



## WEST POINT CITY COUNCIL VISIONING RETREAT

### NOTICE & AGENDA

Hyatt House Sandy  
9685 South Monroe Street  
Sandy, UT 84070

**JANUARY 10-11, 2020**

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

### AGENDA

#### JANUARY 10, 2020

**2:00 pm** *Welcome & Call to Order – Mayor Craythorne*

**Item 1.** Discussion of Council Rules of Order and Procedure – Ms. Casey Arnold [pg. 5](#)

**Item 2.** Discussion of Community Development Projects and Updates to City Code – Mr. Boyd Davis [pg. 13](#)

**Item 3.** Discussion of Technology Updates to Council Chambers and Conference Rooms – Mr. Kyle Laws [pg. 15](#)

**Item 4.** Discussion of City Events – Mr. Kyle Laws [pg. 17](#)

**3:15 pm** *Break*

**Item 5.** Discussion of Facility and Field Conditions for Recreation Programs – Mr. Kelly Ross [pg. 19](#)

**Item 6.** Discussion of a New Residential Zone – Mr. Boyd Davis [pg. 29](#)

**5:00 pm** *Adjourn*

\* City Council and Members of Staff will meet socially for dinner and activity following this session\*

**5:30 pm** *Dinner at Los Cucos – 10585 South State Street, Sandy, UT 84070*

**7:30 pm** *Hale Center Theater – 9900 S Monroe Street, Sandy, UT 84070*

#### JANUARY 11, 2020

**8:00 am** *Breakfast with Spouses in Hotel Meeting Room*

**9:00 am** *Welcome & Call to Order – Mayor Craythorne*

**Item 7.** Discussion of City Website Redesign – Ms. Casey Arnold [pg. 33](#)

**Item 8.** Discussion of City Finances and Upcoming Budget Issues – Mr. Ryan Harvey [pg. 35](#)

**Item 9.** Discussion of Future Projects and Priorities – Mr. Kyle Laws, Mr. Boyd Davis, & Mr. Paul Rochell [pg. 45](#)

**Item 10.** Discussion of Miscellaneous Items or Individual Council Items

**12:00 pm** *Adjourn*

Posted this 8<sup>th</sup> day of January, 2020

CASEY ARNOLD, CITY RECORDER

**Order of items being discussed are subject to change.**

**All times are approximate and may vary depending on the length of time needed for discussion.**

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.





# WEST POINT CITY 2020 CALENDAR

2020

IMPORTANT DATES

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JANUARY

- 1 New Year's Day - CLOSED
- 9 Planning Commission - 6 PM
- 10-11 City Council Planning & Visioning Session
- 13 Senior Lunch - 11:30 AM
- 20 MLK Jr. Day - CLOSED
- 21 City Council - 6 PM
- 23 Planning Commission - 6 PM

## JULY

- 3-4 PARTY AT THE POINT EVENTS
- 6 Independence Holiday - CLOSED
- 7 City Council - 6 PM
- 9 Planning Commission - 6 PM
- 13 Senior Lunch - 11:30 AM
- 17 MOVIE IN THE PARK - 7PM
- 21 City Council - 6 PM
- 23 Planning Commission - 6 PM
- 24 Pioneer Day - CLOSED

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
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16	17	18	19	20	21	22
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30	31					

## FEBRUARY

- 4 City Council - 6 PM
- 10 Senior Lunch - 11:30 AM
- 12 Council/Staff Lunch - 11:30 AM
- 13 Planning Commission - 6 PM
- 17 President's Day - CLOSED
- 18 City Council - 6 PM
- 27 Planning Commission - 6 PM

## AUGUST

- 4 City Council - 6 PM
- 6 Summer Party - 6:30 PM
- 13 Planning Commission - 6 PM
- 14 Senior Dinner - 5 PM
- 14 MOVIE IN THE PARK - 7PM
- 18 City Council - 6 PM
- 27 Planning Commission - 6 PM

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
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29	30	31				

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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27	28	29	30			

## MARCH

- 3 City Council - 6 PM
- 12 Planning Commission - 6 PM
- 16 Senior Lunch - 11:30 AM
- 17 City Council - 6 PM
- 26 Planning Commission - 6 PM

## SEPTEMBER

- 1 City Council - 6 PM
- 7 Labor Day - CLOSED
- 10 Planning Commission - 6 PM
- 11 MOVIE IN THE PARK - 7 PM
- 14 Senior Lunch - 11:30 AM
- 15 City Council - 6 PM
- 24 Planning Commission - 6 PM

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
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## OCTOBER

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## APRIL

- 7 City Council - 6 PM
- 9 Planning Commission - 6 PM
- 11 EASTER EGG HUNT - 10 AM
- 13 Senior Lunch - 11:30 AM
- 21 City Council - 6 PM
- 23 Planning Commission - 6 PM

## OCTOBER

- 1 CEMETERY CLEANING
- 6 City Council - 6 PM
- 8 Planning Commission - 6 PM
- 12 Employee Training - CLOSED
- 14 Council/Staff Lunch - 11:30 AM
- 16 HALLOWEEN CARNIVAL - 7 PM
- 19 Senior Lunch - 11:30 AM
- 20 City Council - 6 PM
- 22 Planning Commission - 6 PM

## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
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31						

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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29	30					

## MAY

- 5 City Council - 6 PM
- 7 CEMETERY CLEANING
- 13 Council/Staff Lunch - 11:30 AM
- 14 Planning Commission - 6 PM
- 16 TAKE PRIDE DAY
- 18 Senior Lunch - 11:30 AM
- 19 City Council - 6 PM
- 25 Memorial Day - CLOSED
- 28 Planning Commission - 6 PM

## NOVEMBER

- 3 ELECTION DAY
- 9 FLAGS ON VETERANS' GRAVES
- 11 Veterans Day - CLOSED
- 12 Planning Commission - 6 PM
- 16 Senior Lunch - 11:30 AM
- 17 City Council - 6 PM
- 26-27 Thanksgiving - CLOSED
- 30 CITY HALL LIGHTING - 6 PM

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
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28	29	30				

## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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20	21	22	23	24	25	26
27	28	29	30	31		

## JUNE

- 2 City Council - 6 PM
- 6 MISS WEST POINT @ SHS - 7 PM
- 11 Planning Commission - 6 PM
- 12 MOVIE IN THE PARK
- 15 Senior Lunch - 11:30 AM
- 16 City Council - 6 PM
- 25 Planning Commission - 6 PM

## DECEMBER

- 1 City Council - 6 PM
- 4 Christmas Party - 7 PM
- 6 CHILD REMEMBRANCE - 7 PM
- 10 Planning Commission - 6 PM
- 14 Senior Lunch - 11:30 AM
- 15 City Council - 6 PM
- 16 Staff Christmas Party
- 18 CEMETERY LUMINARY - 4 PM
- 24-25 Christmas - CLOSED



# City Council Staff Report

**Subject:** Council Rules of Order and Procedures  
**Author:** Casey Arnold  
**Department:** Executive  
**Date:** January 10-11, 2020



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## **Background**

Utah State Code requires that all municipal legislative bodies adopt rules of order and procedure to govern their public meetings and conduct meetings in accordingly. Further, these rules of order and procedure must be made available to the public at each meeting. West Point City has created this document, which details the procedures of City Council meetings, public discussion periods, motions, debate/discussion, voting, etc., as well as the guidelines and rules of conduct for City Council relations with City Staff and the public. These rules and procedures are in accordance with Utah's Open and Public Meetings Act, which elected officials are required to receive training on annually. As we enter the new year, a review of these rules and procedures will be beneficial for both elected officials and City Staff.

## **Analysis**

During our meeting on Friday, we will discuss the attached "West Point City Council Rules and Orders of Procedure" document. This document outlines the previously approved "Rules" which the City Council and Staff have agreed to follow including proper protocol for agendas, meetings, motions, voting, Council relations with the Public, and Council relations with Staff.

## **Recommendation**

This is for discussion and review only.

## **Significant Impacts**

None

## **Attachments**

West Point City Council Rules and Orders of Procedure





# WEST POINT CITY COUNCIL RULES OF ORDER AND PROCEDURE

## CITY COUNCIL MEETINGS

### 1. **Regular City Council Meetings**

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

### 2. **Adjourned Meeting**

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

### 3. **Special/Emergency Meeting**

- a. A special meeting may be called at any time to discuss issues of importance that cannot wait until the next regularly scheduled meeting. Special meetings will follow legal public noticing requirements.
- b. Emergency meeting means any meeting called for the purpose of dealing with an emergency when the time requirements for public notice of a special meeting would make such procedure impractical. The authorized person calling the emergency meeting shall give as much notice as is reasonable or possible.

4. **Work Meetings (Study Sessions)**

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

5. **Agendas**

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

1. Call to Order, Pledge, Opening Ceremony
2. Communications and Disclosures from City Council and Mayor
3. Communications and Disclosures from Staff
4. Approval of Minutes
5. Municipal Event Announcements
6. Citizen Comments
7. Public Hearings
8. Consent Items
9. New Business
10. Adjournment

6. **Council Decorum**

The Mayor, as the Governing Body Chairman, conducts City Council meetings. He/she is responsible for preserving order and decorum of the meetings and seeing that the meeting proceeds in a business-like and expeditious manner.

7. **Call to Order**

The Mayor shall take the chair at the hour appointed and call the meeting to order.

8. **Roll Call**

The City Recorder or designee shall enter the name of those present and absent in the minutes.

