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

City Manager
Kyle Laws

WEST POINT CITY COUNCIL NOTICE & AGENDA

West Point City Hall
3200 West 300 North
West Point City, UT 84015
March 21, 2017

ADMINISTRATIVE SESSION

6:30 pm (Board Room)

1. **Discussion Regarding the Craythorne Homestead Phase 1 Subdivision –** Mr. Boyd Davis page 5
2. **Discussion Regarding the Urban Deer Population Strategy –** Mayor Erik Craythorne

GENERAL SESSION

7:00 PM (Council Chamber)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Prayer** (Please contact the City Recorder to request meeting participation by offering a prayer or inspirational thought)
4. **Communications and Disclosures from City Council and Mayor**
5. **Communications from Staff**
6. **Citizen Comment Follow-Up –** Mr. Kyle Laws
7. **Citizen Comment** (If you wish to make comment to the Council, please use the podium and clearly state your name and address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public comment is a time for the Council to receive new information and perspectives)
8. **Consideration of Approval of Minutes from the January 27th – 28th, 2017 City Council Visioning Retreat** page 9
9. **Consideration of Approval of Minutes from the March 7, 2017 City Council Meeting** page 25
10. **Presentation of the ULGT Trust Accountability Award –** Mr. Jason Watterson, Utah Local Governments Trust
11. **Recognition of Planning Commissioner Curtis Seeds –** Mayor Erik Craythorne
12. **Appointment of West Point City Planning Commissioner Rob Ortega –** Mayor Erik Craythorne
13. **Consideration of Approval of Ordinance No. 03-21-2017A, Approving the West Point City Surplus Policy –** Mr. Ryan Harvey page 31
14. **Public Hearing Regarding the West Point City General Plan Update – Mr. Boyd Davis** page 47
    a. **Public Hearing**
15. **Motion to Adjourn General Session**

Posted this 16th day of March, 2017

Casey Arnold

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 twenty-four (24) hours prior to the meeting and we will seek to provide assistance.

TENTATIVE UPCOMING ITEMS

Date: 4/4/2017

CANCELLED

Date: 4/18/2017

Administrative Session – 6:00 pm

1. Code Enforcement Update – Mr. Bruce Dopp
2. Discussion Regarding Multi-Family Code – Mr. Boyd Davis
3. Discussion Regarding General Plan Final Approval – Mr. Boyd Davis/Mr. Troy Moyes

General Session – 7:00 pm

1. Citizen Comment Follow-up – Mr. Kyle Laws
2. Consideration of Final Approval of the Craythorne Homestead Phase 1 Subdivision – Mr. Boyd Davis
3. Consideration of Approval of Ordinance No. 04-18-2017A, Adopting a Revised General Plan for West Point City – Mr. Boyd Davis/Mr. Troy Moyes

Date: 5/2/2017

Administrative Session – 6:00 pm

1. Quarterly Financial Report – Mr. Ryan Harvey
2. Discussion Regarding the FY2018 Tentative Budget for West Point City and the CDRA of West Point City – Mr. Ryan Harvey

General Session – 7:00 pm

1. Citizen Comment Follow-up – Mr. Kyle Laws
2. Youth Council Update

FUTURE ITEMS

Administrative Session

1. Discussion of Street Light Replacement – Mr. Kyle Laws
2. Discussion Regarding Updating the Code Enforcement Policy – Mr. Boyd Davis
3. Building Rental Fees & Policy – Mr. Kyle Laws
4. Discussion of Pheasant Creek Property/Park – Mr. Kyle Laws
5. Consideration of Approval of the Payback Agreement for the Homewood Subdivision – Mr. Boyd Davis
6. Consideration of Final Approval of the Mackay Subdivision– Mr. Boyd Davis
7. Consideration of Approval of Release of Warranty for Bartholomew Lane Phase 2 – Mr. Boyd Davis

General Session

CDRA

1. Resolution Amending the Interlocal Agreement Between the CDRA of West Point and West Point City – Mr. Randy Sant

January

2	New Year's Day-Closed
3	City Council-7pm
9	Senior Lunch-11:30am
12	Planning Commission-7pm
16	Martin Luther King Day-Closed
17	City Council-7pm
20-21	Council Retreat
26	Planning Commission-7pm

February

7	City Council-7pm
8	Council/Staff Lunch-11:30am
9	Planning Commission-7pm
13	Senior Lunch-11:30am
20	Presidents Day-Closed
21	City Council-7pm
23	Planning Commission-7pm

March

7	City Council-7pm
9	Planning Commission-7pm
20	Senior Lunch-11:30am
21	City Council-7pm
23	Planning Commission-7pm

April

4	City Council-7pm
13	Planning Commission-7pm
15	Easter Egg Hunt-10am
17	Senior Lunch-11:30am
18	City Council-7pm
27	Planning Commission-7pm

May

2	City Council-7pm
4	Cemetery Cleaning
10	Council/Staff Lunch-11:30am
11	Planning Commission-7pm
13	Take Pride Day
15	Senior Lunch-11:30am
16	City Council-7pm
25	Planning Commission-7pm
29	Memorial Day-Closed

June

6	City Council-7pm
8	Planning Commission-7pm
10	Miss West Point Pageant SHS-7pm
19	Senior Lunch-11:30am
20	City Council-7pm
22	Planning Commission-7pm

July

4	Independence Day-Closed
13	Planning Commission-7pm
17	Senior Lunch 11:30am
18	City Council-7pm
24	Pioneer Day-Closed
27	Planning Commission-7pm

August

1	City Council-7pm
3	Summer Party-5:30pm
10	Planning Commission-7pm
15	City Council-7pm
18	Senior Dinner-5:00pm
24	Planning Commission-7pm

September

4	Labor Day-Closed
5	City Council-7pm
14	Planning Commission-7pm
18	Senior Lunch-11:30am
19	City Council-7pm
28	Planning Commission-7pm

October

3	City Council-7pm
5	Cemetery Cleaning
9	All Employee Training-Closed
12	Planning Commission-7pm
16	Senior Lunch-11:30am
17	City Council-7pm
20	Halloween Carnival-7pm
25	Council/Staff Lunch-11:30am
26	Planning Commission-7pm

November

7	Election Day
9	Planning Commission-7pm
10	Veteran's Day-Closed
11	Flags on Veteran's Graves YC
20	Senior Lunch-11:30am
21	City Council-7pm
23-24	Thanksgiving-Closed

December

1	Christmas Party-7pm
4	City Hall Lighting Ceremony-6:00 pm
5	City Council-7pm
14	Planning Commission-7pm
18	Senior Lunch-11:30am
19	City Council-7pm
22	Cemetery Luminary-4pm
25-26	Christmas-Closed

January 2018

19-20	Council Retreat

City Council Staff Report

Subject: Craythorne Homestead Ph. 1, Final Approval
Author: Boyd Davis
Department: Community Development
Date: March 21, 2017

Background

The Craythorne Homestead Subdivision is located at 600 S. 4000 W. (Cold Springs Road). The first phase is 9.5 acres and contains 22 lots. The Planning Commission granted final approval of phase 1 last October and the developer is now seeking final approval from the City Council.

Analysis

This subdivision was granted preliminary approval prior to the new PVFD ordinance and is therefore grandfathered under the old ordinance. They are required to have a minimum of 12,000 SF per lot. All lots meet the minimum size and frontage requirements. The smallest lot is 12,903 SF and the largest is 26,181 SF.

The following items should be complete before final approval is granted:

- Landscape strip must be dedicated to an HOA on the plat.
- HOA must be set up to own and maintain the landscape strip.
- Approval from D&W for secondary water.
- Approval from Davis County for the storm drain on 700 S.

Staff is recommending a modification to the standard landscape strip. There will be a larger than normal park strip along the west side of Cold Springs road due to the Hooper Canal pipe that is buried in that location. The pipe must be accessible and the Canal Co. does not want landscaping in the park strip. Staff recommends that a smaller (2 ft. minimum) landscaped strip be required behind the sidewalk. Trees will not be allowed due to the buried pipe, but shrubs can be planted and a vinyl fence can be installed.

This subdivision will require significant offsite improvements which include the construction of the Cold Springs Road and storm drain improvements on 700 S. These improvements must be coordinated and approved by the various entities that are involved.

Recommendation

No action required as this is for discussion only. However, Staff recommends that the items listed above be addressed prior to final approval

Significant Impacts

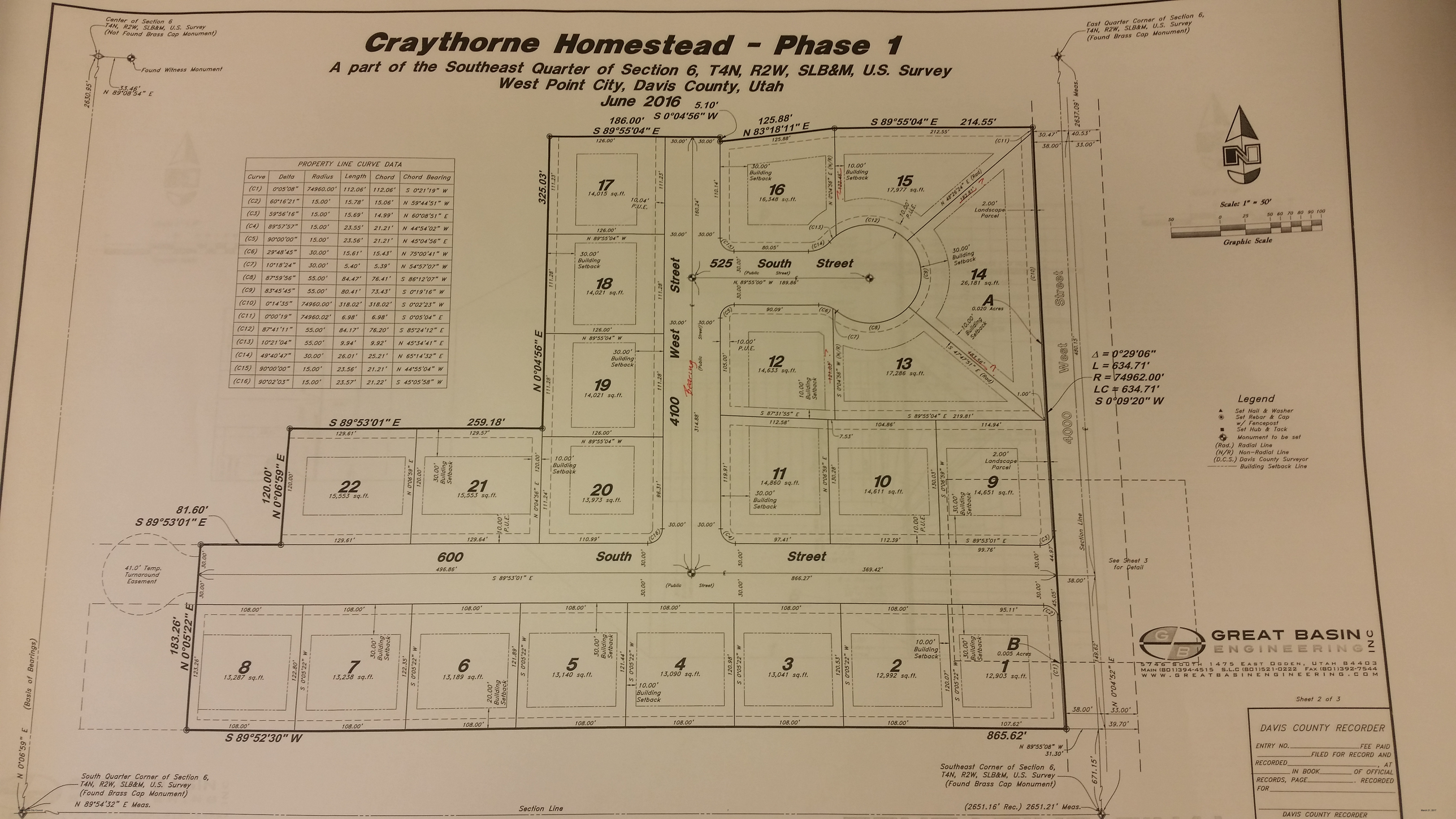
None

Attachments

Plat
Landscape Plan

Craythorne Homestead - Phase 1

A part of the Southeast Quarter of Section 6, T4N, R2W, SLB&M, U.S. Survey
West Point City, Davis County, Utah
June 2016



