3200 W 300 N, West Point, UT 84015
801.776.0970

WEST POINT CITY COUNCIL MEETING NOTICE & AGENDA

WEST POINT CITY HALL

JUNE 15th, 2021

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

THIS PUBLIC MEETING WILL BE HELD IN-PERSON AT WEST POINT CITY HALL AND ALSO ELECTRONICALLY.

The Public may attend the meeting electronically and comment when appropriate by:

- **Join Zoom Meeting at**: https://us02web.zoom.us/j/89655361753 *or*
- **Connect via Telephone:** Dial 1(669) 900-6833 and enter **Meeting ID:** 896 5536 1753

The public may attend this meeting in-person at West Point City Hall under the following Guidelines:

- *Use of face coverings is required for all those not fully vaccinated*
- *Avoid entering if they have a fever of 100.4° or above, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste, or feel generally unwell*
- *Maintain 6-foot physical distancing & avoid physical contact*
- *Sneeze/cough into cloth, tissue, elbow or sleeve (not hands*
- *Wash hands often, and for at least 20 seconds)*

The public may also participate in the Citizen Comment and Public Hearing Items prior to the meeting via email:

Comments must be received prior to the 7PM City Council Meeting

- **Email**: carnold@westpointcity.org
- **Subject Line:** Must be designated as "Citizen Comment – June 15, 2021 City Council Meeting"
- **Email Body**: **Must** include First & Last Name and Address and a succinct statement of your comment.

ADMINISTRATIVE SESSION

6:00 PM – OPEN TO THE PUBLIC

1. **Discussion Regarding the FY2022 Final Budget and 2021 Property Tax Rate for West Point City –** Mr. Ryan Harvey pg. 4
2. **Discussion Regarding the Wastewater Management Plan Annual Report for 2020 –** Mr. Paul Rochell pg. 34
3. **Discussion Regarding Change Orders for Street Maintenance Projects** – Mr. Boyd Davis pg. 52
4. **Other Items** pg. 75

GENERAL SESSION

7:00 PM – OPEN TO THE PUBLIC

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** *(Emailed comments received prior to the meeting using the instructions above will be read to the Council at this time)*
   - Please clearly state your name and address prior to commenting and keep comments to a maximum of 2 ½ minutes
   - Do not repeat positions already stated; public comment is a time for the Council to receive new information and perspectives
   - If attending the meeting in-person, please approach the podium
   - If attending the meeting electronically, use the "raise hand" icon if on a computer or dial *9 on the phone to indicate that you would like to make a comment; when it is your turn, the meeting host will unmute you.
7. **Consideration of Approval of the Minutes from the April 20th, 2021 West Point City Council Meeting** pg. 53
8. **Consideration of Approval of the Minutes from the May 4th, 2021 West Point City Council Meeting** pg. 61
9. **Consideration of Approval of Change Orders for Street Maintenance Projects –** Mr. Boyd Davis pg. 52
10. **Consideration of Approval of Resolution No. 06-15-2021A, Approving an Amendment to the Contract for Law Enforcement Services –** Mr. Kyle Laws pg. 70
11. **Consideration of Approval of Resolution No. 06-15-2021B, Approving the 2020 Annual Report of the Municipal Wastewater Planning Program for West Point City –** Mr. Paul Rochell pg. 34
12. **Consideration of Approval of Resolution No. 06-15-2021C, Approving the FY2022 Schedule of Fees –** Mr. Ryan Harvey pg. 20
13. **Motion to Move into a Board Meeting of the Community Development Renewal Agency**

COMMUNITY DEVELOPMENT RENEWAL AGENCY

IMMEDIATELY FOLLOWING ITEM 13 OF THE GENERAL SESSION – OPEN TO THE PUBLIC

1. **Call to Order**
2. **Communications and Disclosures from the Board**
3. **Communications from Staff**
4. **Consideration of Resolution No. R06-15-2021A, Approving the CDRA FY2022 Final Budget –** Mr. Ryan Harvey pg. 32
   a. **Public Hearing**
   b. **Action**
5. **Motion to Adjourn and Return to the General Session of the West Point City Council Meeting**

14. **Motion to move into a Closed Session**

CLOSED SESSION

1. *Motion to Open Closed Session*
2. *Call to Order and Roll Call*
3. *Discussion Regarding Personnel, Pursuant to UCA §52-4-205(1)(a)*
4. *Motion to Adjourn the Closed Session and Return to the General Session*

15. **Motion to Adjourn the General Session**

POSTED THIS 11TH DAY OF JUNE, 2021

CASEY ARNOLD, 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 (24) hours prior to the meeting and we will seek to provide assistance.

TENTATIVE UPCOMING ITEMS

Date: 07/06/2021

Administrative Session – 6:00 pm

1. Discussion Regarding the Widening of 3000 W – Mr. Boyd Davis
2. Discussion Regarding an Amended Plat for the Community Garden Lot – Mr. Boyd Davis

General Session – 7:00 pm

1. Youth Council Update
2. May 15th, June 1st, June 15th Minutes
3. Consideration of Approval of the Amended Plat for the Community Garden Lot – Mr. Boyd Davis
4. Consideration of Approval to Remove the Zaugg Legacy Subdivision from Warranty – Mr. Boyd Davis

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Date: 07/20/2021

Administrative Session – 6:00 pm

General Session – 7:00 pm

Date: 08/03/2021

Administrative Session – 6:00 pm

1. Discussion Regarding the FY2022 Final Budget and 2021 Property Tax Rate for West Point City and All Related Agencies – Mr. Ryan Harvey

General Session – 7:00 pm

1. Youth Council Update
2. Swearing-In of the 2021-2022 West Point City Youth Council – Mayor Craythorne
3.

Date: 08/17/2021

Administrative Session – 6:00 pm

1. Discussion Regarding the FY2022 Final Budget and 2021 Property Tax Rate for West Point City and All Related Agencies – Mr. Ryan Harvey

SPECIAL BUDGET MEETING – 7:00 pm

1. Consideration of Approval of Resolution No. 08-17-2021A, Approving the 2021 Property Tax Rate – Mr. Ryan Harvey
    a. Public Hearing
    b. Action
2. Consideration of Approval of Ordinance No. 08-17-2020A, Approving the FY2022 Final Budget for West Point City and All Related Agencies – Mr. Ryan Harvey
    a. Public Hearing
    b. Action

General Session – 7:30 pm

1. ….

Date: 09/07/2021

Administrative Session – 6:00 pm

General Session – 7:00 pm

Date: 09/21/2021

Administrative Session – 6:00 pm

General Session – 7:00 pm

Date: 10/05/2021

Administrative Session – 6:00 pm

General Session – 7:00 pm

1. Youth Council Update

WEST POINT CITY 2021 CALENDAR

2021

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31						

FEBRUARY

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28						

MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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29	30	31				

SEPTEMBER

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OCTOBER

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NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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DECEMBER

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*UPDATED AS OF December 1, 2020

IMPORTANT DATES

JANUARY

1	New Year's Day - CLOSED
5	City Council - 6 PM
11	*Senior Lunch - CANCELED*
14	Planning Commission - 6 PM
18	MLK Jr. Day - CLOSED
19	City Council - 6 PM
28	Planning Commission - 6 PM
TBD	City Council Planning & Visioning Session

FEBRUARY

2	City Council - 6 PM
8	*Senior Lunch - CANCELED*
11	Planning Commission - 6 PM
15	President's Day - CLOSED
16	City Council - 6 PM
25	Planning Commission - 6 PM

MARCH

2	City Council - 6 PM
11	Planning Commission - 6 PM
15	*Senior Lunch - CANCELED*
16	City Council - 6 PM
25	Planning Commission - 6 PM

APRIL

TBD	EASTER EGG HUNT - 10 AM
6	City Council - 6 PM
8	Planning Commission - 6 PM
12	*Senior Lunch - CANCELED*
20	City Council - 6 PM
22	Planning Commission - 6 PM

MAY

TBD	TAKE PRIDE IN WEST POINT
4	City Council - 6 PM
6	CEMETERY CLEANING
13	Planning Commission - 6 PM
17	*Senior Lunch - CANCELED*
18	City Council - 6 PM
27	Planning Commission - 6 PM
31	Memorial Day - CLOSED

JUNE

TBD	MISS WEST POINT PAGEANT
1	City Council - 6 PM
10	Planning Commission - 6 PM
14	*Senior Lunch - CANCELED*
15	City Council - 6 PM
24	Planning Commission - 6 PM

JULY

2-3	PARTY AT THE POINT EVENTS
5	Independence Holiday - CLOSED
6	City Council - 6 PM
8	Planning Commission - 6 PM
12	*Senior Lunch - CANCELED*
20	City Council - 6 PM
22	Planning Commission - 6 PM
23	Pioneer Day Holiday - CLOSED

AUGUST

TBD	Summer Party
3	City Council - 6 PM
12	Planning Commission - 6 PM
17	City Council - 6 PM
20	MOVIE IN THE PARK - DUSK
20	Senior Dinner - 5:30 PM
26	Planning Commission - 6 PM

SEPTEMBER

6	Labor Day - CLOSED
7	City Council - 6 PM
9	Planning Commission - 6 PM
13	Senior Lunch - 11:30 AM
17	MOVIE IN THE PARK - DUSK
21	City Council - 6 PM
23	Planning Commission - 6 PM

OCTOBER

TBD	HALLOWEEN CARNIVAL - 7 PM
4	Senior Lunch - 11:30 AM
5	City Council - 6 PM
7	CEMETERY CLEANING
11	Employee Training - CLOSED
13	Council/Staff Lunch - 11:30 AM
14	Planning Commission - 6 PM
19	City Council - 6 PM
28	Planning Commission - 6 PM

NOVEMBER

2	ELECTION DAY
6	FLAGS ON VETERANS' GRAVES
11	Veterans Day - CLOSED
15	Senior Lunch - 11:30 AM
16	City Council - 6 PM
25-26	Thanksgiving - CLOSED
29	CITY HALL LIGHTING - 6 PM

DECEMBER

3	Christmas Party - 7 PM
6	CHILD REMEMBRANCE - 7 PM
7	City Council - 6 PM
9	Planning Commission - 6 PM
13	Senior Lunch - 11:30 AM
17	CEMETERY LUMINARY - 4 PM
21	City Council - 6 PM
23	Planning Commission - 6 PM
24-27	Christmas Holiday - CLOSED
31	New Year's Holiday - CLOSED

City Council Staff Report

Subject: FY2022 Budget and Schedule of Fees
Author: Ryan Harvey
Department: Administrative Services
Date: June 15, 2021

WEST POINT
UTAH

BACKGROUND

Cities 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, unless a Truth-in-Taxation (TNT) hearing is held. The Council adopted the Tentative Budget at the June 1st Council Meeting. The final Budget will need to be adopted either at the June 15th Council Meeting, or, if the Council decides to hold a Truth-in-Taxation Hearing, then the final Budget will be adopted in August. The Council will also need to adopt the FY2022 Schedule of Fees and the FY2022 CDRA Final Budget at the June 15th Council Meeting.

ANALYSIS

CDRA Fund

This year the City received $149,947 from tax increment revenues. The CDRA continues to have a debt obligation of $140,000 per year. For FY2022, the only difference in the CDRA budget is that the interest expense will be $4,000 less, and the debt expense will be $4,000 more.

Fee Schedule

There are a couple of changes to the fee schedule from last year. Under the Utilities Section, staff proposes charging $110 for not just new and replacement black and green cans, but also for additional cans. The other change is deleting the fee for the recycling can since the city does not provide those.

Property Tax Rate

At the June 1st Council Meeting, the City Council expressed a desire to move forward with the Truth-in-Taxation process. The Council will need to make a motion in the Council Meeting indicating that desire. The certified tax rate for 2021 is .000792. That is down from the rate that the Council adopted last year of .000910. The Council needs to decide what rate to declare for the TNT, and it cannot adopt anything above that rate. In the past, the rate that the Council has decided on has always been the rate from the year before, which in this case would be .000910.

Proposed Rate	Projected Revenue	Amount over Certified Rate
0.000910 – 2020 Rate	$655,347	$84,979
0.000900	$648,146	$77,778
0.000880	$633,743	$63,375
0.000860	$619,339	$48,971
0.000840	$604,936	$34,568
0.000820	$590,533	$20,165
0.000800	$576,130	$5,762
0.000792 – 2021 Certified Rate	$570,368	$0

Below is a chart showing the Certified and Adopted Rates since 2006, the year that North Davis Fire District was formed. The Highlighted numbers are the years the Council adopted a rate above the certified rate:

Year	Certified Rate	Adopted Rate	Revenue
2021	0.000792	TBD	TBD
2020	0.000877	0.000910	544,484
2019	0.000859	0.000917	509,283
2018	0.000881	0.000917	459,924
2017	0.000902	0.000945	434,260
2016	0.000984	0.000984	400,443
2015	0.001005	0.001036	376,649
2014	0.000996	0.001036	356,700
2013	0.001041	0.001111	337,970
2012	0.001111	0.001111	313,495
2011	0.001008	0.001008	308,326
2010	0.000910	0.000936	302,867
2009	0.000876	0.000876	281,926
2008	0.000773	0.000895	281,925
2007	0.000834	0.000834	228,710
2006	0.000909	0.000909	199,212

FY2022 Budget Review

At the May 5th meeting we discussed the changes to the Budget related to the General Fund. At the May 19th meeting we discussed changes to the Budget related to Capital Projects. The following is the amount of those changes:

- 4% Increase ($58,713)
- Benefits Increase ($29,246)
- Recreation Site Supervisor ($17,146)
- Crossing Guard Increase ($10,431)
- Police Contract ($8,250)
- Miss West Point Scholarship ($700)
- Youth Council ($2,000)
- Arts Council ($5,000)
- Holiday Lights ($5,000)
- Recreation Referees ($5,000)
- Water Purchase ($7,755)
- Capital Projects ($1,275,343)

RECOMMENDATION

Staff would like Council to discuss and provide direction on the rate for the Truth-in-Taxation Hearing

SIGNIFICANT IMPACTS

Financial impacts as outlined in the FY2022 Budget

ATTACHMENTS

FY2022 Fee Schedule
Proposed Budget FY2022
Resolution – Fee Schedule
Resolution - FY2022 CDRA Budget

