

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
January 13, 2015

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Ron Jones	Councilmember
	Mike LeBaron	Councilmember
	Bruce Young	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
	Terrence Jackson	IT Manager
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Tim Roper – Planning Commission, LaNiece Davenport – CDBG Consultant, Koral Vasquez, Church Ulrich – Ulrich & Associates, Heather Christopherson – Ulrich & Associates, CJ Whitby, Rockwell Lunceford, Gavin Williams, Linda Ferrin, Andrew Allred, Craig Hokanson, Austin Hintze, Jakob Sternberg, Chandler Hokanson, Trent Burke, Chavis Whitby, Nathan Hintze, Antonio Bittman, Hannah Fifield.

Mayor Shepherd called the meeting to order at 7:00 p.m.

Mayor Shepherd informed the citizens present that if they would like to comment during Public Hearings or Citizen Comments there were forms to fill out by the door.

Councilmember LeBaron conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE NOVEMBER 25, 2014 WORK SESSION AND THE DECEMBER 9, 2014 WORK AND POLICY SESSIONS

Councilmember Bush moved to remove the approval of the November 25, 2014 work session minutes to allow the City Recorder the opportunity to review the recording for clarification, seconded by Councilmember LeBaron. All voting AYE.

Councilmember Jones moved to approve the minutes from the December 9, 2014 work and policy sessions, as written, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

PUBLIC HEARING TO AMEND THE FISCAL YEAR 2015 BUDGET

Mayor Shepherd opened the public hearing at 7:03 p.m.

State Law required a public hearing before the City Council approved amendments to the City budget. Rich Knapp, Administrative Services Director, presented amendments for the Fiscal Year 2015 Budget. He referred to a handout and highlighted the following:

- \$140,000 of new identified projects
- Energy Performance Services Contract
- Purchase of a new van
- Reallocation of savings from the South Main Project toward the reconstruction of Pacific Street and the Overlay for 400 East

He asked if there were any questions from the Council and there were none.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember LeBaron moved to close the public hearing at 7:05 p.m. seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT REGARDING THE PREPARATION OF THE 2015-2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN

The Consolidated Plan was necessary for Clearfield City to qualify for Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development (HUD). This public hearing allowed for information and comments by citizens, public agencies, and other interested parties, regarding the amount of federal assistance the City expected to receive from HUD, and the range of activities that might be undertaken, including the estimated amount which would benefit persons of low to moderate income.

LaNiece Davenport, consultant, shared information with the Council related to the CDBG fund availability and the range of activities and programs in which the funds could be used to benefit low to moderate income residents. She pointed out the City was seeking input on future housing, community and economic development needs. She reported the City had developed a needs survey which could be completed by any service provider or resident within the City. She invited interested individuals to complete the community needs survey.

Mayor Shepherd opened the public hearing at 7:07 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:08 p.m. seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

CITIZEN COMMENTS

Craig Hokanson, resident, expressed concern regarding the need for a double left hand turn lane from University Park Blvd to SR 193. He also expressed concern regarding the speed limit on the Center Street Overpass being changed from 35 mph to 25 mph. He believed the North Davis Fire District fire trucks drove State Street as opposed to using the overpass.

Adam Lenhard, City Manager, responded the City had already discussed the issue of a second left hand turn signal from University to SR 193 with UDOT and indicated that change would be taking place in the near future. He explained the speed limit on the Center Street overpass was to accommodate the restricted access to the residential subdivision near 350 West. He mentioned there was a visibility and safety issue with vehicles entering Center Street from 350 West which required the speed limit reduction to 25 mph. He added there was the possibility of adding a flashing speed limit sign at the top of the hill reminding drivers of the lower speed limit. He agreed the speed limit and subsequent intersection was problematic for drivers, residents and the City alike.

PRESENTATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2014

Chuck Ulrich of Ulrich and Associates, P.C. presented Clearfield City's draft Comprehensive Annual Financial Report (CAFR) for the year ending June 30, 2014 and responded to questions from the Mayor and Council concerning the report.

Chuck Ulrich, Ulrich and Associates, P.C., reported the audit for the year ending June 30, 2014 was completed and highlighted the following:

- The Audit Report expressed a clean opinion
- The fund balance was in excess by approximately one million seven hundred thirty three thousand dollars. He pointed out that approximately one million three hundred thousand of those funds had been committed to identified projects to be completed in the current budget. He commented the City was managing its budget well.
- He stated the City was in good financial condition.

He asked if there were any questions from the Council and there were none.

Adam Lenhard, City Manager, stated the auditor's job was to take an honest look at the City's finances. He mentioned there were some challenges noted associated with having a new

Treasurer and filing reports with the State in a timely manner. He expressed appreciation to staff and the auditors for their efforts with the budget.

Councilmember LeBaron moved to accept Clearfield City's draft Comprehensive Annual Report (CAFR) for the year ending June 30, 2014, and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron, and Young. Voting NO – None.

Mr. Ulrich complimented the City and expressed appreciation to staff for its assistance with the audit.