PROPERTY LINE CURVE DATA					
Curve	Delta	Radius	Length	Chord	Chord Bearing
(C1)	0°05'08"	74960.00'	112.06'	112.06'	S 0°21'19" W
(C2)	60°16'21"	15.00'	15.78'	15.06'	N 59°44'51" W
(C3)	59°56'16"	15.00'	15.69'	14.99'	N 60°08'51" E
(C4)	89°57'57"	15.00'	23.55'	21.21'	N 44°54'02" W
(C5)	90°00'00"	15.00'	23.56'	21.21'	N 45°04'56" E
(C6)	29°48'45"	30.00'	15.61'	15.43'	N 75°00'41" W
(C7)	10°18'24"	30.00'	5.40'	5.39'	N 54°57'07" W
(C8)	87°59'56"	55.00'	84.47'	76.41'	S 86°12'07" W
(C9)	83°45'45"	55.00'	80.41'	73.43'	S 0°19'16" W
(C10)	0°14'35"	74960.00'	318.02'	318.02'	S 0°02'23" W
(C11)	0°00'19"	74960.02'	6.98'	6.98'	S 0°05'04" E
(C12)	87°41'11"	55.00'	84.17'	76.20'	S 85°24'12" E
(C13)	10°21'04"	55.00'	9.94'	9.92'	N 45°34'41" E
(C14)	49°40'47"	30.00'	26.01'	25.21'	N 65°14'32" E
(C15)	90°00'00"	15.00'	23.56'	21.21'	N 44°55'04" W
(C16)	90°02'03"	15.00'	23.57'	21.22'	S 45°05'58" W

GREAT BASIN ENGINEERING INC
5746 SOUTH 1475 EAST OGDEN, UTAH 84403
MAIN (801)394-4515 S.L.C (801)521-0222 FAX (801)392-7544
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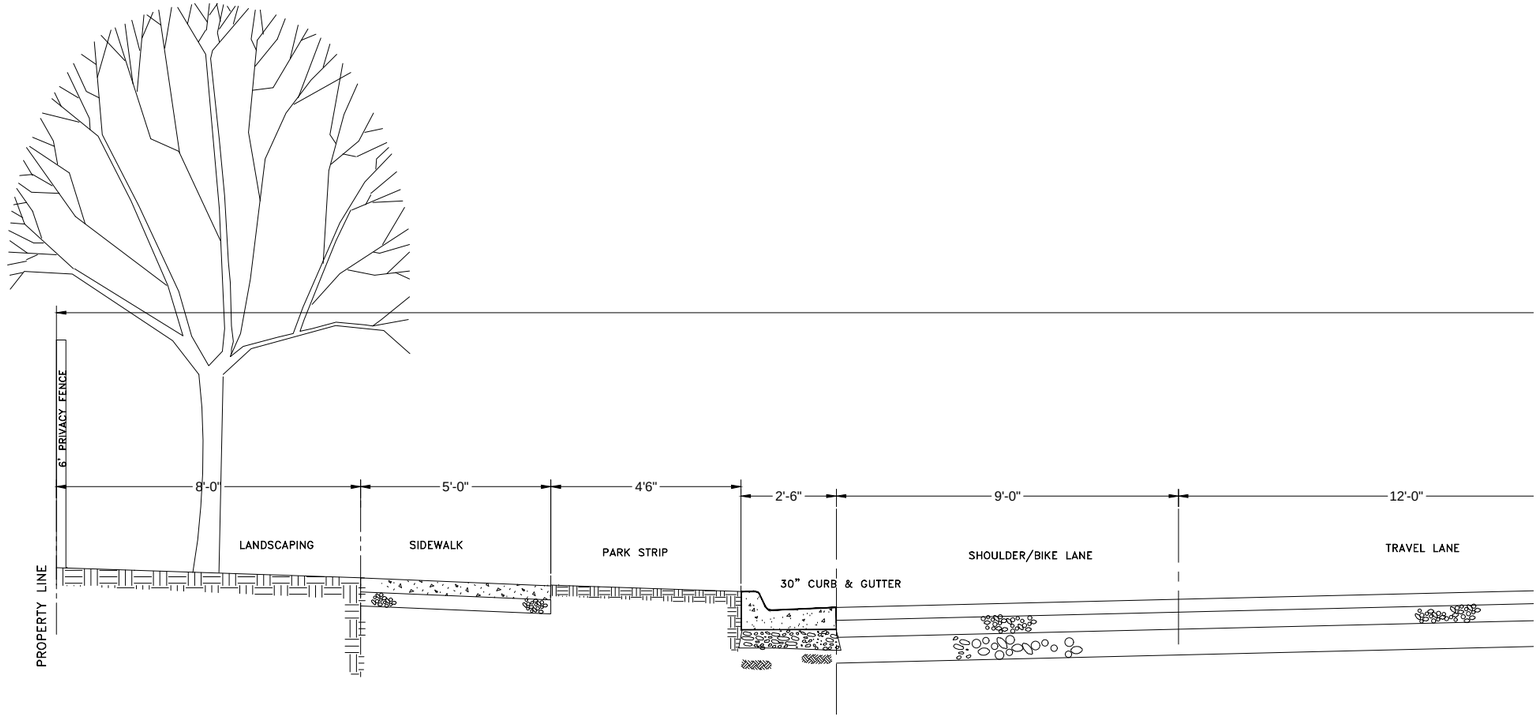
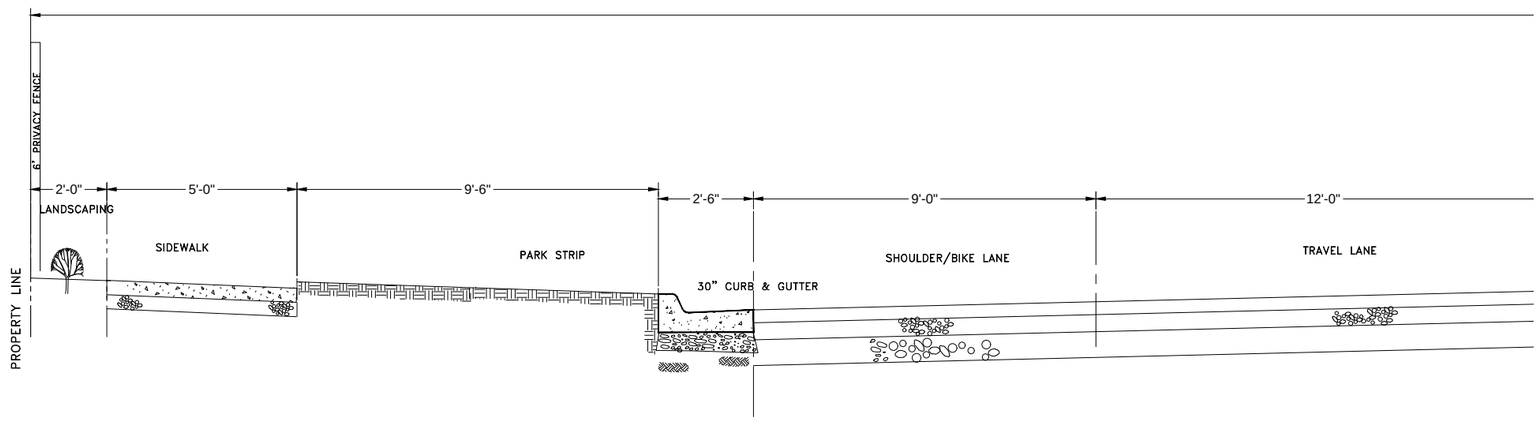
DAVIS COUNTY RECORDER

ENTRY NO._____ FEE PAID _____ FILED FOR RECORD AND RECORDED_____, AT _____ IN BOOK_____ OF OFFICIAL RECORDS, PAGE_____. RECORDED FOR_____

DAVIS COUNTY RECORDER



STANDARD



CRAYTHORNE HOMESTEAD

Mayor
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Council
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Kent Henderson
Jeff Turner

City Manager
Kyle Laws

West Point City Council Agenda

140 S 300 W, Salt Lake City, UT 84101

January 27-28, 2017

City Council Visioning Retreat

The West Point City Council Visioning Retreat was held at 140 S 300 W, Salt Lake City, Utah 84101 on January 27th and 28th, 2017 with Mayor Craythorne presiding.

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

CITY EMPLOYEES PRESENT - Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; Kelly Ross, Recreation Director; and Casey Arnold, City Recorder

January 27th, 2017 at 2:00 PM

1. **Welcome & Call to Order** – Mayor Craythorne
   Mayor Craythorne welcomed the Council and Staff to the meeting and thanked them for their attendance. The Mayor also expressed his appreciation to Mr. Laws and Mrs. Arnold for their efforts in organizing the meeting and taking care of the logistics. The items on the Agenda for this meeting are worthwhile and will provide for valuable discussion.

2. **Discussion of City Finances and Upcoming Budget Issues** – Mr. Ryan Harvey
   Mr. Harvey stated that West Point City has a very healthy General Fund; over a half a million dollars was transferred from the General Fund to Capital Projects for the second year in a row, which proves that the City has been able to maintain a very successful budget.

   In the Waste Fund, the gap between revenues and expenditures has increased, as a result of the increase of fees over the last few years. This balance is termed the Unrestricted Net Position, which are funds that are not restricted in how they are spent. Councilmember Dawson commented that the 2000 W Sewer Line Project will be funded by some of this balance. Councilmember Petersen inquired as to how the different services included in the Waste Fund are contributing individually; Mr. Harvey stated that he had not

examined each service, but would like to analyze the fund to see if some services are being subsidized by the other fund services. He would present that information to the Council at a later date.

The Water Fund has also been able to build a fund balance of unrestricted revenue, which will fund some of the projects outlined in the Capital Improvement Plan.

The Storm Water Fund revenues have always exceeded expenditures; beginning in FY2015, an adjustment was made to salaries of employees to allocate a larger portion being funded by the Storm Water Fund. Mr. Laws stated that most of the excess funds in this Fund are used for Capital Projects.

Sales Tax Revenues have increased with the opening of Smith's Marketplace. The Council has been provided monthly reports of the collected sales tax, which the City receives 50% of. The Utah Economic Council is projecting that over the next year, sales tax revenue will increase by 5% across the State. The City is trending at about 12% with Smith's, and 6.6% without Smith's. Councilmember Henderson asked if the sales tax revenue received from Smith's is what the City had expected, and Mr. Harvey stated that revenues have actually exceeded the City's budgeted expectations, but the Mayor did comment that the City had been conservative in its expectations and wished revenue was higher. Mr. Harvey stated that the actual numbers are confidential and cannot be shared in a public meeting, but Smith's had projected (in a public meeting) sales tax revenues of $20,000 per month, which are being met. As a City, from 2014 to 2015 there was a 5.1% increase in sales tax; in 2015-2016 the increase was 9.6%, and this year the trend is just under 20% increase. These are healthy sales tax numbers, and are projected to go up. Mr. Laws stated that Del Taco's revenue is about 1/5 of the Smith's Marketplace revenue. Mr. Harvey stated that he would separate the data for the other commercial businesses and provided that information to the Council at a later date as well.

