpendicular to Drive Isle w/ Tooled Joints
- 37 Bike Rack (See Arch. Plans)
- 38 Pharmacy Canopy & Coverage (See Arch. Plans)
- 39 Const. 4" White Paint Stripes, 2 Coats (Typ.)
- 40 Taper Curb Wall Raised 6" w/ Paving
- 41 Const. 6' Commercial Black Vinyl Chain-Link Fence and 12" Wide x 6" Thick Concrete Mow Strip Bid Alternate 1: 830± L.F. of "Olympus (Owell) Precast" or Approved Equal 15" x 18" Precast Concrete Post, 20" Post Cap & 8' Retaining/6' Non-Retaining Panel Wall. Exterior Finish (Both Sides) Shall be Masonry/Stacked Stone Formed Finish upon Posts, Cap Edge & Wall Panels w/ Opaque Stain per Precast Manufacturer (Design Plans by Contractor)
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- 44 Site/Building Construction Limits (Typ.)
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- 46 Install Mirafi 500X (or Equal) Geotextile Fabric
- 47 Broom Finish to Match Direction of Hatch by Alternating Sections Between Tooled Joints.
- 48 Const. 6' Bench
- 49 Const. Truncated Domes
- 50 Const. Stop Sign w/ Pedestrian Crossing Sign per MUTCD R1-1 with Opposing "Do Not Enter" Sign per MUTCD R5-1
- 51 Const. 32" Double Gate with Center Drop Pin & Lockable Latch

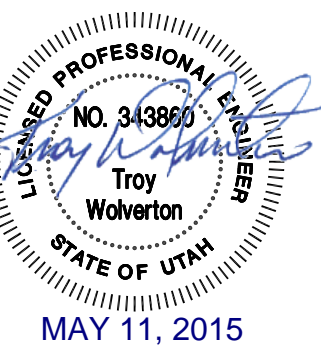
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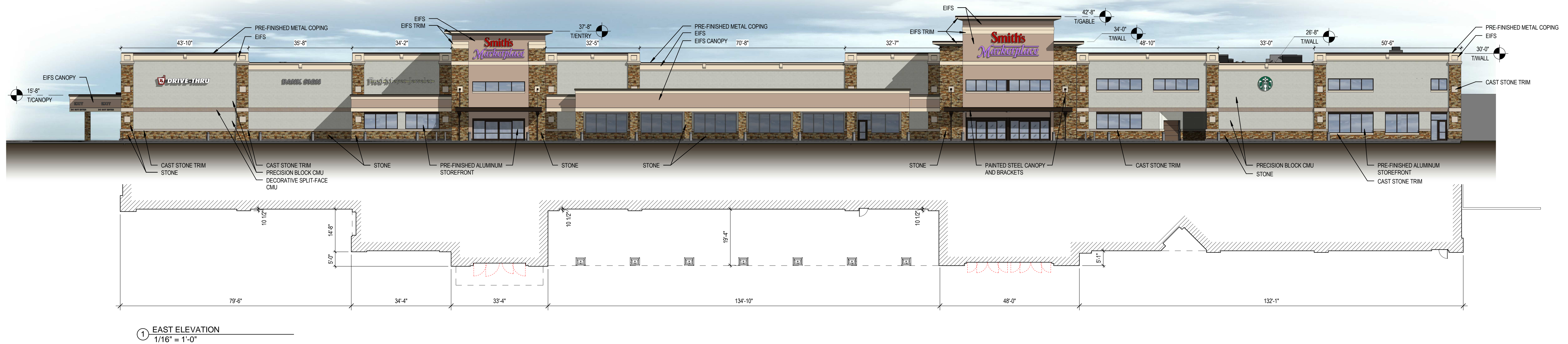


