

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:15 P.M. WORK SESSION  
January 15, 2013

PRESIDING:	Don Wood	Mayor
PRESENT:	Kent Bush	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Bruce Young	Councilmember
EXCUSED:	Mike LeBaron	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Scott Hodge	Public Works Director
	Bob Wylie	Administrative Services Director
	Steve Guy	City Treasurer
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder
	Tracy Hollinshead	Administrative Assistant

VISITORS: Kristi Bush, Debra Howes

Mayor Wood called the meeting to order at 7:20 p.m.

Adam Lenhard, City Manager, explained the purpose of the meeting was for members of the Council to identify each of their goals and priorities for the next year. He emphasized the importance of setting goals and reviewed the evening's schedule.

Mayor Wood shared his goals specific to economic development highlighting the following:

- Legend Hills
- Comprehensive gap analysis
- Retail clustering of similar businesses
- Incentives promoting development
- Loans resulting in additional tax revenue

He believed the City needed to be aggressive in its economic development endeavors and suggested the City could create and market a sense of "place". He shared a visual presentation illustrating his speaking points.

Councilmember Bush distributed a handout outlining his priorities and goals for 2013 identifying the following:

- Safety
  - Traffic signal at 700 South & 1000 West
  - Sidewalks to allow for children walking to school
  - Street and infrastructure maintenance
  
- Amend ordinances
  - Chickens
  - Deep lots
  - Signage
  
- Beautification
  - Identify City boundaries with signage
  - Continue to address open spaces and freeway entrances
  - West Park Village park monument/water feature
  - Maintain City's parks and trails
  - Continue focus on residential clean-up
  
- Develop Rail Stop
  - Include mixed-use with retail and a "destination" component
  
- Resolutions
  - Pursue a resolution with North Davis Fire District (NDFD) for the City to continue providing dispatch services
  - Pursue a resolution stating the City would no longer "give" away property to neighboring jurisdictions

Councilmember Murray stated she liked the direction the City was moving in and believed in its progress. She identified the following points of interest:

- Continue with infrastructure improvements
- Continue budgeting for a maintenance fund for City assets
- Be the example by maintaining open spaces within the City

She expressed how much she enjoyed her interaction and working with the staff and complimented them for their professionalism and knowledge.

Councilmember Shepherd stated he hadn't prepared an official presentation but shared his desires for the City:

- Be aggressive in Economic Development
- Bury power lines along State Street
- Beautify State Street
- New street Christmas decorations

- Beautify freeway accesses
- Implement a “Buy” Clearfield campaign
- Parks infrastructure improvements
- Offer Clearfield University in the fall
- Help the NDFD expand
- Signage at the City’s gateways
- Freeway signage access to “Clearfield”

Councilmember Young shared a visual presentation identifying his priorities for 2013.

- Economic Development
  - Rail Stop
  - Promote business to improve City’s image
- Local Government Environment
  - Parks and Recreation maintenance
  - Facilities maintenance and replacement
- Infrastructure
  - Continue road maintenance
  - Public Works facilities
- Efficiency
- Safety

The Council took a break at 8:12 p.m.

The meeting resumed at 8:25 p.m.

Bob Wylie, Administrative Services Director, distributed a handout reflecting the department’s operational flow chart. He shared a power point presentation and briefly reviewed the Annual Financial Report with the Council and identified the following financial highlights:

- Establish a replacement/maintenance fund to be used for building upgrades
- Strive for self-sufficiency in the Enterprise Funds
- Prioritize resources for programs/services for the widest impact
- Create an internal service specific to Information Technologies
- Develop GIS database to achieve efficiencies in Community Development and Utilities

He shared a brief visual presentation illustrating some of the new features using the GIS database creating thus far by Ed Hom, GIS Coordinator.

Eric Howes, Community Services Director, distributed a handout of identified projects specific to Community Services. He informed the Council the department was currently in the process of reorganization. He explained the Management Analysis and Reporting theory with the Council highlighting the following:

- Manage revenues and expenditures
- Program plans

- Capital projects by areas

Mr. Howes stated it was his goal to improve maintenance operations and improve recreation and aquatic operations and reviewed his plans for both of those areas. He distributed a handout identifying projects and briefly reviewed some of the recreation programs which would be offered during the year. He also reviewed the identified projects included on the handout.

JJ Allen, Assistant City Manager, distributed a handout and reviewed his goals and priorities for FY 2013/2014. He referred to the handout and explained many of the projects and programs had already been identified by other presenters as a priority and commented on those. He directed the Council to the identified programs on the handout highlighting the following:

- Marketing campaign
- Shop in Clearfield program

He briefly reviewed the Personnel and Operations identified on the handout. He pointed out a few of the proposals:

- Publish the newsletter bi-monthly
- Complete a community survey from the residents
- Complete an external audit of the Court
- Complete a CDRA audit

Brian Brower, City Attorney, distributed a handout reflecting the Legal Department's goals for the next fiscal year. He reviewed some of the identified priorities:

- Quarterly training in the Police Department to minimize risk exposure
- Increase partnership with the Utah League of Cities and Towns
- Increase partnership with the Legislature
- Maintain current staffing levels of the Legal Department
- Continue improvement regarding Code Enforcement and Good Landlord Program
- Maintain level of quality for prosecution services

Greg Krusi, Police Chief, distributed a handout identifying the Police Department's goals and objections specific to Vision 2020. He shared a brief PowerPoint presentation and reviewed the handout with the Council. His speaking points were the following:

- Increase staffing with the inclusion of one additional traffic officer
- Provide "Active Shooter" training to the City's officers
- Implementation of a physical fitness program
- Obtain a cell-phone recovery system

Scott Hodge, Public Works Director, distributed an organizational chart and shared a visual presentation with the Council identifying the department's goals:

- Take advantage of technologies to promote efficiencies
- Develop long range financial model for facility and equipment replacement

He highlighted the following programs which, when implemented, would enhance practices of the department and explained each to the Council:

- Geographic Information System (GIS)
- Supervisory Control and Data Acquisition System (SCADA)
- Vehicle and Equipment Replacement Program

The presentation also identified Capital Improvement Projects and briefly reviewed each with the Council:

- Replace aging infrastructure
- Support the development of the Legend Hills area
- Facilitate development of UTA's TOD site (Transit Oriented Development)

Mr. Hodge distributed a map identifying street maintenance projects and briefly reviewed a project list in which funds had been appropriated and would be completed throughout the year.

Mr. Lenhard expressed appreciation to everyone who had taken the time to prepare a presentation and believed the process had been beneficial for staff. He mentioned a staff retreat was scheduled to take place on Thursday, January 17, 2013, during which the information provided would be compiled into an action plan to be incorporated with the budget process. He announced budget work sessions would begin Tuesday, February 5, 2013, and would continue during the month.

He expressed appreciation to staff which had been involved in the preparations for the evening's dinner and room preparation. Mayor Wood expressed appreciation on behalf of the Council to staff for their efforts.

The meeting adjourned at 9:35 p.m.

**APPROVED AND ADOPTED  
This 12<sup>th</sup> day of February, 2013**

**/s/Don Wood, Mayor**

**ATTEST:**

**/s/Nancy R. Dean, City Recorder**

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, January 15, 2013.

/s/Nancy R. Dean, City Recorder