Mr. Harvey presented a chart of Revenues per Capita; years of high population growth and the economic downturn have had per capita revenues declining, however, since 2012 per capita revenues have been holding steady. Councilmember Petersen stated that this is good information for the public to know – revenues are increasing because of increased population, and not because the City is increasing fees (other than to account for inflation).

The FY2017 Budget will need to be amended to accommodate some items that are either over-budget or not included in the final budget. The first item requiring increased funding is the water meter replacement project; the Public Works Department has been replacing failing water meters throughout the City that have exceeded their ten-year warranty. The City budgeted $65,000 in FY2017 for this project, but the meters have been failing at a faster rate than anticipated and $59,338 has already been spent as of December 31, 2016. The budget will need to be increased $50,000 in FY2017, and the City will need to budget $115,000 going forward in FY2018.

Another line item that is over budget is the Salt and Street Materials. With the heavy snowfall this winter, the entire $20,593 budgeted has already been spent on salt costs. It is unknown exactly how much more will be needed, and so Staff will come to Council with a final cost of the budget adjustment when the winter

is over and the costs are finalized. Overtime costs is another item that has been affected by the heavy snowfall as it has increased the number of hours the Public Works staff has spent plowing and salting. The overtime budget has not yet been exhausted, but if the current trend continues, there may need to be a budget amendment to adjust for the extra overtime used.

The last item to be amended in the FY2017 Budget is the City's purchase of four AED's: one for City Hall, the Public Works building, Loy Blake Park, and a portable one that can be transported to any event. Staff received a quote from Cintas at $1,176.90 per defilibrator. However, Chief Taylor from the North Davis Fire District found someone that would be willing to donate four refurbished defilibrators to the City. The City would still need to purchase batteries for each unit, about $200 - $300 each, and two $60 pads per unit. Staff is proposing to add a line item to the Administrative Services Budget called Emergency Management and budget $2,000 in the Amended Budget for the AED's, and budget that same amount going forward. Both Mayor Craythorne and Mr. Kelly Ross commented that the AED's are very important and need to be a priority as they can be lifesaving for players, coaches, spectators, and staff. The Council agreed.

Mr. Harvey reviewed budget changes for FY2018 with the Council. One of those changes include health insurance costs. Staff is proposing to budget for a 12% increase in costs; the costs are hard to estimate because the insurance renewal does not happen until January 2018, and the budget is already set and half of the fiscal year has lapsed by that point. Utah Retirement Systems indicates that retirement rates will continue to hold steady for FY2018. Salary adjustments will also affect the FY2018 budget; the current Pay Plan calls for a merit increase of up to 2% per year, and every other year there is a 2% market adjustment to keep salary ranges close to the market. This year will include both the 2% merit increase and the 2% market adjustment, which will affect the FY2018 budget. Mr. Laws commented that the 2% / 4% rotation has been working well to keep salaries within the market range.

The City also needs to upgrade its server, which is done every 5-6 years, and so the FY2018 will need to be increased $8,000 extra in the New Equipment Purchase for a new server. Councilmember Petersen inquired as to whether Staff has researched changing from a server to Cloud storage, but realizes that the cost of this server is actually fairly cheap. Mr. Davis replied that cloud storage is currently being looked into for the future.

The Council thanked Mr. Harvey and Staff for keeping the City in good financial position.

3. **Discussion and Update of City Recreation Programs** – Mr. Kelly Ross

Mr. Ross stated that the City's recreation programs have come a long way in the past few years. With the new developments and more families moving in, the department will only continue to grow. Mr. Ross stated that with that growth, the more complex things become; for example, the Jr. Jazz program this year has 54 teams, with over 120 coaches that expect City Staff to know their name, the team they coach, etc. West Point is not the small city that it used to be, and things will need to change to keep up. Mr. Ross stated that the hiring of Tanner Russell, full-time Recreation Coordinator, has really helped to make the all of the programs run much smoother. Mr. Russell is also certified to teach CPR, and plans to certify Staff and referees so that they will know what to do in case of an emergency. Having Mr. Russell full-time will also

help the City to potentially offer even more programs.

Councilmember Chatterton asked if there were any suggestions on how to get the parents to realize that the games are for the kids and not for "parent vs. parent." Mr. Ross replied that that is an issue that all rec programs probably have to deal with, and they have tried to set clear sportsmanship expectations from coaches, players, and spectators. Councilmember Henderson inquired as to what the policy is for when individuals become habitual problems. Mr. Ross stated that they have had to threaten calling the Davis County Sherriff, and that usually resolves the problem. He has also met individually with certain people and was able to understand on a personal level why some people were acting the way they had. By developing relationships, he is better able to "control" and diffuse those individuals at games when he senses a potential outburst. With this method, he has found that the problems usually seem to go away. However, there is a 'three strike rule' that Staff tries to follow when dealing with repeat offenders. The coaches also have to sign a Coaches Code of Conduct which details the disciplinary policy. Mr. Ross stated that he tells his Staff to not try and "play the tough guy", but to remain calm and just report any issues to him, and then he and Mr. Laws will handle it. Councilmember Petersen stated that it may be a good idea to have some sort of disciplinary committee so that when a decision to release a coach or ban a parent has to be made, it is not all put on Mr. Ross. Mr. Laws has stated that he is comfortable making the final decision so that the Recreation Department is not held responsible by the coach or the parent. Councilmember Chatterton suggested using that same committee to recognize the coaches that are doing a great job with their players. The Council agreed that it would be a good idea to have a way of recognizing some of the coaches who put in a great deal of time and effort and go above and beyond what is expected of them.

In regards to the Jr. Jazz program, Mr. Ross pointed out to the Council that the City's Jr. Jazz participation percentage is always near the highest of cities that participate in the program for cities under 15,000. Mr. Ross stated that he tells his officials to have fun and smile when they are working, listen for kids' names so that they can be personal with the players, and be encouraging with constructive criticism. He believes this has gone along way with both parent and player satisfaction with program. Mr. Harvey commented that he coaches his daughter's team, and has noticed that the ref's really do try to get to know the kids and do a great job.

Participation numbers from girls in the basketball program are also growing and growing; Mr. Ross stated that it is "so fun" to be able to have so many girls participate - we are one of only cities he knows of that are able to split the 1st and 2nd grades up into girls and boys teams and not be co-ed. Just three years ago, only nine girls had signed up in one age group and Mr. Ross was struggling to find more girls to put teams together; this year, that same age group had so many girls sign up that they have 6 teams of 8 girls. The 3rd and 4th grade age group had just as many girls sign up as boys – no other city is seeing that kind of participation.

The soccer program is co-ed and is not meant to be super competitive. This results in some flak from parents, but Mr. Ross believes that the AYSO program offers a great opportunity for competitive leagues that he believes the City cannot and should not compete with that. The City's program is meant for entry-level kids who are not looking to be competitive soccer players. Mr. Ross says that he has been accused of

not having the same passion as he does for soccer; he explained that soccer is overlapped by basketball in the spring and football in the fall, and he has turned the program over to Mr. Russell and Jen Brown, a part-time rec employee, to make sure that all programs are given adequate attention.

Baseball and softball continues to be the City's largest recreation program. Last year there was enough participation that each age group had enough teams that the City did not have to combine with another city to have a league. The Public Works Department does a great job maintaining the fields – many compliments are received on the state of our fields.

Over the years, the baseball/softball jerseys have been ordered from different vendors and are modeled after major league teams. However, with over 500 participants, there are always problems with whatever vendor the jerseys are ordered from, and this seems to be a common problem with other recreation directors as well. Mr. Ross has been talking with Nate Martinez, who is over youth sports for Larry Miller Sports and Entertainment and is the City's contact for the Jr. Jazz program. The Jr. Jazz program provides the game jerseys, jazz tickets, and other administrative support and it has always been a smooth process with little to no issues. Larry Miller Group also owns the Salt Lake Bees, and provides a similar program to Jr. Jazz called the Knothole Club for baseball, again providing game jerseys, Bees tickets, and admin support. Mr. Ross has spoken with Mr. Laws, and feels that this would be a good program to use going forward. The jerseys and hats come in a large variety of colors and are good quality. It would also be less expensive for the City; the cost per participant is $16 and includes jersey, hat and game ticket. Last year, the cost was about $20 per player just for a hat and jersey - the cost savings would be over $2,000. The downside is that parents and players might be upset that they are not major league team jerseys like the Dodgers or the Yankees, which the kids like to wear outside of games. However, Mr. Ross thinks that the inclusion of the free Bees ticket could offset that because the Bees games are such a fun experience and have a beautiful field – the Jr. Jazz program includes Jazz game tickets, and that's one of the participants' (and parents') favorite aspect of the program.

Mr. Laws asked the Council for their opinions on potentially using the Knothole Club to operate this year's baseball program. Mayor Craythorne stated that he would rather they offer major league team hats. Mr. Ross commented that the Bees hat would be good for the first year, but there is the downside that they would receive the same hat each year. Councilmembers Turner and Henderson liked the idea of supporting the local team. Mr. Ross stated that there are so many positives to using the Knothole Club, but there will still be those that are upset about the different jerseys. The Council agreed that we can't make everybody happy, and to move ahead with changing to the Knothole Club for this coming year with Bees hats and seeing how it goes.

Football has remained fairly consistent, though numbers have dropped somewhat. Mr. Laws conducted a recreation survey, which found that contrary to what Mr. Ross was expecting, the biggest reasons for lower participation were cost and commitment – not concussion and head injury concerns. Football is expensive, and many parents are unable to afford registering more than one child. Councilmember Petersen suggested that maybe there is a way to offer some sort of sports scholarship fund that people can donate to to help pay the costs for some of the kids that want to play but can't afford it. The survey also revealed that coaches

were a common complaint, and Mr. Ross will be working on a daily basis with coaches this coming season to help combat some of those issues.

Volleyball continues to be solely instructional, and has been a big success and continues to grow. The basketball camps are also very successful; many compliments were received on the quality of the instruction and how much the kids enjoy the camps.

One issue that Mr. Ross would like to discuss is that the score at the last West Point Jr. High Boys game was over 80 to 10, with West Point on the losing end. It is not due to not having the athletes here; the Jr. High Girls team has a winning record and have played for multiple championships. Mr. Ross believes that the difference is that Coach Follett is always working with the girls and developing them, but no one is working with the boys and they do not have the skills that they should have learned by at least 3rd grade. He proposes a 6 week skills course for 2nd, 3rd, and 4th grade boys. It wouldn't be another "basketball camp", but a focused skills course with a limited number of participants that are committed to being competitive basketball players. Mr. Ross realizes that he might receive criticism from parents who believe he would be "picking his favorites" to participate in the course, but he wants to see the boys in our community who have a talent and desire to play basketball be worked with to develop solid fundamentals so that they can go on to make the Jr. High and High School teams competitive. Mayor Craythorne stated that some ideas have been discussed about how to go about offering the skills course.

The survey also provided insight as to how Staff can improve the recreation programs – Mr. Ross learned some things that he could easily fix that he did not realize were an issue for parents, as well as some other areas that he and his staff would analyze to see how they can do better.

Mr. Ross turned the time over to Mr. Laws to explain the concept of Movie at the Park. As a Management Team, Mr. Laws stated that they have been reading the book "*For the Love of Cities",* which asks the questions, "What do we love about our cities?" Peter Kageyama, author, found that people fall in love with a place because of an emotional connection. West Point's Independence Day Celebration is a favorite for many residents, and one of the reasons they love living here. In discussing other ideas of how to help residents connect with our City, the idea of offering a monthly summer movie at Loy Blake Park. Food Trucks could be invited and residents could come and play, eat, and wait for the movie to start. After comparing renting the equipment needed for the movie and purchasing it, the best long-term option for the City would be for the City to own its own equipment that could be used for other City events as well. The best price for top-of-the-line equipment was found on Amazon for $2,500 to $3,000. The Recreation Department would run the event, and could ask the Youth Council or local Scout Troops to help clean-up after as service opportunities. Councilmember Chatterton commented that he has connections with an individual that may be able to beat that price.