9. **Quorum**

A majority of the Governing Body shall constitute a quorum at any official Council meeting.

10. **Open Meetings**

All meetings of the City Council shall be open to the public except those, which, by law, may be conducted in executive or closed sessions.

11. **Approval of the Minutes**

The Mayor calls for a motion adopting the minutes of previous meetings.

12. **Rules of Discussion**

Robert's Rules of Order, Revised, although not officially adopted, has informally been followed in the conduct of City Council meetings. Some common practices are listed as follows:

- a. Wanting to Speak: The Council Member should raise their hand and wait until the Mayor calls on them.
- b. Interruptions: A member, once recognized, shall not be interrupted while speaking unless to be called to order by the presiding officer or as hereinafter provided. If a member, while speaking, is called to order, the member shall cease speaking until the questions of order are determined and if in order, shall be allowed to proceed.
- c. Motion to Reconsider: A motion to reconsider any action taken by the Council may be made on the same day or on the day of the next regular or special meeting. Such motions must be made by one of the prevailing side, but may be seconded by any member. Such motions shall have precedence over all other motions and shall be debatable.

13. **Public Discussion**

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

14. **Ordinances, Resolutions and Motions**

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

15. **Voting**

- a. The Mayor shall not vote except in case of a tie vote of the Council.
- b. The minimum number of yes votes required to pass any ordinance, resolution or to take any action by the Council shall be three.

- c. Any ordinance, resolution or motion of the Governing Body having less than three favorable votes shall be deemed defeated.

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

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

## CITY COUNCIL RELATIONS

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

**1. Council Relations**

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

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

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

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

- f. **Lobbying:** Lobbying of Council Members by fellow Council Members outside of or even during discussion on matters at a meeting sometimes occurs and may be helpful. However, attempts by Council Members to influence individual Staff members' views on issues that are under study or review for later consideration by the entire Council should be avoided. The reason for this is that Staff is trying to be as objective as possible in their work and their recommendations to the Council.
- g. **Private Disputes:** On occasion, individual residents or neighborhoods will come forth with problems of a purely private nature. These typically include overhanging trees, boundary line disputes and fence problems. The City normally has no legal jurisdiction in such matters and therefore Council should not get involved. Intercession in such matters will needlessly consume time and taxpayers' dollars and could potentially expose the City to liability. If Council is not clear whether a reported problem is properly within the City's jurisdiction, he/she should ask the City Manager for his/her input.
- h. **Use of Staff for City Business and Private Business:** Asking Staff for help on personal business or problems can present definite problems and conflicts and should be avoided.
- i. **Policing Problems:** It is the Council's responsibility to police and correct any problems among its members. Hopefully difference of opinions on issues will be handled with the attitude that individuals can *agreeably disagree*.

## 2. Council/Manager and Staff Relations

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

- a. **City Manager:** West Point City operates under a six-member council, manager by ordinance, form of government. Any administrative power held previously by the Mayor or City Council has been delegated to the City Manager (WPCC 2.10.100 & 2.10.110). The City Manager is the chief administrative officer of the city to whom all employees of the city report. The City Manager is responsible to the City Council for the administration of all city affairs placed in his/her charge. (WPCC 2.10.040)
- b. **Everyone is Equal:** All Council Members will receive the same information about a matter, particularly as it relates to business items for consideration as a body. No one should receive different or special information that would put one Council Member at an advantage over the others. Staff reports will be prepared for the entire Council to avoid such problems.
- c. **Favoritism:** Individual Council Members have more of an interest in some departmental functions than others do. However, that should not give cause for Staff to show special deference to certain Council Members or vice-versa.
- d. **Lobbying Council Members:** Individual Council Members are not to be lobbied by Department Directors for support of their projects. Their proposals or programs must stand on their merits;

as opposed to their success in lobbying and lining up Council votes. Department Directors work through the City Manager.

- e. **Council Orders:** As the Municipal Code requires, Council Members are not to individually order the City Manager, Department Directors, or other employees to do anything. Only a majority of the Council may give direction to the City Manager.
- f. **Use of Staff Resources:** Staff resources are limited and are fully devoted to carrying out Council determined priorities and programs. There are no resources available to pursue special interest projects of individual Council Members. There will be a number of situations when a Council Member will call and request information. This is encouraged and helpful and to the extent that it is available, the information will be furnished. However, special research efforts or requests involving a lot of time could divert Staff from working on priorities and goals of the entire Council and Staff's day-to-day responsibilities.
- g. **Office Visits:** Council Members are welcome to frequent any City department or office. Usually these will be for business matters, information inquiry or observation. Social visits are also made from time to time.
- h. **Office Space:** The Mayor has an office to meet citizens in and to carry out his/her duties. If a Council Member, by assignment, needs to meet with anyone officially, conference rooms may be scheduled. Arrangements for these meetings can be made through the City Manager's office.
- i. **Council Meetings:** Council meetings have an agenda that is set in advance to assist in having the meeting and business conducted in an orderly fashion. Work meetings are held before Council meetings to discuss both set items and miscellaneous matters. A Council Member should contact the City Manager or Mayor if he/she wants to discuss a matter or has a question. Many matters can be resolved faster and better by talking to Staff rather than bringing up the matter for the first time in a Council meeting.
- j. **City Manager Contact:** The Council Members' primary contact is the City Manager. Questions, requests for information, etc. should first be made to the City Manager, if possible, then to the appropriate Department Director or employee as determined by the City Manager. There are good reasons for this approach: The City Manager will then know what is going on, and he/she can determine which department(s) should become involved.
- k. **Department Director Contact:** If a Department Director is contacted by the Mayor or a Council Member, the Department Director is to let the City Manager know what the problem was, if any, in a reasonable time.
- l. **Personnel Complaints:** Council Members may receive complaints about City personnel. Problems do occur from time to time, and information on a possible problem is welcome from any source. These complaints should be mentioned to the City Manager to investigate or resolve. In some cases, disciplinary action may be required, and protection of both the City's rights and the employees' rights are a paramount consideration in dealing with employee complaints.

# City Council Staff Report

**Subject:** Community Development/Code Updates 2020  
**Author:** Boyd Davis  
**Department:** West Point City  
**Date:** January 10-11, 2020



## Background

As part of the discussion at the upcoming City Council retreat, Staff would like review current projects that are either in process or may be upcoming during this year. We would also like to review a list of code updates that took place during the past year and discuss a couple of code issues that we may need to address.

## Analysis

The following residential projects have been approved and are currently under construction:

- Isla Vista – 30 Lots
- Sun Meadows – 28 Lots
- Bannock Ph. 2 – 24 Lots
- Zaugg Legacy – 15 Lots
- Oleson Fields – 36 Lots
- Bennet Farms – 12 Lots
- Craythorn Homestead 1 – 22 Lots
- Craythorn Homestead 3 – 18 Lots
- Sunset Vistas – 62 Lots
- Wildfire Estate 1 – 18 Lots
- Murray Place PRUD – 16 Lots
- The Point Apartments – 108 Units

Total Lots/Units = 389

Vacant Lots/Units = 297 (181 single family, 8 townhomes, 108 apartments)

The following residential projects are in the approval process, or may be in the approval process soon:

- Wildfire Ph. 2 (50 S 4500 W)
- Dahlia Estates (300 N 4400 W)
- Mark Thayne Property (1100 N 5000 W)
- Wade Property (1200 W 4500 W)
- Stoddard Property (800 N 5000 W)
- Schneiter Property (3800 W 300 N)
- Matthews Property (3650 W 300 N)
- Parker Annexation (2400 N 5000 W)

The following commercial projects currently under construction, in the approval process, or soon to be in the approval process:

- Ogden Clinic
- Monticello Academy Charter School
- Tim Gooch Commercial

Code Issues:

The following code updates were made during the past year:

- General Plan Update
- Accessory Building Regulations (Planning Commission Only)
- Moderate Income Housing Report
- Swimming Pool Setbacks

The following codes or Planning Issues will be addressed this year:

- Land Use Code – Update to Comply with State Codes
- PRUD – Remove items from the amenity list
- New R-Zone – In-between R4 & R5

**Recommendation**

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

**Significant Impacts**

None

**Attachments**

None

# City Council Staff Report

**Subject:** Technology Update to Council Chambers  
**Author:** Kyle Laws  
**Department:** Executive  
**Date:** January 10-11, 2020



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## **Background**

Our City Council Chambers and conference rooms are in need of new technology and upgrades. The TV monitor and projector are over a decade old and upgrades are needed.

## **Analysis**

Staff has reached out to a couple of vendors and are receiving quotes for major upgrades to the building and rooms. These upgrades are to replace TV monitors and projectors and to add other useful technology to the rooms. We expect to have these quotes by the time we meet on Friday and will have a better idea at that time what kind of budget will be needed to accomplish this.

## **Recommendation**

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

## **Significant Impacts**

There are no significant impacts at this time.

## **Attachments**

None



# City Council Staff Report

**Subject:** Discussion of City Events  
**Author:** Kyle Laws  
**Department:** Executive  
**Date:** January 10-11, 2020



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## **Background**

The City holds many event throughout the year. This will be a brief discussion about each of these events.