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
GENERAL FUND						
TAXES						
10-31-10	Property Taxes	495,866.69	542,498.35	544,484.00	544,484.00	550,000.00
10-31-25	Vehicle - In lieu of prop. tax	36,583.04	38,686.53	35,000.00	35,000.00	35,000.00
10-31-30	General Sales and Use Taxes	1,467,655.77	1,626,926.58	1,300,000.00	1,700,000.00	1,500,000.00
10-31-40	Cable TV	52,314.28	59,076.49	30,000.00	30,000.00	50,000.00
10-31-50	Energy Sales and Use	352,054.17	386,092.10	365,000.00	365,000.00	365,000.00
10-31-60	Telecommunications	52,351.97	45,018.90	60,000.00	60,000.00	30,000.00
	Total TAXES:	2,456,825.92	2,698,298.95	2,334,484.00	2,734,484.00	2,530,000.00
LICENSES AND PERMITS						
10-32-10	Bus. License/Cond. Use Permits	2,801.50	9,232.00	2,000.00	2,000.00	10,000.00
10-32-21	Building Permits	187,027.83	310,374.33	200,000.00	400,000.00	400,000.00
10-32-25	Public Safety Fees	.00	136.68	.00	.00	.00
	Total LICENSES AND PERMITS:	189,829.33	319,743.01	202,000.00	402,000.00	410,000.00
INTERGOVERNMENTAL REVENUE						
10-33-56	Class C Roads	417,261.81	410,915.99	200,000.00	200,000.00	400,000.00
10-33-70	Cares Act Revenue	.00	318,362.00	200,000.00	200,000.00	.00
	Total INTERGOVERNMENTAL REVENUE:	417,261.81	729,277.99	400,000.00	400,000.00	400,000.00
CHARGES FOR SERVICES						
10-34-10	Zoning and Subdivision Fees	25,775.00	34,125.00	8,000.00	8,000.00	20,000.00
10-34-60	Recreation Fees	95,184.00	49,386.00	90,000.00	90,000.00	90,000.00
10-34-78	Park & City Hall Reservations	7,645.00	4,150.00	7,000.00	7,000.00	3,500.00
10-34-79	City Celeb. & Sponsorships	10,684.00	5,720.90	9,000.00	9,000.00	9,000.00
10-34-82	Cemetery Interment	22,700.00	22,850.00	15,000.00	15,000.00	15,000.00
10-34-90	Misc. Income & Concessions	216,051.18	1,379.03	2,000.00	2,000.00	2,000.00
	Total CHARGES FOR SERVICES:	378,039.18	117,610.93	131,000.00	131,000.00	139,500.00
MISCELLANEOUS REVENUE						
10-36-10	Interest Earnings	42,527.22	37,143.94	5,000.00	5,000.00	20,000.00
10-36-20	Donations	6,490.00	2,895.00	2,000.00	2,000.00	2,000.00
10-36-90	Miscellaneous	20,081.04	3,029.88	1,000.00	1,000.00	1,000.00
	Total MISCELLANEOUS REVENUE:	69,098.26	43,068.82	8,000.00	8,000.00	23,000.00
CONTRIBUTIONS & TRANSFERS						
10-39-10	Beginning Balance	.00	.00	800,000.00	800,000.00	800,000.00
	Total CONTRIBUTIONS & TRANSFERS:	.00	.00	800,000.00	800,000.00	800,000.00
GENERAL GOVERNMENT						
10-41-10	Mayor and Council Wages	39,813.53	45,616.25	46,200.00	46,200.00	47,413.00
10-41-13	Employee Benefits	5,391.62	5,946.09	7,186.00	7,186.00	7,375.00
10-41-33	Training and Education	9,198.82	1,309.20	9,000.00	9,000.00	9,000.00
10-41-35	Community Service Contracts	776.63	1,100.00	3,000.00	3,000.00	3,000.00
	Total GENERAL GOVERNMENT:	55,180.60	53,971.54	65,386.00	65,386.00	66,788.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
ADMINISTRATIVE SERVICES						
10-44-11	Salaries and Wages	95,596.45	102,094.77	111,562.00	111,562.00	116,024.00
10-44-13	Employee Benefits	39,902.14	44,028.50	48,638.00	48,638.00	49,719.00
10-44-20	Mileage Reimbursement	467.21	.00	800.00	800.00	800.00
10-44-21	Books, Subscrip. & Memberships	906.71	532.84	1,000.00	1,000.00	1,000.00
10-44-24	Postage	3,234.33	3,115.64	5,000.00	5,000.00	5,000.00
10-44-25	Equipment & Supplies	465.55	1,552.37	1,000.00	1,000.00	1,000.00
10-44-26	Equipment Lease & Maintenance	8,527.74	8,076.90	16,500.00	16,500.00	16,500.00
10-44-33	Training & Education	3,332.44	30.03	4,000.00	4,000.00	4,000.00
10-44-38	Auditor & Accounting Support	13,090.00	15,733.27	16,500.00	16,500.00	16,500.00
10-44-63	IT Support & Contracts	6,144.74	4,163.74	7,100.00	7,100.00	7,100.00
10-44-65	Emergency Management	.00	1,388.10	2,000.00	2,000.00	2,000.00
10-44-69	Office Supplies & Expense	4,461.66	2,671.85	4,000.00	4,000.00	4,000.00
10-44-75	Risk Management	20,358.18	18,810.94	40,000.00	40,000.00	40,000.00
10-44-95	Credit Card Processing Fees	1,121.24	1,241.98	1,000.00	1,000.00	1,000.00
10-44-98	Bank Service Charges	779.20	1,047.75	1,000.00	1,000.00	1,000.00
	Total ADMINISTRATIVE SERVICES:	198,387.59	204,488.68	260,100.00	260,100.00	265,643.00
PUBLIC WORKS						
10-48-11	Salaries and Wages	111,372.95	109,967.85	158,708.00	158,708.00	165,165.00
10-48-13	Employee Benefits & Retirement	65,740.66	67,295.57	108,687.00	108,687.00	110,455.00
10-48-15	On call pay	5,804.44	5,730.17	5,950.00	5,950.00	5,950.00
10-48-20	Overtime	21,610.42	19,358.00	14,000.00	14,000.00	14,000.00
10-48-23	Travel and Education	103.85	.00	360.00	360.00	360.00
10-48-25	Equipment, Supplies & Maint.	7,222.96	9,114.70	9,000.00	9,000.00	9,000.00
10-48-26	Municipal Bldgs. Oper. & Maint	15,502.13	20,974.58	24,260.00	24,260.00	24,260.00
10-48-54	Prot. Clothing & Equipment	1,975.04	3,627.80	3,000.00	3,000.00	3,000.00
10-48-65	Fleet Operations & Maintenance	6,060.52	6,554.35	4,250.00	4,250.00	4,250.00
10-48-67	Fleet Fuel	9,032.74	7,657.19	12,865.00	12,865.00	12,865.00
10-48-69	Office Supplies & Expense	555.59	187.81	1,300.00	1,300.00	1,300.00
10-48-70	Fleet Leases	.00	.00	10,000.00	10,000.00	10,000.00
10-48-75	Crosswalk Power	543.47	609.89	900.00	900.00	900.00
10-48-77	Public Facilities Heating	4,475.40	5,881.81	5,000.00	5,000.00	5,000.00
10-48-82	Public Facilities Power	20,443.32	14,053.04	14,000.00	14,000.00	14,000.00
10-48-84	Street Lighting Pwr & Mnt.	44,109.91	49,582.85	52,000.00	52,000.00	52,000.00
	Total PUBLIC WORKS:	314,553.40	320,595.61	424,280.00	424,280.00	432,505.00
EXECUTIVE						
10-49-11	Salaries and Wages	161,421.93	175,513.30	183,282.00	183,282.00	190,613.00
10-49-13	Employee Benefits	76,213.46	82,055.90	109,999.00	109,999.00	111,966.00
10-49-20	Mileage Reimbursements	702.59	387.44	750.00	750.00	750.00
10-49-21	Books, Subscrip. & Memberships	3,334.01	1,976.37	3,000.00	3,000.00	3,000.00
10-49-23	Travel and Education	7,707.10	8,273.34	6,000.00	6,000.00	6,000.00
10-49-24	Postage	.00	.00	320.00	320.00	320.00
10-49-25	New Equipment Purchase	13,825.92	19,088.38	17,000.00	17,000.00	17,000.00
10-49-37	Attorney	52,490.88	28,737.86	33,000.00	33,000.00	33,000.00
10-49-62	Miscellaneous	3,676.65	4,254.64	12,000.00	12,000.00	12,000.00
10-49-63	IT Support & Contracts	20,260.55	30,179.22	36,000.00	36,000.00	36,000.00
10-49-65	Emp. Awards, Rec. & Events	11,824.37	12,639.11	13,000.00	13,000.00	13,000.00
10-49-66	Education Reimb. Program	2,000.00	3,500.00	6,000.00	6,000.00	6,000.00
10-49-67	Emp. Benefits & Bonus Program	.00	.00	13,000.00	13,000.00	13,000.00
10-49-68	Wellness Program	871.26	67.35	2,000.00	2,000.00	2,000.00
10-49-69	Office Supplies & Expense	3,935.49	4,178.05	5,000.00	5,000.00	5,000.00
10-49-70	Cellular & Radio Serv. & Equip	9,325.80	8,750.47	12,000.00	12,000.00	12,000.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
10-49-72	Legal Advertising	4,331.75	5,306.50	9,000.00	9,000.00	9,000.00
10-49-80	Utah League Membership	5,112.94	5,446.40	5,500.00	5,500.00	5,500.00
10-49-82	City Newsletter	4,305.60	4,299.60	4,500.00	4,500.00	4,500.00
10-49-83	Economic Development	.00	.00	5,000.00	5,000.00	5,000.00
10-49-85	Volunteerism Program	.00	284.64	2,000.00	2,000.00	2,000.00
10-49-88	Recorders Office	6,433.78	4,982.10	8,000.00	8,000.00	8,000.00
10-49-89	Elections	.00	17,333.57	20,000.00	20,000.00	20,000.00
10-49-90	City Celebrations & Events	75,543.28	53,167.04	73,500.00	73,500.00	78,500.00
10-49-91	Youth Council	4,063.44	5,188.46	8,000.00	8,000.00	8,000.00
10-49-92	Miss West Point Pageant	21,257.14	18,354.64	18,900.00	18,900.00	19,600.00
10-49-93	Senior Program	1,716.17	895.93	2,500.00	2,500.00	2,500.00
10-49-94	Community Garden	.00	.00	300.00	300.00	300.00
10-49-96	Youth Court	.00	.00	3,000.00	3,000.00	5,000.00
10-49-97	COVID-19	.00	13,020.85	200,000.00	200,000.00	200,000.00
10-49-98	Arts Council	.00	.00	.00	.00	5,000.00
	Total EXECUTIVE:	490,354.11	507,881.16	812,551.00	812,551.00	834,549.00
COMMUNITY DEVELOPMENT						
10-52-11	Salaries and Wages	173,739.51	181,812.68	277,208.00	277,208.00	291,781.00
10-52-13	Employee Benefits & Retirement	71,824.70	79,220.53	139,647.00	139,647.00	143,510.00
10-52-21	Books, Subscrip. & Memberships	433.00	674.50	750.00	750.00	1,000.00
10-52-23	Travel, Education & Certificat	3,578.11	4,060.42	4,000.00	4,000.00	4,000.00
10-52-25	Equipment & Supplies	5,178.24	4,170.14	6,500.00	6,500.00	2,000.00
10-52-51	GIS	1,850.00	.00	4,000.00	4,000.00	1,750.00
10-52-61	Miscellaneous Supplies	.00	.00	500.00	500.00	.00
10-52-62	Contract Planning & Insp Serv	1,575.00	32,060.00	34,000.00	34,000.00	5,000.00
10-52-63	IT Support & Contracts	.00	.00	10,400.00	10,400.00	5,000.00
10-52-65	State Building Surcharge	1,562.81	2,945.77	1,000.00	1,000.00	1,000.00
10-52-68	Planning Comm/Board of Adj.	1,025.00	1,612.54	3,000.00	3,000.00	3,000.00
10-52-69	Office Supplies & Expense	394.88	256.39	500.00	500.00	500.00
10-52-85	Code Enforcement	.00	.00	4,000.00	4,000.00	4,000.00
	Total COMMUNITY DEVELOPMENT:	261,161.25	306,812.97	485,505.00	485,505.00	462,541.00
ENGINEERING						
10-53-11	Salaries and Wages	.00	.00	.00	.00	43,452.00
10-53-13	Emp. Benefits & Retirement	.00	.00	.00	.00	21,915.00
10-53-21	Books, Subscrip. & Memberships	.00	.00	.00	.00	1,000.00
10-53-23	Travel, Education & Certificat	.00	.00	.00	.00	4,000.00
10-53-25	Equipment & Supplies	.00	.00	.00	.00	5,500.00
10-53-51	GIS	.00	.00	.00	.00	3,000.00
10-53-63	IT Support & Contracts	.00	.00	.00	.00	5,400.00
10-53-69	Office Supplies & Expense	.00	.00	.00	.00	500.00
10-53-70	Engineering Services	.00	.00	.00	.00	22,000.00
	Total ENGINEERING:	.00	.00	.00	.00	106,767.00
PUBLIC SAFETY & EMERGENCY PLAN						
10-54-11	Crossing Guards	31,865.60	28,191.05	47,240.00	47,240.00	60,011.00
10-54-13	Employee Benefits & Retirement	3,192.65	2,722.80	4,680.00	4,680.00	5,949.00
10-54-15	Crossing Guard Supplies/Equip.	775.83	1,157.71	1,000.00	1,000.00	1,000.00
10-54-60	Animal Control	36,311.00	48,129.92	55,000.00	55,000.00	55,000.00
10-54-62	Police Services	134,882.83	275,322.42	275,000.00	275,000.00	283,250.00
10-54-65	Narcotics Strike Force	8,743.68	8,743.68	8,800.00	8,800.00	8,800.00
10-54-75	Hometown Security (EPRT)	.00	.00	4,000.00	4,000.00	4,000.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
	Total PUBLIC SAFETY & EMERGENCY PLAN:	215,771.59	364,267.58	395,720.00	395,720.00	418,010.00
PARKS AND CEMETERY						
10-70-11	Salaries and Wages	52,690.87	47,991.37	104,008.00	104,008.00	104,008.00
10-70-13	Employee Benefits & Retirement	5,079.16	5,711.40	10,305.00	10,305.00	10,305.00
10-70-20	Uniforms	.00	300.00	600.00	600.00	600.00
10-70-25	Equipment & Supplies	13,266.45	12,863.35	14,000.00	14,000.00	14,000.00
10-70-26	Building and Grounds	85,314.23	72,523.72	68,600.00	68,600.00	68,600.00
10-70-29	Park & Cemetery Lights	4,498.95	3,846.65	3,400.00	3,400.00	3,400.00
10-70-61	Misc. Services and Supplies	1,355.49	.00	1,200.00	1,200.00	1,200.00
10-70-69	Office Supplies & Expense	.00	44.71	500.00	500.00	500.00
10-70-70	Gateways & Public Properties	1,950.00	3,675.23	4,000.00	4,000.00	4,000.00
	Total PARKS AND CEMETERY:	164,155.15	146,956.43	206,613.00	206,613.00	206,613.00
RECREATION						
10-71-11	Salaries and Wages	129,930.37	121,803.93	147,871.00	147,871.00	170,649.00
10-71-13	Employee Benefits & Retirement	56,421.21	61,222.22	77,475.00	77,475.00	80,441.00
10-71-20	Recreation Program Marketing	1,071.60	503.36	1,000.00	1,000.00	1,000.00
10-71-23	Travel & Education	103.85	395.00	2,400.00	2,400.00	2,400.00
10-71-26	Building and Grounds	2,059.52	78.78	2,300.00	2,300.00	2,300.00
10-71-30	Background Checks	616.85	509.05	2,000.00	2,000.00	2,000.00
10-71-60	Soccer	16,617.24	10,082.95	12,000.00	12,000.00	12,000.00
10-71-67	Junior Jazz	22,034.30	18,015.81	18,000.00	18,000.00	23,000.00
10-71-68	Football	25,866.67	18,361.36	34,500.00	34,500.00	34,500.00
10-71-69	Office Supplies & Expense	769.86	344.74	250.00	250.00	250.00
10-71-71	Baseball/Softball	11,101.09	25,559.54	20,500.00	20,500.00	20,500.00
10-71-73	Volleyball	1,472.31	1,599.56	3,000.00	3,000.00	3,000.00
10-71-74	Tennis	.00	.00	5,000.00	5,000.00	5,000.00
	Total RECREATION:	268,064.87	258,476.30	326,296.00	326,296.00	357,040.00
TRANSFERS, CONT. & OTHER USES						
10-90-63	Class C Trans. to Special Rev.	400,562.23	410,915.95	200,000.00	200,000.00	400,000.00
10-90-70	Trans. Debt. Serv. City Hall	107,000.00	107,000.00	107,000.00	107,000.00	107,000.00
10-90-86	TRANSFER TO CAP. PROJ. FUND	956,911.00	885,500.00	592,033.00	1,192,033.00	645,044.00
	Total TRANSFERS, CONT. & OTHER USES:	1,464,473.23	1,403,415.95	899,033.00	1,499,033.00	1,152,044.00
	GENERAL FUND Revenue Total:	3,511,054.50	3,907,999.70	3,875,484.00	4,475,484.00	4,302,500.00
	GENERAL FUND Expenditure Total:	3,432,101.79	3,566,866.22	3,875,484.00	4,475,484.00	4,302,500.00
	Net Total GENERAL FUND:	78,952.71	341,133.48	.00	.00	.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
SPECIAL REVENUE FUND						
DEVELOPMENT FEES						
45-30-57	Road Impact Fees	96,516.00	261,551.13	114,675.00	114,675.00	152,900.00
45-30-70	Park and Trails Impact Fees	152,298.48	356,612.22	178,565.00	178,565.00	238,086.00
45-30-75	North Davis Sewer Impact Fees	246,908.00	592,962.00	244,200.00	244,200.00	352,600.00
45-30-80	N.D. Fire Impact Fees	9,376.24	26,192.08	10,401.00	10,401.00	13,868.00
45-30-99	Beginning Balance	.00	.00	132,940.00	132,940.00	180,636.00
	Total DEVELOPMENT FEES:	505,098.72	1,237,317.43	680,781.00	680,781.00	938,090.00
OTHER FINANCING SOURCES						
45-33-46	Grants (Road Projects)	39,236.63	1,403,327.34	1,912,500.00	1,912,500.00	.00
45-33-47	Grants	.00	75,000.00	.00	.00	.00
45-33-90	Transfer from Other Funds	400,562.23	410,915.95	200,000.00	200,000.00	400,000.00
45-33-93	Local Option Roads	100,719.17	133,273.43	100,000.00	100,000.00	125,000.00
	Total OTHER FINANCING SOURCES:	540,518.03	2,022,516.72	2,212,500.00	2,212,500.00	525,000.00
Source: 36						
45-36-10	Interest Income	57,587.97	53,499.70	.00	.00	.00
	Total Source: 36:	57,587.97	53,499.70	.00	.00	.00
SPECIAL FUND PROJECTS						
45-51-15	Parks/Trails Impact Fee Proj.	.00	.00	1,648.00	1,648.00	1,648.00
45-51-71	Roads/Ped. Walkways Impact Fee	.00	.00	40,000.00	40,000.00	40,000.00
45-51-80	N.D. Sewer Impact Fees	249,220.00	592,962.00	244,200.00	244,200.00	244,200.00
45-51-85	N.D. Fire Impact Fees	8,889.78	27,328.28	10,401.00	10,401.00	10,401.00
45-51-93	Local Option Roads	.00	14,000.00	392,396.00	392,396.00	466,309.00
45-51-95	Class C Road Expenditures	508,059.85	275,823.16	519,155.00	519,155.00	678,069.00
45-51-97	Road & Sidewalk Grant Projects	51,334.89	1,481,164.01	1,685,481.00	1,685,481.00	22,463.00
	Total SPECIAL FUND PROJECTS:	817,504.52	2,391,277.45	2,893,281.00	2,893,281.00	1,463,090.00
	SPECIAL REVENUE FUND Revenue Total:	1,103,204.72	3,313,333.85	2,893,281.00	2,893,281.00	1,463,090.00
	SPECIAL REVENUE FUND Expenditure Total:	817,504.52	2,391,277.45	2,893,281.00	2,893,281.00	1,463,090.00
	Net Total SPECIAL REVENUE FUND:	285,700.20	922,056.40	.00	.00	.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
CAPITAL PROJECTS FUND						
REVENUE						
48-30-39	Misc. revenue	3,250.52	35,408.25	.00	.00	.00
48-30-45	Cemetery Permit & Perpet. Care	60,520.00	43,290.00	200,282.00	200,282.00	265,662.00
48-30-90	Beginning Balance	.00	.00	1,535,167.00	1,537,467.00	1,521,054.00
	Total REVENUE:	63,770.52	78,698.25	1,735,449.00	1,737,749.00	1,786,716.00
OTHER FINANCING SOURCES						
48-33-10	Transfer from General Fund	956,911.00	885,500.00	592,033.00	592,033.00	645,044.00
48-33-35	Interest	68,528.21	63,381.74	.00	.00	.00
	Total OTHER FINANCING SOURCES:	1,025,439.21	948,881.74	592,033.00	592,033.00	645,044.00
CAP. PROJ. FUND FINANCING USES						
48-51-15	Buildings	40,449.90	67,071.23	100,663.00	100,663.00	83,251.00
48-51-20	Road Projects	148,897.68	232,733.12	746,889.00	746,889.00	539,575.00
48-51-25	Park Improvement Projects	337,318.00	31,662.90	841,201.00	841,201.00	1,037,272.00
48-51-43	Capital Equipment Replacement	9,062.42	66,409.69	1,174.00	1,174.00	35,000.00
48-51-44	Vehicle Replacement	7,221.97	44,841.00	27,273.00	29,573.00	11,000.00
48-51-53	5 Year CIP	.00	.00	410,000.00	410,000.00	460,000.00
48-51-70	Cemetery Perpetual Care	.00	.00	200,282.00	200,282.00	265,662.00
	Total CAP. PROJ. FUND FINANCING USES:	542,949.97	442,717.94	2,327,482.00	2,329,782.00	2,431,760.00
	CAPITAL PROJECTS FUND Revenue Total:	1,089,209.73	1,027,579.99	2,327,482.00	2,329,782.00	2,431,760.00
	CAPITAL PROJECTS FUND Expenditure Total:	542,949.97	442,717.94	2,327,482.00	2,329,782.00	2,431,760.00
	Net Total CAPITAL PROJECTS FUND:	546,259.76	584,862.05	.00	.00	.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
WASTE FUND						
OPERATING REVENUE						
51-37-17	Penalties	24,532.50	15,127.50	20,000.00	20,000.00	10,000.00
51-37-26	Sewer Fees	1,048,396.43	1,069,381.56	1,000,000.00	1,000,000.00	1,100,000.00
51-37-50	Garbage Collection Fees	496,079.14	510,595.84	480,000.00	480,000.00	500,000.00
51-37-60	Greenwaste Collection Fees	106,625.16	110,855.18	100,000.00	100,000.00	110,000.00
51-37-70	Recycle Collection Fees	122,246.07	128,663.89	120,000.00	120,000.00	130,000.00
	Total OPERATING REVENUE:	1,797,879.30	1,834,623.97	1,720,000.00	1,720,000.00	1,850,000.00
OTHER FINANCING SOURCES						
51-38-05	Sewer Impact Fees	41,861.86	150,851.42	62,025.00	62,025.00	82,700.00
51-38-15	Can Purchase	11,560.00	11,560.00	5,000.00	5,000.00	17,000.00
51-38-21	Gain/Loss on Capital Assets	30,076.15-	.00	.00	.00	.00
51-38-80	Interest Earnings	16,465.02	12,741.74	10,000.00	10,000.00	10,000.00
51-38-90	MISCELLANEOUS	15.00	.00	.00	.00	.00
51-38-91	DEVELOPER CONTRIBUTIONS	329,795.04	128,196.25	.00	.00	.00
51-38-99	Pension	.00	.00	20,000.00	20,000.00	20,000.00
	Total OTHER FINANCING SOURCES:	369,620.77	303,349.41	97,025.00	97,025.00	129,700.00
TRANSFERS						
51-39-95	Beginning Fund Balance	.00	.00	97,921.00	99,071.00	32,684.00
51-39-96	Sewer Impact Fee Balance	.00	.00	186,560.00	186,560.00	229,303.00
	Total TRANSFERS:	.00	.00	284,481.00	285,631.00	261,987.00
PRIMARY OPERATING EXPENSES						
51-81-11	Salaries and Wages	159,972.91	157,786.38	202,198.00	202,198.00	210,482.00
51-81-13	Benefits and Bonus	75,089.31	73,314.32	122,849.00	122,849.00	125,108.00
51-81-15	On call pay	829.21	818.16	850.00	850.00	850.00
51-81-20	Overtime	253.82	52.11	2,000.00	2,000.00	2,000.00
51-81-27	Lift Station Pumps	1,656.05	1,536.87	2,400.00	2,400.00	2,400.00
51-81-42	Garbage	374,358.87	481,190.21	363,000.00	363,000.00	363,000.00
51-81-43	Greenwaste	102,368.87	106,472.71	98,000.00	98,000.00	98,000.00
51-81-44	Recycling	109,825.45	126,064.98	88,000.00	88,000.00	88,000.00
51-81-49	Sewer Collection and Disposal	813,468.22	827,384.54	668,000.00	668,000.00	668,000.00
51-81-55	Sewer Maintenance and Repair	21,431.76	26,091.92	30,000.00	30,000.00	30,000.00
51-81-63	IT Support & Contracts	18,581.21	15,721.22	23,825.00	23,825.00	23,825.00
51-81-65	Utility Refunds	.00	472.89	1,500.00	1,500.00	1,500.00
	Total PRIMARY OPERATING EXPENSES:	1,677,835.68	1,816,906.31	1,602,622.00	1,602,622.00	1,613,165.00
MATERIALS AND SUPPLIES						
51-82-24	Utility Bills - Postage/Equip.	8,454.82	8,778.32	11,000.00	11,000.00	11,000.00
51-82-47	Can Purchase	26,550.00	35,500.00	27,000.00	27,000.00	27,000.00
51-82-60	Travel and Education	689.08	.00	1,500.00	1,500.00	1,500.00
51-82-61	Misc. Supplies & Deposit Slips	.00	.00	1,000.00	1,000.00	1,000.00
	Total MATERIALS AND SUPPLIES:	35,693.90	44,278.32	40,500.00	40,500.00	40,500.00
WASTE - OTHER EXPENSES						
51-84-05	Sewer Impact Fee Projects	1,531.87	.00	248,585.00	248,585.00	400,000.00
51-84-20	Risk Management	5,380.24	5,513.94	10,000.00	10,000.00	10,000.00
51-84-30	Depreciation	87,565.00	96,038.74	85,000.00	85,000.00	85,000.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
51-84-35	Credit Card Processing Fees	9,642.70	9,540.23	8,100.00	8,100.00	8,100.00
51-84-39	Auditor & Accounting Support	4,760.00	5,498.00	6,000.00	6,000.00	6,000.00
51-84-44	Vehicle Replacement	.00	.00	11,000.00	12,150.00	11,000.00
51-84-81	IT	.00	.00	4,000.00	4,000.00	4,000.00
51-84-83	Capital Improvements	2,497.64	1,600.14	56,699.00	56,699.00	34,922.00
51-84-84	Blue Stakes	1,057.08	2,944.55	1,000.00	1,000.00	1,000.00
51-84-90	Fleet	4,516.35	3,828.59	8,000.00	8,000.00	8,000.00
	Total WASTE - OTHER EXPENSES:	116,950.88	124,964.19	438,384.00	439,534.00	568,022.00
TRANSFERS & CONTINGENCIES						
51-90-99	Pension	.00	.00	20,000.00	20,000.00	20,000.00
	Total TRANSFERS & CONTINGENCIES:	.00	.00	20,000.00	20,000.00	20,000.00
	WASTE FUND Revenue Total:	2,167,500.07	2,137,973.38	2,101,506.00	2,102,656.00	2,241,687.00
	WASTE FUND Expenditure Total:	1,830,480.46	1,986,148.82	2,101,506.00	2,102,656.00	2,241,687.00
	Net Total WASTE FUND:	337,019.61	151,824.56	.00	.00	.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
WATER FUND						
OPERATING REVENUE						
55-37-11	Metered Water Sales	766,723.60	771,619.78	750,000.00	750,000.00	800,000.00
55-37-13	Secondary Water Sales	806,615.66	816,593.12	790,000.00	790,000.00	820,000.00
55-37-14	Connection Fees - Water	20,400.00	20,500.00	15,000.00	15,000.00	11,500.00
55-37-17	Penalties	22,079.25	13,784.75	18,500.00	18,500.00	10,000.00
	Total OPERATING REVENUE:	1,615,818.51	1,622,497.65	1,573,500.00	1,573,500.00	1,641,500.00
OTHER FINANCING SOURCES						
55-38-05	Water Impact Fees	41,371.00	172,010.00	83,400.00	83,400.00	36,696.00
55-38-20	Gain/Loss on Capital Assets	23,964.73-	.00	.00	.00	.00
55-38-55	Miscellaneous Revenue	32.39-	.00	.00	.00	.00
55-38-80	Interest Earnings	37,375.34	32,188.91	20,000.00	20,000.00	20,000.00
55-38-91	DEVELOPER CONTRIBUTIONS	300,560.66	.00	.00	.00	.00
55-38-95	Fund Reserves	.00	.00	776,963.00	941,113.00	384,640.00
55-38-96	Water Impact Fee Balance	.00	.00	176,779.00	176,779.00	176,779.00
55-38-99	Pension	.00	.00	20,000.00	20,000.00	20,000.00
	Total OTHER FINANCING SOURCES:	355,309.88	204,198.91	1,077,142.00	1,241,292.00	638,115.00
PRIMARY OPERATING EXPENSES						
55-81-11	Salaries and Wages	185,368.07	181,322.89	238,474.00	238,474.00	248,234.00
55-81-13	Benefits and Bonus	89,031.48	86,370.39	147,691.00	147,691.00	150,355.00
55-81-15	On call pay	1,658.41	1,636.34	1,700.00	1,700.00	1,700.00
55-81-20	Overtime	891.03	1,669.14	4,000.00	4,000.00	4,000.00
55-81-28	Wells & Water Tank Power	7,040.31	6,583.17	11,500.00	11,500.00	11,500.00
55-81-35	Hooper Water District	1,610.00	855.00	1,500.00	1,500.00	1,500.00
55-81-41	Water Maintenance	26,692.96	42,494.59	18,000.00	93,000.00	18,000.00
55-81-42	Water Sample Testing	1,893.54	4,054.13	5,000.00	5,000.00	5,000.00
55-81-43	Secondary Water	775,983.57	786,503.89	770,000.00	770,000.00	770,000.00
55-81-45	Registration & Other Expenses	160.00	160.00	1,000.00	1,000.00	1,000.00
55-81-60	Travel and Education	2,245.78	1,630.71	4,140.00	4,140.00	4,140.00
55-81-63	IT Support & Contracts	15,887.93	13,001.24	24,000.00	24,000.00	24,000.00
	Total PRIMARY OPERATING EXPENSES:	1,108,463.08	1,126,281.49	1,227,005.00	1,302,005.00	1,239,429.00
WATER - MATERIALS AND SUPPLIES						
55-82-24	Utility Bills - Postage/Equip	8,454.76	8,778.33	8,250.00	8,250.00	8,250.00
55-82-47	Misc. Supplies & Deposit Slips	500.00	.00	750.00	750.00	750.00
55-82-50	Water Meters	87,708.65	98,902.97	115,000.00	115,000.00	115,000.00
	Total WATER - MATERIALS AND SUPPLIES:	96,663.41	107,681.30	124,000.00	124,000.00	124,000.00
WATER - OTHER EXPENSES						
55-84-05	Water System Impact Fee Proj.	1,447.63	.00	800,430.00	800,430.00	408,429.00
55-84-20	Risk Management	4,938.95	5,146.34	10,000.00	10,000.00	10,000.00
55-84-30	Depreciation	100,658.77	143,938.70	80,000.00	80,000.00	80,000.00
55-84-33	Capital Projects & Expenditure	5,937.24	1,048.93	119,042.00	119,042.00	119,837.00
55-84-35	Credit Card Processing Fees	10,315.46	10,205.85	8,800.00	8,800.00	8,800.00
55-84-38	Auditor & Accounting Support	4,760.00	5,498.00	6,000.00	6,000.00	6,000.00
55-84-40	Water Purchase - Weber Basin	167,922.00	187,410.00	205,865.00	293,865.00	213,620.00
55-84-44	Vehicle Replacement	.00	.00	11,000.00	12,150.00	11,000.00
55-84-82	Blue Stakes	1,272.58	1,487.16	1,500.00	1,500.00	1,500.00
55-84-83	IT	.00	.00	2,000.00	2,000.00	2,000.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
55-84-85	Engineering Studies & Planning	520.00	.00	20,000.00	20,000.00	20,000.00
55-84-90	Fleet	7,903.65	6,700.03	15,000.00	15,000.00	15,000.00
	Total WATER - OTHER EXPENSES:	305,676.28	361,435.01	1,279,637.00	1,368,787.00	896,186.00
TRANSFERS & CONTINGENCIES						
55-90-99	Pension	.00	.00	20,000.00	20,000.00	20,000.00
	Total TRANSFERS & CONTINGENCIES:	.00	.00	20,000.00	20,000.00	20,000.00
	WATER FUND Revenue Total:	1,971,128.39	1,826,696.56	2,650,642.00	2,814,792.00	2,279,615.00
	WATER FUND Expenditure Total:	1,510,802.77	1,595,397.80	2,650,642.00	2,814,792.00	2,279,615.00
	Net Total WATER FUND:	460,325.62	231,298.76	.00	.00	.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
STORM WATER UTILITY FUND						
OPERATING REVENUE						
58-37-11	Storm Sys. Maint. & Const. Fee	180,925.40	184,592.29	180,000.00	180,000.00	185,000.00
58-37-17	Penalties	2,453.25	1,512.75	2,000.00	2,000.00	1,000.00
58-37-90	Fund Balance	.00	.00	182,927.00	184,537.00	164,208.00
58-37-91	Storm Water Impact Fee Balance	.00	.00	37,500.00	37,500.00	18,205.00
	Total OPERATING REVENUE:	183,378.65	186,105.04	402,427.00	404,037.00	368,413.00
OTHER FINANCING SOURCES						
58-38-05	Storm Water Impact Fees	81,566.75	117,853.99	97,500.00	97,500.00	105,100.00
58-38-70	Interest Earnings	39,275.43	31,845.23	20,000.00	20,000.00	20,000.00
58-38-91	DEVELOPER CONTRIBUTIONS	669,378.93	360,765.16	.00	.00	.00
58-38-99	Pension	.00	.00	20,000.00	20,000.00	20,000.00
	Total OTHER FINANCING SOURCES:	790,221.11	510,464.38	137,500.00	137,500.00	145,100.00
PRIMARY OPERATING EXPENSES						
58-81-11	Salaries and Wages	63,564.73	62,672.06	74,791.00	74,791.00	77,923.00
58-81-13	Benefits	28,587.08	28,531.30	44,036.00	44,036.00	44,880.00
58-81-20	Overtime	66.69	.00	.00	.00	.00
58-81-27	Storm Sys. Maint. & Repair	11,005.57	20,219.53	11,000.00	11,000.00	11,000.00
58-81-28	Construction	.00	.00	10,000.00	10,000.00	10,000.00
58-81-34	Credit Card Fees	1,345.50	1,331.20	1,100.00	1,100.00	1,100.00
58-81-40	Sweeping & Preventative Care	13,033.20	16,535.82	12,000.00	12,000.00	12,000.00
58-81-42	Strm Sys Maint & Phs II Comp.	1,815.00	1,815.00	2,500.00	2,500.00	2,500.00
58-81-43	Secondary Water	.00	.00	5,000.00	5,000.00	5,000.00
	Total PRIMARY OPERATING EXPENSES:	119,417.77	131,104.91	160,427.00	160,427.00	164,403.00
STORM WTR UTILITY - OTHER EXP.						
58-84-05	Storm System Impact Fee Proj.	.00	81,685.00	135,000.00	135,000.00	123,305.00
58-84-20	Risk Management	2,206.00	1,838.00	3,500.00	3,500.00	3,500.00
58-84-30	Depreciation	93,960.61	110,201.63	64,000.00	64,000.00	64,000.00
58-84-38	Auditor & Accounting Support	1,190.00	1,374.50	1,500.00	1,500.00	1,500.00
58-84-44	Vehicle Replacement	.00	.00	11,000.00	12,610.00	11,000.00
58-84-83	Capital Projects	.00	.00	142,000.00	142,000.00	123,305.00
58-84-90	Fleet Expense	1,129.09	957.15	2,500.00	2,500.00	2,500.00
	Total STORM WTR UTILITY - OTHER EXP.:	98,485.70	196,056.28	359,500.00	361,110.00	329,110.00
Department: 90						
58-90-99	Pension	.00	.00	20,000.00	20,000.00	20,000.00
	Total Department: 90:	.00	.00	20,000.00	20,000.00	20,000.00
	STORM WATER UTILITY FUND Revenue Total:	973,599.76	696,569.42	539,927.00	541,537.00	513,513.00
	STORM WATER UTILITY FUND Expenditure Total:	217,903.47	327,161.19	539,927.00	541,537.00	513,513.00
	Net Total STORM WATER UTILITY FUND:	755,696.29	369,408.23	.00	.00	.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
DEBT SERVICE						
MISCELLANEOUS REVENUE						
70-36-10	Interest Earnings	250.89	1,117.67	.00	.00	.00
	Total MISCELLANEOUS REVENUE:	250.89	1,117.67	.00	.00	.00
TRANSFERS AND CONTRIBUTIONS						
70-39-20	General Fund Transfer	107,000.00	107,000.00	107,000.00	107,000.00	107,055.00
	Total TRANSFERS AND CONTRIBUTIONS:	107,000.00	107,000.00	107,000.00	107,000.00	107,055.00
FUNDING USES						
70-84-10	Debt Service - City Hall	99,000.00	101,000.00	103,000.00	103,000.00	106,000.00
70-84-15	Interest on Bonds	7,137.63	5,147.30	4,000.00	4,000.00	1,055.00
	Total FUNDING USES:	106,137.63	106,147.30	107,000.00	107,000.00	107,055.00
	DEBT SERVICE Revenue Total:	107,250.89	108,117.67	107,000.00	107,000.00	107,055.00
	DEBT SERVICE Expenditure Total:	106,137.63	106,147.30	107,000.00	107,000.00	107,055.00
	Net Total DEBT SERVICE:	1,113.26	1,970.37	.00	.00	.00