4. **Discussion of Park Development and Campground** – Mr. Kyle Laws
   Mr. Laws stated that in regards to the Loy Blake Park expansion project, one of the big projects completed this past year was the 520 North road, as well as the new parking lots. The Council had desired that the road be completed by the 4th of July, and that deadline was (barely) met. The speed humps and parking lots came

later in the year. The original plan was to only complete the south parking lot, but in the end it was decided to complete the north parking lot as well to save on mobilization costs from the contractors. Staff has seen that the parking lots are being used by school traffic.

The Council had previously discussed installing a splash pad in the park area, and Mr. Laws presented different design options to the Council as a starting place for the discussion. Big T Recreation, the contractor that designed and installed the new playground at the Park, provided the designs and cost breakdowns. Some of the designs were based on recirculating water systems, which Mr. Laws has been told that while the idea of a recirculating system might be more popular with residents, they do not actually conserve that much more water due to evaporation and chlorination issues, and are much more expensive. Staff's opinions would be to not consider a recirculating system, but asked for Council's opinions. Councilmember Petersen stated that he was under the impression that a splash park, if installed, was at the end of the list of projects for the park, as grass, berms, etc., still needed to be put in. Mayor Craythorne stated that for cost purposes, the park completion should be done in phases, whatever those phases might consist of. Based on the feedback from last year, which could always change, the Mayor felt that the Council wanted the splash park sooner rather than later, which is why Staff acquired different designs and cost estimates. Councilmember Dawson stated that splash park is going to be used more than "another flat grassy area", as he believes there are plenty of those throughout the City. Councilmember Henderson commented that the Park already gets a large amount of moms and dads watching their kids on the playground each summer day, and the splash park would be used at least as much.

Mayor Craythorne believed that if the unfinished areas in the park could be at least cleaned up to a maintainable state, then the grass throughout the entire park could wait. Councilmember Petersen agreed, but felt that at least the trail should be finished so that it was at least usable for some of the neighboring residents. Councilmember Turner felt that landscaping should be a priority – he has heard from the surrounding residents that they are tired of the dirt mounds. Councilmember Chatterton asked Mr. Ross for his opinion on whether a field was needed at this time. Mr. Ross stated that as the Recreation Director, he knows that the extra field would be put into use right away; as a resident with grandchildren in the City, he likes the idea of the splash park and felt that it would be unique for the City.

Mr. Rochell commented that the equipment in the splash park seems pretty durable, and should be easy to maintain. Councilmember Petersen inquired as to how the splash park and a restroom would be funded. Mr. Laws stated that in the Parks Improvement Fund there is currently $375,000 and an additional $135,000 will be available at the start of the fiscal year on July 1, 2017. The design the Council was leaning towards was estimated to be $240,000. The amount in that Fund does not include available impact fees. Mr. Laws suggested that the restroom be done differently than the new one in the other section of the park, and instead include four separate family restrooms and no storage areas. This design would most likely be much cheaper than the other restroom. Mr. Rochell and Mr. Davis stated that to complete the groundwork, trail, sprinkling system, etc., for the entire park would be close to $150,000, but warned that that was a very rough estimate.

The Council directed Staff to acquire cost estimates for the landscaping, trail, and restroom and there would

be further discussion at that point on the priorities for the Park.

The property west of Blair Dahl Park has previously been discussed as a potential campground for scout troops, resident gatherings, etc. Access to the area has been an issue, and the Mayor and Staff have been in discussion with Craig Haslam, who owns property on the north side of the road and who believes that he controls that road and has put up a gate to block others from using it. Should it arise, the County will stand behind the City in a legal dispute over such, however Mr. Laws believes that Mr. Haslam has now accepted that it is a public road. However, Mr. Haslam is still concerned about completely opening up the road to the public as there have been vandalism and trespassing issues on his property. He would like the locked gate to remain where it is, but it could be controlled by the City. The Council felt that having a gate as far up the road as Mr. Haslam has placed it is too far; some residents like to walk or drive down the road to see sunsets, birds, etc., and are not damaging any property. Mr. Laws stated that he has told Mr. Haslam that the City will mark the area with no trespassing and warning signage.

The minimum tasks needed to prepare the property would be to grade the road, clear some trees, level the camp areas, and place a portable restroom. The general idea would be for groups to have to reserve the campground similar to how they reserve bowery's at the park, and so it would be known who is using the campground at what time. While the property is technically owned by the County, the Mayor felt that if the City is going to fund the upgrades, it should be the one to control use of the area. He suggested that the reservations should only be open in the spring and fall because of the mosquitos. The Council also discussed installing fire pits so that self-made pits weren't scattered all over, and maybe some other improvements at a later date. They felt that some projects would be good ideas for scout projects or service opportunities.

5. **Discussion of Economic Development/Code Updates General Plan/Economic Development** – Mr. Boyd Davis

Mr. Davis stated that Staff would like the Council's opinion as to what Code updates they would like to see this coming year. Mr. Davis presented a list of items that Staff felt the Council had previously mentioned or discussed as needing to be reviewed. Those items are as follows:

- Multi-family building standards
- Redefining the R-4 zone as 10.5 units per acre
- Redefining the R-5 zone as 20 units per acre
- Good Land Lord Program
- Frontage requirements
- Limited driveway access on main roads
- Accessory Building Code – define architecture standards & re-organize code. Address living space in accessory buildings
- Cemetery Hours
- Sign Code – loosen regulations on temporary signs to be more business friendly
- Code Enforcement/Nuisance Code – create a citation process.
- Snow Removal regulations, specifically related to citations of fines for blowing/shoveling snow into the roadway

- Remove conflicting sections of code and reduce multiple citations of similar codes
- Move the zone regulations chart or possibly eliminate it

The Council discussed each item and agreed with Staff that they each needed to be reviewed this upcoming year. In particular, Mayor Craythorne commented that the units per acre in the R-4 zone might want to be discussed as lower density than 10.5. Councilmember Petersen suggested also looking at standards for road widths throughout the City. Councilmember Chatterton stated that he would like to evaluate the process for development and see if the process can't be streamlined better.

The Council adjourned for the day.

City Council and Members of Staff met socially to
participate in a group activity at the Get Out Games
202 W 400 S, Salt Lake City, UT 84101
and for dinner at the Brio Tuscan Grille
80 S. Regent Street, Salt Lake City, UT 84101

January 28th, 2017 at 9:00 AM

6. **Discussion of How to Recognize John Petroff, Jr. for his Service as County Commissioner** – Mayor Craythorne

Mayor Craythorne invited the Council to give suggestions for how to recognize County Commissioner John Petroff for not only his service to the County, but also to West Point City as a previous mayor. The Mayor stated that JP was the type of leader that truly led with an altruistic attitude; leaders like him are few and far between. The Mayor believes that finding a place in the City to name after him would be something that JP would sincerely appreciate and be honored to have. Councilmember Chatterton suggested that a spot along the trail would be a good place. Councilmember Petersen commented that East Park may be a good spot, as it was developed when he was in office. Another suggestion was to name a road in the City after him. The Council discussed and tentatively agreed on naming 3500 West from 300 N to 800 N after him.

Mayor Craythorne stated that along with potentially naming an area of the City after JP, he also wanted to comment that while Loy F. Blake did do a lot for the City in his capacity of mayor, he has no family that has remained in the City; hardly any residents today know who Loy Blake is or why the Park is named after him. He and Mr. Laws have discussed referring to the Park as the "West Point Park" instead of "Loy Blake Park", but would like the Council's opinions on if changing the name was something the Council was even interested in considering. The Council agreed that the current name of the Park is confusing, and agreed that the logistics of potentially changing the name should be discussed.

As a side note, the Mayor mentioned that the Ward that prepares the breakfast on the 4th of July as a fundraiser will no longer be able to do it because of LDS Church policy. They did offer to sell their griddles to the City. The Council discussed the different options of how and who could provide the breakfast.

7. **Discussion of 2016 Accomplishments** – Mr. Kyle Laws
In his Staff Report, Mr. Laws included a list of 2016 Accomplishments that all of Staff had compiled together. The list was reviewed with the Council, but Mr. Laws stated that the list was primarily compiled so that Staff could see what they had accomplished together this past year. A highlight of those accomplishments is as follows:

- Smith's Marketplace Grand Opening
- Del Taco Grand Opening
- 3000 West Widening Project Completed
- SR193 Extension to 3000 West Announced
- 520 North Project (Road, Speed Humps, Parking Lots)
- 200 South Trail Completed from 2000 West to Emigrant Trail
- 4th of July Celebration was Successful
- New PVFD Zone Created (Moratorium ended 6 weeks before deadline)
- General Plan Revision Process Passed on from Planning Commission
- 300 North Storm Drain piped below the bluff
- Take Pride in West Point Day was successful (Arena Blend to baseball diamonds)
- Street Maintenance (HA5, Asphalt Patching)
- New Vehicles and Equipment (Chevy Colorados, Lawn Mower – Parks crew)
- Changed insurance to PEHP
- Trust Accountability Award received for 2nd Year in a row
- Successfully cleaned out bacteria (coliform) in the water system
- Shouldering of 300 North
- Revised the leave policy
- Staff Completed required individual FEMA training
- All Funds and Departments came in under budget

The Council thanked the Staff for all that they do, and wanted to pass on their appreciation to all employees for what they accomplished and the pride they take in their responsibilities.

8. **Discussion of Future Projects & Priorities –** Mr. Boyd Davis, Mr. Paul Rochell, & Mr. Kyle Laws
Mr. Rochell began the discussion and presented a list of projects that are either currently under construction or soon to be. Mr. Davis maintains a detailed road maintenance schedule of road projects, and Mr. Rochell commented that he and Mr. Davis have also surveyed the City and identified any areas that needed to be added to that schedule. The top priorities that have already been approved in the budget are as follows:

- Street Maintenance
  Staff is proposing a substantial amount of street maintenance work this year. The top priorities are repaving 1300 N, 800 N or 650 N. Staff also plans to do several asphalt patches, some crack sealing, and a chip seal on 550 N.

- 2000 West Water Line and Utilities

  This project is in preparation for the 2000 W widening project. Staff has met with UDOT's engineers to help design the project and have entered into an agreement to have UDOT's contractor complete the work. Work will be done this spring/summer.
- 1300 North Waterline

  The existing waterline is an asbestos cement pipe that must be replaced. The project is timed to coincide with the re-paving project. This project is currently out to bid. Bids will be opened Feb. 9th.
- 300 North Sidewalk (1400 W to 1600 W)

  The City received a safe sidewalk grant for this project. Clearfield City and Rocky Mt. Power will also participate in the project. This project is out to bid and bids will be opened Feb. 2nd.
- 650 North reconstruction

  This project includes replacing the sewer line, installing a new storm drain line and repaving the road. Mr. Laws stated that the sewer line definitely needs to be replaced, and the road is failing as well; if only considering repairing the road, it would most likely be put on the matrix to be done in the next three or four years. However, if the road is being cut into to repair the sewer, it would make sense to repair the road at the same time. There are other similar roads that are in the same need of being repaired, but this project was outlined as a priority because of the need for the utility upgrades and not because of the road condition. Bids have been presented to the Council for this project, which were over budget. However, after removing the costs for the necessary utility upgrades, the estimate would bring the cost of just constructing the road to a more doable cost. Mr. Laws recommended pushing this project back a year, and discussing the issue in depth at a future time so that more accurate bids can be received. The Council agreed that there needed to be serious discussion so that an educated decision can be made for this road, as it is most likely going to be the most expensive single project the City has funded so far. The item will be placed on an agenda later in the year.
- Water Masterplan & Impact Fee Analysis

  The current masterplan was done in 2008, and Mr. Rochell stated that both the Water and Sewer Masterplans needs to be redone again as they should really be done every five years or so.
- Sewer Masterplan & Impact Fee Analysis

  The current masterplan was done in 2009
- Vehicle Replacement

  Replace the 2012 Ford F350 Utility Bed

Council and Staff discussed the offer from Syracuse of borrowing their crack sealer; this could potentially save time and money and allow Staff to increase the number of roads they are able to crack seal in a year. Mr. Ross stated that he believes 800 North is a really dangerous road and needs to be looked at. Mr. Rochell stated that the City has applied for a grant and would hope to be able to use the money, if received, for both the waterline and the road on 800 North.