07 May, 2015

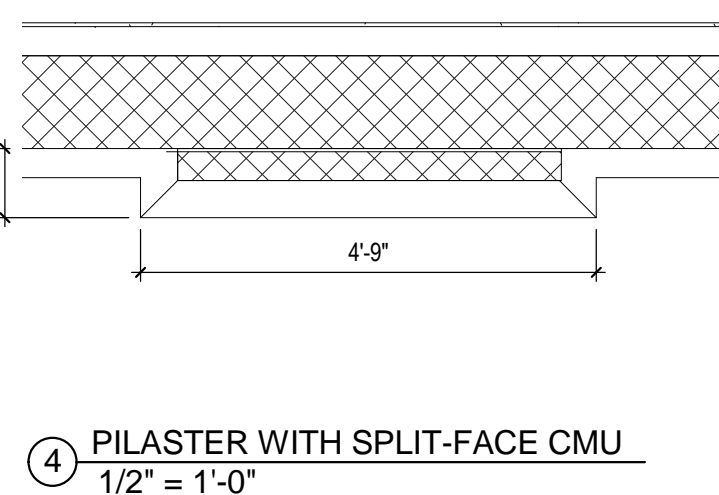
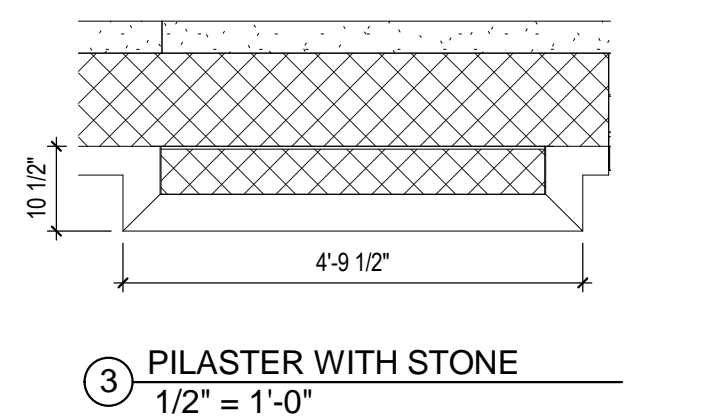
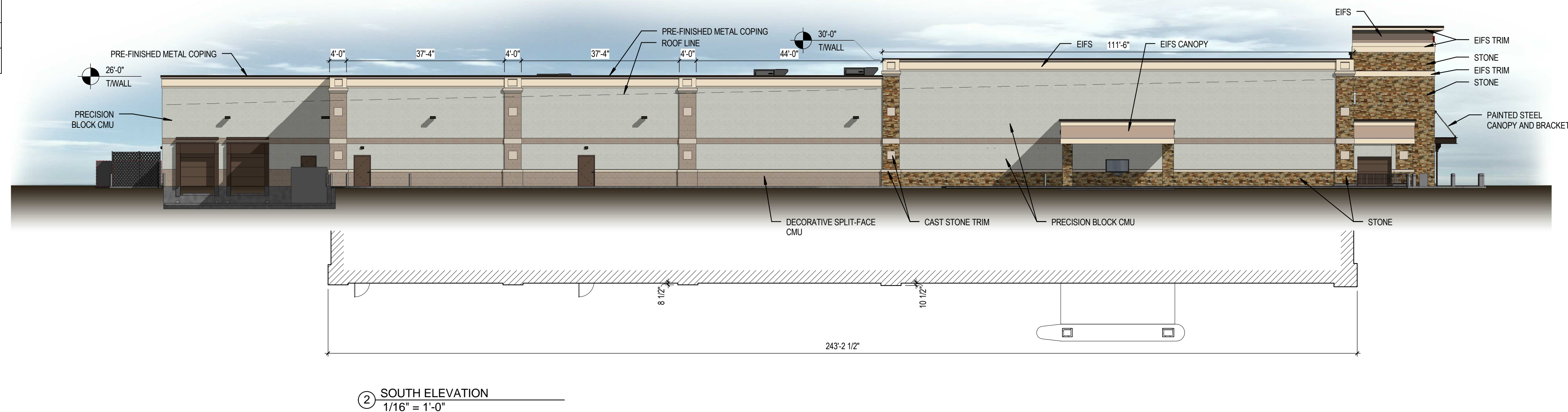
SHEET NO.
C1.4

Match Line - See Sheet C1.3

Match Line - See Sheet C1.1



| SECTION 15.20.160(C) REQ. MASONRY (OUTSIDE PERIMETER X 4') = 6360 sq. ft. | |
|--|-----------------|
| | PROVIDED |
| NORTH | 1141.56 sq. ft. |
| WEST | 76.69 sq. ft. |
| EAST | 3256.39 sq. ft. |
| SOUTH | 1086.23 sq. ft. |
| NORTH SIDE OF SECONDARY ENTRANCE | 517.22 sq. ft. |
| SOUTH SIDE OF MAIN ENTRANCE | 532.65 sq. ft. |
| TOTAL | 6610.65 sq. ft. |



December 1, 2014

Smith's Store SM272

West Point, UT
515505.01



MEMORANDUM

To: Troy Wolverton, AWA Engineering

From: Boyd Davis, P.E.

cc: West Point City Planning Commission

RE: West Point Commercial

Date Plans Received: May 11, 2015

Date Reviewed: May 12, 2015

I have completed a review of the final plan for the subject project and offer the following comments for your review:

1. Zoning
 - a. A beer license will be required.
 - b. The agricultural protection designation must be removed.
2. Site Plan
 - a. Signage: None submitted yet.
 - b. The plans do not include the street lights along 300 North and 2000 West.
 - c. The landscape plan looks good.
 - d. The site plan shows a chain link fence, but it may be replaced with a wall. Should a note be put on the plans to show this?
3. Building Pad
 - a. Our understanding is that only the Smith's pad and pad "A" are being approved now. The fuel center will be a separate approval.
 - b. Architecture (Smith's only): See the previous memo.
4. Plat
 - a. The legal description does not close. See the attached redlines.
 - b. The current ownership shows more than one owner. A signature line and acknowledgement must be provided for each owner.
 - c. Indicate who parcel A will be dedicated to.
 - d. Why is the ownership of the entrances split? Would an access easement work?
5. Streets
 - a. Please submit a copy of the traffic analysis.
 - b. Submit a copy of the UDOT approval letter.
 - c. Will there be a raised median on 300 North?

6. Water
 - a. Water shares will be required.
 - b. An access easement must be granted to the City for the water meters.
7. Sewer
 - a. Approval from the North Davis Sewer District is required.
 - b. An easement for the 300 North sewer line must be granted to the City.
 - c. Submit calculations to determine the pipe sizes.
 - d. Please indicate if grease traps or other pre-treatment facilities will be installed.
 - e. Consider placing a manhole at the 6" sewer lateral.
8. Storm Drain
 - a. A full SWPPP plan using the Division of Water Quality's template must be submitted.
 - b. Davis County approval required.
 - c. The 4" lines on 2000 West should connect to a storm drain
9. Secondary water
 - a. Approval from the Davis & Weber Counties Canal Co. is required.
 - b. Water shares will be required. The amount will be determined by D&W.
10. Irrigation
 - a. The replacement of the 18" irrigation pipe on 300 North is shown as an alternate bid item. If the alternate is not approved, then the pipe at the driveways must be replaced at a minimum.
 - b. Approval of the Clearfield Irrigation Co. is required.
11. Others
 - a. Please submit a copy of the geotechnical report.

City Council Staff Report

Subject: Municipal Wastewater Planning Program – 2015 Annual Report
Author: Paul Rochell
Department: Public Works
Date: May 19, 2015



Background

The Municipal Wastewater Planning Annual Report is a program established by the State of Utah Department of Environmental Quality to assist cities in their awareness of their wastewater collection and treatment facilities.

The purpose of the Municipal Wastewater Planning Annual Report is to allow West Point City to identify and solve potential problems in the Wastewater Collection System before they become serious and costly.

Completion of the Self-Assessment Report gives West Point City additional points on the Utah Wastewater Project Priority List. The Priority List is used to allocate funds under the wastewater grant and loan programs.

The results are used to focus on State's technical assistance programs.

Analysis

The report is a self-assessment report developed by the Department of Environmental Quality. It includes, but is not limited to the following sections and subsections:

Financial Evaluation

- Operation and Maintenance
- Capital Improvements
- Projected Needs

Collection system

- System Age
- New Development
- Operator Certification
- Facility Maintenance

Last year we were assessed 20 point for not having a safety plan. Since that time we have developed a written safety plan that the council has reviewed and approved previously. With that in place, we were not assessed any points in this year's annual report.

Recommendation

Adopt by Resolution West Point City's Municipal Wastewater Planning Program Self-Assessment Report.

Significant Impacts

There are no significant impacts at this time.

Attachments

Self-Assessment Report

STATE OF UTAH

MUNICIPAL WASTEWATER PLANNING PROGRAM

SELF-ASSESSMENT REPORT

FOR

WEST POINT CITY

2014



Resolution Number _____

MUNICIPAL WASTEWATER PLANNING PROGRAM RESOLUTION

RESOLVED that **ALPINE** informs the Water Quality Board the following actions were taken by the **CITY COUNCIL**

1. Reviewed the attached Municipal Wastewater Planning Program Report for 2014.
2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (If Applicable).

Passed by a (majority) (unanimous) vote on

(date)

Mayor/Chairman

Attest: Recorder/Clerk

Municipal Wastewater Planning Program (MWPP) Financial Evaluation Section

Owner Name: *West Point City*

Name and Title of Financial Contact Person:

Paul Rochell
Public Works Director

Phone: *801-776-0970*

E-mail: *prochell@westpointcity.org*

PLEASE SUBMIT TO STATE BY: May 1, 2015

Mail to: MWPP - Department of Environmental Quality
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4300

NOTE: This questionnaire has been compiled for your benefit by a state sponsored task force comprised of representatives of local government and service districts. It is designed to assist you in making an evaluation of your wastewater system and financial planning. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call, Emily Cantón. Utah Division of Water Quality: (801) 536-4342.