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
CDRA FUND						
REVENUE						
85-31-10	Property Tax Increment	149,462.00	157,890.00	140,000.00	140,000.00	140,000.00
	Total REVENUE:	149,462.00	157,890.00	140,000.00	140,000.00	140,000.00
Source: 38						
85-38-80	Interest Earnings	135.93	393.51	.00	.00	.00
	Total Source: 38:	135.93	393.51	.00	.00	.00
EXPENDITURES						
85-44-62	Project Expenses	1,402.00	.00	.00	.00	.00
85-44-63	Administration	50.00	.00	.00	.00	.00
85-44-65	Long-term Debt Expense	103,000.00	107,000.00	111,000.00	111,000.00	115,000.00
	Total EXPENDITURES:	104,452.00	107,000.00	111,000.00	111,000.00	115,000.00
Department: 84						
85-84-15	Interest Expense	33,674.20	29,976.50	29,000.00	29,000.00	25,000.00
	Total Department: 84:	33,674.20	29,976.50	29,000.00	29,000.00	25,000.00
	CDRA FUND Revenue Total:	149,597.93	158,283.51	140,000.00	140,000.00	140,000.00
	CDRA FUND Expenditure Total:	138,126.20	136,976.50	140,000.00	140,000.00	140,000.00
	Net Total CDRA FUND:	11,471.73	21,307.01	.00	.00	.00
	Net Grand Totals:	2,476,539.18	2,623,860.86	.00	.00	.00