## **Analysis**

The follow are City-sponsored events, most are open to the public, but some are Staff & Council events (*italicized*):

- *Quarterly Staff/Council Lunch*
- Monthly Senior Lunch
- **March:** *Economic Outlook with Zions Bank*
- **April:** Easter Egg Hunt (Youth Council)
- **May:** *Cemetery Cleaning, Take Pride in West Point,*
- **June:** Miss West Point Pageant, Movie in the Park
- **July:** Independence Day Celebration (Party at the Point), Movie in the Park
- **August:** *Summer Party (Staff/Council Only),* Movie in the Park
- **September:** Movie in the Park
- **October:** *Cemetery Cleaning, Halloween Carnival (Pageant Royalty)*
- **November:** Flags on Veteran's Graves (Youth Council), City Hall Lighting Ceremony
- **December:** *Christmas Party (Staff/Council Only),* Child Remembrance Ceremony, Cemetery Luminary

## **Recommendation**

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

## **Significant Impacts**

There are no significant impacts at this time.

## **Attachments**

None



# City Council Staff Report

**Subject:** Recreation Programs  
**Author:** Kelly R. Ross  
**Department:** Recreation  
**Date:** January 10-11, 2020



## Background

As our City continues to grow, we see corresponding growth in our recreation programs. As a City, we need to make sure we have the facilities to accommodate the growth we are seeing now, and the growth we are projected to have in the future. It is also vital that we make sure that the facilities we already have are well-maintained.

## Analysis

Public Works does a great job keeping our parks and fields in great shape. They are always clean, green, and ready to go. Yet with the growth of our programs and current use of the parks, we are getting close to capacity. We need to prepare for the future and make sure we have a plan in place for our City's future needs.

**"If you build it, they will come."**

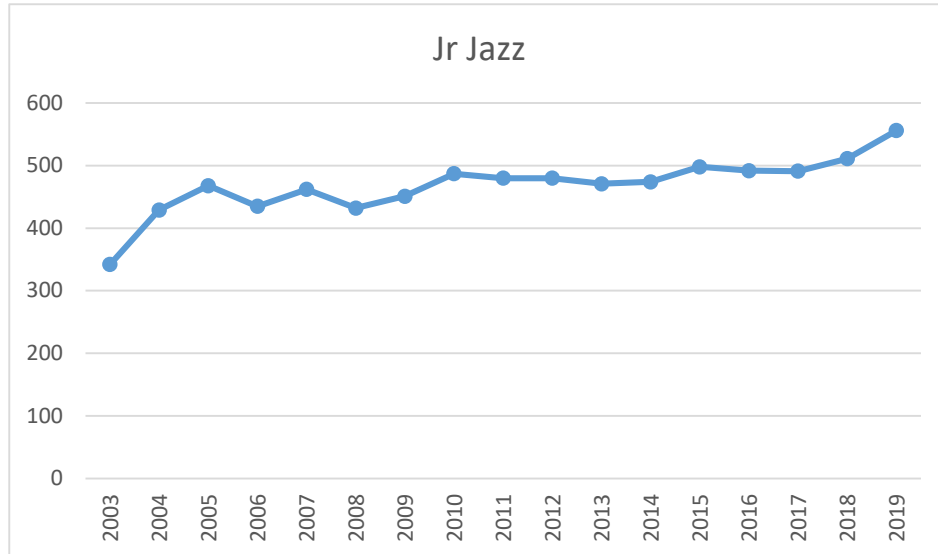
Following is an analysis for each of our programs:



## ***2019 WEST POINT CITY RECREATION - PARTICIPATION NUMBERS***

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Jr Jazz	342	429	468	435	462	432	451	487	480	480	471	474	498	492	491	511	556
Spring Soccer						219	251	242	237	330	321	277	226	264	259	303	293
Fall Soccer								147	220	192	184	220	155	158	193	214	218
Baseball and Softball	231	368	389	459	507	524	509	546	499	478	485	511	518	602	596	622	674
Football	83	101	141	175	187	202	208	186	207	169	165	154	143	128	146	129	114
Volleyball											96	120	78	62	55	55	71
Totals	656	898	998	1069	1156	1377	1419	1608	1643	1649	1722	1756	1657	1706	1742	1734	1926

**Jr. Jazz Basketball:** Our participation has remained stable for 15 years or so, with numbers increasing the last few years; we are gaining more participants but are also losing participants to the numerous competition leagues.

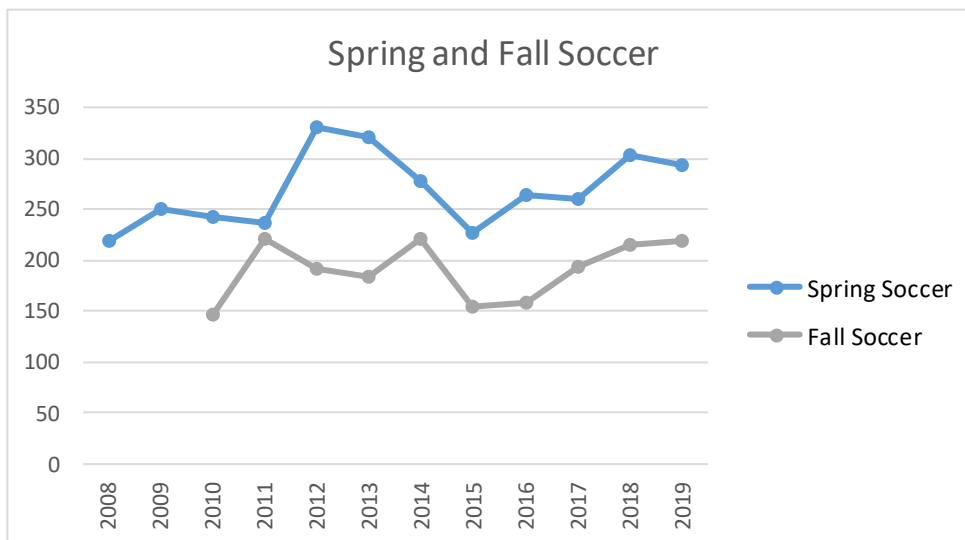


We have been very fortunate to have the West Point Jr. High gym to use for our games and practices. However, for the past few years, we have had to cut back on the number of scheduled practices to accommodate the increase in the number of teams and games that need to be scheduled. This year we were able to secure two nights at Syracuse Jr. High for practices, which will be a great help in accommodating all of our players. With the new Jr. High coming to West Point, we have an opportunity to potentially help with our future needs by continuing to look into a four-court gym, like the Legacy and Shoreline Jr. Highs have done, instead of a two-court gym.



**Spring and Fall Soccer:** With the addition of the new soccer field at Loy Blake Park next to the Splash Pad, we are in great shape for soccer. We have the main field and the new field at Loy Blake Park, and a full-size field at Bingham Park. The grass at Bingham Park does have a type of weed in it, but Public Works has been working to strengthen the grass and get rid of the weeds. We use portable goal posts on most of our fields, which makes it possible to take them down after the season so the fields can be used for other activities.

Our participation numbers have fluctuated, but we have seen more growth in the Fall Soccer season.





**BASEBALL AND SOFTBALL:** Baseball/ Softball is our largest and fastest growing program, and is currently almost at capacity with the fields we have. Last season, we played 60 games a week at our three parks (Loy Blake Park, East Park and Bingham Park), using all fields Monday – Thursday until dark. This leaves only Friday night and Saturday for our 60+ teams to practice.

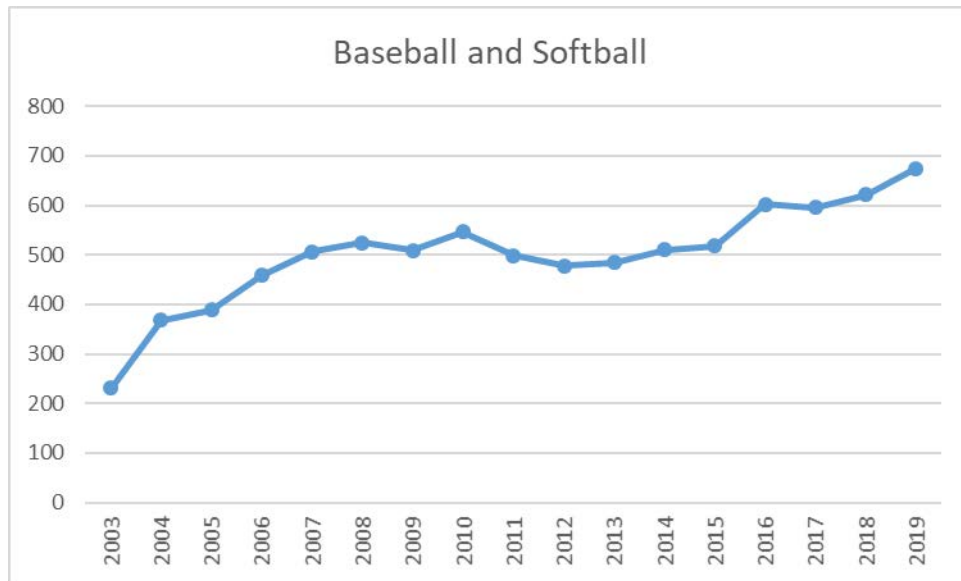
*Field Conditions:* The softball diamonds at **East Park** are in good condition. To accommodate the number of 5<sup>th</sup>-6<sup>th</sup> grade baseball teams we need to play half of those games at East Park on the softball diamonds. To do this, we have to bring in a portable pitching mound for those games.

We play the Jr. High boys' games at **Bingham Park** Monday – Thursday. The field is in good shape except for the left field fence; balls are able to cross the fence into Gary Kapp's field, causing damage to his equipment. To solve this, we really need to put up a taller fence or put up temporary netting during the season.