I. Definitions: The following terms and definitions may help you complete the worksheets and questionnaire:

User Charge (UC) - A fee established for one or more class(es) of users of the wastewater treatment facilities that generate revenues to pay for costs of the system.

Operation and Maintenance Expense - Expenditures incurred for materials, labor, utilities, and other items necessary for managing and maintaining the facility to achieve or maintain the capacity and performance for which it was designed and constructed.

Repair and Replacement Cost - Expenditures incurred during the useful life of the treatment works for obtaining and installing equipment, accessories, and/or appurtenances necessary to maintain the existing capacity and the performance for which the facility was designed and constructed.

Capital Needs - Cost to construct, upgrade or improve the facility.

Capital Improvement Reserve Account - A reserve established to accumulate funds for construction and/or replacement of treatment facilities, collection lines or other capital improvement needs.

Reserve for Debt Service - A reserve for bond repayment as may be defined in accordance with terms of a bond indenture.

Current Debt Service - Interest and principal costs for debt payable this year.

Repair and Replacement Sinking Fund - A fund to accumulate funds for repairs and maintenance to fixed assets not normally included in operation expenses and for replacement costs (defined above).

Part I: OPERATION AND MAINTENANCE

Complete the following table:

| Question | Points Earned | Total |
|---|----------------------------------|-------|
| Are revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs <u>at this time</u> ? | YES = 0 points NO = 25 points | 0 |
| Are the projected revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs for the <u>next five years</u> ? | YES = 0 points NO = 25 points | 0 |
| Does the facility have sufficient staff to ensure proper O&M? | YES = 0 points NO = 25 points | 0 |
| Has a dedicated sinking fund been established to provide for repair & replacement costs? | YES = 0 points NO = 25 points | 0 |
| Is the repair & replacement sinking fund adequate to meet anticipated needs? | YES = 0 points NO = 25 points | 0 |
| TOTAL PART I = | | 0 |

Part II: CAPITAL IMPROVEMENTS

Complete the following table:

| Question | Points Earned | Total |
|--|----------------------------------|-------|
| Are present revenues collected sufficient to cover all costs and provide funding for capital improvements? | YES = 0 points NO = 25 points | 0 |
| Are projected funding sources sufficient to cover all projected capital improvement costs for the <u>next five years</u> ? | YES = 0 points NO = 25 points | 0 |
| Are projected funding sources sufficient to cover all projected capital improvement costs for the <u>next ten years</u> ? | YES = 0 points NO = 25 points | 0 |
| Are projected funding sources sufficient to cover all projected capital improvement costs for the <u>next twenty years</u> ? | YES = 0 points NO = 25 points | 0 |
| Has a dedicated sinking fund been established to provide for future capital improvements? | YES = 0 points NO = 25 points | 0 |
| TOTAL PART II = | | 0 |

Part III: GENERAL QUESTIONS

Complete the following table:

| Question | Points Earned | Total |
|--|----------------------------------|-------|
| Is the wastewater treatment fund a separate enterprise fund/account or district? | YES = 0 points NO = 25 points | 0 |
| Are you collecting 95% or more of your sewer billings? | YES = 0 points NO = 25 points | 0 |
| Is there a review, at least annually, of user fees? | YES = 0 points NO = 25 points | 0 |
| Are bond reserve requirements being met if applicable? | YES = 0 points NO = 25 points | 0 |
| TOTAL PART III = | | 0 |

Part IV: PROJECTED NEEDS

Estimate as best you can the following:

| Cost of projected capital improvements (in thousands) | 2015 | 2016 | 2017 | 2018 | 2019 |
|---|------|------------|------------|------|------|
| | 0 | \$ 166,000 | \$ 264,000 | 0 | 0 |

Point Summation

Fill in the values from Parts I through III in the blanks provided in column 1. Add the numbers to determine the MWPP point total that reflects your present financial position for meeting your wastewater needs.

| Part | Points |
|-------|--------|
| I | 0 |
| II | 0 |
| III | 0 |
| Total | 0 |

Municipal Wastewater Planning Program (MWPP) Collection System Section

Owner Name: West Point City

Name and Title of Contact Person:

Paul Rochell

Public Work Director

Phone: 801-776-0970

E-mail: prochell@westpointcity.org

PLEASE SUBMIT TO STATE BY: May 1, 2015

Mail to: MWPP - Department of Environmental Quality
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4300

Form completed by



Part I: SYSTEM AGE

- A. What year was your collection system first constructed (approximately)?

Year 1935

- B. What is the oldest part of your present system?