RESOLUTION NO. 06-15-2021C

A RESOLUTION ADOPTING A SCHEDULE OF FEES FOR WEST POINT CITY FISCAL YEAR 2022

WHEREAS, the City provides various services to the public which benefit those consuming said services; and

WHEREAS, the City seeks to support the provision of these services in part or in full by levying or establishing certain fees associated with the provision of said services; and

WHEREAS, the City Manager has prepared a schedule of fees for Fiscal Year 2022 which suggest various amendments to the current fee schedule; and

WHEREAS, these proposed fees are delineated and attached hereto;

NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED AS FOLLOWS:

SECTION ONE: FEE SCHEDULE ADOPTED
The Fee Schedule for West Point City for Fiscal Year 2022 as attached hereto, stands adopted and becomes effective July 1, 2021 or as otherwise stated in the Fee Schedule.

PASSED AND ADOPTED this 15th day of June, 2021.

WEST POINT CITY,
A Municipal Corporation

By:_____
Erik Craythorne, Mayor

ATTEST:

_____
Casey Arnold, City Recorder

West Point City Fee Schedule
Fiscal Year 2022

Effective July 1, 2021

DESCRIPTION	Amount
ADMINISTRATIVE and BUSINESS LICENSE FEES	
Election Filing Fee	$25
Returned Check Fee	$45
Beer licenses (Class A)	$250
Beer licenses (Class B)	$300
Beer licenses (Class C)	$350
Business Regulatory Fee	$35
Nurseries	$85
Agriculture Equipment and Repair	$85
Veterinary Services	$85
Agriculture Supplies and Support	$85
Landscaping Services and Supplies	$85
Sporting Equipment and Supplies	$85
Firearms	$85
Construction Services and Supplies	$85
Manufacturing Equipment and Supplies	$85
Industrial	$85
Industrial and Manufacturing Support	$85
Trucking	$85
Public Transportation	$85
Telecommunication Services	$85
Telephone	$85
Power/Natural Gas	$85
Auto Wash and Detail	$85

Towing	$85
Electrical	$85
Plumbing	$85
Parking Services and Facilities	$85
Storage/Warehouse	$85
Wholesale Processing and Support	$85
Shipping and Goods Transportation	$85
Restaurant	$85
Restaurant with Alcohol	$85
Private Club or Bar	$85
Fast Food or Cafe	$85
Commercial Shopping Center/Retail Store	$50 per 1,000 sq. ft.
Office/Institutional	$45 per 1,000 sq. ft.
Business Park	$35 per 1,000 sq. ft.
Light Industrial	$35 per 1,000 sq. ft.
Manufacturing	$35 per 1,000 sq. ft.
Grocery	$85
Gas Station	$85
Pawn Broker	$85
Auto Sales	$85
Auto Repair and Service	$85
Subscriptions/Coupons/Tickets	$85
Auctions	$85
Insurance Sales	$85
Broker	$85
Real Estate	$85
Financial Planning	$85
Business Support Services	$85
Bank/Credit Union	$85
Salons/Barber/Beauty	$85

Funeral	$85
Medical/Dental/Therapy	$85
Fitness	$85
Entertainment and Amusement	$85
Legal Services	$85
Dry Cleaning and Clothing Repair	$85
Upholstery	$85
Copy and Supplies	$85
Apartment/Multi-family/Trailer Park	$85
Bed and Breakfast	$85
Hotel	$85
Motel	$85
Extended Stay	$85
Bowling	$85
Hospital/Care Center	$85
Daycare/Preschool	$85
Sexually Oriented Business	$85
Sexually Oriented Business applications and businesses - nonrefundable initial application and investigation fee (all applications)	$100
Home Occupation - all	$50
Contractors	$50
Duplicate License	$15
Business License late fee	$25
Christmas tree sales license (not prorated)	$30 w/ $70 deposit
Fireworks stands (not prorated)	$85
Home occupation license late fee (after February 1st)	$25
Solicitor's License	$50
Disproportionate Fees:	
Gas Station	$250/Year

Grocery w/ Beer	$350/Year
Bar/Private Club	$300/year
Bowling with Alcohol	$500/Year
Pawn Shop	$900/Year
Arcade	$350/Year
Entertainment/Theater	$200/Year
Restaurant with Alcohol	$200/Year
Hotel/Motel/Extended Stay/Inn/Bed & Breakfast	$400/Year
Apartments	$15/Unit/Year
Temporary Permits	$250/Year
Sexually Oriented Business	$250/Year
Warehouse	$250/Year
COPIES & PUBLICATIONS	
Photocopies	$.10 each copy
Fax	$.10 per page
Budget	$20
Audit (CAFR)	$10
Administrative Code	$10
General Plan	$10
Special reports or compilations (GRAMA) (Produced with managerial discretion)	$25 per hour + copy or reproduction charges
BUILDING RENTAL	
Council Chamber Rental	$25/hr. (2 hour min.)
Multi-purpose Area Rental	$25/hr. (2 hour min.)
City Hall - Security Deposit	$100
PLANNING AND ZONING FEES	
Board of Adjustment Hearing	$200
Conditional Use Permit - Staff approved	$50
Conditional Use Permit - Planning Commission	$75 $150 if notices must be sent out
Permanent Sign Permit	$75

Temporary Sign Permit	$10/sign
Recording	$50 to City and applicable fees to Davis County Recorder
Rezone application	$250
Annexation application	$300
Subdivision Plat Amendment	$300
Agricultural Protection Zone application	$450 ($100 refunded if protection zone is not approved)
Telecommunications Right of Way Application	$500
SITE DEVELOPMENT REVIEW	
Construction guarantee bond (commercial)	$30 per linear ft. (curb, gutter, sidewalk)
Construction inspection fee for all utilities	$150 per lot
Final plat fee	$600/plat, plus $50 per lot
Preliminary plat fee	$300/plat, plus $25 per lot
Single Lot Plat (preliminary & final)	$300
Final Site Plan Review Fee (Commercial)	$600/site plan
CODE VIOLATION FEES	
Code Violations	See West Point City Code
CEMETERY	
Resident	
Adult Burial Plot	$450
Adult Interment Fee	$300
Perpetual care - Adult	$100 if lot purchased before 9/1990
Child Burial Plot (full size plot)	$450
Child Interment Fee	$300
Perpetual care - Child	$100 if lot purchased before 9/1990
Infant/Urn – Burial Plot (½ plot)	$225
Infant/Urn – Internment Fee	$200
Perpetual care – Infant (½ plot)	$50 if lot purchased before 9/1990
Disinterment	$300

Transfer lot fee	$15
After Business Hours Fee	$100
Non-Resident	
Adult Burial Plot	$600
Adult Interment Fee	$700
Perpetual care - Adult	$300 if lot purchased before 9/1990
Child Burial Plot (full size plot)	$600
Child Interment Fee	$700
Perpetual care - Child	$250 if lot purchased before 9/1990
Infant/Urn – Burial Plot (½ plot)	$300
Infant/Urn – Internment Fee	$400
Perpetual care – Infant (½ plot)	$250 before 9/1990
Disinterment	$400
Transfer lot fee	$15
After Business Hours Fee	$100
MUSKRAT SPRINGS CAMPGROUND	
Davis County Scout Troops, Youth Groups, & residents	$25
Non- Davis County Scout Troops, Youth Groups, & residents	$50
Refundable Security Deposit	$50
PARKS	
Large pavilion (Per time period: 8AM-4PM or 4PM-10PM	$15 (residents) $25 (non-residents)
Small pavilions (Per time period: 8AM-4PM or 4PM-10PM	$10 (residents) $20 (non-residents)
Volleyball rental	$5 rental fee $15 ball deposit, if applicable (deposit refundable if returned by next business day)
Horseshoes	$5 rental fee $35 horseshoe set deposit, if applicable (deposit refundable if returned by next business day)

RECREATION **Program Registration Fees:** (Students at West Point Schools are charged the resident rate.)	
Coed T-Ball	$40 resident $50 non-resident
Coed Machine Pitch 1st – 2nd Grade	$40 resident $50 non-resident
Boys Baseball 3rd – 4th Grade	$50 resident $60 non-resident
Boys Baseball 5th – 6th Grade	$50 resident $60 non-resident
Boys Baseball Jr. High	$50 resident $60 non-resident
Girls Elementary Softball	$50 resident $60 non-resident
Girls Junior High Softball	$50 resident $60 non-resident
Basketball - 6th Grade and younger	$50 resident $60 non-resident
Basketball - 7th Grade and older	$60 resident $70 non-resident
Football	$130 $150 Equipment Charge for unreturned equipment.
Soccer (Spring)	$40 resident $50 non-resident
Soccer (Fall)	$40 resident $50 non-resident
Volleyball	$40
Football Camp	$20
Basketball Camp	$20
Recreation Late Fee	$10
FIELD RENTALS	
Field Rental	$20 per hour
Field Preparation	$50 per day
Field Rental – Non-Profit	$10 per hour
Field Preparation – Non-Profit	$25 per day
Deposit (League, Tournament, etc.)	$50 per event
Unauthorized Field Use Fine	$100

DEVELOPMENT IMPACT FEES (Residential)	
West Point City Impact Fees:	
Park, Trails, and Recreation Impact Fee (Single Family)	$2380.86
Park, Trails, and Recreation Impact Fee (Multi- Family)	$1780
Road Impact Fee (Single Family)	$1,529
Road Impact Fee (Multi-Family)	$1,063
Storm Drain Impact Fee	$4,204 per acre
Sewer Impact Fee	$827/ERU
Water Impact Fee	$1,112/ERU
Non-City Impact Fees:	
North Davis Sewer Impact Fee (Residential)	$3,256
North Davis Fire District Impact Fee (Single Family)	$138.68
North Davis Fire District Impact Fee (Multi-Family)	$287.80
DEVELOPMENT IMPACT FEES (Commercial)	
West Point City Impact Fees:	
Road Impact Fees (General Commercial)	$4,529per 1,000 sq. ft of building space
Road Impact Fees (Professional Office)	$1,759 per 1,000 sq. ft of building space
Road Impact Fees (Manufacturing/Industrial)	$1,114 per 1,000 sq. ft of building space
Water Impact Fees	$1,112/ERU
Storm Water Impact Fees	$4,204 per acre
Sewer Impact Fees	$827/ERU
Non-City Impact Fees:	
North Davis Fire District Impact Fee (Commercial)	Determined by North Davis Fire District
North Davis Sewer Impact Fee (Commercial)	Determined by North Davis Sewer District
SAFETY / INSPECTION FEES	
Building Permit Fee	Based on building valuation and square footage
Residential plan review and inspection fee	25% of permit fee

Re-inspection fee	$50
One-time inspection fee	$25
Commercial plan review and inspection fee	60% of building permit fees
Demolition Permit	$150
Small Asphalt Excavation Permit (less than 360 sq. ft.)	$3 per sq. ft. excavated and $500 bond. Bond returned after asphalt is replaced and inspected.
Large Asphalt Excavation Permit (greater than 360 sq. ft.)	$0.55 per sq. ft. and $4.20 per sq. ft. bond. Upon positive inspection, bond returned 1 yr. after permit holder replaces asphalt.
New Street Excavation Permit (less than 2 years since last treatment) – in addition to other fees and applies only to large excavation permits	$0.22 per sq. ft.
Curb, Gutter, or Sidewalk Excavation Permit	$20.00 per ft. bond. Bond returned after concrete is replaced and inspected.
CONNECTION FEES	
Water Connection Fees:	
Meter installation/water connection (residential)	$350 - 3/4 inch $450 - 1 inch
Meter installation/water connection (commercial)	$450 - 1 inch $500 - 1.5 inch $700 - 2 inches Cost+$100 (2+inches)
Secondary water hook-up fee (3/4 inch)	Paid to D&W Canal Company
Secondary water hook-up fee (1 inch)	Paid to D&W Canal Company
City stock of culinary water	$3,800/acre foot.
Fire Hydrant Connection Fees:	
Fire Hydrant Meter Set-up Fee	$50 + water usage fee
Short Term Meter Rental (3 days or less)	$10 + water usage fee
Long Term Meter Rental (4 days or more)	$40 per month + water usage fee

Water Usage Fee	$1.60 per 1,000 gallons greater than 10,000 gal.
Sewer Connection Fees:	
North Davis Sewer subdivision connection review fee	$250
North Davis Sewer subdivision construction inspection fee	$375
North Davis Sewer service connection review fee	$125
North Davis Sewer service connection construction inspection fee	$240
UTILITIES	
Garbage Can – New, ~~&~~ Replacement, and Additional (new can fee is charged with Building Permit)	$110~~$85~~
Garbage can (monthly - 1st can) Garbage (monthly – additional can)	$11.80
Green Waste can (monthly) Green Waste (monthly – additional can)	$6.00 $6.00
Green Waste Can – New, ~~&~~ Replacement, and Additional (new can fee is charged with Building Permit)	$110~~$85~~
Green Waste Service Cancellation Fee	$12.00
~~General Curbside Recycling Replacement can~~	~~$85~~
General Curbside Recycling can (monthly) General Recycling (monthly-additional can)	$4.75 $4.75
Secondary water (monthly 3/4 inch) Up to one-third acre	$21.58
Secondary water (monthly 3/4 inch) Greater than one-third acre	$23.58
Secondary water (monthly 1 inch) Greater than one-half acre	$27.50
Secondary water (monthly 1 inch) Greater than three-quarters acre	$30.05
Secondary Water (monthly) Greater than one acre	Determined by D&W Counties Canal Co.
Sewer (residential monthly)	$28.20
Sewer (commercial monthly base)	$28.20
10,000 gallons +	$2.25/1,000 gallons
Sewer (multi-family)	$28.20 per unit
Water (monthly base: 6,000 gallons)	$23.75
6,001 – 10,000 gallons	$1.40/1,000 gallons

10,000 gallons +	$1.65/1,000 gallons
Storm System Maintenance and Construction Fee (Monthly Residential)	$4.00
Storm System Maintenance and Construction Fee (Commercial)	Determined by residential equivalent (2,500 sq. ft.) of impervious area.
Utility deposit	$60 utility deposit, refundable upon moving.
Meter tampering penalty	$50 first occurrence, $100 per occurrence thereafter
Utility Billing Shut-off Fee	$25first occurrence, $45 per occurrence within 12 months of previous occurrence
Utility Billing Late Fee	$15

RESOLUTION NO. R06-15-2021A

A RESOLUTION ADOPTING A BUDGET FOR THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY OF WEST POINT CITY FOR FISCAL YEAR 2022

WHEREAS, the Community Development and Renewal Agency of West Point City was created to transact the business of a redevelopment agency and to exercise all of the powers provided for in the Limited Purpose Local Government Entities Act – Community Development and Renewal Agencies Act, § 17C-1-101 et. seq., Utah Code Annotated (1953, as amended) and any successor law or act; and,

WHEREAS, Utah Code § 17C-1-601 prescribes the form and methodology set forth by the Legislature and the State Auditor's Office relative to CDRA budgets; and,

WHEREAS, the Executive Director of the Agency has prepared and presented to the Board an annual budget for Fiscal Year 2022; and,

WHEREAS, a public hearing was held and notification served according to law pertaining to the CDRA 2022 annual budget;

NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED, by the CDRA Board of West Point City that the hereto attached CDRA Budget is hereby adopted for Fiscal Year 2022.