APPROVAL OF RESOLUTION 2015R-02 ADOPTING AMENDMENTS TO THE FISCAL YEAR 2015 BUDGET

Councilmember Bush moved to approve Resolution 2015R-02 adopting amendments to the Fiscal Year 2015 budget and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Jones. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2015R-01 ENCOURAGING THE STATE OF UTAH TO ADDRESS COMPREHENSIVE TRANSPORTATION FUNDING

The creation and maintenance of transportation infrastructure was a core responsibility of State and local government. There were many benefits to residents by funding the maintenance of current infrastructure and the creation of new comprehensive transportation options. This resolution encouraged the State of Utah to address comprehensive transportation funding.

Brian Brower, City Attorney, explained transportation funding would take a major role in the upcoming legislative session. He reviewed the resolution highlighting the following:

- Supported studying a transportation funding option which would allow for a quarter cent local option sales tax on fuel.
- Supported the expansion of eligible uses for transportation funding such as trails, bike lanes, traffic calming, etc.
- Supported transportation options which would promote a healthier population and reduce emissions and improve quality of life.

Councilmember Young moved to approve Resolution 2015R-01 encouraging the State of Utah to address comprehensive transportation funding and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

UPDATE ON THE FISCAL YEAR 2015 FINANCIAL STATUS

Rich Knapp, Administrative Services Director, presented the financial reports to the Council. He referred to the handout and highlighted the following:

- The proposed reduction in Fund Balance from 2015 was \$1,579,035
- A change in actual Fund Balance ending in 2014 was \$637,467

Mr. Knapp directed the Council to the remaining pages of the handout and directed the Council to the figures highlighted in blue and pointed out the following:

- The General Sales and Use tax was increasing.
- Energy Use Tax was higher.
- Building permits increased.
- Trending decrease in revenue with the Aquatic Center.
- Trending decrease in fines/forfeitures.
- Fluctuation in water charges depending upon usage and mentioned this was difficult to project.
- Decrease in IT and finance expenditure costs were mainly due to staffing.
- Decrease in patrol and investigation expenditures was also due to staffing.
- Decrease in Aquatic Center was due to equipment purchases.
- Capital improvement expenditure increase was due to the South Main road project.

Mr. Knapp directed the Council to page 10 of the handout. He reported one of the audit findings was substantiating the changes to the budget and indicated documentation regarding notes specific to variances or changes to the budget would be provided for the Council's review. He stated the City was in good financial shape and highlighted the following significant achievements:

- Bond refunding
- Rating upgrades
- South Main road reconstruction
- 450 South road reconstruction
- Remodel of the Community Arts Center

There were no questions from the Council.

COMMUNICATION ITEMS

Mayor Shepherd

1. Stated staff had already begun working on the Fourth of July celebration.
2. Announced Colonel Fox would be the Grand Marshall for parade.
3. Informed the Council that he had attended the Inauguration Ceremony for Sean Reyes, Attorney General.
4. Announced the YES printing sign had been removed.
5. Stated he had participated in Lunch with the Mayor with students from the City's elementary school.
6. Reported he and some staff had met with school principals.

Councilmember Benson – nothing to report.

Councilmember Bush

1. Commented it was good to see so many residents in attendance at the meeting.
2. Reported he had attended the Community Choir Concert on Monday, December 15, 2014.
3. Announced some significant changes were taking place at the North Davis Sewer District (NDSD) and indicated he would be presenting a final year in review during a future work session.
4. Reported the Kiwanis project of Coats for Kids had taken place and was still ongoing as there was always a need.

Councilmember Jones – nothing to report.

Councilmember LeBaron

1. Expressed Happy New Year.
2. Informed the residents that if they ever had any questions about their City Government they should visit with appropriate staff. He complimented staff for their knowledge and professionalism.
3. Announced there would also be some changes with the North Davis Fire District (NDFD). He stated he was looking forward to working with Councilmember Jones as a new representative to the Board. He indicated he had recently attended the officer's meeting with the Captains of the District and mentioned it had been an eye opener for him regarding some of the things they encountered. He reported the number of responded calls for the District exceeded that of Weber County as a whole. He added they accomplished that cheaper than Weber County yet just as safely and effectively.

Councilmember Young – nothing to report.

Adam Lenhard, City Manager

1. Mentioned Local Officials Day with the Utah League of Cities and Towns was scheduled for Wednesday, January 28, 2015. He reminded the Council the Youth City Council had attended representing the City in the past and announced the City would be sponsoring students from Ms. Wimmer's Government Class to attend this year.

STAFFS' REPORTS

Nancy Dean, City Recorder – Reviewed the meeting schedule:

- Joint work session with the Planning Commission was scheduled for Tuesday, January 20, 2015 beginning at 6:00 p.m.
- Policy session on Tuesday, January 27, 2015.
- Annual Budget Retreat was scheduled for Friday, February 6, 2015. She stated more details would be forthcoming.

There being no further business to come before the City Council **Councilmember Benson moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 7:37 p.m., seconded by Councilmember Jones. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.**

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 10th day of February, 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, January 13, 2015.

/s/Nancy R. Dean, City Recorder