Oldest part 80 years

Part II: BYPASSES

- A. Please complete the following table:

| Question | Number | Points Earned | Total Points |
|---|--------|---|--------------|
| How many days last year was there a bypass, overflow or basement flooding by untreated wastewater in the system due to rain or snowmelt? | 0 | 0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points | 0 |
| How many days last year was there a bypass, overflow or basement flooding by untreated wastewater due to equipment failure? (except plugged laterals) | 0 | 0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points | 0 |
| TOTAL PART II = | | | 0 |

- B. The Utah Sewer Management Program defines sanitary sewer overflows into two classes. Below include the number of SSOs that occurred in 2014:

Number of Class 1 SSOs in Calendar year 2014 0

Number of Class 2 SSOs in Calendar year 2014 0

Class 1- a Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that:

- (a) effects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the state.

Class 2 – a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.

Part II: BYPASSES (cont.)

- C. Please specify whether the SSOs were caused a contract or tributary community, etc.

No SSO IN 2014

Part III: NEW DEVELOPMENT

- A. Please complete the following table:

| Question | Points Earned | Total Points |
|--|----------------------------------|--------------|
| Has an industry (or other development) moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10 - 20%)? | No = 0 points Yes = 10 points | 0 |
| Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years, such that either flow or BOD ₅ loadings to the sewerage system could significantly increase (25%)? | No = 0 points Yes = 10 points | 0 |
| TOTAL PART III = | | 0 |

- B. Approximate number of new residential sewer connections in the last year

49 new residential connections

- C. Approximate number of new commercial/industrial connections in the last year

0 new commercial/industrial connections

- D. Approximate number of new population serviced in the last year

196 new people served

Part IV: OPERATOR CERTIFICATION

A. How many collection system operators are currently employed by your facility?

5 collection system operators employed

B. What is/are the name(s) of your DRC operator(s)?

PAUL ROCHELL

C. You are required to have the collection DRC operator(s) certified at Grade I

What is the current grade of the DRC operator(s)? IV

D. State of Utah Administrative Rules require all operators considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class.

Not Certified _____

Small Lagoons _____

Collection I _____

Collection II ANIBAL MONTEROSO, JAMIE ESCURIEUX

Collection III _____

Collection IV PAUL ROCHELL, KENNY ENGLAND, KASEY GIBSON

E. Please complete the following table:

| Question | Points Earned | Total Points |
|--|---|--------------|
| Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C) | Yes = 0 points No = 50 points | 0 |
| How many continuing education units has each of the DRC operator(s) completed over the last 3 years? | 3 or more = 0 points less than 3 = 10 points | 0 |
| TOTAL PART IV = | | 0 |

Part V: FACILITY MAINTENANCE

A. Please complete the following table:

| Question | Points Earned | Total Points |
|---|----------------------------------|--------------|
| Do you follow an annual preventative maintenance program? | Yes = 0 points No = 30 points | 0 |
| Is it written? | Yes = 0 points No = 20 points | 0 |
| Do you have a written emergency response plan? | Yes = 0 points No = 20 points | 0 |
| Do you have an updated operations and maintenance manual | Yes = 0 points No = 20 points | 0 |
| Do you have a written safety plan? | Yes = 0 points No = 20 points | 0 |
| TOTAL PART V = | | 0 |

Part VI: SSMP EVALUATION

- A. Has your system completed its Sewer System Management Plan (SSMP)?
Yes ✓ NO _____
- B. If the SSMP has been completed then has the SSMP been public noticed?
No _____ Yes, included date of public notice YES, ON JANUARY 22ND 2015
- C. Has the SSMP been approved by the permittee's governing body at a public meeting?
Yes ✓ NO _____
- D. During the annual assessment of the operation and maintenance plan were any adjustments needed based on the performance of the plan?
No ✓ If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections and manhole inspections and/or SSO events)
-
-

Part VI: SSMP EVALUATION (cont.)

E. During 2014 was any part of the SSMP audited as part of the five year audit?

No ✓

If yes, what part of the SSMP was audited and were changed made to the SSMP as a result of the audit? _____

F. Has your system completed its *System Evaluation and Capacity Assurance Plan* (SECAP) as defined by the Utah Sewer Management Program?

Yes ✓ NO _____

The following are required completion dates that the SSMP and SECAP based on population. The SSMP and SECAP must be public noticed and approved by the permittee's governing body in order to be considered complete.

| Program | Population | | | | |
|---------|------------|---------------|----------------|-----------------|----------|
| | < 2,000 | 2,000 - 3,500 | 3,501 – 15,000 | 15,001 – 50,000 | > 50,000 |
| SSMP | 3-31-16 | 3-31-16 | 9-30-15 | 3-31-15 | 9-30-14 |
| SECAP | Optional | 9-30-17 | 9-30-16 | 3-31-16 | 9-30-15 |

SSMP Signatory Requirement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature of Signatory Official

Date

Print Name of Signatory Official

Title

The signatory official is the person authorized to sign permit documents, per R317-8-3.4.