IT IS FURTHER ORDERED, that a copy of the Budget be made available to the public for review and inspection at West Point City Hall during regular business hours.

PASSED AND ADOPTED this 15th day of June, 2021.

WEST POINT CITY,
A Municipal Corporation

By:_____
Erik Craythorne, CDRA Chair

ATTEST:

_____
Kyle Laws, Executive Director

_____
Casey Arnold, Secretary

Account Number	Account Title	2019 Actual	2020 Actual	2021 Original Budget	2021 Amended Budget	2022 Tentative Budget
CDRA FUND						
REVENUE						
85-31-10	Property Tax Increment	149,462.00	157,890.00	140,000.00	140,000.00	140,000.00
	Total REVENUE:	149,462.00	157,890.00	140,000.00	140,000.00	140,000.00
Source: 38						
85-38-80	Interest Earnings	135.93	393.51	.00	.00	.00
	Total Source: 38:	135.93	393.51	.00	.00	.00
EXPENDITURES						
85-44-62	Project Expenses	1,402.00	.00	.00	.00	.00
85-44-63	Administration	50.00	.00	.00	.00	.00
85-44-65	Long-term Debt Expense	103,000.00	107,000.00	111,000.00	111,000.00	115,000.00
	Total EXPENDITURES:	104,452.00	107,000.00	111,000.00	111,000.00	115,000.00
Department: 84						
85-84-15	Interest Expense	33,674.20	29,976.50	29,000.00	29,000.00	25,000.00
	Total Department: 84:	33,674.20	29,976.50	29,000.00	29,000.00	25,000.00
	CDRA FUND Revenue Total:	149,597.93	158,283.51	140,000.00	140,000.00	140,000.00
	CDRA FUND Expenditure Total:	138,126.20	136,976.50	140,000.00	140,000.00	140,000.00
	Net Total CDRA FUND:	11,471.73	21,307.01	.00	.00	.00
	Net Grand Totals:	2,476,539.18	2,623,860.86	.00	.00	.00

City Council Staff Report

Subject: Wastewater Planning Program – 2020 Annual Report
Author: Paul Rochell/Kasey Gibson
Department: Public Works
Date: June 15, 2021

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 the 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

Recommendation

Staff Recommends Council Adopt Resolution No. 06-15-2021B, Approving West Point City's 2020 Municipal Wastewater Planning Program Annual Self-Assessment Report.

Significant Impacts

There are no significant impacts at this time.

Attachments

Resolution No. 06-15-2021B
Self-Assessment Report

RESOLUTION NO. 06-15-2021B

A RESOLUTION APPROVING THE 2020
MUNICIPAL WASTEWATER PLANNING PROGRAM ANNUAL REPORT

WHEREAS, West Point City, a Municipal Corporation, hereinafter referred to as the "City," is a public body of the State of Utah; and,

WHEREAS, the City is governed by a Mayor and City Council duly elected according to law;

NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED that West Point City informs the Water Quality Board of the Utah Department of Environmental Quality of the following actions taken by the West Point City Council:

1. Reviewed and approved the attached Municipal Wastewater Planning Program Annual Report for 2020.
2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (if applicable).

PASSED AND ADOPTED this 15th day of June, 2021

WEST POINT CITY,
A Municipal Corporation

By:_____
Erik Craythorne, Mayor

ATTEST:

_____
Casey Arnold, City Recorder

Municipal Wastewater Planning Program (MWPP)
Annual Report
for the year ending 2020
WEST POINT CITY

Thank you for filling out the reqested information. Please let DWQ know when it is approved by the Council.

Please download a copy of your form by clicking "Download PDF" below.

Below is a summary of your responses

Download PDF

SUBMIT BY APRIL 15, 2021

Are you the person responsible for completing this report for your organization?

- (●) **Yes**
- ( ) No

This is the current information recorded for your facility:

Facility Name:	WEST POINT CITY
Contact - First Name:	Paul
Contact - Last Name:	Rochell
Contact - Title	Public Works Dir.

Contact - Phone:	801-776-0970
Contact - Email:	prochell@westpointcity.org

Is this information above complete and correct?

- (●) **Yes**
- ( ) No

Your wastewater system is described as Collection & Financial:

Classification: COLLECTION
Grade: II

(if applicable)

Classification: -
Grade: -

Is this correct?
WARNING: If you select 'no', you will no longer have access to this form upon clicking Save & Continue. DWQ will update the information and contact you again.

- (●) **Yes**
- ( ) No

Click on a link below to view examples of sections in the survey:
(Your wastewater system is described as Collection & Financial)

MWPP Collection System.pdf
MWPP Discharging Lagoon.pdf
MWPP Financial Evaluation.pdf
MWPP Mechanical Plant.pdf
MWPP Non-Discharging Lagoon.pdf

Will multiple people be required to fill out this form?

○ Yes

◉ **No**

Financial Evaluation Section

Form completed by:

Kasey J Gibson

Part I: GENERAL QUESTIONS

	Yes	No
Are sewer revenues maintained in a dedicated purpose enterprise/district account?	◉	○

	Yes	No
Are you collecting 95% or more of your anticipated sewer revenue?	◉	○
Are Debt Service Reserve Fund[6] requirements being met?	◉	○

What was the annual average User Charge[16] for 2020?

28.20

Do you have a water and/or sewer customer assistance program * (CAP)?

○ Yes

No

Part II: OPERATING REVENUES AND RESERVES

	Yes	No
Are property taxes or other assessments applied to the sewer systems[15]?	○	◉

	Yes	No
Are sewer revenues[14] sufficient to cover operations & maintenance costs[9], and repair & replacement costs[12] (OM&R) at this time?	◉	○
Are projected sewer revenues sufficient to cover OM&R costs for the ***next five years***?	◉	○
Does the sewer system have sufficient staff to provide proper OM&R?	◉	○
Has a repair and replacement sinking fund[13] been established for the sewer system?	○	◉
Is the repair & replacement sinking fund sufficient to meet anticipated needs?	○	◉

Part III: CAPITAL IMPROVEMENTS REVENUES AND RESERVES

	Yes	No
Are sewer revenues sufficient to cover all costs of current capital improvements[3] projects?	◉	○
Has a Capital Improvements Reserve Fund[4] been established to provide for anticipated capital improvement projects?	◉	○

	Yes	No
Are projected Capital Improvements Reserve Funds sufficient for the ***next five years***?	◉	○
Are projected Capital Improvements Reserve Funds sufficient for the ***next ten years***?	◉	○
Are projected Capital Improvements Reserve Funds sufficient for the ***next twenty years***?	◉	○

Part IV: FISCAL SUSTAINABILITY REVIEW

	Yes	No
Have you completed a Rate Study[11] within the last five years?	○	◉
Do you charge Impact fees[8]?	◉	○

2020 Impact Fee (if not a flat fee, use average of all collected fees) =

827

	Yes	No
Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?	◉	○
Do you maintain a Plan of Operations[10]?	◉	○
Have you updated your Capital Facility Plan[2] within the last five years?	◉	○

	Yes	No
Do you use an Asset Management[1] system for your sewer systems?	◉	○

Describe the Asset Management System (check all that apply)

- [ ] Spreadsheet
- [x] **GIS**
- [ ] Accounting Software
- [ ] Specialized Software
- [ ] Other

	Yes	No
Do you know the total replacement cost of your sewer system capital assets?	○	◉

	Yes	No
Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?	◉	○
What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?	○	◉

What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?

0

Part V: PROJECTED CAPITAL INVESTMENT COSTS

Cost of projected capital improvements

	Cost	Purpose of Improvements		
	Please enter a valid numerical value	Replace/Restore	New Technology	Increase Capacity
2021	445922	☑	☑	☑
2021 thru 2025	1157972	☑	☑	☑
2026 thru 2030		☐	☐	☐
2031 thru 2035		☐	☐	☐
2036 thru 2040		☐	☐	☐

This is the end of the Financial questions

To the best of my knowledge, the Financial section is completed and accurate.

☑ **Yes**

Collections System Section

Form completed by:

May Receive Continuing Education /units (CEUs)

Kasey J Gibson

Part I: SYSTEM DESCRIPTION

What is the largest diameter pipe in the collection system (diameter in inches)?

12

What is the average depth of the collection system (in feet)?

7

What is the total length of sewer pipe in the system (length in miles)?

36.63

How many lift/pump stations are in the collection system?

1

What is the largest capacity lift/pump station in the collection system (design capacity in gallons per minute)?

150

Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

- ○ Yes
- ◉ **No**

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

1980

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed? (If more than one, cite the oldest)

2019

PART II: DISCHARGES

How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

0

How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?

0

The Utah Sewer Management Program defines two classes of sanitary sewer overflows (SSOs):

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

(a) affects 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.

Below include the number of SSOs that occurred in year: 2020

	Number
Number of Class 1 SSOs in Calendar year	0
Number of Class 2 SSOs in Calendar year	0

Please indicate what caused the SSO(s) in the previous question.

Please specify whether the SSOs were caused by contract or tributary community, etc.

Part III: NEW DEVELOPMENT

Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?

- ○ Yes
- ◉ **No**

Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?

- ○ Yes
- ◉ **No**

Number of new commercial/industrial connections in the last year

0

Number of new residential sewer connections added in the last year

178

Equivalent residential connections[7] served

3378

Part IV: OPERATOR CERTIFICATION

How many collection system operators do you employ?

8

Approximate population served

11400

State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at least at the Facility's Grade.

List the designated Chief Operator/DRC for the Collection System below:

	Name First and Last Name	Grade	Email Please enter full email address
Chief Operator/DRC	Paul Rochell	IV	prochell@westpointcity.org

List all other Collection System operators with DRC responsibilities in the field, by certification grade, separate names by commas:

	Name separate by comma
SLS[17] Grade I:	
Collection Grade I:	
Collection Grade II:	
Collection Grade III:	
Collection Grade IV:	Kasey Gibson

List all other Collection System operators by certification grade, separate names by commas:

	Name separate by comma
SLS[17] Grade I:	
Collection Grade I:	
Collection Grade II:	Jonathon Powell
Collection Grade III:	
Collection Grade IV:	
No Current Collection Certification:	

Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?

- (●) **Yes**
- ( ) No

Part V: FACILITY MAINTENANCE

	Yes	No
Have you implemented a preventative		

	Yes	No
maintenance program for your collection system?	◉	○
Have you updated the collection system operations and maintenance manual within the past 5 years?	○	◉
Do you have a written emergency response plan for sewer systems?	◉	○
Do you have a written safety plan for sewer systems?	◉	○
Is the entire collections system TV inspected at least every 5 years?	○	◉
Is at least 85% of the collections system mapped in GIS?	◉	○

Part VI: SSMP EVALUATION

	Yes	No
Has your system completed a Sewer System Management Plan (SSMP)?	◉	○
Has the SSMP been adopted by the permittee's governing body at a public meeting?	◉	○
Has the completed SSMP been public noticed?	◉	○
During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?	○	◉

Date of Public Notice

05/07/2019

During 2020, was any part of the SSMP audited as part of the five year audit?

- ○ Yes
- ◉ **No**

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?

- ○ Yes
- ◉ **No**

Part VII: NARRATIVE EVALUATION

This section should be completed with the system operators.

Describe the physical condition of the sewerage system: (lift stations, etc. included)

Our wastewater system is relatively new. Therefore we have a substantial amount of PVC. The lift station is in good working order with back up generator and onsite propane.

What sewerage system capital improvements[3] does the utility need to implement in the next 10 years?

Upgrading 2000 W Sewer line. 470 N - 800 N 8" along 2500 W 200 S- 175 N 2300 W From 200 S - 150 N 12 In line on 4000 W 1050 N - 1300 N

What sewerage system problems, other than plugging, have you had over the last year?

We haven't had any problems.

Is your utility currently preparing or updating its capital facilities plan[2]?

- (●) **Yes**
- ( ) No

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

- (●) **100% Covered**
- ( ) Partially cover
- ( ) Does not pay

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

- (●) **Yes**
- ( ) No

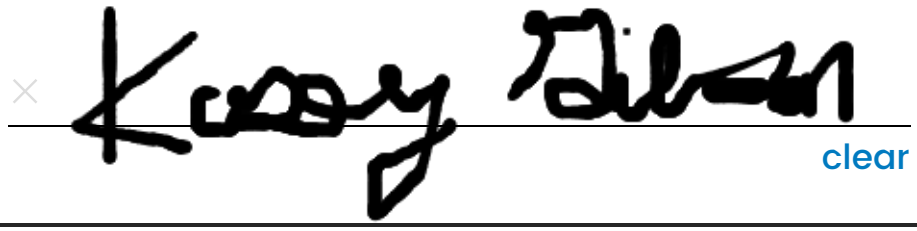
Any additional comments?

This is the end of the Collections System questions

To the best of my knowledge, the Collections System section is completed and accurate.

- [x] **Yes**

I have reviewed this report and to the best of my knowledge the information provided in this report is correct.



clear

Has this been adopted by the council? If no, what date will it be presented to the council?

- ○ Yes
- ◉ **No**

What date will it be presented to the council?

Date format ex. mm/dd/yyyy

07/15/2021

Please log in.

Email prochell@westpointcity.org

PIN ••••

NOTE: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance, please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our Frequently Asked Questions page.

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City Council Staff Report

Subject: Road Maintenance Change Order
Author: Boyd Davis
Department: Engineering
Date: June 15, 2021

WEST POINT UTAH

Background

We are currently under contract with Staker Parsons for street maintenance. They have been doing all of our paving, patching and overlay projects. We would like to add a chip seal project to the contract as well. The City Purchasing Policy requires Council approval for change orders over 10%.

Analysis

The street maintenance contract is a three-year contract that allows us to have various types of road work projects done each year. To date we have spent $352,000, which includes the following projects:

- repaving of 4500 W from 1800 N to 2425 N
- Repaving of 3200 W from 1050 N to 1300 N
- Patchwork throughout the City

There are two areas that need a chip seal/bonded matrix to preserve the pavement, however chip seals were not part of the original contract. We have verified that it can be added to the contract, but the purchasing policy requires Council approval for any change orders over 10%. The bid for the chip seals is $110,000 which is 31%.

Chips seals are an important part of our pavement management program and are the most cost effective and durable treatment we do. We have recently added what's called a "bonded matrix" to the chip seals to make them even better. It is essentially the HA5 seal coat over the top of the chip seal which holds the chips in place even better, provides UV protection and additional seal, and keeps a black color longer.

We plan to do chip seals/bonded matrix on 3000 W (200 S to 1300 N) and on 4500 W (1800 N to 2425 N). The cost for the chip seal portion is $110,000 and Staker Parsons will do the work if approved.

Recommendation

Staff recommends approval of a change order for Staker Parson for $110,000.

Significant Impacts

None

Attachments

None

3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES

ELECTRONIC MEETING
NO PHYSICAL MEETING LOCATION
April 20th, 2021

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

Administrative Session
6:30 PM

Minutes for the West Point City Council Administrative Session held via electronic Zoom Meeting on April 20, 2021 at 6:30 pm with Mayor Erik Craythorne presiding. This meeting was held in accordance with the signed April 6th, 2021 Written Determination of the Mayor and Planning Commission Chair of West Point City Concerning Electronic Meeting Anchor Location. Meeting was accessible to attendees by entering Meeting ID #879 8469 3811 at https://zoom.us/join or by telephone at (669) 900-6833.

MAYOR AND COUNCIL MEMBERS PRESENT: Mayor Erik Craythorne, Council Member Gary Petersen, Council Member Annette Judd, Council Member Andy Dawson, and Council Member Jerry Chatterton

EXCUSED: Council Member Kent Henderson

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager**;** Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Visitors able to attend electronically, no sign-in required.