**Loy Blake Park** is the greatest place to watch a baseball game, yet the fields there need the most repair. The infields are the same as when the fields were created, and as the grass has raised, it has created a lip on the edges where the grass meets the dirt. This makes it hard for a player to judge a ground ball and can lead to a dangerous situation. Additionally, the base anchors have all come loose which causes the bases not to sit flush with the infield, creating another safety concern. We are planning on removing the grass

and leveling out the infields on the Loy Blake diamonds this year, but in the future, it would be nice to replace them all with new sod. The backstops and dugouts are fine for now.

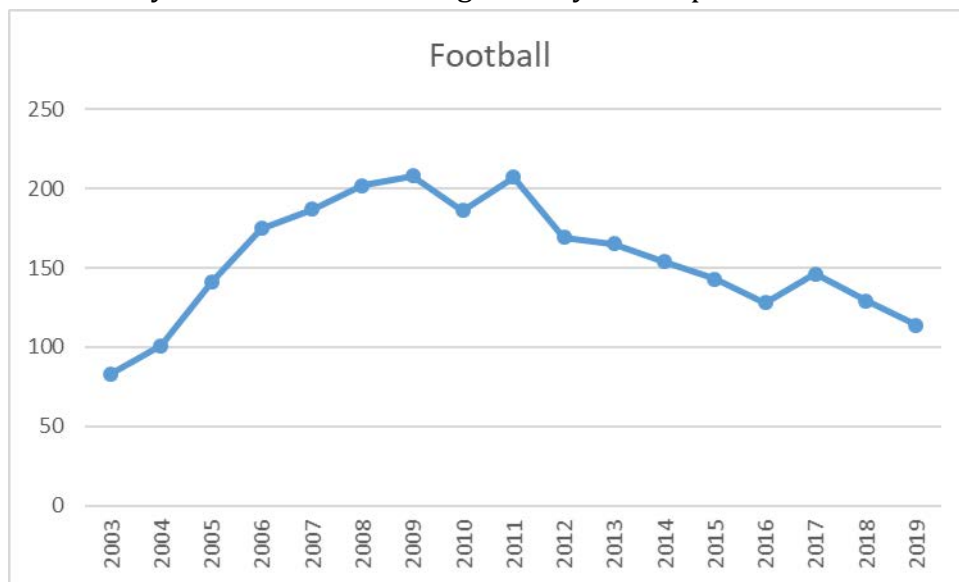
We have been setting up four temporary baseball fields on the football field for the coach-pitch teams. With games on both the baseball diamonds and the temporary fields, on Tuesdays and Thursdays we have seven games going on at a time; this causes a parking problem as some residents do not use or know about the new parking by the Splash Pad.





**FOOTBALL:** Participation in the football program peaked in 2011 at 207 and has seen a steady decline ever since, with only 114 participating in 2019. As a League (Wasatch Front Football), and with the help of USA Football, we have started 7- and 8-man football for our youngest two teams. Practices are shorter and only twice a week and the teams are smaller and participants are guaranteed more playing time. Results were positive in our first year. With this new program, numbers should increase in the future.

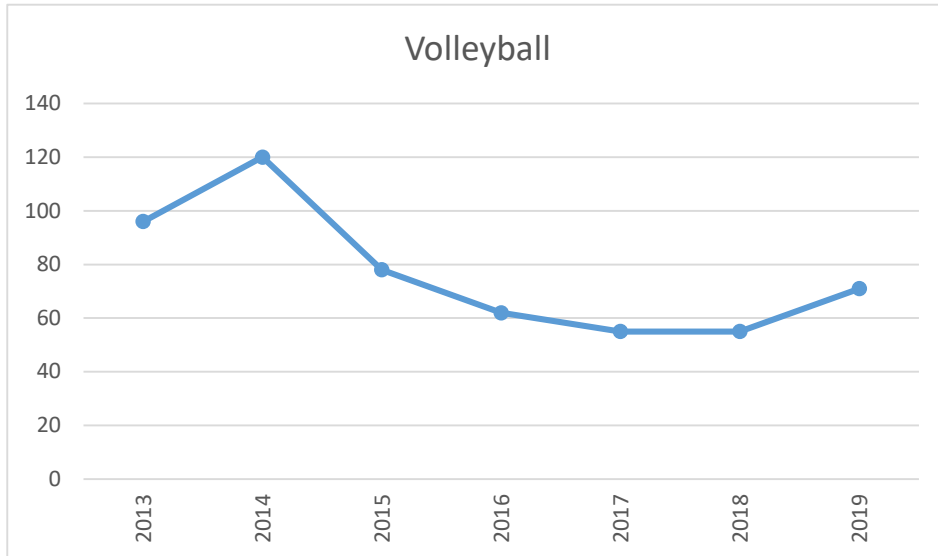
The football field is beautiful and is the envy most of the league. Weekly we receive compliments from officials, visiting fans, and coaches. The upkeep from public works, line-painting and preparation by the Recreation Staff, and the beautiful setting makes our field and the Loy Blake Park something our City can be proud of.





**VOLLEYBALL:** Volleyball received a boost this year with the hiring of Karly Norwood. She is a professional at volleyball and understands what it takes to run a great program. We use both West Point and Syracuse Jr. Highs for Volleyball. We had to bounce between the two because of gym time availability at West Point Jr. High. We really feel the program will grow with the response we had this year as more girls and boys become interested. If we were to expand the gym at the new Jr. High, this will more than cover the need for volleyball and would allow us to stay in one location as we could have four courts set up at one time.





**CAMPS:**

Grade-school girls and boys **basketball camps** are held the 2<sup>nd</sup> and 3<sup>rd</sup> week of June. We usually have 25-30 girls attend and 55-60 boys attend. The camps are conducted on the basketball courts at Loy Blake Park. This seems to be sufficient for the number of participants we are currently seeing at these camps.



**Football camp** is a fun tradition for our City. It is run the second week in May, is open for both boys and girls, and many of the participants do not even play football in the fall or intend to; the Camp is a chance for participants to learn skills and track their growth and improvement. This past camp we had 82 participants. Camp is held at Loy Blake Park where we share the field space with baseball.

## Football Camp Stat Sheet



### Name Grade

	2014	2015	2016	2017	*2018	2019
<b>Weight</b>	62	78	81	90	104	121
<b>Height</b>	4'2 1/2"	4"5 1/2"	4'8 1/4"	4'10"	5'1 1/2"	5'4"
<b>40 Y Dash</b>	7.4	6.6	6.7	6.09	6.85	5.97
<b>Shuttle</b>	6.78	6.4	6.67	5.45	5.84	5.53
<b>L Drill</b>	11.6	12.6	10.28	9.26	9.38	9.91
<b>Vertical</b>	8	10	11	15	12"	14"
<b>B Jump</b>	4'6"	4'2"	5'10"	6'8"	6'3"	6'4"
<b>Ball Throw</b>						18'1"

\*Sprained ankle



## **Recommendations**

- Develop a plan to create more baseball diamonds and improve the diamonds we have.
- The use of Syracuse Jr. High for Jr Jazz Basketball and Volleyball is not a sure thing for the future; the use of the new Jr. High will help our needs, but it is a possibility the Davis School District could also give Clinton City the use of West Point Jr. High when this happens, as they do not have a Jr High in their city. The City should consider investing into the new Jr High to double the size of the gym.
- Work with the Davis School District to develop more grass and a restroom for outdoor recreation activities at the new Jr. High.

## **Significant Impacts**

The cost to maintain and create new fields and facilities is a big financial commitment for our City. However, we need to make sure we have the space to hold quality programs for our residents as our population and participation increases.

## **Attachments**

None

# City Council Staff Report



**Subject:** Medium Density Zone  
**Author:** Boyd Davis  
**Department:** West Point City  
**Date:** January 10-11, 2020

## **Background**

Recently the Council has discussed the need for a new residential zone that would be in between the existing R-3 and R-4 zones. The R-3 zone allows 3.6 units per acre while the R-4 zone allows 8 units per acres. The general feeling of the council was that the difference in density between the two zones is too great and that a new zone should be considered with a density that is midway between the two.

Staff has reviewed the codes of neighboring cities to see how their zones compare to West Point's and to see if they have a zone that would be similar to what the Council is considering. Staff has summarized the findings in this report as well as some thoughts to consider.

## **Analysis**

Below is a chart summarizing the various zones in each city. Although the zones vary, there are obvious similarities. For example, West Point City Zones R-1 to R-3 are very comparable to the other cities in terms of lot size and density. Once you jump to the R-4 zone there is a large increase in density because that zone allows townhomes that occupy a much smaller area. The other cities have a similar gap in density as you transition from single family detached zones to a multi-family attached zone. Syracuse for example, goes from 4.0 to 11.0. Clinton goes from 5.5 to 10.0 and Layton goes from 8.7 to 13.9.

You will also notice that some cities do have an "in-between" zone such as Layton's R-1-6 zone that allows 5.8 units per acre or Clinton's PH (patio home) zone that allows 5.5 units per acre.