Part VII: SUBJECTIVE EVALUATION

This section should be with the system operators.

- A. Describe the physical condition of the sewer collection system: (lift stations, etc. included)

WE HAVE 1 LIFT STATION THAT PROVIDES SEWER TO APPROXIMATELY 80 HOMES, AND THE REST OF OUR SYSTEM FLOWS TO NORTH DAVIS SEWER DISTRICT.

- B. What sewerage system improvements does the community have under consideration for the next 10 years?

UPGRADE 8" LINE ON 800 N. 4650 W. - 5000 W.; REPLACE 8" LINE ON 2000 W. 550 N. - 800 N.; REPLACE 12" LINE ON 4000 W. 1050 N. - 1300 N. WITH 10" LINE.; INSTALL 10" LINE ON 800 N. 3850 W. - 4000 W. REPLACE 12" LINE ON 1800 N. 4250 W. - 4475 W.

- C. Explain what problems, other than plugging have you experienced over the last year

NO PROBLEMS IN THE PAST YEAR

- D. Is your community presently involved in formal planning for system expansion/upgrading? If so explain.

YES, WE HAVE A CAPITAL IMPROVEMENTS BUDGET PLAN.

- E. Does the municipality/district pay for the continuing education expenses of operators?

ALWAYS ☒ SOMETIMES ☐ NO ☐

If they do, what percentage is paid?

approximately 100 %

Part VII: SUBJECTIVE EVALUATION (cont.)

- F. Is there a written policy regarding continuing education and training for wastewater operators?

YES _____ NO ✓

- G. Any additional comments? (Attach additional sheets if necessary.)

FOR QUESTION F, WE FOLLOW DEPARTMENT OF
ENVIROMENTAL QUALITY STANDARDS.

POINT SUMMATION

Fill in the values from Parts II through V in the blanks provided in column 1. Add the numbers to determine the MWPP point total that your wastewater facility has generated for the past twelve months.

| Part | Points |
|-------|--------|
| II | 0 |
| III | 0 |
| IV | 0 |
| V | 0 |
| Total | 0 |



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

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

City Manager
Kyle Laws

Administrative Session
6:00 pm – Board Room

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

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

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

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

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

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

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

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

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

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

Mr. Davis informed the Council that many of the residents on 800 North are unhappy with the height of the sidewalk in relation to their yards. He stated that Staff made a decision to install sidewalk using the City Standards knowing that

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Discussion of Vote by-Mail – Mayor Craythorne

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

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

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

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

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

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

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

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

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

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

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

4. Discussion of Davis County Gala – Mayor Erik Craythorne

Mayor Craythorne stated that each September, the Davis County Gala is held to raise funding for non-profit organizations. The Gala includes dinner, silent auction, entertainment, and the recognition of an outstanding member of the county. In the past when the budget would allow, West Point City would purchase one table at the Davis County Gala. Mayor Craythorne asked the Council to think about purchasing a table at the Davis County Gala. If the Council wishes to purchase a table, it will need to be included in the budget.

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

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

DRAFT



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

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

General Session

7:00 pm – Council Room

Minutes for the West Point City Council General Session held at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 on April 21, 2015 at 7:00 pm with Mayor Craythorne presiding.

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

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

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

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

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

Council Member Turner – no comment

Council Member Petersen – no comment

Council Member Dawson – no comment

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

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

5. Communications from Staff

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

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

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

6. Citizen Comment

Doug Zaugg –

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

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

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

Mayor Craythorne thanked Mr. Zaugg for his comments.

7. Miss West Point City Royalty

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. Public Hearing – no comment

Council Member Henderson motioned to close the public hearing
Council Member Chatterton seconded the motion

The Council unanimously agreed.

- b. Action

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

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

Council Member Turner seconded the motion.

Roll Call Vote:

Council Member Chatterton - aye

Council Member Dawson - aye

Council Member Petersen - aye

Council Member Turner - aye

Council Member Henderson - aye

The Council unanimously agreed.

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

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

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

a. Public Hearing

Kirk Yamashita – 2379 West 300 North, West Point City

Mr. Yamashita asked for Staff to define the zonings.

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

Annice Nixon – 314 North 2300 West, West Point City

Ms. Nixon asked if a 4-way stop will be needed on the corner of 2300 West because of the development.