DRAFT

1. **Update on the 4th of July Celebration – Mr. Kyle Laws**

Mr. Laws stated that, with the City Council's decision at the Visioning Session in January to move forward with holding a celebration this year, the 4th of July Committee has been meeting over the last few months to plan for the event. While it may not be possible to hold all of the regular events, the Committee feels that the 5K/2-Mile Walk, Flag Raising Ceremony, Parade, and Fireworks can all be done, as well as allowing vendors in the park, and band has also been booked for entertainment in the evening. Mr. Laws stated that he and Kelly Ross, Recreation Director, have also decided to plan on being able to hold the 3-on-3 Basketball Tournament as well. The one event that the Committee has for sure decided to cancel is the community dinner. Mr. Laws asked the Council for their thoughts on whether or not some of the other activities can be held, such as bingo, kids' corner, stage games, etc. The Committee is currently trying to come up with creative ideas and conditions so that these can be held safely, but there is also the option of just having the morning activities (Flag Raising Ceremony, 5K, and Parade) and evening activities (food vendors, live band, and fireworks), with no events or activities during the day. Mr. Laws noted that one idea has been to use some of the CARES Act funding that the City still has available to purchase a better sound system so that participants can be more spread out during bingo. Mr. Laws asked if the Council had any concerns about holding these events, or if they had any other ideas or suggestions.

Council Member Petersen expressed his opinion that as people start getting used to being back in group, it might be best to forego the daytime activities at the park and transition into the full-fledge celebration next year. Although what many people love about spending the day at the park is the opportunity to mingle and visit with neighbors, it seems that attendance dwindles during the daytime anyways, and so if there is a set 'start time' to the evening activities that is communicated well to residents, they know that they will still be able to have that downtime to do so before the fireworks start. Council Member Dawson agreed, stating that although it is hard to determine what the status of the pandemic will be by July, things are not likely going to be completely "back to normal" and so it would be best to ease back in to such a largely populated event.

Mayor Craythorne felt that it would be good for the Committee to continue brainstorming, as well as involving the Youth Council and Pageant Royalty, on ideas for activities that can be done safely and within health guidelines. Council Member Petersen agreed, adding to his earlier comment that he is entirely flexible and supports the Committee and other volunteers in trying to put together a fun event for our residents. Mr. Laws agreed, adding that the public will likely attend at their own comfort level and by July, the vaccine is expected to be available for all of those that want to get it; those who are still uncomfortable don't have to attend and those who are unvaccinated can attend at their own risk. The City can and should take precautions in providing safe events, but the concerns about limiting close interaction and group congregations of the public may govern itself.

The Committee will be meeting again on May 11th and plans to make a decision on which different ideas and suggestions to move forward with. Mr. Laws stated he will update the Council after that meeting to hear any of their concerns or thoughts before the plans are finalized.

2. Discussion Regarding the New Land Use and Development Code: Conditional Uses & Subdivisions – Mrs. Bryn MacDonald

Mrs. MacDonald stated that this discussion of the code re-write project will focus on conditional uses and subdivisions; the focus on the last discussion with the Council was in regards to policy/procedural changes for general plan amendments, creation and duties of an appeal authority, and sign (billboard) restrictions.

In regards to subdivisions, there are only a few changes being proposed to the approval process:

CURRENT PROCEDURES	PROPOSAL
1. Subdivision Application	1. Subdivision Application
2. Staff Review (during all steps)	2. Technical Review Committee (includes all affected entities)
3. Preliminary Plat Approval (Planning Commission)	3. Preliminary Plat Approval (Planning Commission)
4. Final Plat Approval (Planning Commission)	4. Final Plat Approval (City Council – 2 meetings)**
5. Final Plat Approval (City Council – 2 meetings)	***The Final Plat could be reviewed and approved by Staff*

Mrs. MacDonald explained that by adding a Technical Review Committee, a more thorough review is done that will include the different utility companies and service providers that may be part of the project, and give them a chance to raise any preliminary concerns or thoughts they might have. Because this thorough review is done and any necessary modifications are made before the preliminary plat is sent to the Planning Commission for approval, the Planning Commission felt comfortable with not having to give final plat approval and leaving that to the City Council. However, Mrs. MacDonald stated that there is no legal requirement for the final plat to be approved by either the Planning Commission or City Council, and so there is the option for final plat approval to be given by Staff. She noted that from her experience and the cities she has dealt with, about half require final approval by City Council and the other half allow Staff to issue final plat approval. Mayor Craythorne added that in some of the surrounding cities, approval is based upon the size of the subdivision – for example, three lot subdivisions are allowed to be approved by Staff while anything larger has to be reviewed and approved by the City Council.

Council Member Petersen inquired as to whether the 'Technical Review Committee' is an actual committee that is going to be created, or just a name given to the group of people from the different entities that will be sent the plans to review. Mrs. MacDonald stated that the idea is to send the plans to the 20+ various utility and service providers that are affected by a particular project and then hold an actual meeting so that they have an opportunity to comment and ask questions. Both Staff and Council agreed that the word "committee" insinuates that the group is a formal body of designated members, rather than just an informal meeting of those that are involved with a project, and it would be best to not use this term in the code.

Council Member Petersen expressed his concern about the Planning Commission not giving both preliminary and plat approval; he feels that they get more in-depth in the details of a project and would have more knowledge of what changes are needed and/or being made from the preliminary plat. Mrs. MacDonald stated that because more engineering specs and information will be required on the preliminary plat and then go through a technical review before coming to the Planning Commission, the theory is that any tweaks the Planning Commission may ask for are minor; the final plat really just contains more of the detailed engineering aspects, which is already the City Engineer's responsibility to review and approve before sending it to either body for final approval. She noted that should something major change from the preliminary to the final, like the location of a road or the number of lots, then the Planning Commission would have to review and approve the modified plan.

Council Member Chatterton stated that he would still like to require that the City Council give final plat approval, but suggested that instead of that process taking two meetings like is currently the practice (being presented/discussed at one meeting and then taking action at the next meeting), it could be done in one. If the Council has concerns or questions that come up as it is being reviewed, they could table taking action on the approval until those issues are resolved. Mrs. MacDonald felt that this was a good suggestion, as well as the Mayor's suggestion of allowing Staff to give final approval on the smaller, minor subdivisions. Mr. Laws agreed, adding that State Code indicates that final plat approval is an administrative and not legislative action; it is the City's Code that has required final plat approval by the Planning Commission and City Council.

In regards to proposed changes to the current procedures/requirements for conditional uses permits, Mrs. MacDonald explained that the following are all of the conditional uses that currently have to be approved by the Planning Commission, and the proposed changes and additional clarification to the code:

CURRENT CUP's APPROVED BY PLANNING COMMISSION

COMMERCIAL USES	HOME OCCUPATIONS	OTHER

Auto Repairs & Sales Animal Clinic Food Establishments Manufacturing Etc.	Major Home Occupations Daycares & Preschools Other "Major" as determined by Staff that are considered to be a high impact	Certain Signs Accessory Apartments Accessory Buildings Farm Animals Model Homes Amateur Radio Tower Landscaping Architectural Standards

PROPOSED PROCEDURES/MODIFICATIONS	
HOME OCCUPATIONS	**ACCESSORY BUILDINGS & OTHER**
• Create list of prohibited home occupations (this could include auto body work, junk / storage or recycling yards, mortuaries & crematoriums, sexually oriented businesses, vehicle towing operations) • **Major Home Occupations (Planning Commission)** ○ Second outside employee ○ More than one vehicle and or equipment over 22 feet in length on a lot greater than 15,000 sq. ft. ○ Exceeds 30% of the home ○ Staff determines that the use has a greater impact • **Minor Home Occupation (Staff)** ○ Home Daycares ○ Home Group Instructions 3 or more students (preschools, tumbling lessons, swimming lessons, or dance lessons) ○ All others not listed above	• **Planning Commission** ○ Accessory Buildings larger than 1,200 sq. ft. on lots smaller than 15,000 sq. ft. ○ Accessory Buildings larger than 1,500 sq. ft., regardless of lot size ○ Home Kennels ○ Accessory Apartments in Accessory Buildings • **Staff** ○ Accessory Buildings in side-yards and smaller than 1,200 sq. ft. ○ Model Homes ○ Farm Animals ○ Signs

Mrs. MacDonald stated that Staff and the Planning Commission are continuing to work through proposed changes to CUP's for commercial uses, and a final draft will be presented to the Council once complete.

The Council thanked Mrs. MacDonald for the information and Staff's efforts on the code re-write project.

3. Other Items

No other items were discussed.

The Administrative Session adjourned.

DRAFT

3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES

ELECTRONIC MEETING
NO PHYSICAL MEETING LOCATION
April 6th, 2021

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

General Session
7:00 PM

Minutes for the General Session of the West Point City Council held via electronic Zoom Meeting on April 20, 2021 at 7:00 pm with Mayor Erik Craythorne presiding. This meeting was held in accordance with the signed April 6th, 2021 Written Determination of the Mayor and Planning Commission Chair of West Point City Concerning Electronic Meeting Anchor Location. Meeting was accessible to attendees by entering Meeting ID #879 8469 3811 at https://zoom.us/join or by telephone at (669) 900-6833.

MAYOR AND COUNCIL MEMBERS PRESENT: Mayor Erik Craythorne, Council Member Gary Petersen, Council Member Annette Judd, Council Member Andy Dawson, and Council Member Jerry Chatterton

EXCUSED: Council Member Kent Henderson

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Workers Director; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Visitors able to attend electronically, no sign-in required.

1. **Call to Order –** Mayor Craythorne welcomed those attending the electronic meeting.
2. **Prayer –** Given by Council Member Dawson
3. **Communications and Disclosures from City Council and Mayor**

Council Member Judd – Would like to thank Shelby Sargent (the City's Community Relations Specialist) and the adult volunteers for the work that they do for the City's Youth Council; she has been able to attend some of their meetings and acknowledges that it takes a lot of work and a lot of hands to keep the program running and being effective. She would also like to recognize the actual members of the Youth Council – she has been very impressed with them and their willingness to serve the community. It is a great program and she appreciates all those who participate.

Council Member Petersen – In regards to the North Davis Fire District, he would like residents to be aware of the change that is coming from a county-provided paramedic service to a district-provided service. He encouraged all to be watching for more information on this change and what it means for the City. He also thanked Mayor Craythorne for his message in the City's April Newsletter on this topic and would refer anyone wanting more information on the change in paramedic services to read it; the article is well-written and provides a good summary with a lot of information.

Council Member Dawson – The North Davis Fire District is still working on a modified ordinance in regards to the required amount of spacing between sewer lines and the placement of other utility lines. Once he receives a final draft, he will review it with City Staff for their input.

Council Member Chatterton – No comments

Mayor Craythorne – The Utah League of Cities and Town's Mid-Year Conference begins the following day, and he looks forward to seeing those that are attending; the ULCT is a great organization that really advocates for cities, especially during the legislative session and he expressed his appreciation to the Council for attending.

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4. Communications from Staff

Mr. Laws stated that the next Cemetery Cleaning will be held on May 6th; banners have been put up around the City, as well as signs and social media posts to remind the public of this date.

Mr. Laws noted that although the Mayor plans to return to in-person meetings starting in May, the meetings will still be broadcasted virtually so that citizens can still attend and participate online.

In regards to paramedic services, Mr. Laws stated that he was just recently informed that the Davis County Commissioners approved the request from the City Managers to provide some one-time funds to the cities and districts to help them transition into providing paramedic services.

The Annual Spring Clean-Up will also be this coming weekend, April 22nd – 23rd. Dumpsters will be at each of the City's three parks for residents to use. This is always a popular event and he thanked Bruce Dopp, the City's Code Enforcement Officer, for the great job he does managing the event. The Council agreed.

5. Citizen Comment

Mark Thayne – 704 N 3500 W: Mr. Thayne would like to thank the City Staff, Council, and Mayor for their work in revisions to the City's subdivision approval process. He believes that the proposed process will be simplified, yet more thorough, and help to eliminate the potential for "surprises" to come up with a final plat. In regards to the proposed 'technical review' step, he stated that, as the Mayor previously mentioned, Layton City holds similar meetings and in his experience working with them, these meetings are where the challenging issues of a subdivision are vetted out and are very effective for both the developer and staff.

Joelle Caruso – 457 N 3650 W: In regards to The Point Site Plan that is on the agenda for approval tonight, she would like to suggest that the front of the building be facing north, because traffic is already going to be moving away from the building and down to the east side of that parking area. It would also help to ease traffic at the gas station entrance rather than congesting it, as there has already been quite a few accidents with the entrance to the development being so close to the entrance to the gas station. If the building was facing east to west instead of north to south, the drive-thru could still be in between the two buildings but there would not be as much frontage going to the east or west.

6. Update from the Miss West Point Royalty

Julianne Orton, the reigning Miss West Point, was in attendance at the meeting and provided an update to the Council on what the Royalty has been doing this year and their plans into the summer.

Ms. Orton thanked the Council for providing her this opportunity, and stated that although it has been a different year for everyone, the Royalty has still been able to do a lot of service in the community. With many of the major events being canceled, each member of the Royalty took on their own, personal service projects; she stated that it was great to see the service that was done and how they could still all come together. The Royalty also helped to modify some of the traditional events so that they could still be held in some capacity. For example, the Halloween Carnival was done virtually with contest opportunities for people to participate in. Ms. Orton stated that her favorite project each year that she has been in the Royalty is the Sub for Santa event. They were still able to do the event this year by meeting virtually via Zoom and shopping online "together" for specific children from a few different families in our community. Other members of the Royalty wrapped the gifts once they arrived, and the Pageant Directors delivered the gifts. Even though the shopping was not in-person, they were all really excited about the gifts that they were able to give.

Ms. Orton stated that she would like to personally thank all of the Council for their support of West Point; she has lived her for a very long time and been a part of so many good things, and has benefitted personally from what West Point does for its youth and the opportunities it provides for the youth to get involved and serve their community. She stated that we have such a good city in West Point and she feels so blessed to be a part of a city that really cares about the people who live there. She served on the Youth Council for seven years before being part of the Royalty and it has been such an additional pleasure. She especially thanked the City for the scholarships that have been provided to her as part of the Royalty – she will be graduating from UVU this semester with a Bachelors Degree in Human Resource Management and the scholarship support has been a huge factor in helping her earn this achievement.

Mayor Craythorne thanked Ms. Orton for representing West Point so well – the time, effort, and service she has provided to the City is very appreciated. The Mayor also wished her congratulations on her pending graduation and wished her luck with the rest of the semester.

Council Member Chatterton was not able to attend the rest of the meeting and was excused by Mayor Craythorne at this point.

7. Youth Council Update

Kylee McCarrey was in attendance at the meeting representing the Youth Council. Ms. McCarrey stated that the Youth Council spent the last few meetings stuffing Easter eggs for the Easter Egg Hunt Drive-Thru Event that was held earlier in the month. They received donated coupons from places like Chick-Fil-A, Menchies, Burger King, 7-11, and more that they were able to put in with the eggs, and helped to pass out the kits during the event, as well as into their own neighborhoods. The Council thanked Ms. McCarrey for her participation with the Youth Council and asked her to pass on their appreciation to the other members.

8. Consideration of Approval of the Site Plan Amendment for The Point Development – Mrs. Bryn MacDonald

Mrs. MacDonald stated that this item has been discussed in previous meetings and is an amendment to the original plan of Pad A being attached to the Smith's Marketplace building, and instead having a detached building with a drive-thru between the two. The Planning Commission approved the amendment, with the recommendation that the developers be required to finish the brick on the north wall of Smith's to match the rest of the building; the façade of this portion was left unfinished because it was originally going to be attached to the future Pad A building and would not be seen. Mrs. MacDonald stated that the developer is very willing to do that, and she has discussed with them that by continuing the landscaping and matching the paint colors and textures of the rest of the building, it should be able to blend in and not be noticeable. Logan Johnson, representing Wright Development, was in attendance at the meeting and confirmed for the Council that landscaping will definitely be used to help conceal the variance.

In regards to the site plan for Pad A, the pad is just north of the existing Smith's building and will house three tenants, with a drive-thru on the south side. The plan also shows a drive-thru on the west side of the building, however it is not known if it will actually be needed at this time, but the developers would like to have it approved with a drive-thru so that it is an option for a prospective tenant. The Planning Commission has also approved the site plan, with the recommendation that the building elevations are consistent with the Smith's building and fuel station. Mrs. MacDonald also noted that during the Council's last discussion, it was suggested that it be required as part of the approval to install a railing along the exit portion of the drive-thru that is not bordered by the Smith's building.

The Council had no further discussion.

Council Member Petersen motioned to approve the Site Plan Amendment
Council Member Judd seconded the motion
The Council unanimously agreed

9. Consideration of Approval of the Site Plan for Pad A of The Point Development – Mrs. Bryn MacDonald

This item was discussed during the previous item (Item 8).

The Council had no further discussion.

Council Member Petersen motioned to approve the Site Plan for Pad A, with the recommendation that a railing be installed along the exit portion of the drive-thru between the two buildings.
Council Member Dawson seconded the motion
The Council unanimously agreed

10. Consideration of Approval of Resolution No. 04-20-2021A, Approving a Boundary Line Agreement between West Point City and Penny R. Kapp – Mr. Boyd Davis

Mr. Davis stated that this agreement has been discussed by the Council in previous meetings and briefly summarized that the agreement is to clear up a discrepancy in the south property line between the Park and Mr. Kapp's property, which is that the existing fence line that separates the two does not match the legal description on the deeds for these properties. According to the agreement, the official recorded property line will follow the existing fence line exactly until it hits 4550 W, where it makes an angle to connect to another existing fence. If approved, the agreement will be recorded on both properties. Staff recommends approval of the agreement.