West Point			Syracuse		
Zone	Avg. Lot Size	Base Density	Zone	Avg. Lot Size	Base Density
R-1	15,800	2.2	R-1	15,000	2.3
R-2	12,900	2.7	R-2	11,500	3.0
R-3	9,600	3.6	R-3	8,700	4.0
R-4	4,300	8	R-4	3,200	11.0
R-5	1,700	20	PRD-6	5,800	6.0
			PRD-9	3800	9.0
			PRD-12	2900	12.0

Clinton			Layton		
Zone	Lot Size	Base Density	Zone	Lot Size	Base Density
R-1-15	15,000	2.3	R-S	15,000	2.3
R-1-10	10,000	3.5	R-1-10	10,000	3.5
R-1-9	9,000	3.9	R-1-8	8,000	4.4
R-1-8	8,000	4.4	R-1-6	6,000	5.8
R-1-6	6,000	5.8	R-2	4,000	8.7
PH	6,300	5.5	R-M1	2,500	13.9
R-M	3,500	10.0	R-M2	1,750	19.9
			R-H	1,400	24.9

Staff has also reviewed existing projects within the City and how they may fit into this proposed zone. The Lake Point Village PUD has been used as an example, at least once, of what might be envisioned. Below is a summary of the lot size and densities of that project:

Total acres = 12.7  
 Total units = 70 (48 detached, 22 attached)  
 Overall Density = 5.5 units/acre  
 Detached Density = 4.8 units/acre  
 Attached Density = 8.1 units/acre  
 Average Lot Size (detached units) = 7,000 sf  
 Average Footprint (attached units) = 1,400 sf

Staff would pose the following questions to the Council to help us understand your vision of the potential new zone:

1. What is the maximum density that would be acceptable?
2. What is the smallest lot size that would be acceptable?
3. What minimum distance between homes would be acceptable?
4. Would attached units be allowed?
5. Would duplexes be allowed?
6. Would 2 story townhomes be allowed?
7. Would 1 story patio homes be allowed?
8. Do you envision a traditional subdivision with lots, or a common space subdivision?
9. If a zone was created that allowed 5.8 units per acre (half way between R-3 & R-4) with no attached units the average lot size would be 6,000 sf. If the lot depth was 100' the frontage would be 60'. Is this what the Council would envision?

**Recommendation**

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

**Significant Impacts**

None

**Attachments**

None



# City Council Staff Report

**Subject:** City Website Update  
**Author:** Casey Arnold  
**Department:** Executive  
**Date:** January 10-11, 2020

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## **Background**

At last year's City Council Visioning Session, the Council approved moving forward with a new City Website and projected costs were added and approved in the City budget. Staff researched many different companies and ultimately chose Town Web – Municipal Website Design and Hosting.

## **Analysis**

During our meeting on Saturday, we will present the new website for Council's review and comments.

## **Recommendation**

This is for discussion and review only.

## **Significant Impacts**

The City's new website will be launched upon completion.

## **Attachments**

None.



# City Council Staff Report

**Subject:** City Finances and Upcoming Budget Issues  
**Author:** Ryan Harvey  
**Department:** Administrative Services  
**Date:** January 10-11, 2020



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## **Background**

West Point City is in the business of providing public services. This report summarizes the historical revenue and expenditure trends associated with providing City services and comments on the City's ability to provide these services into the future. This is followed by a discussion on economic trends and projections. The concluding section covers upcoming budget issues for Fiscal Year 2021.

## **Analysis**

### **Providing City Services**

The finance side of providing City services is tracked using funds. We will discuss the financing of services in the City's major funds. The graphs included in this section compare fund revenues to fund expenditures. Revenues in excess of expenditures are saved for future use on capital projects, specific to the fund.

### ***General Fund***

Services provided through the General Fund include:

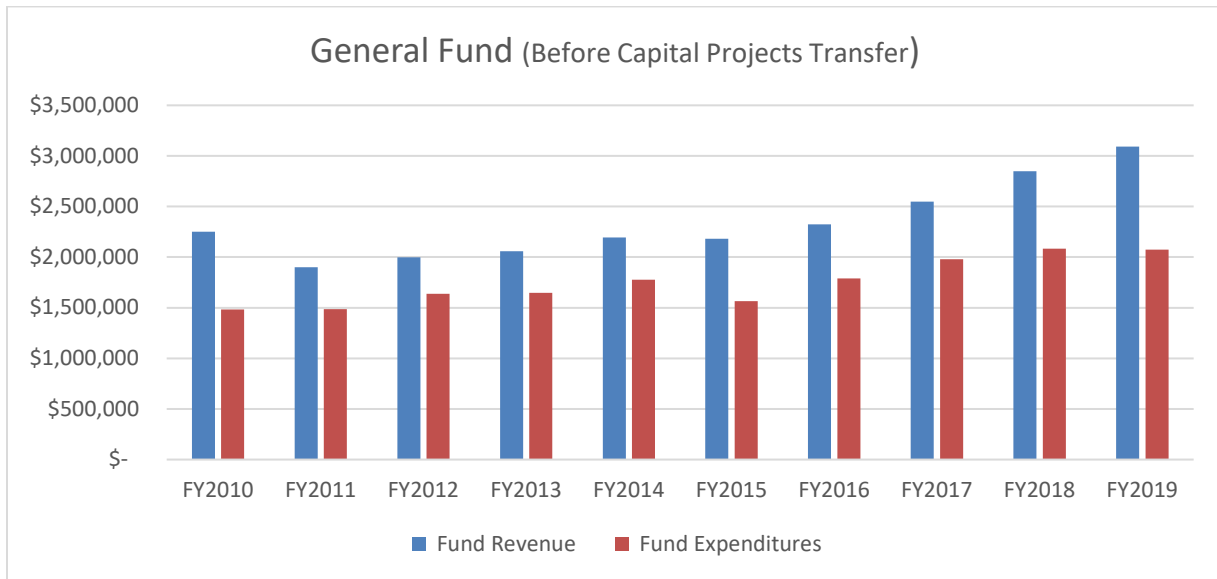
- Administration
- Community Development
- City Events
- Parks & Trails
- Recreation
- Street Maintenance
- Public Safety

Primary revenues in the General Fund include:

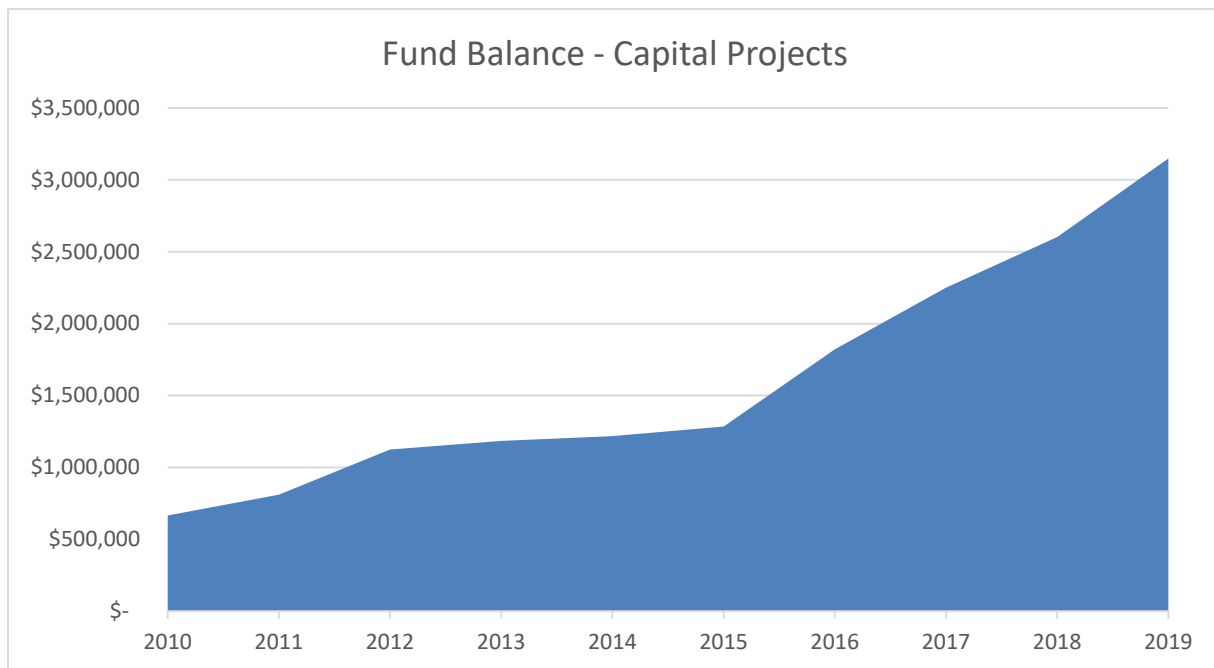
- Taxes
- License and Permit fees
- Participation and User Fees

As shown in the graph below, revenues have consistently exceeded expenditures. That margin has continued to increase over the past few years as the State economy has grown in strength. Revenues in FY2019 were the highest that the General Fund has ever seen.

The transfer to the Capital Projects Fund from the General Fund over the past 5 years has been \$561,610, \$535,000, \$450,000, \$615,000, and \$956,911.



The area graph below shows the increasing balance in the Capital Projects fund, highlighting the City’s ability to maintain and expand General Fund infrastructure. With the addition of the \$956,911 from the General Fund in FY2019, the Capital Projects Fund Balance as of June 30, 2019 was \$3,148,743.