Mayor Craythorne stated he is unsure. He then stated this request is only for a rezone and not for development. She then asked where the access to the property will be located. Mayor Craythorne stated that is unknown as this request is specifically for a rezone and not development plans.

Council Member Chatterton motioned to close the public hearing

Council Member Dawson seconded the motion

The Council unanimously agreed.

b. Action

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

Mr. Gary Wright with Wright Development Group – 1178 Legacy Crossing Blvd, Centerville

Mr. Wright stated that currently there are no plans to develop the area and the owner of the property plans to continue to farm the property. He stated the owner of the property felt that with the development of the 25

acres to the east it would be appropriate to plan for the future. The owner felt that transitioning from commercial zone to an R-5 and R-4 zone is more desirable.

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

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

Council Member Henderson seconded the motion.

Roll Call Vote:

Council Member Henderson – aye

Council Member Turner – aye

Council Member Petersen – aye

Council Member Dawson – aye

Council Member Chatterton – aye

The Council unanimously agreed.

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

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

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

a. Public Hearing

Eddie Montgomery – 4839 South Ridgeline Drive, Ogden

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

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

Mr. Montgomery stated the late Justice Potter Stewart of the Supreme Court said, “Ethics is knowing the difference in what you have the right to do and what is the right thing”. Mr. Montgomery stated he understands that the City Council has the right to zone his property in accordance with what is right for the city. He is asking the Council to “do the right thing and work with him.” Mr. Montgomery asked the Council to allow him to zone his property with what the area will support. He then stated at the beginning of the

meeting a prayer was given and he believes that each of us will stand and be held accountable for our actions. Mr. Montgomery asked the Council what they would like to be held accountable for, he stated “do you want to report that you had a right to do what you did or would you rather say we did the right thing and worked with Mr. Montgomery”.

Annice Nixon – 314 North 2300 West, West Point City

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

Council Member Petersen motioned to close the public hearing

Council Member Turner seconded the motion

The Council unanimously agreed.

b. Action

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

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

Council Member Dawson stated “for the record, I’m not being sympathetic just because you told me I would go to hell if I didn’t vote for the rezone”. Mr. Montgomery responded by saying he never said the Council would go to hell if the rezone request was denied. Council Member Dawson stated “it was implied.”

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

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

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

Mayor Craythorne stated if the rezone is approved, the potential for commercial is gone. He then stated that there have been instances in which people have requested the Council deviate away from the General Plan. Mayor Craythorne stated it is uncommon for the Council to deviate from the General Plan. For example on the east side of the 2000 West (across the street from the upcoming Smith’s Marketplace) the General Plan called for the area to be commercial. A developer approached the City and a developer placed single family homes on the property. In hindsight, the City may have lost viable locations for commercial. Mayor Craythorne stated anytime the Council deviates away from the General Plan, the potential for commercial is

lost. He then stated the General Plan is reviewed and updated every five to seven years. This allows for changes to be made to the General as we move into the future. Mayor Craythorne stated if the rezone request is not approved, the owner has the ability to tear down both homes and replace them with one single family home.

Council Member Turner asked if the owner could build a two level single family home on the property and rent both levels. Mayor Craythorne stated no, the West Point City Ordinance will not permit that use. Council Member Turner expressed the importance of following the General Plan. He then stated the value of the property will likely increase.

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

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

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

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

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

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

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

Roll Call Vote:

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

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

13. Motion to Adjourn

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

ERIK CRAYTHORNE, MAYOR

DATE

MISTY ROGERS, CITY RECORDER

DATE

DRAFT



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
May 5, 2015**

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

City Manager
Kyle Laws

Administrative Session
6:00 pm – Board Room

Minutes for the West Point City Council Administrative Session held at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 on May 5, 2015 at 6:00 pm with Mayor Craythorne presiding.

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

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

EXCUSED – Council Member Gary Petersen

VISITORS PRESENT – Rob Ortega, Randy Sant, Royce & Arlene Ross, Howard Stoddard, Cindy ** and Marv Drake
Mayor Craythorne welcomed those in attendance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department Requests

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- CDRA Obligations are as follows:

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

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

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

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

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

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

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

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

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

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

Mayor Craythorne stated the process has been a cumbersome process.

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

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

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

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

3. Military Memorial Update

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Administrative Session adjourned.



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
May 5, 2015**

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

General Session

7:00 pm – Council Room

Minutes for the West Point City Council General Session held at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 on May 5, 2015 at 7:00 pm with Mayor Craythorne presiding.

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

EXCUSED – Council Member Gary Petersen

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

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

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

Council Member Chatterton – no comment

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

Council Member Henderson – no comment

Council Member Turner – no comment

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

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

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

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

5. Communications from Staff

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

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

6. Citizen Comment

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

Catherine Carlson -

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

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

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

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

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

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

7. Youth Council Update

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

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

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

Council Member Chatterton seconded the motion.