Mr. Laws stated that the Legislature's decision last year to broaden options for spending sales tax revenue to include transportation use means those funds can now be used for the same items that Class C funds can be used for. With this, the City is estimating revenue of $80,000 in additional transportation money. Mr. Laws stated that the City needs to come up with a plan and list of priorities to effectively use that money. Similar to the Road Maintenance Schedule, Mr. Laws believes that a sidewalk schedule be created as well. He mentioned especially that he feels a sidewalk on 3500 West to the Loy Blake Park needs to be installed, and along with that, Mayor Craythorne commented that the sidewalk on 300 N from 3500 W to the City Hall building also needs to be repaired. Mr. Davis stated that the City had applied to UDOT for a grant for this section, but was denied. The Mayor also suggested that the City provide a specific list to residents at the end of the year outlining exactly what projects were completed with the local options transportation money. The Council and Staff agreed with that idea.

The Capital Projects Matrix also contains other projects that are planned to be completed over the next five years. That list is as follows:

- Cemetery Expansion and Parking Lot
- 800 North 16" Water line
- 1300 N Storm Drain (4200 W to 4250 W)
- 4000 W Storm Drain (1300 N to 1350 N)
- Loy Blake Park Expansion
- Trail Expansion (1300 N to Hooper)
- Rebuild PRV's

Mr. Laws stated that the Cemetery Expansion Project has been funded, but is not on the schedule for this year. Councilmember Petersen stated that most of these projects do not necessarily have a deadline; he thinks that all of the projects listed are necessary but they can be done as time and money allow. Councilmember Dawson stated that he would like to see the cemetery expanded sooner rather than later. Mrs. Arnold, Cemetery Administrator, agreed, as plots are selling quickly and only the northern part of the cemetery still has plots available.

9. **Discussion of 2017 Municipal Elections –** Mrs. Casey Arnold

Mrs. Arnold stated that the Councilmembers Dawson's and Henderson's Council seats are up for election, as well as the Mayor position in November 2017. The City has contracted with Davis County for election services for the past several years, but this year, and most likely all coming elections, the County is only offering a vote-by-mail election. The City could still conduct its own traditional election, but would not be able to use the County's equipment or any of its resources for administrative and technical services.

Some of the advantages to candidates and voters of by-mail elections are that the County website will be listed directly on the ballot mailer with instructions for the voter to visit the County website for candidate information. The candidates can submit a short bio, with links to websites, Facebook pages, etc., and voters can research the candidates as they vote and make informed decisions. Candidates will also be provided

with the exact date voters will receive their ballots, and candidates can coordinate mailers and campaigning with this date. Candidates can also subscribe to a service that the County provides that will send them daily voter update emails, including a list of registered voters who have not yet voted and their addresses; this information would be highly valuable for efficient campaigning.

Advantages to the City of contracting with the County would be that the County would handle roughly 40% of election responsibilities; with an election calendar of over 130 tasks and dates, this would greatly reduce the amount of work that the City Recorder, in her duties as Election Officer, will be solely responsible for. The City will cost share with other participating cities for notices, poll worker training, etc., and the County has a full-time election staff to conduct the election who have a complete knowledge of the election process and provide invaluable support to election officers.

Mrs. Arnold stated that the City conducting its own traditional election would require that Mrs. Arnold run the entire election as a single employee with little support from the County. Voting machines would have to be located and rented, poll workers would have to be recruited, hired, and trained by the City, and ballots would have to be printed using a private printer. Early voting would also have to be offered, and poll workers would need to be there for those several additional days. While there would still be a polling location on election day with the vote-by-mail system, the County will provide all of the equipment, personnel, and technical support on that day.

The cost of the 2015 Municipal Election cycle, including both the primary and general election, was $6,083.75 with an average voter turnout of 21.6%. The County has provided an estimate for the 2017 Election of $9,007.85, per election, based on the 2016 General Election historically high voter turnout of 45%. The cost difference does seem significantly higher, but the 2015 election cost as a comparison is not necessarily accurate as it is what the City spent contracting with the County. It is highly likely that the costs to run a traditional election would far exceed that $6,083, and may even exceed the County's estimated cost for a by-mail election.

The Council agreed that the best option would be to contract with the County for election services for the 2017 Municipal Election.

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

Mayor Craythorne asked the Council to submit suggestions for the Grand Marshals for this year's parade. Councilmember Dawson suggested selecting JP and Pam Petroff for this year, and the Council agreed. Woman of Honor nominations also needed to be submitted. Councilmember Dawson suggested honoring Erin Davidson, and the Council was also in agreeance with that suggestion.

Mrs. Arnold stated that Keeley Worley, who had proposed to the Council constructing an Angel of Hope statue at the Cemetery, has received her non-profit status from the State and is ready to start receiving donations. Mrs. Arnold has created some flyers that have been placed at the Cemetery, City Hall, the newsletter, Facebook, and Mrs. Worley has distributed flyers to various surrounding businesses. Mrs. Worley has also set up a GoFundMe.com account and an account at America First Credit Union for people to

donate to. If residents come in to City Hall wishing to donate, Staff will direct them on the avenues to do so, but the City will not be taking any donations. The location and land donation for the Statue will be placed on a future agenda for the Council to consider.

Mr. Laws stated that in regards to the Smiths Marketplace Development, Gary Wright of Wright Development Group has said that he is currently working on securing occupants for the vacant lots on 2000 W. Tentatively, there is interest from a credit union, salon business, and Culver's Sandwich shop. Mr. Wright is optimistic with the interest expressed, and believes that when the weather warms up there will be more action. Mr. Davis stated that he has also spoken with Ed Miles, owner of the building east of City Hall, who has informed him that he has interest from a charter school group to move into the building. Mr. Davis believes that this could be a great use for the building. Another doctor's office has also expressed interest in occupying a small part of the building. Councilmember Petersen stated that parking and traffic issues would need to be addressed, as there would likely be a lot of traffic before and after school.

A developer has approached the City of developing a subdivision off of 4500 W called Wildfire Estates. This would be the first subdivision to try to qualify for the PVFD Zone, and the developer has submitted some proposals it believes would qualify. Staff has told him that he does need some additional items to qualify for the higher density, but the details of the proposals and the development itself would be discussed at a later date with the Council.

Mr. Davis stated that Glen Wade has sold a portion of his property to Castle Creek Homes, as well as the Olsen Property on the corner. Castle Creek now has enough property to about double the size of Wise Country Meadows. Construction on Heslop Townhomes will also begin soon, and Bennett Century Farms Subdivision will be on an agenda for approval in the near future. All these developments will be increased revenue sources for Smith's Marketplace. As a side note, Syracuse City has close to 1,400 building lots that are ready to be developed, and Mayor Craythorne believes that northern Syracuse and the west part of West Point will need a new Jr. High in the near future. Syracuse High School is also getting quite full.

Mayor Craythorne stated that there is a petition going around both West Point and Syracuse gathering support to petition the Cities to take over the swimming pool part of Rush Complex in Syracuse, which closed at the beginning of this year. This will most likely be something the Council will need to address sometime this year. Councilmember Petersen stated that if a new school is in the near future, the City should keep that in mind when deciding where to focus funds.

The Utah League of Cities and Towns Legislative Policy Committee will begin meeting this coming month, and the Mayor invited those Councilmembers who would like to attend the meetings to travel with him and Mr. Laws. For the first time, northern Davis County is well represented in the Legislature and is in a good position to potentially get some great things done for West Point. The Davis County Mayors now are at a consensus with the location for the West Davis Corridor, and are working on a resolution to facilitate the cities working together on this project.

Councilmember Chatterton stated that there were a few items he wanted to bring up, the first item being

whether or not the City would want to consider live-streaming meetings. The Council felt that it would be a good idea to look into for the future. The second item is if the City wanted to implement a mobile app for residents to use to better communicate with City regarding concerns, complaints, etc. Lastly, he would like to suggest that the Mayor give a State of the City address, especially after meetings like this, to inform residents of where the City is heading.

11. **Adjourn**

Mayor Craythorne expressed his appreciation for Staff and their dedication to the City, and the effort that they have put into this Retreat's meetings.

Mayor Craythorne adjourned the meeting.

_____	March 21, 2017	_____	March 21, 2017
MAYOR ERIK CRAYTHORNE	DATE	CASEY ARNOLD, CITY RECORDER	DATE

West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
March 7, 2017

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

City Manager
Kyle Laws

Administrative Session

6:00 pm – Board Room

Minutes for the West Point City Council Administrative Session held at West Point City Hall, 3200 West 300 North, West Point City, Utah 84015 on March 7, 2017 at 6:00 pm with Mayor Craythorne presiding.

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

EXCUSED: Council Member Andy Dawson

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

VISITORS:

1. **Discussion Regarding the West Point City Surplus Policy – Mr. Ryan Harvey**
   Mr. Harvey stated that the City's current Surplus Policy was brought into discussion because it has been the practice, though not stated in the Policy, that City employees are excluded from any sale of surplus policy. Staff questioned if that practice was common or in the best interest of the City. Mr. Harvey gathered data from surrounding and various cities on their respective surplus policies. Each city he surveyed allowed employees to participate in the bidding process to purchase surplus city items; one city went so far as to allow employees to have first the first opportunity to purchase items before making them public.

   Management would like to entirely replace the current Policy, with the largest change permitting that employees may participate in the bidding process, on the same level as the public. Management does not see a problem or an issue in allowing employees to participate, as there really would be no special benefit to the employee even with whatever insider knowledge they might have. The bidding process would ensure that an employee would have to compete with other bidders as a regular member of the public. Staff would like Council's feedback on that issue. Additional proposed changes are as follows:

   - $200 limit – if an item is under $200, the department director can dispose of that item as they deem appropriate, whether it be given to an employee, discarded, etc. Mr. Laws commented that the $200 is not a "magic" number, and Staff would also like Council's opinion on this dollar amount as a limit.
   - Permission – permission to offer an item for surplus sale would no longer be required from the Mayor and Council. Permission would only need to be obtained from the City Manager.
   - Exceptions to the Policy –
     - Hazardous materials must be disposed of according to the law
     - The City may trade in a vehicle or equipment for a credit or cash value

- If other government agency funds were used to purchase the item, the City must dispose of the property consistent with the applicable agency law or procedure
- The City Manager and Department Director may decide to give surplus items to an employee as a gift

- Technology Items – Section D outlines how surplus technology will be handled.

The current policy does allow for the City Manager to approve donating surplus items (to schools, for example) and the proposed policy includes this authorization.