## **Waste Fund**

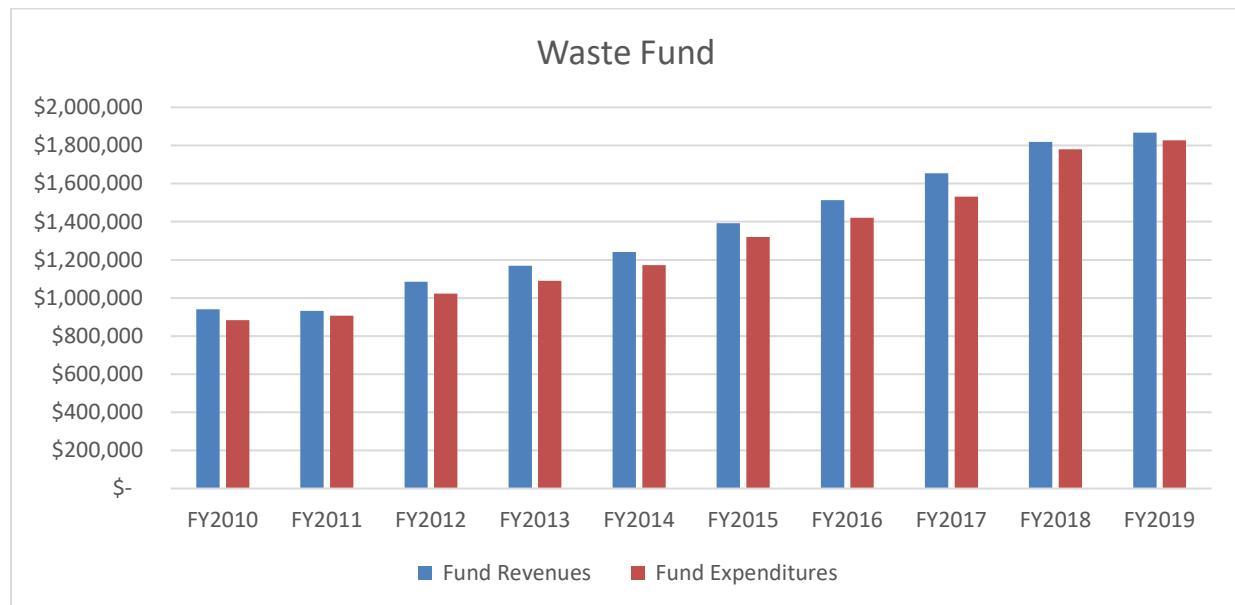
Services provided through the Waste Fund include:

- Sewer
- Garbage
- Recycling
- Greenwaste

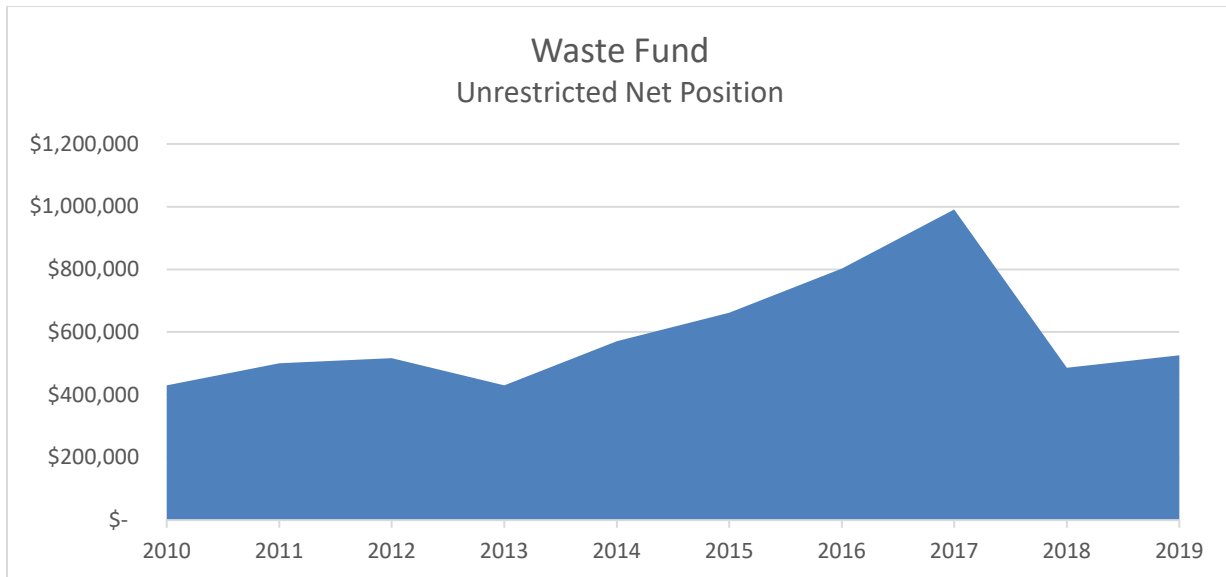
Primary revenues in the Waste Fund include:

- Sewer Fees
- Garbage Fees
- Recycling Fees
- Greenwaste Fees
- Impact Fees

The trend of revenues outpacing expenditures in the Waste Fund continued in FY2019. This trend has been consistent since FY2010. This improvement comes as a result of increased fees as well as new growth in the City.



The area graph below shows unrestricted net position for the Waste Fund. This essentially means the amount of cash in the Waste Fund that is not restricted to a particular use. Following a dip in 2013, due to investment in capital assets, the balance increased steadily, reaching \$990,995 by the end of FY2017. Last year the City invested a large amount in Capital Projects related to the Waste Fund, and by the end of FY2019 the balance was \$526,110.



**Water Fund**

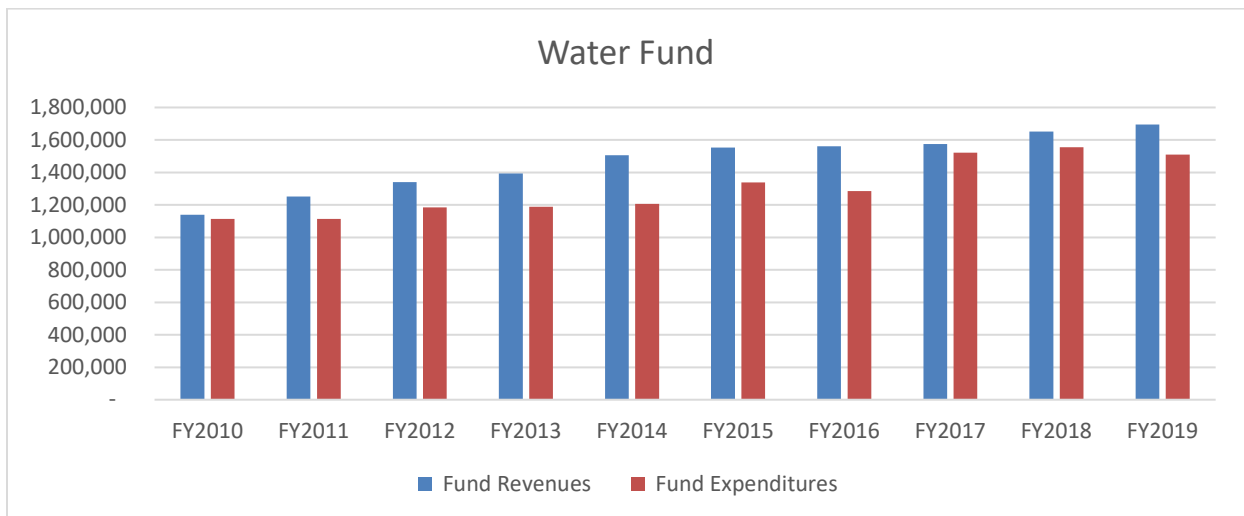
Services provided through the Water Fund include:

- Culinary Water
- Secondary Water

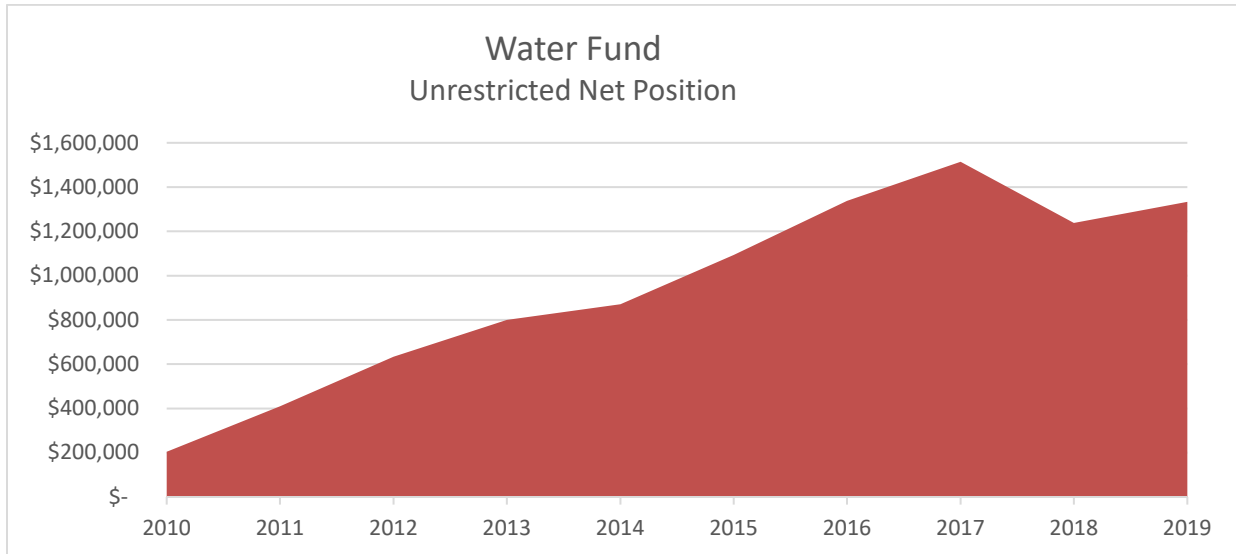
Primary revenues in the Water Fund include:

- Culinary Water Fees
- Secondary Water Fees

As shown in the graph below, revenues have consistently exceeded expenditures. This is primarily a result of water rate increases designed to provide funding for future capital projects.



