

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
March 5, 2013

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

VISITORS: Trevor Allen

Mayor Wood called the meeting to order at 6:06 p.m.

DISCUSSION AND UPDATE ON THE WASATCH WINGS FESTIVAL

JJ Allen, Assistant City Manager, stated the designated time of being the “point of no return” regarding the sponsorship funds for the wing fest had arrived. He reported the City had committed sponsorships of \$3400 and stated it was staff’s recommendation to cancel the wing fest at this time. He requested direction from the Council as to what it desired for the Fourth of July festivities; the same as in recent years or expand the event by having two headliner bands. He asked for any questions or discussion from the Council.

Mayor Wood believed the committed sponsorship funds didn’t come close to what was needed to put on the wing fest. He expressed appreciation to staff and believed proper due diligence and planning efforts couldn’t have been carried out any better. He expressed his opinion an all-day event and the costs associated with that were not justified. He stated he had observed the things

staff had done to draw people into the park in years past and didn't believe people wanted to stay at the park. He believed once the specific event that had drawn them to the park was concluded they left and suggested the City continue with a Fourth of July event as was done in recent years.

Councilmember Murray inquired when a Battle of the Bands would take place. Mr. Allen responded it had been suggested to take place after the noon hour transitioning into headliner bands in the evening.

Natalee Flynn, Special Events, reported on her research regarding Battle of the Bands contests and suggested it begin at noon and ending around 4:00 p.m. to allow plenty of set up time for the headliner bands. Councilmember Murray expressed concern whether this would bring people into the park and inquired when the vendors would be allowed to set up in the park. Mr. Allen commented if there were a Battle of the Bands contest it might be a good idea to have the vendors in the park prior to 6:00 p.m.

Councilmember LeBaron mentioned years ago when vendors were in the park immediately following the parade the busiest times were noon, 3:00 and between the hours of 5:00 and 8:00 p.m. He believed even during the slower times there were still individuals and families that wanted to be there. A discussion took place regarding activities which had been available for participation in the park over the years and their successes.

Mr. Allen believed a Battle of the Bands would bring a crowd in its own right but didn't know how large. Councilmember Murray posed the question if the Battle of the Bands would justify the cost for a larger event. Ms. Flynn reviewed potential costs for this type of event. Councilmember Young asked if the fee assessed to the food vendors covered the costs associated with their participation. Ms. Flynn reviewed the fees and the basis for justification of the fees. She pointed out the positive feedback specific to the rented tents and how it reflected positively on Clearfield's image. She continued many of the vendors also participated in neighboring City's celebrations and they commented on how hodge-podge the vendor area can look. She stated 16 vendors participated last year and she anticipated 40 vendors for this year's event.

Mayor Wood read Councilmember Shepherd's email expressing his concerns with the wing fest and suggestions for consideration for the Fourth of July. Mr. Allen requested direction from the Council.

Councilmember LeBaron requested clarification regarding specifics for the food vendors. Ms. Flynn stated it was her hope that some of the vendors for this year would be games, non-profit groups, etc. Councilmember LeBaron pointed out if the hours were limited it would be difficult to entice interested vendors if it was a daylong event. Ms. Flynn explained how rates were assessed for the participating vendors.

Mayor Wood inquired if the \$3400 sponsorship was committed specifically to the wing fest. Mr. Allen responded the sponsorship had been requested specific to a wing fest and believed contact would need to be made explaining how the event had changed and allowing them the opportunity to withdraw their funding. He believed some of the vendors would not request their donation be returned

Councilmember LeBaron expressed a desire for the City to begin laying the groundwork to a great event by having the headliner bands working toward a great Fourth of July celebration for the future. He believed beginning in the afternoon with the two bands would be a positive addition.

Councilmember Murray expressed concern about attendance for events planned to take place during the hottest time of the day.

Councilmember Young stated he was OK with offering something to the residents between noon and 6:00 p.m. was a good idea. He liked the idea of other things being offered than the headliner entertainment and indicated he would be in support of something smaller than the wing fest.