The Council unanimously agreed.

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

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

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

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

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

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

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

Council Member Henderson seconded the motion.

The Council unanimously agreed.

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

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

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

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

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

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

Personnel Budget Requests

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

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

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

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

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

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

- a. Public Hearing – no comment

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

Council Member Turner seconded the motion.

The Council unanimously agreed.

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

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

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

a. Action

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

Council Member Henderson seconded the motion.

The Council unanimously agreed.

12. Motion to Adjourn

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

Council Member Dawson motioned to adjourn.

Council Member Turner seconded the motion.

The Council unanimously agreed.

ERIK CRAYTHORNE, MAYOR May 19, 2015
DATE

MISTY ROGERS, CITY RECORDER May 19, 2015
DATE



**West Point City
Community Development and Renewal Agency**

West Point City Hall
3200 West 300 North
West Point City, UT 84015
May 5, 2015

Board Chair

Erik Craythorne

Board

Jeff Turner, Vice Chair

Gary Petersen

Jerry Chatterton

Andy Dawson

R. Kent Henderson

Executive Director

Kyle Laws

Community Development and Renewal Agency Organizational Meeting

Minutes for the Community Development and Renewal Agency of West Point City held at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 on March 5, 2015 at 7:40 pm,-- with Chairman Erik Craythorne presiding.

CDRA BOARD MEMBERS PRESENT – Erik Craythorne, Chairman; Jeff Turner, Vice-Chair; Kent Henderson, Board Member; Andy Dawson, Board Member; Jerry Chatterton, Board Member; Kyle Laws, Executive Director; and Misty Rogers, Secretary

EXCUSED – Gary Petersen, Board Member;

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

1. **Call to Order** - Chairman Craythorne welcomed those in attendance. He then stated the CDRA was established to assist with collection of tax increment from the Smiths Project area. Because the CDRA is its own entity, the budget process must be completed each year.
2. **Communications and Disclosures from the CDRA Board** - no comment
3. **Communications from Staff** – none
4. **Budget Hearing for CDRA FY2015 Amended Budget and the FY2016 Budget**

Mayor Craythorne stated that in the past the CDRA budget was \$0. Mr. Laws stated during FY2016, the CDRA will obtain an Inter-Fund Loan in the amount of \$20,000 from West Point City to assist with start-up costs. The CDRA will also issue debt in the amount of \$1.2 million. Therefore, the FY2016 Budget is estimated at \$1.2 million.

- a. **Public Hearing** – no comment

Mr. Dawson motioned to continue the public hearing.

Mr. Chatterton seconded the motion.

The board unanimously agreed.

5. **Consideration of the Adoption of the Minutes from the March 3, 2015 CDRA Meeting**

Mr. Henderson motioned to approve the minutes from the March 3, 2015 CDRA meeting.

Mr. Dawson seconded the motion.

The Board unanimously agreed.

6. Motion to Adjourn

Chairman Craythorne stated before the CDRA Meeting is adjourned, those in attendance should be aware of the format which will be followed during the Open House for the Loy Blake Park Extension. He stated the open house will be informal, three ideas will be available for public inspection and the Staff and Council will be available to discuss the project.

Chairman Craythorne stated the intent of the open house is to gather input from the public regarding options for the area. He then stated that in attendance are people who are unsupportive of the demolition of the Nature Park as well as people who are supportive of the demolition and look forward to the change in the area.

Mr. Laws encouraged those in attendance to return the maps and comment cards with suggestions for the area to the City. He then stated that comments will be accepted at City Hall for approximately one week.

Chairman Craythorne requested the public provide constructive ideas and remember there are basic needs of the City that must also be met. A visitor asked Chairman Craythorne to inform those in attendance of the basic needs of the City. Chairman Craythorne stated the connection of the road, additional parking and open park space are needs of the City and all three needs are included on the proposals. Chairman Craythorne stated that West Point City is just under 10,000 residents and build out is expected at 40,000. Chairman Craythorne expressed the need to plan for the future.

Mr. Beau Stander asked if the City has considered options for the property owned by Glen Wade located on 800 North. He stated the Planning Commission has this area designated for park space and this area is a better location for large playing fields. Mr. Dawson stated that is only an option if the property owner doesn't sale or develop the area into homes.

The CDRA Meeting adjourned.

Approved this 19th day of May, 2015

Agency Chairman, Mr. Erik Craythorne

Executive Director, Mr. Kyle Laws

Agency Secretary, Mrs. Misty Rogers