

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
February 3, 2015

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Ron Jones	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
	Scott Hodge	Public Works Director
	Scott Hess	Development Services Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: There were no visitors.

Mayor Shepherd called the meeting to order at 6:00 p.m.

DISCUSSION ON PROPOSED BIKE LANES FOR SR 126

Scott Hess, Development Services Manager, stated officials from UDOT, Region 1, had approached the City regarding its interest in having bike lanes along SR 126, Main Street, from 300 North to approximately Harmon's in Roy City. He explained the project would be administered similar to basic maintenance projects much the same in which City staff was directed to repair pot holes, resurfacing, etc. He reported the project would be curb to curb with asphalt replacement and striping. He explained UDOT would be looking at regional maps, county maps, and local maps to ensure the necessary bicycle infrastructure needs would be included in the project. He distributed a handout illustrating the proposed project and announced the City had two options for consideration:

- Retain the on street parking which would include an 11 ft. shoulder
- Remove on street parking and stripe in a full bicycle lane

Mr. Hess reported Sunset City had decided to have a bike lane on the east side of SR 126 from 800 North to the northern border of Weber County; however, it would be preserving its on street

parking on the west side from 2300 North to the Weber County border. He also reported Roy City would be removing it's on street parking and installing the bicycle lane until it connected to the Riverdale Road project.

Mr. Hess explained the project details:

- full bike lanes would be installed on the 11 ft. shoulders
- a portion of 650 North would reflect “sharrows” which meant the cyclist could either use the entire the lane for travel or share the road

Councilmember Bush inquired if there would be street signage announcing the beginning and end of the bike lanes. Mr. Hess responded the City could request that signage be included in the project. He stated there would be some responsibilities on the part of the City associated with the added bike lanes:

- local police departments would need to be willing to enforce the “no on street parking”
- City would be responsible for maintenance of the signage in the future

Adam Lenhard, City Manager, commented he rarely witnessed on street parking along the section of roadway but had noticed delivery trucks more specifically vehicle transit deliveries at Beutler Auto and inquired how that would be enforced. Mr. Hess suggested common sense should prevail on behalf of the police officer.

Mr. Hess inquired if this was something which needed formal approval from the Council or if it only required Administrative approval. He stated the next step would require a letter be sent to UDOT reflecting the City's support for the project by February 20, 2015.

Councilmember Jones inquired why this wouldn't be implemented throughout the entire City. Mr. Hess responded the City didn't have the authority to install it on a State Road and the reason for the proposal on SR 126 at this time was for it to coincide with the paving/restriping project planned for that stretch of road.

Councilmember Bush requested clarification if the asphalt would be replaced from 300 North to Roy. Mr. Lenhard responded it was his understanding the asphalt replacement was part of the project.

Mr. Hess emphasized the City had never included any on street parking as part of the parking requirement for a business and a discussion took place regarding on street parking.

Councilmember Bush inquired if or how businesses would be informed of the proposed bicycle lane. Mr. Lenhard mentioned that would need to be determined by the Council. Mayor Shepherd believed the City wouldn't need business owners' approval and suggested the City proceed.

Mr. Hess clarified the Council directed him to draft a letter to be signed by the Mayor and send it to UDOT. There was no dissention from the Council.

The Council took a break at 6:15 p.m.

The meeting resumed at 6:20 p.m.

## DISCUSSION ON THE UPCOMING NEW YEAR KICKOFF MEETING

Adam Lenhard, City Manager, shared a visual presentation specific to City personnel which would be relevant to the upcoming budget retreat/kickoff meeting scheduled for Friday, February 6, 2015. He shared information and discussed the following with the Council regarding:

- Sustainability
- Staffing
- Average tenure
- Wages
- Retirement
- Health care costs
- Salary schedule
- Salary ranges
- Compensation ratio
- Average compensation ratios
- Personnel budgeting

A discussion took place relative to staffing. Councilmember Young suggested the City focus on increasing the wage scale specific to the Police Department and a discussion followed specific to retention in the Police Department. Mr. Lenhard shared his proposal regarding personnel changes:

- Planning intern – PT
- Assistant City Attorney – FT  
Modification of existing position
- Management Analyst – FT  
Treasurer savings – high level projects with critical thinking: studies:
- IT intern – PT (helpdesk)

Council took a break at 7:08 p.m.

Meeting resumed at 7:16 p.m.

Mr. Lenhard shared a visual presentation relative to the kickoff meeting specific to a proposed discussion regarding the budget and shared information regarding the following points:

### Debt

- The 15 designated funds
- The City's five debt obligations
- The cost of the identified overall debt per capita
- The City's credit ratings in relation to each debt

### Revenues

- The 8 identified avenues in which revenues were recognized
- Consolidated overview of revenue related to all funds
- The City's revenue has returned to pre-recession Sales Tax revenue and would be leveling off from here on out

JJ Allen, Assistant City Manager, pointed out the Energy Use Tax was only second to Sales Tax as a revenue source to the General Fund. He emphasized these Franchise Taxes were critical to the City. Mr. Lenhard commented the amount received by Clearfield was unique due to Freeport Center.

- Investments

Mr. Lenhard reviewed invested funds from 2006-2014 and the City's rate of return on that investment. He pointed out the State regulated investments. He stated a consultant would be assisting City with investing and believed the City could recognize a higher return than 5.8 percent.

- Total interest earned
- Assessed values and tax rates

Mr. Lenhard reviewed Assessed Values & Tax Rates and provided a comparison to other entities and a discussion took place related to the values identified by Davis County.

- The change in assessed values from 2010 to 2014
- Assessed values and tax rates
- Recommended strategies related to assessed values and tax rates

Mr. Lenhard suggested adopting a formal policy which stated: "Based upon future budget projections, we recognize that operational tax revenues will need to increase over time." A discussion followed.

- General Fund balance
- Streets

He reported on what the City traditionally received in Class B&C road funds and what the City appropriated in the budget to operate its streets and the Capital Plan which identified what was appropriated for chip seals and overlays.

He reported on the identified deficit related to street maintenance and announced the City would need to aggressively identify how it would provide for that in the future and a discussion took place regarding possible funding options.

Councilmember Benson inquired about how the electronic newsletter had been received by residents as she used to be a loyal reader when received via mail. She asked if the City knew how many residents were receiving it electronically and was assured that information was available from Public Relations. She suggested educating residents on how it could be received or accessed by sending out literature in utility bills or mailers. Mayor Shepherd believed the utility bill would be the most effective way to inform residents. Mr. Allen mentioned the neighborhood meetings would also be a good opportunity to educate residents.

Councilmember Young inquired about the progress of the Public Works Shops project. Mr. Lenhard responded that particular issue would be discussed further on Friday, February 6, 2015 during the Budget Kickoff meeting. He reported the project wouldn't be dependent on the General Fund as a funding source. He stated the Enterprise Funds was a more stable and predictable funding source and informed the Council Phase I was funded and moving forward.

The meeting adjourned at 8:07 p.m.

**APPROVED AND ADOPTED  
This 10<sup>th</sup> day of March, 2015**

**/s/Mark R. Shepherd, 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, February 3, 2015.

/s/Nancy R. Dean, City Recorder