Mr. Allen requested clarification from the Council specific to cost associated with enhancing the City's Fourth of July festivities. Councilmember LeBaron suggested capping the costs at no more than \$10,000 above and beyond what had been spent in the past. Mayor Wood asked Bob Wylie, Administrative Services Director, about the costs associated with the Fourth of July event when it consisted of a daylong event. Mr. Wylie believed the cost associated with the daylong event was approximately \$100,000 and when scaled back a few years ago it decreased almost \$40,000. Mr. Allen pointed out the cost for the fireworks alone were approximately \$30,000. Mr. Wylie pointed out that included costs associated with the parade and employee costs including police officers. A discussion took place specific to employee costs and the use of volunteers for the Fourth of July event and the costs associated with what had already been planned.

Ms. Flynn suggested allowing the vendors to set up around 4:00 p.m. with the first band event beginning at 6:00 p.m. and the second band playing around 8:30 with fireworks to follow. Councilmember Young clarified if the bands would be the only enhancement from last year. Ms. Flynn indicated the bounce house toys could begin earlier and mentioned they could also provide some games.

It was suggested the Fourth of July event would begin at 4:00 with more activities and vendors with the two entertainment bands. The Council was in agreement with that proposal and directed staff to proceed with that plan.

The Council took a break at 6:45 p.m.
The meeting resumed at 6:57 p.m.

DISCUSSION ON THE 2013/2014 FISCAL YEAR BUDGET

Bob Wylie, Administrative Services Director, referred to the budget document which he distributed and which had been emailed to the Council. He directed the Council to the front of the document which identified the funds which would be reviewed during the meeting.

Mr. Wylie directed the Council to the projected revenues for FY 2014 and pointed out there wasn't much difference between the projected revenues for FY 2014 and the current FY 2013 budget. Councilmember Murray pointed out the revenue associated with the vehicle value based tax was decreasing and inquired as to why that would be happening. She mentioned it was also impacting the North Davis Fire District's (NDFD) budget. Mr. Wylie stated those funds were collected by Davis County and didn't have the knowledge to respond.

Mr. Wylie reviewed the General Fund expenditures and directed the Council to the payroll expenditure. He reviewed the personnel changes and health insurance costs with the Council. Councilmember Murray inquired if the wellness promotion had benefitted the City by any recognized savings. Mr. Wylie responded no savings had been recognized at this time and indicated it would take approximately five years before the City recognized any significant change.

Mr. Wylie reviewed other expenditures with the Council. Councilmember Murray inquired about the Special Department allowance account. Mr. Wylie responded that fund was used by Community Services for programs which didn't have specific expenditure accounts such as soccer programs or baseball programs. Adam Lenhard, City Manager, suggested the Council review the line items to further illustrate the purpose of that fund. Mr. Wylie explained why the contingency fund was designated and how it would be used. He pointed out the increase specific to Professional Services was an operating expense for crack seals for road improvement projects. He mentioned the funds had been appropriated in this year's budget in a different account.

Mr. Wylie directed the Council to the expenditure summary and explained each department head would be reviewing each of their respective areas. Mr. Lenhard reviewed the City Council's budget with the Council and a discussion took place with the Council requesting some modifications. He reported the House and Senate both approved the bill which increased the amount of funds municipalities could keep in the General Fund balance from eighteen to twenty-five percent. He stated it would be the City's intent to work toward increasing any surplus to the reserve fund balance. Mr. Wylie, Chief Krusi, Scott Hodge, Public Works Director, Eric Howes, Community Services Director, and Mr. Allen each reviewed their respective budgets with the Council. Mr. Lenhard suggested the Council review the budget notes or contact the respective department head if further clarification was needed for each budget.

Mr. Allen directed the Council to the Marketing/PR portion of the budget document and stated the newsletter was currently published ten issues per year and suggested decreasing the frequency of the publication to six issues per year. He mentioned the budget document reflected that change and requested input from the Council and a discussion took place. Mayor Wood stated Councilmember Shepherd's email had reflected his desire the number of issues remain the same. Mayor Wood also expressed concern regarding a segment of the City's population not having access to a computer and whether they were savvy enough to navigate the City's website.