Council Member Petersen inquired as to how the value of a piece of property would be determined to see if it is over or under the $200 limit. Mr. Harvey stated that it would be based on current market value. Mr. Laws stated that there are several office furniture items that are valued well under $200 that the City is currently storing that it needs to dispose of. Council Member Petersen stated that he has a concern of it becoming a personnel issue if employees were allowed to bid and got into a "bidding war" which resulted in hard feelings. Mr. Rochell stated that in previous years, the auctions were done by silent bids; no one else saw another person's bid, contact info, etc., and the bids were not opened until the auction period was over. Doing a silent auction this way took away the potential for a "bidding war" to take place. The Council agreed with that. Council Member Chatterton suggested that in Section F(1) of the proposed Policy, a deadline for the payment to be received should be stated. The way it is written leaves it open-ended. The Council agreed and settled on a 72-hour deadline.

2. Discussion Regarding the Municipal Wastewater Planning Program – Mr. Paul Rochell

Mr. Rochell stated that the Municipal Wastewater Planning Program Report is required by the Division of Water Quality and must be presented and approved by the Council. The Report is a self-assessment that includes operation and maintenance, capital improvements, projected needs, system age, new development, operator certification, and facility maintenance.

By the end of this year, Mr. Rochell stated that the entire sewer system will have been cleaned and videoed. The City has no penalty points against the system from the Division of Water Quality, and Mr. Rochell believes that the system and the operation and maintenance of it is doing very well.

The Council thanked Mr. Rochell for the vision that he has and has had in bringing the City's systems to where they are, and for how well the Public Works Department serves the City.

3. Discussion Regarding the West Point City General Plan Update and The Central Business District – Mr. Boyd Davis

Mr. Davis stated that after the discussion of the General Plan at the last Council Meeting, a few minor changes were made to the Plan. Per the Council's request, Mr. Davis also has some information regarding the Central Business District. The changes made are as follows:

- The industrial zone was expanded to the east (1a)
- The commercial area near the future high school was expanded (3)
- The R-4 zone was removed from area 6 and added to area 5.
- The commercial zone was reduced in area 17a. Syracuse City's General Plan calls for commercial adjacent to area 17a.
- Area 21 was changed to an R-1 zone.

Mayor Craythorne commented that in regards to the strip of 2000 W between 300 N and 800 N, when the widening of 2000 W is completed, the area proposed to be zoned Professional Offices will be taken up by the road width. The Mayor suggested zoning the four long, narrow lots on the east side of the road as Professional Offices. The houses that currently border these properties on the west will be torn down for the widening of the road, and these lots will then be directly on 2000 W. The Council agreed with that suggestion, as well as extending other areas zoned Commercial on 2000 W farther back from the road.

Mayor Craythorne also suggested that the area on the south side of 300 N that is currently marked as Professional Office also be extended or moved farther east, closer to the commercial area of the Smith's development. Suggestions were also made to extend the Community Commercial zone in that area as well. The Council agreed with that, as 300 N is no longer going to be a main road and people are not likely to travel that far west on 2000 W. Additionally, the Mayor commented that there is not currently a zone that is specifically for patio-type subdivisions, but would like to see if there are any areas in the City that could be designated for such. The Council agreed with that and discussed various locations. Mr. Davis would make the changes as requested and present the updated Plan to the Council at the next meeting.

As for the Central Business District, the main standards and guidelines of the CBD are:

- Contemporary Colonial Architecture (main focus of the CBD)
    - Gabled roofs on front
    - Pitched roofs
    - Dark green roofs
    - 35 ft. max height
    - Red-toned brick (primary building material)
    - White accents & trim
    - Large multi-paned windows
    - Brick around windows
    - White bold window frames
    - Horizontal and vertical articulation
- Mechanical shielding
- Fencing & Walls
    - White vinyl
    - Columns encouraged
- Street Lights
    - Spaced 100 to 200 ft. (now defined by street light masterplan)
    - Lights must have hangers for banners
    - Dark sky compliant
- Landscape
    - Parking lot landscaping
    - 10 ft. parkstrips
    - 10 ft. landscape buffer behind sidewalk
    - Parking lot lighting must be contemporary colonial
- Signage
    - Materials consistent with main buildings
    - Height limited to same height as main building
    - No lighted signs
- Sidewalks & Parkstrips
    - 6 ft meandering sidewalks

The Council agreed to get rid of the Central Business District entirely.

A public hearing will be held at the next City Council Meeting. After that, the Council will consider any public comments and make changes as needed. The General Plan Update will then be tentatively on the Agenda for approval on the April 18, 2017 meeting.

The Administrative Session adjourned.

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

City Manager
Kyle Laws

West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
March 7, 2017

General Session
7:00 pm – Council Room

Minutes for the West Point City Council General Session held at the West Point City Hall, 3200 West 300 North, West Point City, Utah 84015 on March 7, 2017 at approximately 7:00 pm with Mayor Craythorne presiding.

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

EXCUSED – Council Member Andy Dawson

CITY EMPLOYEES PRESENT – Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

VISITORS PRESENT – Jason Caldwell, Rob Ortega, Ms. Goble, the Seffker Family, and the Borell Family

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

   Council Member Henderson – no comment

   Council Member Turner – no comment

   Council Member Petersen – no comment

   Council Member Dawson – excused

   Council Member Chatterton – no comment

   Mayor Craythorne – Informed the Council and those in attendance that the Wasatch Integrated Waste Management District has decided to close the Davis Energy Recovery Facility on May 31, 2017. The main reason for its closure is the lack of revenue for the steam energy that the Facility produces.

5. **Communications from Staff**
   Mr. Laws stated that this last week, he and Mr. Davis, Mr. Rochell, and Kasey Gibson of the Public Works Department attended the Rural Water Association Conference in St. George. At the Conference, the City was presented with an award for Outstanding Water Service to Customers. This award is proof of the great job the Public Works Department does for the citizens of West Point. The Mayor thanked Mr. Rochell and his Staff for the work that they do throughout the City.

6. **Citizen Comment Follow-Up**

Mr. Laws stated that Mr. and Mrs. Leavitt made comments at the previous meeting that were in regards to an individual in the City that the City was citing for operating an illegal business. Staff met with Mr. Leavitt and Mr. Hamblin to discuss the issue, and that situation is moving in a positive direction.

Mr. Downs commented at the meeting regarding the zoning ordinance for chickens. His property is too small to have any chickens, and he would like the City to consider changing the Code. Mayor Craythorne stated that according to the Staff that takes incoming phone calls, the chicken ordinance seems to be a popular issue. The Mayor asked the Council if this issue is something they would like to consider, which they agreed that they would. The Council would like Staff to begin keeping record of the requests that are made to determine if there are particular areas in the City that the current Code might be affecting.

7. Citizen Comment

Patti Seffker – 523 N 2550 W: Mrs. Seffker stated that her neighborhood is experiencing a feral cat problem. She has tried trapping the cats and turning them over to Davis County Animal Control, but because of the Trap and Release Program, the cats are treated and then released back into the area they came from. Her family has significant allergies to cats, and asked if there was anything the City could do to help the situation. She stated that at one time, she counted thirteen cats, and three of them were pregnant.

8. Consideration of Approval of Minutes from the February 21, 2017 City Council Meeting

Council Member Turner motioned to approve the minutes from the February 21, 2017 City Council Meeting
Council Member Henderson seconded the motion
The Council unanimously agreed

9. Youth Council Essay Contest Winners – Mayor Erik Craythorne

Mayor Craythorne wanted to thank Lakeside Elementary for their support of this contest, and especially Ms. Goble for continuing to have her class participate and submit entries. The Mayor announced the 2017 Youth Council Essay Contest Winners: 3rd Place: Lani Borell; 2nd Place: Caprice Thompson; and 1st Place: Rebecca Seffker. The winners received an award and took pictures with the Council (Caprice Thompson was unable to attend; her award would be available at City Hall).

10. Consideration of Awarding Bid for the 300 N Sidewalk Project – Mr. Boyd Davis

Mr. Davis stated that the 300 N Sidewalk Project is a section of sidewalk from 1400 W in Clearfield down to 1600 W in West Point, and was recently sent out for bid. Four bids were received and all were within the budget. A safe sidewalk grant of $37,000 was received from UDOT, and both Clearfield City and Rocky Mountain Power will also contribute to the project. The costs for each will be proportional to the cost of the bid for their respective sections. West Point's total contribution will be approximately $11,000, and the City will be the lead on the project. Staff recommends that the bid for the 300 N Sidewalk Project be awarded to Thurgood Excavating for $80,254.

Council Member Henderson motioned to approve awarding the bid for the 300 N Sidewalk Project to Thurgood Excavating
Council Member Turner seconded the motion
The Council unanimously agreed

11. Consideration of Awarding Bid for the 1300 N Waterline Project – Mr. Boyd Davis

Mr. Davis stated that bids were recently received for the 1300 North Waterline Project. 13 bids were received and were within the budget established for the project. The project area is on 1300 N from 3200 W to 3600 W. There is

an existing asbestos cement pipe there that is causing some bad water samples. The waterline is also too small. The low bid was significantly under the average bid price, but Staff has reviewed the prices with the contractor and found that they are in good order. Staff recommends that the bid for the 300 N Waterline Project be awarded to Thurgood Excavating for $216,558.

Council Member Petersen motioned to approve awarding the bid for the 1300 N Waterline Project to Thurgood Excavating
Council Member Turner seconded the motion
The Council unanimously agreed

12. Consideration of Approval of Resolution No. 03-07-2017A, Approval of Adoption of the Municipal Wastewater Planning Program– Mr. Paul Rochell

Mr. Rochell stated that the Municipal Wastewater Planning Program is required by the Division of Water Quality and analyzes the financial state, operation and maintenance, projected needs, and collection status of the sewer system. It is to be approved by the City Council each year.

Council Member Chatterton motioned to approve Resolution No. 03-07-2017A
Council Member Turner seconded the motion
The Council unanimously agreed

13. Motion to Adjourn General Session

Council Member Chatterton motioned to adjourn General Session
Council Member Petersen seconded the motion
The Council unanimously agreed

	March 21, 2017		March 21, 2017
MAYOR ERIK CRAYTHORNE	DATE	CASEY ARNOLD, CITY RECORDER	DATE

City Council Staff Report

Subject: West Point City Surplus Property Policy
Author: Ryan Harvey
Department: Administrative Services
Date: March 21, 2017

Background

Surplus Property generally refers to property deemed obsolete or unusable by the City. In 2013, the City Council adopted Ordinance 06-18-2013A, establishing a policy governing this type of property. The Policy did not address City Employees as it relates to the purchasing of Surplus Property. It has been the direction, set in place under previous City Managers, to not allow City Employees to participate in the Surplus Property bidding process. Staff set out to research whether this was a common practice for all Cities.

Analysis

City Staff contacted various Cities to see how they treated City Employees with regards to Surplus Property. Every City that was contacted allowed employees to participate in the bidding process for surplus property items. One City even went as far as to allow City Employees the first opportunity before making items public. The majority, however, simply allowed the employees to go through the process of bidding as it was made available to the public.

A couple of Cities sent their Surplus Property Policies. South Jordan's policy was much clearer than the policy we currently have in place, and it addressed a few points that our policy did not address. For that reason, Staff is proposing that we replace the entire policy, which is Section 3.25.240 of the West Point City Code, with the new one that Staff has created. Besides the language being easier to understand, other changes are as follows:

Key Changes to the policy:

- Employees may participate, but only on the same level as the public at-large.
- $200.00 limit – if under $200.00, the department director can dispose of the property by any means deemed appropriate, if over $200.00 he/she must follow the policy.
- Permission – no longer need approval by the Mayor and Council, only the City Manager.
- Exceptions to the policy include:
    - Hazardous materials – insecticides, solvents, toxic items, etc. must be disposed of according to law.