The Council had no further discussion.

Council Member Dawson motioned to approve Resolution No. 04-20-2021A
Council Member Judd seconded the motion
The Council unanimously agreed.

11. Consideration of Approval of Resolution No. 04-20-2021B, Approving a Payback Agreement for the Lift Station – Mr. Boyd Davis

Mr. Davis stated that, as has been discussed in previous meetings by the Council, this item is in regards to the Sunview Estates Subdivision at 1100 N and 5000 W (commonly referred to as the "Sod Farm" property). The homes in Phase 1 that faces 5000 W have already been built, however the remaining phases are below the North Davis Sewer District's existing sewer line on 5000 W. Consequently, and a lift station and pressure line are necessary to push the sewer backup to 5000 W. Lift stations are quite expensive to install and it is the developer's responsibility to bear that cost. However, he would like to share that cost with the future developments that will use and benefit from the lift station, which is appropriate. The neighboring West Lake Estates subdivision to the south that is currently in the development stage will have 17 additional lots that will flow into the lift station, and Staff has also asked that the pressure line be deep enough to serve property to the south of that subdivision as well. That line will be 15' deep in order to serve as much property as possible and will eventually flow to the regional lift station that will be farther north. While the pipe is being built to serve both areas, the lift station is intended to be temporary and is sized to serve only the blue area. Once built, the City will take over ownership and maintenance responsibilities of the lines and lift station.

City Code allows a developer to request a payback and requires that the City review and approve all costs associated with the payback. If approved, other properties will not be allowed to be developed until they pay their portion as outlined in the agreement. The total cost of the lift station and the 10" pipe, based upon actual bids, is $215,354. The agreement has been written to distribute the cost of the lift station based upon the number of lots connecting to the lift station. The cost of the pipe will be distributed based upon the acreage of land that will be developed in the future that will benefit from the sewer line. The majority of the cost is for the lift station and will be distributed amongst the two developments, Sunview Estates and Westlake Estates, and will be responsible for $147,557 and $67,797, respectively. Mr. Davis also explained that the lift station has been reviewed and approve by Staff, as well as an outside engineering firm. Staff recommends approval of the agreement, which will be recorded on all the properties involved so that it is clear that a payback agreement exists.

Council Member Dawson inquired as to what the long-term maintenance costs will be for this lift station. Mr. Davis stated that those costs are not known at this point, but are being determined as part of the sewer study that is currently in process and should be known soon. Council Member Dawson commented that he is in favor of the City having ownership, however does not like the idea of all the residents in the City having to shoulder the costs of maintaining it. He inquired as to whether special assessment costs could be required of those using the services, which Mr. Davis stated could possibly through a special service district. Staff will gather more information on some different options to pay for the ongoing maintenance costs, and also the estimated annual costs as determined by the sewer study, and present those to Council at a later meeting.

The Council had no further discussion.

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Council Member Judd motioned to approve Resolution No. 04-20-2021B
Council Member Dawson seconded the motion
The Council unanimously agreed

12. Motion to Adjourn the General Session

Council Member Petersen motioned to adjourn
Council Member Judd seconded the motion
The Council unanimously agreed

_____ June 1st, 2021
ERIK R. CRAYTHORNE, MAYOR

_____ June 1st, 2021
CASEY ARNOLD, CITY RECORDER

DRAFT

3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES

WEST POINT CITY HALL

May 4th, 2021

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

Administrative Session

6:00 PM

Minutes for the West Point City Council Administrative Session held at West Point City Hall on May 4, 2021 at 6:00 PM with Mayor Pro Tem Petersen presiding. This meeting was also available via electronic Zoom Meeting and was accessible to attendees by entering Meeting ID #811 8789 4426 at https://zoom.us/join or by telephone at (669) 900-6833.

MAYOR AND COUNCIL MEMBERS PRESENT: Mayor Pro Tem Gary Petersen, Council Member Annette Judd, Council Member Andy Dawson, and Council Member Jerry Chatterton

EXCUSED: Mayor Erik Craythorne

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager**;** Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Brian Vincent (*in-person*). No sign-in required for online attendees.

1. **Discussion Regarding the FY2021 Amended Budget and FY2022 Tentative Budget for West Point City and All Related Agencies – Mr. Ryan Harvey**
   Item was discussed after Item 2
   Mr. Harvey stated that for the next several meetings, the Council will be discussing the City's budget for FY2022, as well as the amended budget for the current FY2021. The information presented at this meeting will focus on the following:

   - FY2021 Amended Budget Changes
   - General Fund Revenues
   - FY2022 Personnel Changes
   - FY2022 General Fund Budget Requests

   FY2021 Amended Budget Changes

   Dahl Water Share Purchase ($88,000) – The City purchased water shares for the Dahl property earlier this year, as approved by the City Council. The total amount of the water shares came to $88,000. The Water Budget will be amended under the Water Purchase line item.

   Water Tank ($50,000) – The Public Works Department noticed leaking from the Water Tank earlier this year. A claim was submitted to the City's insurance company to see if the crack in the tank could have been from the earthquake last year. The claim was accepted, and the insurance paid for the repairs to the tank minus depreciation ($49,000) and the deductible ($1,000). The Water Budget will be amended under the Water Maintenance line item for $50,000. Council Member Dawson inquired as to the total cost of the repairs, and Mr. Harvey stated that it was close to $160,000. The original claim was for repairs to the first water tank; however, Public Works drained the second tank to make sure that it was not also damaged and found that it was cracked and needed to be repaired as well. The crack in the second tank was discovered before water started leaking through. Mr. Laws added that the total cost of repairs to the first tank was $114,000 and estimated cost of repairs to the second tank is $95,000.

   General Fund Revenues

   Due to COVID-19, and the uncertainty at this time last year, the City took a very conservative approach to budgeting for General Fund Revenues in the FY2021 Budget, especially when it came to Sales Tax, Class C Road Revenue, and Building Permits. However, those three revenues sources are on pace to come in *higher* than at any point in the City's history, which is great news. Due to the increased revenue, Staff is proposing amending the FY2021 Budget for Sales Tax and Building Permits as follows:

Sales Tax - $1,700,000 (increase of $400,000)
Building Permits - $400,000 (increase of $200,000)

In regards to Sales Tax and Building Permits revenues for the FY2022 budget, with all of the building currently happening, Staff feels comfortable budgeting $400,000 for the FY2022. However, due to the high volatility of Sales Tax, and the possibility that the increase may be attributed to the pandemic for FY2021, Staff proposes budgeting $1,500,000 for Sales Tax for the FY2022 Budget.

Personnel Budget Changes

There are no personnel changes included in the tentative budget for FY2022, outside of the regularly scheduled Merit and COLA increases.

Benefits Increase – The City's health insurance plan renewed January 1, 2021. The proposed budget includes a 12% increase to health premiums beginning January 1, 2022. Also, because of salaries increasing slightly, there were increases to benefits that correlate with salaries.

4% Increase (2% COLA, 2% Merit) – It has been the City's compensation philosophy to provide employees with a 2% salary increase each year based upon positive performance. An additional cost-of-living adjustment of 2% is also provided every other year. These increases are not guaranteed, but are subject to budgetary constraints, as approved by the City Council. In Fiscal Year 2022, we propose a 2% merit increase and a 2% cost-of-living adjustment be included in the budget for full-time and regular part-time employees.

General Fund Department Budget Requests
Mr. Harvey reviewed the following General Fund Department budget requests:

Engineering Split (No Budget Impact) – With the recent hire of Bryn MacDonald as the Community Development Director, staff split the budget and created the Engineering Budget. There is no budget impact for the new department, as the expenses were split up between the two departments.

Youth Court ($2,000) – Last year the City Council approved $3,000 in expenses for the Youth Court. After further discussion, the cost to provide this service will actually be $5,000. Staff has added $2,000 to this line item for next year's budget. Mr. Laws added that West Point has already began participating in this program and it has been going really well.

Arts Council ($5,000) – Council has discussed the creation of a West Point City Arts Council. Based on information gathered from surrounding arts councils, Staff proposes budgeting $5,000 for FY2022.

Gateway Signs ($10,000) – Council has expressed interest in adding gateway signs as people enter the City. Staff proposes adding $10,000 in next year's budget for the purchase and installation of these signs. Mr. Harvey clarified that the City has not received bids or actual pricing on the signs, but is basing this estimate on information received from some surrounding cities regarding the costs of their signage.

Holiday Lights ($5,000) – The Council has indicated a desire to add more lights and decorations to City Hall and the surrounding area during the Holiday Season. Staff proposes adding $5,000 in the budget to cover this expense, which is twice the amount that has been spent and budgeted for the past several years.

Recreation Referees ($5,000) – There is a need in the Recreation Department to hire more qualified referees for the older kids in the Jr. Jazz program. Based on research from the Recreation Department, this cost would be close to $5,000 and Staff proposes adding that amount to next year's budget. Mr. Laws added that this was an idea from Mayor Craythorne who had attended some Jr. Jazz games in a neighboring city wherein the referees were actual certified officials that regularly officiate high school basketball games. He felt that the games officiated by these referees had better crowd control and produced higher quality games than in West Point, which are officiated by recreation aides. These officials would not be used for all Jr. Jazz games, but for grades 7th – 12th, which are much more intense and competitive than in the other age groups.

Public Safety (TBD) – Staff has not been able to meet with the Sheriff's Office regarding a new contract for police services. If that meeting takes place before the budget is passed, the budget will need to be adjusted accordingly. Also, as discussed in February, there is no proposed increase to the Animal Control Budget for FY 2022. Mr. Laws stated that a meeting with the Sheriff's Office has been scheduled for two weeks from now, and so hopefully the negotiated costs will be known by the time the final budget is approved. He also added that there will likely be another renegotiation for a new contract that does not include paramedic services.

The Council thanked Mr. Harvey for the information and will continue budget discussions in upcoming meetings.

2. **Discussion Regarding a Request to Simultaneously Develop Phases 2 & 7 of the Harvest Fields Subdivision – Mrs. Bryn MacDonald**
Mrs. MacDonald stated that the City Council has already approved the concurrent development of Phases 3 through 6, and the developers are now requesting to also begin Phases 2 and 7. Phases 3 and 4 are currently under construction, and Phases 5 and 6 will begin soon.

Phase 2 is on the west side of the subdivision and when complete, will connect to 100 S. The lots in Phase 2 are a little larger than in other phases and will offer a different housing product to potential buyers. Mrs. MacDonald confirmed for the Council that approval of this request is not granting approval of the final plats for Phases 2 and 7 but is only granting an exception to the City's Code to develop multiple phases simultaneously. The final plats would still have to receive approval from the Planning Commission and City Council. However, Mrs. MacDonald stated that the final plat for Phase 2 has already been submitted and approved by the City, but the developers delayed beginning the phase. If the request is approved, development of Phase 2 could begin right away.

Mayor Pro Tem Petersen stated that the City Council has already granted approval for several phases of this subdivision to be completed simultaneously, and shared his concern that there is a risk to the City if development was suddenly halted - the housing market may take a downturn, demand for these types of houses may decrease, or be due to some other factor. Council Member Dawson agreed, and stated that this situation happened before with a development in the City back in 2008 when the market crashed and there is always a potential for it to happen again. Mrs. MacDonald explained that when the plats are recorded, the developers have to also submit a "cash bond" into an escrow account for all of the infrastructure, and the bond amount is high enough that if something were to go wrong with the development, the City can use the bond money to complete the infrastructure. Council Member Chatterton agreed that there is a risk to the City with allowing so many phases to be developed at one time, and inquired as to whether the multiple requests are due to poor planning on the developers' part. Mrs. MacDonald stated that her assumption Is that the lots are selling faster than they expected and so they have modified their development plan. Mr. Laws agreed, adding that Phases 1 and 2 are the phases with larger lots, and so they are likely wanting to be able that housing type now.

Mrs. MacDonald confirmed for Council Member Henderson that the road is included as part of Phase 2, and so the developers will have to bond for the road. This assures that the road will be completed, whether by the developer or the City if it has to recall the bond. She also confirmed for Council Member Chatterton that no building permits can be issued until the road is completed (along with the other required items).

Mayor Pro Tem Petersen stated that the Council does not seem to feel strongly either way at this point, and asked if more information or discussion was needed before coming to a decision. Council Member Dawson stated that this project is well into development, with some infrastructure in place and houses under construction, and feels that it is likely to continue developing under the current housing market. However, he would like to have an opportunity for more discussion before taking action. Council Member Judd stated that while it does seem like a lot of lots being developed at one time, as a realtor, her concern is not the demand for houses decreasing, but other factors affecting the ability to actually build the homes; many builders are being slowed down right now due to lack of availability of materials. She inquired as to what is considered "normal" in regards to how far into projects developers are before asking approval of the next phase. Mr. Laws stated that it is difficult to gauge what is "normal", but that developers usually follow the City's Code without issue. However, he does not think that the phase restriction is in many other cities' code, and what is "normal" for other cities is that a whole subdivision gets approved and is built out as the demand dictates.

The Council will continue the discussion in the administrative session of the May 18th meeting, and will consider approval that same night in the general session. Mayor Pro Tem Petersen encouraged the Council to contact Staff if they had any questions or needed more information.

3. **Discussion of Ordinance Changes Regarding Parking of Vehicles on Property Zoned as Commercial – Mr. Kyle Laws**
Mr. Laws stated that the City has recently encountered an issue with dump trucks being parked on a commercially-zoned property on 300 N. Staff believed that Section 10.05.050 of the West Point City Code regarding Unlawful Parking prohibited the parking of these types of vehicles on properties zoned commercial, and so issued a citation to the property owners. The property owners disputed the citation and the violation was dismissed by the Davis County Prosecutors Office because the language in the City's Code was not strong enough to clearly state that it was prohibited. Staff has been working with Troy Rawlings, the County Attorney, and Sheriff Sparks from the Davis County Sheriff's Office to create a resolution to the problem, and it was determined that the best way would be through an amendment to City Code.

Mrs. MacDonald has researched and drafted the proposed amendment to the City's Code, and Staff feels that it reflects what the current Code was intended to mean and is a beneficial ordinance for the entire City; although this specific situation brought the issue to light, the proposed language is not specific to one property. The first section of the proposed language would read as follows:

J. Parking of Vehicles – Commercial Zones. No vehicles, including, but not limited to motor vehicles, commercial vehicles, trucks, or construction equipment, shall be parked on any lot or parcel in any commercial zone unless it is accessory to an approved use for the property.

The West Point City Code currently defines an "accessory use" as "a use subordinate to the principal use of a building or principal use on the same lot, and serving a purpose customarily incidental to the use of the principal building or use." Mr. Laws explained that this language allows for exceptions in various situations, such as when there is an approved commercial development on the property or for residents to be able to park their cars if their home is on commercially zoned property. Staff believes this would help solve the issues that currently exist and allow for a quick remedy to problems as they arise.

In addition to the language above, Staff proposes adding some definitions to this is section of Code as follows:

10.05.005 Definitions.
A. Commercial Vehicle: as defined by Utah Code Section 41-1a-102(14)
["Commercial vehicle" means a motor vehicle, trailer, or semitrailer used or maintained for the transportation of persons or property that operates:
(a) as a carrier for hire, compensation, or profit; or
(b) as a carrier to transport the vehicle owner's goods or property in furtherance of the owner's commercial enterprise.]

B. Motor Vehicle: as defined by Utah Code Section 41-6a-102(40)
[(a)Motor vehicle" means a vehicle that is self-propelled and a vehicle that is propelled by electric power obtained from overhead trolley wires, but not operated upon rails.
(b) "Motor vehicle" does not include:
(i) vehicles moved solely by human power;
(ii) motorized wheelchairs;
(iii) an electric personal assistive mobility device;
(iv) an electric assisted bicycle;
(v) a motor assisted scooter;
(vi) a personal delivery device, as defined in Section 41-6a-1119; or
(vii) a mobile carrier, as defined in Section 41-6a-1120.]

C. Vehicle: as defined by Utah Code Section 41-6a-102(78)
["Vehicle" means a device in, on, or by which a person or property is or may be transported or drawn on a highway, except a mobile carrier, as defined in Section 41-6a-1120, or a device used exclusively on stationary rails or tracks.]

Mr. Laws stated that Mr. Rawlings has reviewed the proposed language and gave his opinion that it is a strong, clear, concise code and there should not be any issues with enforcement, should another citation be challenged.

Mr. Laws also confirmed for the Council that it is already in the City's Code that no commercial vehicles can be parked in the front yard in a residential zone (Section 10.05.050(I)); last year, the Council defined in the Code that a front yard is considered the full width of the yard, including the driveway, from the property line to the front plan of the house. As such, commercial vehicles can still be parked on residential properties as long as they are behind the front plane of the house.