The Water Fund has been able to build up a balance of unrestricted revenue to meet the needs outlined in the Capital Improvement Plan. The balance at the end of FY2017 reached \$1,514,404, before dipping in FY2018 due to Capital Expenditures related to the Water Fund. The balance as of June 30, 2019 is \$1,332,919.



***Storm Water Fund***

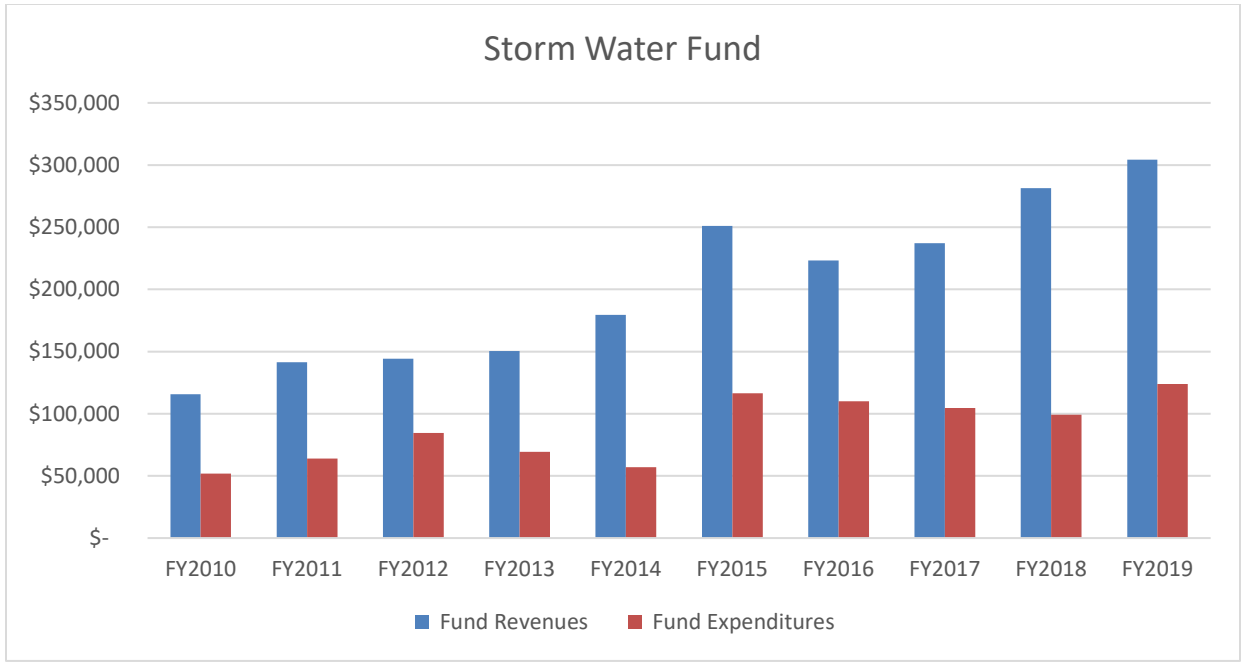
Services provided in the Storm Water Fund include:

- Storm Water Drainage

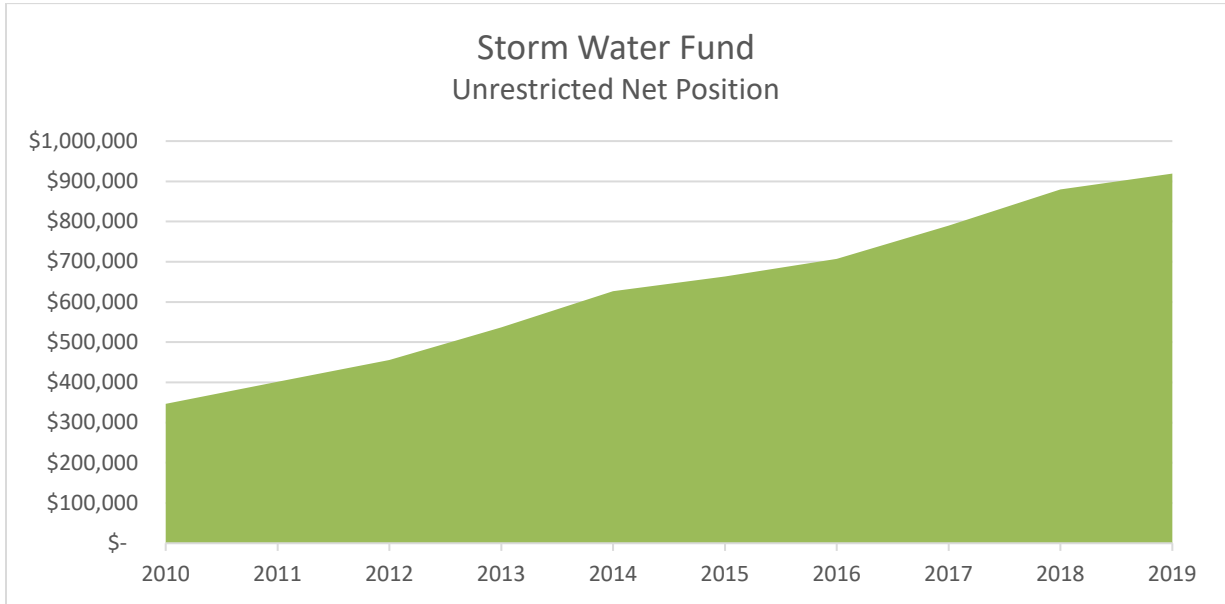
Primary revenues in the Storm Water Fund include:

- Storm Water Fees

As shown in the graph below, revenues in the Storm Water Fund have always far exceeded expenditures. Beginning in FY2015, an adjustment was made to employee salary allocations resulting in a larger portion being allocated to the Storm Water Fund. This accounts for the significant increase in fund expenditures since FY2015.

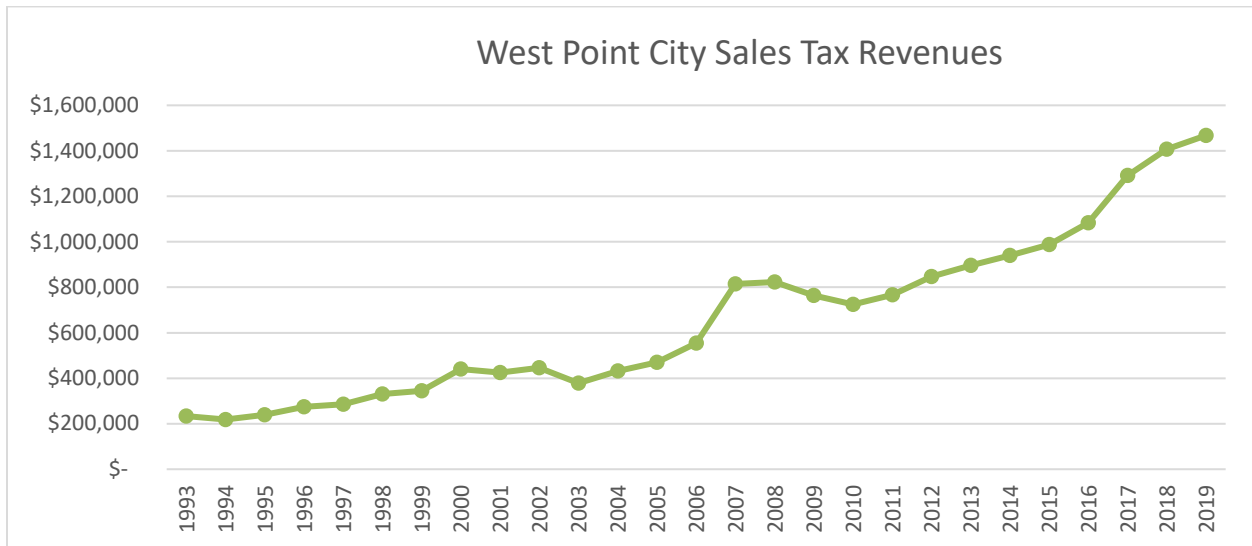


Because of the positive trend in revenues compared to expenditures, a healthy balance of unrestricted cash has built up in the Storm Water Fund. By the end of FY2019 the balance was \$919,198.