- Trade-in – the City may trade in a vehicle or equipment for a credit or cash value.
- Other Government agency funds – if other agency funds are used, the City must dispose of surplus property consistent with applicable agency law or procedure.
- Employee Gift – the City Manager and Department Director may decide to give surplus property as a gift to an employee.

- Technology items – Section D of the policy outlines how surplus technology items will be handled.

Based on feedback received from the Council at the March 7 Administrative Session, the following changes have been made to the policy:

1. Section (C)(4)(a) has been changed to include approval by the City Council if a surplus item is to be gifted to an employee, and
2. Section (F)(4) has been changed to state that the money must be received within 72 hours.

Recommendation

Staff recommends changing the City Code to adopt the proposed Surplus Property Policy.

Significant Impacts

None at this time.

Attachments

Proposed West Point City Surplus Property Policy
Current West Point City Surplus Property Policy
Proposed Ordinance 03-21-2017A

Proposed West Point City Surplus Property Policy

3.25.240 West Point City Surplus Property Policy

A. Purpose - The purpose of this policy is to establish operational procedures for the sale, disposition, or transfer of the City's personal property that has been designated as surplus. The goal of this policy is to ensure that the sale of surplus personal property is conducted in an open and competitive environment.

B. General Conditions of Surplus Property

1. All City personal property deemed surplus, obsolete, or unusable shall be disposed of according to the provisions set forth in this City-wide policy regardless of its physical condition, excluding found property.
2. Any personal property with a market value of approximately $200.00 or less may be disposed of by any manner deemed appropriate by the Department Director.
3. Any personal property with a market value above $200.00 must be disposed of through a surplus sale method unless otherwise allowed for elsewhere in this policy.
4. Written documentation must be sent to the City Manager before disposition with a description of the property, estimated market value, and recommended method of sale or disposition.

C. Exceptions to the General Conditions of Surplus Property

1. Hazardous materials such as insecticides, solvents, medical wastes, paints, combustibles, or any other toxic or hazardous items shall not be disposed of through the surplus program. City departments shall dispose of such materials consistent with law.
2. Equipment where a reseller or the original seller of the personal property will repurchase or offer credit for turning in old or out dated equipment is allowed if it is in the best interest of the City.
   a. Written documentation must be sent to the City Manager from the Department Director.
3. In cases where federal, state, or other government agency funds are being used where

the agency's purchasing laws or procedures govern the process for disposing of surplus property, the City shall follow the applicable agency law or procedures in lieu of the procedures set forth in this policy.

4. In cases where a City employee is set to retire, as a retirement gift and following all other City policies regarding the taxability of gifts, surplus property may be gifted to that employee.
    a. Written documentation must be sent to the City Manager from the Department Director, and approved by the City Council.

D. Technology Surplus Policy - All technology personal property designated for surplus must be given to the Department Director assigned to IT (DD-IT), who is the authorized surplus property agent for all technology products.
    1. To the extent it is practical, all technology products shall have all information, programs, software or any other information deemed appropriate by the DD-IT removed prior to disposition.
    2. The DD-IT, with the City Manager, will determine the proper process for disposal of technology surplus personal property.

        a. The DD-IT may decide that due to personal information or other risks that the personal property must be destroyed.
        b. The DD-IT may decide that technology products may be returned to the seller of the personal property for credit or proper disposal, if in the best interest of the City.
        c. The DD-IT may decide that technology products may only be resold to the City employee to which it was assigned.
        d. If technology products resale to the assigned employee is not appropriate, they can be made available to other full-time employees, using an equitable process for resale determined by the DD-IT.
        e. All re-sale to employees will be a fair market value as determined by the DD-IT.

E. City Employee Surplus Acquisition - City Employees may participate in the acquisition or

purchase of City surplus personal property, but only in a manner similar to the public at-large or except as authorized by section 3.25.240 (B) herein. No City employee shall be given any consideration or privilege in any acquisition or purchase that might be construed as giving that employee an advantage in obtaining surplus property.

F. Sale of Surplus Property Policies

1. All sales over $200.00 of surplus property shall be preapproved by the City Manager. All sales shall be conducted in an open manner consistent with City ordinances, this policy, fair business practices, and generally accepted accounting practices.
2. All sales are considered final and no guarantees or warranties of any kind will be allowed, especially as it pertains to actual condition or function of the property being sold. All surplus property sold shall be considered "As is" and "Where is".
3. The City will incur no expense to move or deliver any surplus property. It shall be the responsibility of the buyer to provide all services necessary to move, transport, deliver, or perform any other necessary tasks to remove the surplus property from the City's property.
4. All surplus property must be paid for before the property is released to the purchaser. The money must be received by the City within 72 hours of the sale, or it will not be released. This should be in the form of cash or cashier’s check, unless otherwise allowed for and agreed upon by the City Manager.
5. The City may consider any offer to purchase surplus property by means of a negotiated sale.
6. In instances where the City finds it advantageous to trade in surplus property for credit towards the purchase of new equipment, it will be allowed only when approved by the City Manager.
7. The City may give surplus property to a charitable organization, school district, or other governmental entity when approved by the City Manager.
8. All proceeds from the sale of surplus property will be deposited into the appropriate revenue account approved by the Chief Financial Officer. Proceeds from the sale of property originally procured by the City from an enterprise fund or special revenue fund shall be deposited into a revenue account within that fund

unless otherwise determined by the Chief Financial Officer or City Manager.

G. Discipline - Failure to comply with this policy may result in the rescinding of the department or employee's ability to perform the duties of a surplus property agent or discipline as stated in the City's Employee Handbook.

H. Audit - Audits of any surplus sale or disposition may be conducted at any time. Any method of disposition or sale may be reviewed and written justification requested.

Current West Point City Surplus Property Policy

3.25.240 Surplus supplies and equipment. SHARE

A. Property Not Needed. Wherever a department head shall give notice in writing to the city purchasing agent that certain property of the city is so used, obsolete, depreciated, or surplus to current and projected needs as to be unfit or undesirable for use or retention by the city, the purchasing agent shall sell or exchange it for other property, or otherwise dispose of it to the best advantage of the city as provided in this section.

1. “Exchange,” as used in this section, shall include transactions where used, obsolete, depreciated, or surplus property of the city is transferred as a partial consideration for the transfer to the city of other property, and when any such property has been disposed of, the amount received therefor, either in cash or as a credit, shall be credited to the department or office of the city which requested its disposal, only if the trade-in or sale of such trade-in article or article sold has been contemplated in the current annual budget; otherwise receipts or credits from such trade-ins or sales will be deposited into the general fund.

2. Whenever the property described in the notice referred to in subsection (A) of this section shall have an actual value of $2,000 or more, the department head for the department controlling the property shall receive from the city manager authority to dispose of it, and the city purchasing agent shall be authorized to sell or otherwise dispose of the property, as provided in subsection (A) of this section. In addition, the department head shall disclose the terms of the transaction in reasonable detail to the city manager’s cabinet before the transaction is completed.

3. The city manager shall report annually in writing to the council the result of any such sales, exchanges or other disposal of personal property pursuant to this section. The report to the city council shall describe the property disposed of and state the consideration received by the city for such property.

B. Identify Surplus. All department heads shall identify in a signed writing to the city manager and city purchasing agent surplus property within the control of or procurement of that department. The department buyer may also periodically review inventory levels of city supplies and equipment to determine whether there is excess property on hand.

C. Conveyance, Gift, or Encumbrance – City Manager Signature. In addition to compliance with the other provisions of this section, every conveyance, gift, or encumbrance of inventoried city property shall be made by the city manager, or under the city manager’s written authority specifying what items are

covered thereby. All conveyances or encumbrances of inventoried city property shall be based on the highest and best economic return to the city, except that consideration may be based on other public policy factors when the property is conveyed to units of government or other charitable, public or quasi-public organizations.

D. Highest and Best Return. The highest and best economic return to the city, as referred to herein, shall be estimated by one or more of the following methods:

1. Competitive bid;

2. Evaluation by a qualified and disinterested appraiser;

3. Other professional publications and valuation services; or

4. An informal market survey conducted by the purchasing agent in the case of items of personal property possessing readily discernible market value.

E. Sales. Sales of city property shall be based, whenever practicable, on competitive bid. The city purchasing agent may, however, waive the competitive bidding requirement when the value of the property has been estimated by an alternate method specified in subsection (D) of this section, and:

1. The value of the property is considered negligible in relation to the time, labor, and expense of competitive bidding;

2. Bidding procedures are deemed unlikely to produce a competitive offer; or

3. Circumstances indicate that bidding on the property will not otherwise be in the best interest of the city.

F. Disclosure of Transfers over $2,000. Any sale, lease, trade, gift, or encumbrance of the property of the city whose reasonable value exceeds $2,000 shall be disclosed by the city manager or a person designated by the city manager in writing to the mayor and city council before such transaction, along with a reasonably detailed statement of the property and the terms of the transaction.

G. Intent of Section. No provisions of this section shall be construed to require or to invalidate any conveyance or encumbrance by the city nor to vest rights of action of any kind against the city, its officers, agents, or employees.

H. Deposit in General Fund. All unappropriated monies received by the city from sales of real property, less appraisal fees, commissions, and expenses of sale, shall be deposited in a revenue account in the

general fund of the city. However, monies received by the city from the sale of property originally procured by the city from an enterprise fund, or from properties attributable by the city manager to be used by an existing enterprise fund, shall be deposited in a revenue account within that fund. Monies so deposited within such accounts may not be expended without specific appropriation or approval of the city council.

I. Trade or Exchange of Personal Property. The city manager may provide in a signed writing for a trade or exchange of city personal property or for other property or for services by written agreement, or to give such property to a charitable organization, school district, or other governmental entity; provided, that such transaction is first approved by the mayor and city council.

J. No Split Sales or Transfers. No person may split or separate into smaller numbers the sale or transfer of supplies, materials, equipment, or services for the purpose of evading the provisions of this section.

K. Prior Disclosure to City Council. Before any sale, lease, trade, or other encumbrance of the real property of the city, the city manager or a person designated by him/her shall disclose such transaction in writing to the mayor and city council. [Ord. 06-18-2013A § 2].

ORDINANCE NO. 03-21-2017A

AN ORDINANCE AMENDING SECTION 3.25.240 OF THE WEST POINT CITY CODE REGARDING SURPLUS PROPERTY WITHIN WEST POINT CITY

WHEREAS, the West Point City Council for and on behalf of West Point City, State of Utah (hereinafter referred to as the "City") has determined to amend section 3.25.240 of the West Point City Code; and

WHEREAS, the City Council has duly considered said amendments; and

WHEREAS, the City Council, after due consideration of said amendments, has concluded that it is in the best interest of the City and the inhabitants thereof that said amendments be adopted;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WEST POINT CITY, UTAH as follows:

Section One:

The following items shall be added to section 3.25.240. All existing items of the section shall be removed.