The Council inquired as to whether agricultural uses are included in this Code, and whether farm operations are considered a "business". Mr. Davis stated that agricultural uses are exempt from these restrictions; although a farm may be operating as a business, the City does not issue business licenses to agricultural uses and it would not be considered a commercial use. However, if a property owner used agriculturally zoned property to do something like rent out parking spaces for RV's or boats or trailers, etc., that would not be considered an agricultural use and the parking would not be allowed.

The Council had no further discussion and will consider approval of this proposed code amendment after holding a public hearing in the May 18, 2021 City Council meeting.

4. Other Items
No other items were discussed.

The Administrative Session adjourned.

3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES

West Point City Hall

May 4th, 2021

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

General Session

7:00 PM

Minutes for the West Point City Council General Session held at West Point City Hall on May 4, 2021 at 7:00 PM with Mayor Pro Tem Petersen presiding. This meeting was also available via electronic Zoom Meeting and was accessible to attendees by entering Meeting ID #811 8789 4426 at https://zoom.us/join or by telephone at (669) 900-6833.

MAYOR AND COUNCIL MEMBERS PRESENT: Mayor Pro Tem Gary Petersen, Council Member Annette Judd, Council Member Andy Dawson, and Council Member Jerry Chatterton

EXCUSED: Mayor Erik Craythorne

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Workers Director; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: In-Person: Brian Vincent, Roger Timmerman, Kim McKinley, and Laurie Harvey.
No Sign-In required for electronic visitors.

1. **Call to Order & Pledge of Allegiance–** Mayor Pro Tem Petersen welcomed those attending the meeting.
2. **Prayer –** Given by Council Member Henderson
3. **Communications and Disclosures from City Council and Mayor**

   Council Member Chatterton – no comment

   Council Member Dawson – no comment

   Council Member Judd – no comment

   Council Member Henderson – no comment

   Mayor Pro Tem Petersen – no comment

   .

4. **Communications from Staff**

   Mr. Laws informed the Council that the City received preliminary approval for a grant from the Wasatch Front Regional Council to widen 300 N from 3000 W to 4000 W. A grant has already been approved for the widening of the road from 2000 W to 3000 W, and the section from 1000 W to 2000 has already been completed with Clearfield City. The grant for 2000 W to 3000 W is still in the final approval processes. Grant money received from the Wasatch Front Regional Council has allowed the City to complete many road projects, such as the widening of 3000 W and the current widening project on 800 N, and has really been the only way projects to improve the City's main arterial roads have been able to be funded. The new grant awarded is just under $3 million and, with some additional funding hopefully received from the County from the local option transportation money, there will be enough to include the installation of curb, gutter, and sidewalk as part of the project.

5. **Citizen Comment**

   No comments

DRAFT

6. **Recognition of Michelle Bailey, Former West Point City Employee – Mayor Pro Tem Petersen**

Mayor Pro Tem Petersen stated that Mrs. Bailey was an employee of West Point for 18 years and recently retired from her position in the Community Development Department. He stated that he thought of her as a "quiet warrior", who dutifully worked on behalf of the City, completing everything that needed to be done, and did it wonderfully. He thanked her for the work and effort she gave to the City.

Council Member Dawson stated that he served on the Planning Commission for many years and loved working with Mrs. Bailey and appreciated the work she did for the Planning Commission. He stated that she is an "amazing individual and a great person and will definitely be missed."

Council Member Henderson stated that it was a "sad day" when he got the call that Mrs. Bailey was leaving West Point; the work that she did was always "outstanding" and she was a pleasure to work with and just a pleasure to be around.

Council Member Chatterton stated that Mrs. Bailey was always the "go-to" – If you had a question, you could go to her and if she didn't know it, she would find it out and take care of whatever was needed. He thanked her and expressed that the City will miss having her here. Mayor Pro Tem Petersen added to Council Member Chatterton's comment that it wasn't just that she knew or would find the answer, but she did it with such a pleasant and willing demeanor.

Mrs. Bailey was presented with a plaque in recognition of her many years of service to West Point City and invited to comment. Mrs. Bailey stated that of the 22 years she has lived in West Point, 18 of those were spent working for the City – this job has meant the world to her and has been a major part of her and her family's life. She said that it has been a pleasure and honor to work for West Point and she is so grateful to have been able to spend that time working with such great people, all of whom have made her a better person.

7. **Presentation and Update on UTOPIA – Roger Timmerman**

Darth Vader, aka Roger Timmerman, attending the meeting in honor of May 4th being "Star Wars Day", addressed the Council to provide a 'themed' update on the status of the UTOPIA fiber internet project in West Point (quoted in part below).

"In a galaxy not so far away, there was a civilization knows as West Point City. Just two years ago, it was under the protection of my Broadband Empire. The residents of this community rose up in rebellion and decided that the services from the Empire insufficient. A Jedi Council was formed with UTOPIA and the City. This group of troublemakers decided to build their own fiber network and invite Utah-based providers to come and compete. The Dark Side of the Empire's forces have not been able to stop this effort, and West Point has had much success:

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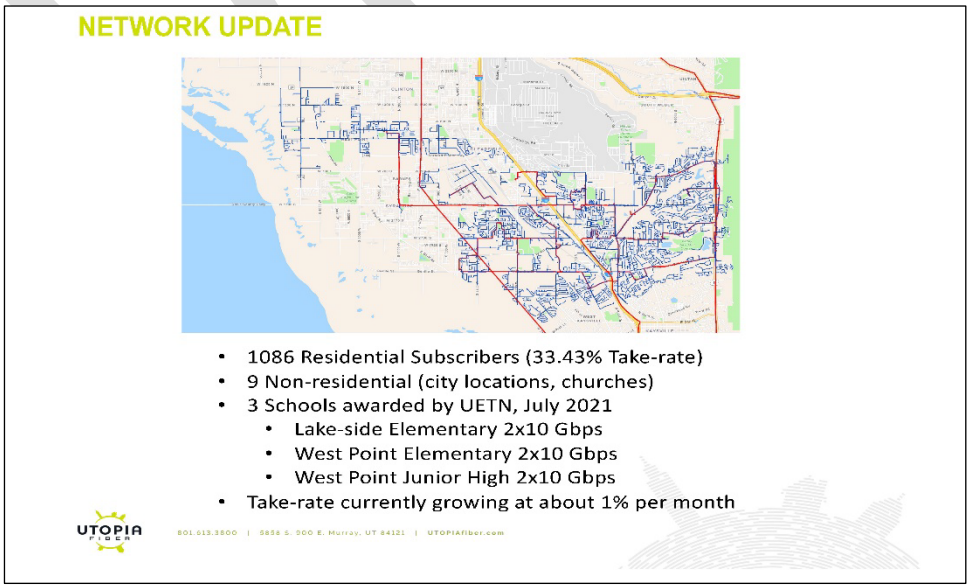
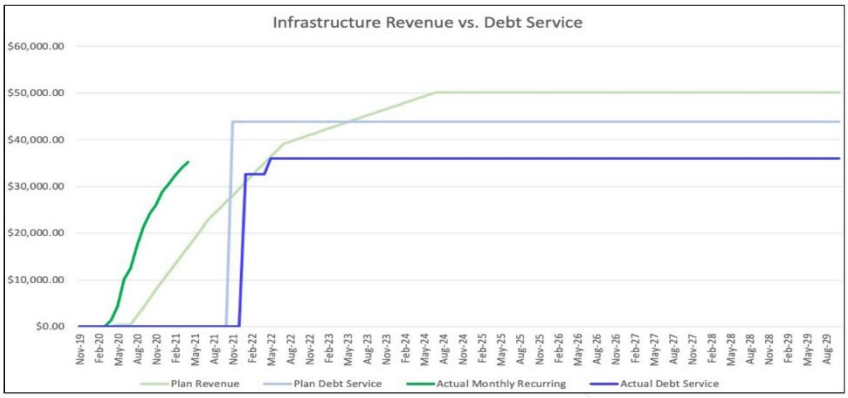
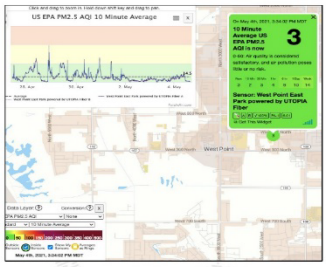


CITY GUARANTEE STATUS



REALIZED BENEFITS

- ✅ Competitive Marketplace of Service Providers
- ✅ Fastest Speeds in the Country
- ✅ Upgraded School Connectivity and Cost Savings (in progress)
- ✅ Work-from-home Ready
- ✅ Remote Education
- ✅ Tele-Health Enabled City
- ✅ Upgraded City Facility Capabilities



PROBLEM SOLVED

- Surprise rate-hikes
- Weather-caused outages
- Early Termination Fees
- Buffering
- Overage Charges
- Installation Fees
- Evening Slow-downs
- Provider Coverage Cherry-picking
- Speed throttling

"…I (Darth Vadar) am here today to admit defeat of the Empire and the control over the City's broadband infrastructure. The Partnership of UTOPIA Fiber and West Point City has been victorious in this battle."

The Council discussed how well the project has been received by the residents in the City and how successful it has been. UTOPIA is a Utah Interlocal Entity and political subdivision in the State of Utah with 11 founding member cities. Mr. Timmerman stated that since that time, six new partner cities (including West Point) have either completed the infrastructure installation or are in the process, and there are about 20 more cities that are considering joining; West Point's experience has surely given them more confidence in partnering with UTOPIA to offer fiber internet. Council Member Dawson stated that there have been many comments on Facebook from people in nearby cities stating how "jealous" they are of West Point residents and how they wish they could get fiber internet in their own cities.

The Council commended UTOPIA on how smooth the process has gone, and how quick they have been to resolve issues.

Darth Vader's full presentation can be found here: https://youtu.be/D4slCxw0jks?t=775

8. Consideration of Approval of the Minutes from the January 29th, 2021 West Point City Council Visioning Session

Council Member Henderson motioned to approve the minutes
Council Member Chatterton seconded the motion
The Council unanimously agreed

9. Consideration of Approval of the Minutes from the March 2nd, 2021 West Point City Council Meeting

Council Member Judd motioned to approve the minutes
Council Member Henderson seconded the motion
The Council unanimously agreed.

10. Motion to Adjourn the General Session

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

DRAFT

_____ June 15th, 2021
ERIK R. CRAYTHORNE, MAYOR

_____ June 15th, 2021
CASEY ARNOLD, CITY RECORDER

DRAFT

City Council Staff Report

Subject: Law Enforcement Contract/Interlocal Agreement
Author: Kyle Laws
Department: Executive
Date: June 15, 2021

Background

Law enforcement services in West Point City are provided by the Davis County Sheriff's Office (DCSO). The scope of services the City receives and the City's obligations are determined through an Interlocal agreement. The current Interlocal Agreement with Davis County expires on June 30, 2021.

Staff has been in contact with the Davis County Sheriff's Office and have discussed the renewal of the existing contract.

Analysis

Based on discussion with the County, there is a 3% increase proposed for this year and we have agreed to extend the existing contract for one more year.

We appreciate the County's willingness to extend the current contract for the next year. We will be discussing contract terms and the impacts that may result from the paramedic program moving from the County to cities and local districts. More information will be provided throughout the year regarding these discussions.

Recommendation

- Staff Recommends approval of Resolution No. 06-15-2021A, amending the law enforcement contract with Davis County.

Significant Impacts

No significant impacts at this time.

Attachments

- Resolution No. 06-15-2021A
- Interlocal Agreement Amendment

RESOLUTION NO. 06-15-2021A

A RESOLUTION APPROVING AND ADOPTING AMENDMENT NO. 2 TO LAW ENFORCEMENT SERVICES AGREEMENT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, West Point City ("City") and Davis County ("County") entered into a Law Enforcement Services Agreement ("Agreement") dated September 12, 2019 identified in the County Records on contract number 2019-488; and,

WHEREAS, the City and the County now desire to amend said Agreement,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WEST POINTY CITY, UTAH, as follows:

SECTION ONE: APPROVAL OF AMENDMENT NO. 2

Amendment No. 2 to Law Enforcement Services Agreement as attached hereto and made a part of this Resolution is hereby approved.

SECTION TWO: EXECUTION BY CITY

The Mayor and City Recorder are hereby authorized and directed to execute said Amendment No. 2 to Law Enforcement Services Agreement for and on behalf of West Point City.

SECTION THREE: EFFECTIVE DATE

This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this 15th day of June, 2021.

ATTEST:

WEST POINT CITY,
Municipal Corporation

_____
CASEY ARNOLD
City Recorder

_____
ERIK CRAYTHORNE
Mayor

CERTIFICATE

STATE OF UTAH (
) ss.
COUNTY OF DAVIS (

I hereby certify that I am the City Recorder of West Point City, of the State of Utah; that the above and foregoing Resolution No. 07-07-2020A is a full and true and correct copy of the Resolution duly and regularly adopted by the vote of a majority or more of the members of the City Council of said West Point City at a meeting of the City Council of said City duly and regularly called, noticed and held at the City Offices on July 7, 2020, at which meeting a quorum was present and acting, and I was present and acted as City Recorder. That there are no provisions in the law applicable to the City conflicting with said Resolution, and that the said Resolution has not been modified or revoked and still remains in full force and effect.

IN WITNESS WHEREOF, I have hereto set my hand and seal as City Recorder of the City this 7th day of July, 2020.

CASEY ARNOLD
City Recorder

AMENDMENT NO. 2 TO LAW ENFORCEMENT SERVICES AGREEMENT

This amendment is between Davis County, a political subdivision of the state of Utah ("County"), and West Point City, a municipal corporation of the state of Utah ("City").

RECITALS

A. The parties previously entered into a Law Enforcement Services Agreement, dated September 17, 2019 by the County, and identified in the County's records as contract number 2019-488 (the "Agreement"); and

B. The parties, through this amendment, desire to amend the Agreement as set forth below.

The parties therefore agree as follows:

1. Section 2, Subsection a, is omitted and replaced with the following:

   2.a. Beginning July 1, 2021 and continuing through June 30, 2022, the City shall pay the County $22,557.00 monthly for the law enforcement services required under this Agreement. Beginning July 1, 2022 and continuing through December 31, 2022, the City shall pay the County $23,234.00 monthly for the law enforcement services required under this Agreement. The City shall pay each of its monthly payment obligations to the County within 30 days after the County sends an invoice to the City for payment of such services.

2. Section 6 is omitted and replaced with the following:

   6. The term of this Agreement shall begin as of July 1, 2019, and shall, subject to the termination and other provisions set forth herein, terminate at the conclusion of December 31, 2022 (the "Term").

3. The effective date of this amendment will be the date that this amendment is signed by both parties.

4. Except to the extent specifically modified by this amendment, the terms and conditions of the Agreement shall remain in full force and effect.

5. This amendment may be executed in counterparts, each of which shall be deemed an original, and all such counterparts shall constitute one and the same contract. Digital signatures and signatures transmitted by facsimile and/or e-mail shall have the same force and effect as original signatures.

The parties hereto have caused this amendment to be signed by their duly authorized representatives on the dates indicated below.

DAVIS COUNTY	WEST POINT CITY
By:_____ Bob J Stevenson, Chairman Board of Davis County Commissioners Date:_____	By:_____ Printed Name:_____ Title:_____ Date:_____
ATTEST:	ATTEST:
_____ Curtis Koch Davis County Clerk/Auditor Date:_____	_____ Printed Name:_____ Title:_____ Date:_____
Reviewed and Approved as to Proper Form and Compliance with Applicable Law:	Reviewed and Approved as to Proper Form and Compliance with Applicable Law:
_____ Authorized Attorney for Davis County	_____ Authorized Attorney for Fruit Heights

City Council Staff Report

Subject: Other Items: Poly Platform, Splash Pad Water
Author: Kyle Laws
Department: Executive
Date: June 15, 2021

Background

There are a couple of items that Staff would like to discuss with the Council during the Administrative Session of City Council in order to obtain feedback.

Analysis

Poly Platform

Staff has been exploring options increase the opportunity to communicate to residents. We have found an application called Poly Platform that seems to have what we want. Staff has gone through a couple of demonstrations for this program and would like feedback from the Council on moving forward or not. This is an app that would be downloaded to the phone of anyone wanting information from the City. Staff can then send updates directly to residents based on the subscription preferences. For example, Recreation can send a "rain out" notification to all the teams playing on a particular day. Or staff can send a push notification informing residents of road closures or water leaks. We can advertise events and programs and send reminders prior to the events. This app would not be a social media-type program in the sense that it would allow comments or feedback from residents but is primarily a tool for us to communicate information to residents.

Staff will explain more about this program at the Council meeting and would like feedback from the Council. We can also arrange for a brief demo at the next Council Meeting if this is desirable to the Council. We would use CARES Act money to pay for the app, which would cost around $5000 per year. We would be looking at an initial 2 or 3-year contract that would be paid up front with CARES Act funding.

Splash Pad Water Restrictions

The Splash Pad opened on Memorial Day weekend. Due to drought conditions and in an effort to preserve this valuable resource, we have limited the days the Splash Pad is open to Tuesday, Thursday, and Saturday from 11am-7pm. Staff would like to discuss with the Council these restrictions and find out if they are too restrictive, not restrictive enough with the drought concerns, or if it strikes the right balance.

Recommendation

No action is required. These are for discussion only.

Significant Impacts

None at this time.