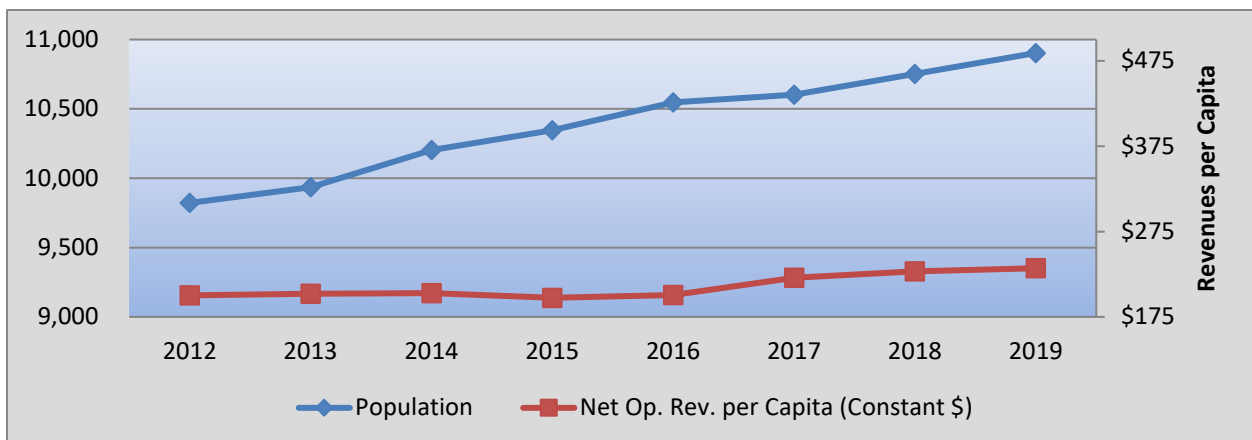


## Economic Trends

When speaking of economic trends there are many indicators to consider. Actions of the Federal Reserve, trends in the stock market, housing trends, and the price of oil are all worth watching. However, the most useful tool to evaluate economic conditions affecting City revenues is sales tax. This is because our sales tax revenues tend to rise and fall with statewide economic conditions. The chart below shows the sales tax trend over the course of the last two decades. Though not without occasional dips, the overall upward trend is encouraging. In FY2019 the City received \$1,467,656, the most the City has ever received from Sales Tax Revenue.



An evaluation of revenue trends is more accurate when inflation is factored into the equation. Doing this accounts for the diminishing value of the dollar over time. The graph below shows per capita General Fund and Class C revenue combined, adjusted for inflation. Years of significant population growth and an economic downturn had per capita revenues declining before 2012. However, from 2012-2016, per capita revenues held fairly steady, before a significant increase in 2017.



## **Upcoming Budget Issues**

City Department Heads have begun preliminary discussions regarding upcoming needs for the Fiscal Year 2021 Budget. Below is a list of budget proposals that staff would like to review with the City Council. Most items are still lacking defined cost estimates, but these will be discussed in further detail as more information becomes available. Many of these requests were recently submitted and have not been fully analyzed and discussed. Management will review these carefully during the budget process to determine if they will be recommended in the budget.

## **Staff Changes:**

At the Management Team Meeting in September, we had a strategic planning session regarding staff positions that The City will need in the future. We identified the following six positions as the ones with the most immediate need:

- Public Works Inspector
- Public Works Full-Time Position
- Recreation Part-Time Coordinator
- Community Development Full-Time Planner
- Administrative Services Full-Time Utility Billing Clerk
- Full-Time Analyst for Administrative Services/Community Development/Executive Departments

## **Community Development**

### *Sewer Master Plan/Impact Fee Study for the Lift Station Areas (\$40,000)*

Due to recent development pressure in the annexation area and other areas that are outside the current Impact Fee area, the City needs to conduct a study to determine what to charge any new developments.

### *Water Shares for Blair Dahl Park (\$80,000)*

The Dahl family contacted the City to let us know that the shares for the Blair Dahl Park Property are available to purchase. The City did not purchase them when we originally purchased the property. The family is preparing to sell the water shares and would like to offer them to the City first.

### *Land Use Code Review by Contracted Consultant (\$10,000)*

As discussed last year, our land-use code needs a major overhaul. Particularly needed is a review of our Code against changes to the State Law. We have budgeted \$30,000 for this project, but as we have received quotes recently, this is not quite sufficient to accomplish

the review in the way we would like. The quotes we have received are about \$40,000 so we would ask that an additional \$10,000 be added to the current year budget.

## **Public Works**

### *Public Works Vehicles (\$60,000)*

The Fleet Replacement Plan calls for the replacement of the 2015 Ford F350 Utility Bed. The estimated cost to replace the F350 is \$60,000.

### *Vacuum Truck Repair (\$35,000)*

The vacuum is losing suction because the tank is rusting. The City will need to replace the vacuum tank on the truck. If we were to replace the entire truck it would be over \$150,000 for a used truck.

### *Allegro Meter Reading Technology Conversion (\$12,000)*

This technology would set us up for future fixed-based Meter Reading. It increases the data log technology of our current meters. It is normally over \$17,000, but Core and Main will cover just over \$5,000 of the cost.

## **Executive**

### *Technology Update to Council Chambers and Conference Rooms*

Our City Council Chambers and conference rooms are in need of new technology and upgrades. The TV monitor and projector are over a decade old and upgrades are needed. Staff has reached out to a couple of vendors and are receiving quotes for major upgrades to the building and rooms. We expect to have these quotes by the time we meet on Friday and will have a better idea at that time what kind of budget will be needed to accomplish this.

## **Other Items**

### *Health Insurance*

Health insurance continues to be a difficult cost to estimate. While our budget will be set in July, our health insurance renewal does not come up until January 2021, halfway through the fiscal year. Because of the timing, it will be difficult to estimate the cost of increases to health insurance during the budget process. Last year we budgeted a 12% increase to health insurance expenses. Due to the uncertainty, we again propose budgeting for a 12% increase, subject to Council review and approval at the time of renewal.

### *Retirement*

West Point City participates in the Utah Retirement System (URS). Retirement rates are set

by URS. Rates have remained unchanged since FY2015. Preliminary information provided by URS indicates that rates will continue to hold steady for FY2021.

### *Salary Adjustments*

The current Pay Plan calls for a merit increase of up to 2% each year, depending on what the budget can support. Additionally, every other year there would be a 2% Cost of Living Adjustment (COLA) to keep salary ranges close to the market. Merit increases to employee pay would be subject to positive performance and budgetary restrictions. This year we will be looking only at the 2% merit increase. Every other year, we conduct a market study to make sure the pay for our positions is keeping up with the changing market. This is critical to attract and retain the talented employees we have. We will be conducting the market study this year, so there may be an adjustment to some positions.

### ***Conclusion***

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

### **Recommendation**

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

### **Significant Impacts**

There are no significant impacts at this time.

### **Attachments**

No attachments.

# City Council Staff Report

**Subject:** Future Projects and Priorities  
**Author:** Boyd Davis  
**Department:** West Point City  
**Date:** January 10-11, 2020



## Background

One of the benefits of the City Council Retreat is to review some of the long-range projects and priorities of the City. This is a good time for the City Council to reaffirm support for future projects so that staff may continue to use resources and spend time to see them accomplished.

## Analysis

First, a look back at what was accomplished last year:

- 4500 West Reconstruction (1800 N to 2425 N)
- Bingham Park Parking Lot Slurry Seal and paint striping
- 300 North Sidewalk Design & Bid (4000 W off the bluff)
- 300 North Design (1500 W to 2000 W)
- 800 North Design (2000 W to 3000 W)
- 800 North 24" Storm Drain/Irrigation (3500 W to 4000 W)
- 200 South Sewer Trunk Line (3000 W to 2000 W)
- Electronic Speed Signs (300 North)
- Streetlights (2000 W)
- Subdivision Roads and Utilities Constructed
  - Sun Meadows
  - Isla Vista
  - Wildfire Estates Ph. 1
  - Bannock Ph. 2
- New GPS Equipment
- New Drone
- Fleet Purchases
  - 2019 Dodge Caravan
  - 2019 Ford F150
- City Hall Carpet
- UDOT overlays (4500 W & 300 N)
- Dominion Energy gas line (800 N & 4500 W)
- UTOPIA Installations

The following list of current projects includes projects that are either under construction, or soon to be. They have all been approved in the current year's budget. The projects are numbered in the priority as Staff sees them.

1. 300 North Reconstruction (1000 W to 2000 W) Grant Project with Clearfield
2. 800 North Reconstruction (2000 W to 3000 W) Grant Project with Clinton
3. 800 North 16" Waterline (2000 W to 2525 W)
4. Street Maintenance
  1. Repave 700 S (4500 W to 4000 W)
  2. Repave 3200 W (1300 N to 1050 N)
  3. Chip Seal
    1. 3000 W (200 S to 1300 N)
    2. 4500 W (1800 N to 2425 N)
  4. Crack Seal (various locations)
  5. HA5 in new subdivisions
5. Sidewalk Maintenance
6. Storm Drain Masterplan/Impact Fee Study
7. SCADA Computer upgrade
8. Fleet Purchases
9. Air Compressor & Jack Hammer Purchase
10. Power Installation at Bigham & East Parks
11. Emergency Water Connection
12. Transportation Masterplan

The above list contains the current projects; however, the capital projects matrix contains other projects planned out over the next five years. The following is a brief list highlighting a few projects to be done in the next few years.

- Trail Expansion (1300 N to Hooper)
- Rebuild PRV's
- 2000 West Widening 470 N to 800 N
- 2000 West Sewer & Water Upgrades
- Source Protection Plan
- Road Masterplan
- New Sidewalk Plan. Possible Projects Include:
  - 300 N (3500 W to 3650 W)
  - 3500 W (300 N to 550 N)
  - 4000 W (300 N to 800 N)
- Storm Water Management Plan
- 1300 N Storm Drain
- Public Works Facility Expansion/Relocation
- New Jr. High and Possible Partnership for Rec Center
- SR 193 Extension
- West Davis Highway

**Recommendation**

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

**Significant Impacts**

These projects have been anticipated in the budget and the project costs have been planned for.

**Attachments**

None