Councilmember Murray commented the City had Dan Jones complete a City survey several years ago which reflected specifics about the newsletter publication. Mr. Allen reported the statistics from that study indicated seventy-five percent of the respondents to the survey stated the newsletter was their main source of City information. Mr. Lenhard reminded the Council the survey was completed in 2007 and social media had changed significantly since that time and believed the City's website could be modified in which information could be readily accessed. Mr. Lenhard suggested holding off on changing the number of issues of the newsletter until changes to the website were completed.

Councilmember LeBaron pointed out when he is approached by residents inquiring or complaining about a specific issue he can direct them to an issue of the newsletter for information and expressed concern about decreasing the number of issues. Mr. Allen agreed the publication was an excellent resource for City information.

The Council directed staff to continue with the current format for the City newsletter at this time.

Mr. Wylie directed the Council to the Sales Tax Bond and Term Bond Payment. He informed the Council a representative from Zions Bank had approached the City regarding favorable market conditions and the possibility of refunding the General Obligation (GO) Bond. He explained the possible options to the Council and requested direction from the Council and a discussion took place. He indicated an invitation would be extended to Jonathon Ward, Zions Bank, to attend a future work session during which further explanation could be provided and to address any questions from the Council.

Mr. Wylie directed the Council to the requested Capital Project portion of the budget document. He reviewed the requests for the improvements at the Community Arts Center with the Council. Mr. Howes explained how park impact fees had been used to complete the West Park Village Park and the improvements to Barlow Park. He stated the requested \$25,000 would be used toward landscaping the entry way to Barlow Park.

Mr. Wylie explained to the Council the logic behind the creation of the building improvement fund and stated funds would be appropriated during the budget process to be used to maintain current facilities. He briefly reviewed the Capital Projects associated with Public Works and the road projects. He pointed out the Phase I of the Public Works Facility and the street seal coating would be completed using funds from the General Fund. He expressed his opinion it wouldn't be difficult for the City to increase the General Fund from eighteen percent to twenty-five percent.

Councilmember Murray expressed her desire to continue funding road improvement projects and gradually increasing the fund balance. Councilmember Young expressed agreement with Councilmember Murray.

Scott Hodge, Public Works Director, explained funds had been appropriated for improvements to a sewer line on 700 South from State Street to 700 East in conjunction with the SR 193 road extension. He explained additional concerns regarding the infrastructure in the 700 South roadway had been identified and requested the Council's permission to redirect the excess funds from the 500 East sewer repair project to complete the necessary improvements at 700 South and State Street.

Mayor Wood expressed his desire to complete the project satisfactorily the first time and not completing the project in sections. He believed there would be a significant increase in traffic in conjunction with the SR 193 extension and believed the entire road project should be completed at this time. He encouraged staff to find the funds at this time. Mr. Hodge indicated the City Engineer could also look at the project to determine a cost estimate. Councilmember Murray inquired if the use of Enterprise funds would be applicable for the project. A discussion took place regarding the proposed improvement project and Mr. Hodge indicated he would provide more accurate figures to the Council at a future work session.

Mr. Wylie continued to review the Capital Projects specific to Steed Park and Train Watch Park with the Council. Mr. Howes explained the request specific to the proposed improvements at Steed Park and reviewed the ball park needs at that facility. Councilmember Murray inquired about the use of Train Watch Park. Mr. Howes reported there were approximately 700 potential users within one quarter mile of the park. Councilmember Murray pointed out the railroad tracks was a barrier to users of Train Watch Park and expressed her opinion those funds should be appropriated to meeting Steed Parks' needs at this time and completing the improvements at Train Watch at a later time.

Mr. Hodge explained the proposed CDBG Capital Improvement Project to repair 450 West from 2225 South to 2300 South to the Council.

Mr. Wylie pointed out the replacement of the raised floor in the dispatch center was included in the budget and explained the immediate needs for the improvements. He stated E911 funds would be used for that purpose. He directed the Council to the bleacher purchase for Steed Park and Kiwanis Park. Mr. Howes indicated time was of the essence in purchasing them for programs beginning in April. The Council determined this was a safety issue and directed staff to proceed in purchasing them at this time.

The meeting adjourned at 9:00 p.m.

**APPROVED AND ADOPTED
This 23rd day of April, 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, March 5, 2013.

/s/Nancy R. Dean, City Recorder