3.25.240 West Point City Surplus Property Policy

A. *Purpose - The purpose of this policy is to establish operational procedures for the sale, disposition, or transfer of the City's personal property that has been designated as surplus. The goal of this policy is to ensure that the sale of surplus personal property is conducted in an open and competitive environment.*

B. *General Conditions of Surplus Property*

1. *All City personal property deemed surplus, obsolete, or unusable shall be disposed of according to the provisions set forth in this City-wide policy regardless of its physical condition, excluding found property.*
2. *Any personal property with a market value of approximately $200.00 or less may be disposed of by any manner deemed appropriate by the Department Director.*

3. *Any personal property with a market value above $200.00 must be disposed of through a surplus sale method unless otherwise allowed for elsewhere in this policy.*
4. *Written documentation must be sent to the City Manager before disposition with a description of the property, estimated market value, and recommended method of sale or disposition.*

C. *Exceptions to the General Conditions of Surplus Property*

1. *Hazardous materials such as insecticides, solvents, medical wastes, paints, combustibles, or any other toxic or hazardous items shall not be disposed of through the surplus program. City departments shall dispose of such materials consistent with law.*
2. *Equipment where a reseller or the original seller of the personal property will repurchase or offer credit for turning in old or out dated equipment is allowed if it is in the best interest of the City.*
    1) *Written documentation must be sent to the City Manager from the Department Director.*
3. *In cases where federal, state, or other government agency funds are being used where the agency's purchasing laws or procedures govern the process for disposing of surplus property, the City shall follow the applicable agency law or procedures in lieu of the procedures set forth in this policy.*
4. *In cases where a City employee is set to retire, as a retirement gift and following all other City policies regarding the taxability of gifts, surplus property may be gifted to that employee.*
    a. *Written documentation must be sent to the City Manager from the Department Director, and approved by the City Council.*

D. *Technology Surplus Policy - All technology personal property designated for surplus must be given to the Department Director assigned to IT (DD-IT), who is the authorized surplus property agent for all technology products.*
    1. *To the extent it is practical, all technology products shall have all information, programs, software or any other information deemed appropriate by the DD-IT removed prior to*

disposition.

2. *The DD-IT, with the City Manager, will determine the proper process for disposal of technology surplus personal property.*

    a. *The DD-IT may decide that due to personal information or other risks that the personal property must be destroyed.*
    b. *The DD-IT may decide that technology products may be returned to the seller of the personal property for credit or proper disposal, if in the best interest of the City.*
    c. *The DD-IT may decide that technology products may only be resold to the City employee to which it was assigned.*
    d. *If technology products resale to the assigned employee is not appropriate, they can be made available to other full-time employees, using an equitable process for resale determined by the DD-IT.*
    e. *All re-sale to employees will be a fair market value as determined by the DD-IT.*

E. *City Employee Surplus Acquisition - City Employees may participate in the acquisition or purchase of City surplus personal property, but only in a manner similar to the public at-large or except as authorized by section 3.25.240 (B) herein. No City employee shall be given any consideration or privilege in any acquisition or purchase that might be construed as giving that employee an advantage in obtaining surplus property.*

F. *Sale of Surplus Property Policies*

1. *All sales over $200.00 of surplus property shall be preapproved by the City Manager. All sales shall be conducted in an open manner consistent with City ordinances, this policy, fair business practices, and generally accepted accounting practices.*
2. *All sales are considered final and no guarantees or warranties of any kind will be allowed, especially as it pertains to actual condition or function of the property being sold. All surplus property sold shall be considered "As is" and "Where is".*

3. *The City will incur no expense to move or deliver any surplus property. It shall be the responsibility of the buyer to provide all services necessary to move, transport, deliver, or perform any other necessary tasks to remove the surplus property from the City's property.*
4. *All surplus property must be paid for before the property is released to the purchaser. The money must be received by the City within 72 hours of the sale, or it will not be released. This should be in the form of cash or cashier's check, unless otherwise allowed for and agreed upon by the City Manager.*
5. *The City may consider any offer to purchase surplus property by means of a negotiated sale.*
6. *In instances where the City finds it advantageous to trade in surplus property for credit towards the purchase of new equipment, it will be allowed only when approved by the City Manager.*
7. *The City may give surplus property to a charitable organization, school district, or other governmental entity when approved by the City Manager.*
8. *All proceeds from the sale of surplus property will be deposited into the appropriate revenue account approved by the Chief Financial Officer. Proceeds from the sale of property originally procured by the City from an enterprise fund or special revenue fund shall be deposited into a revenue account within that fund unless otherwise determined by the Chief Financial Officer or City Manager.*

G. *Discipline - Failure to comply with this policy may result in the rescinding of the department or employee's ability to perform the duties of a surplus property agent or discipline as stated in the City's Employee Handbook.*

H. *Audit - Audits of any surplus sale or disposition may be conducted at any time. Any method of disposition or sale may be reviewed and written justification requested.*

Section Two: **ORDINANCES TO CONFORM WITH AMENDMENTS**

The West Point City Director of Community Development is hereby authorized and directed to make all necessary changes to the West Point City Code to bring them into conformity with the changes adopted by this Ordinance.

Section Three: **Severability**

In the event that any provision of this Ordinance is declared invalid for any reason, the remaining provisions shall remain in effect.

Section Four: **Effective Date**

This Ordinance shall take effect immediately upon passage and adoption and publication of a summary as required by law.

DATED this ___ day of _____, 20__.

WEST POINT CITY, a Municipal Corporation

By: _____
Erik Craythorne
Mayor

[SEAL]

VOTING:

Jerry Chatterton	Yea ___ Nay ___
Andy Dawson	Yea ___ Nay ___
Kent Henderson	Yea ___ Nay ___
Gary L. Petersen	Yea ___ Nay ___
Jeff Turner	Yea ___ Nay ___

ATTEST:

_____
Casey Arnold
City Recorder

City Council Staff Report

Subject: General Plan Update
Author: Boyd Davis
Department: Community Development
Date: March 21, 2017

Background

The City Council discussed the General Plan at the last Council Meeting. Staff was asked to make a few minor changes to the plan and to advertise a public hearing. This report summarizes the changes that were made and includes the map that will be presented in the public hearing.

Analysis

General Plan:

The attached map is the most current draft of the General Plan. Since the last meeting, the following changes were made:

- The commercial zone was expanded near 800 N 2000 W (18).
- The commercial area was expanded near City Hall (21).
- The Central Business District was removed.
- Additional school property was added at 1800 N 4500 W (22).

Recommendation

Staff recommends that a public hearing be held and that the General Plan be placed on the next agenda for possible approval.

Significant Impacts

None

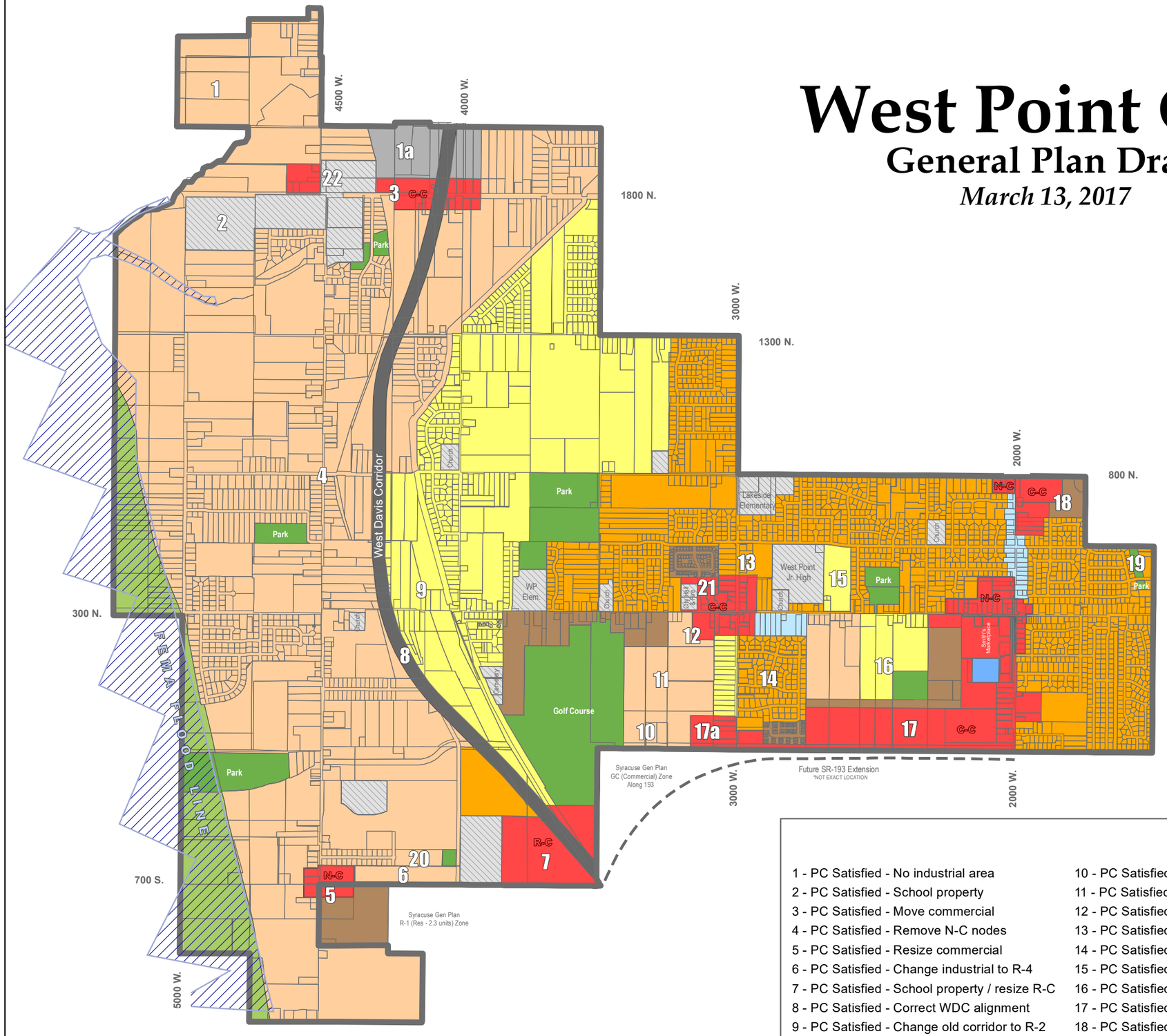
Attachments

Map

West Point City

General Plan Draft

March 13, 2017



R-1 (RESIDENTIAL 2.0 UNITS PER ACRE)
R-2 (RESIDENTIAL 2.5 UNITS PER ACRE)
R-3 (RESIDENTIAL 3.2 UNITS PER ACRE)
R-4 (RESIDENTIAL 8.0 UNITS PER ACRE)
R-5 (RESIDENTIAL 20 UNITS PER ACRE)
A-5 (AGRICULTURAL AND FARM INDUSTRY 1 UNIT PER 5 ACRES)
A-40 (AGRICULTURAL 1 UNIT PER 5 ACRES)
N-C (NEIGHBORHOOD COMMERCIAL)
C-C (COMMUNITY COMMERCIAL)
R-C (REGIONAL COMMERCIAL)
P-O (PROFESSIONAL OFFICE)
R/I-P (RESEARCH AND INDUSTRIAL PARK)

PARKS / RECREATIONAL

PUBLIC / INSTITUTIONAL

WEST DAVIS CORRIDOR

N
W E
S

0 625 1,250 2,500 3,750 5,000
Feet

ACTION:

1 - PC Satisfied - No industrial area
2 - PC Satisfied - School property
3 - PC Satisfied - Move commercial
4 - PC Satisfied - Remove N-C nodes
5 - PC Satisfied - Resize commercial
6 - PC Satisfied - Change industrial to R-4
7 - PC Satisfied - School property / resize R-C
8 - PC Satisfied - Correct WDC alignment
9 - PC Satisfied - Change old corridor to R-2
10 - PC Satisfied - Change from R-4 to R-1
11 - PC Satisfied - Change from R-4 to R-1
12 - PC Satisfied - Change from C-C to R-1
13 - PC Satisfied - Change from R-4 to R-3
14 - PC Satisfied - Change existing dev. to R-3
15 - PC Satisfied - Change from R-3 to R-2
16 - PC Satisfied - Change from MU to other zones
17 - PC Satisfied - Added commercial along SR-193
18 - PC Satisfied - Changed to match Heslop proj.
1a - PC Satisfied - Added industrial area
17a - PC Satisfied - Extended commercial area
19 - PC Satisfied - Added park under RMP cor.
20 - CC Satisfied - No change
21 - CC Satisfied - Removed
22 - School District Land - Move commercial