

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:30 P.M. WORK SESSION
May 12, 2015

PRESIDING:	Mike LeBaron	Mayor Pro Tem
PRESENT:	Kent Bush Ron Jones Bruce Young	Councilmember Councilmember Councilmember
PRESENT: VIA TELEPHONE:	Mark Shepherd	Mayor
EXCUSED:	Keri Benson	Councilmember
STAFF PRESENT:	Adam Lenhard JJ Allen Brian Brower Greg Krusi Scott Hodge Eric Howes Curtis Dickson Scott Hess Rich Knapp Lee Naylor Nancy Dean Kim Read	City Manager Assistant City Manager City Attorney Police Chief Public Works Director Community Services Director Community Services Deputy Dir. Development Services Manager Administrative Services Director Accountant City Recorder Deputy Recorder

VISITORS: Nike Peterson – Planning Commission Chair

Mayor Pro Tem LeBaron called the meeting to order at 6:31 p.m.

DISCUSSION ON THE 2015/2016 FISCAL YEAR BUDGET

Rich Knapp, Administrative Services Director, stated the Council would be approving the Tentative Budget during the policy session following the work session. He reported there had been changes made to the budget document which had not yet been presented to the Council and stated he would be reviewing them. Mr. Knapp stated the following items had been added to the tentative budget the Council would be approving:

Multiple Funds

- Adjustments to health insurance
- Adjustment to vision insurance
- Adjustment to dental insurance

General Fund

Revenues

- Sign Permit typo corrected
- Added court revenue for potential caseload increase
- Movement of restricted E911 monies

Expenditures

- Changed the Justice Court judge position from part-time to full-time
- Small area plan/Form based code grant match
- Financial Software
- IT – Hardware
- Increase for fleet replacement
- Moved E911 to Dispatch

Councilmember Young clarified the E911 funds were still being appropriated for E911. Mr. Knapp responded the funds were now unrestricted and be used for operations as opposed to only setting them aside for future capital expenses.

- Building full time employee was missed
- Added to operating fleet costs for all divisions to cover maintenance costs associated with the fleet.

The Net change to the General Fund was (\$49,000).

Enterprise Fund

- Replace Water Line at 25 North 1400 West to 1450 West
- Recycling Revenue and Expenses
- Waste second can increase of .50
- Waste first can decrease of .50

Councilmember Bush inquired if the fee for the recycle can would be a little higher than the actual cost. Mr. Knapp stated that had not yet been determined. Adam Lenhard, City Manager, stated that would be brought to the Council during the adoption of the Consolidated Fee Schedule in June. JJ Allen, Assistant City Manager, clarified the recycling had been built into the revenues/expenditures of the budget. Mr. Knapp responded in the affirmative.

Mr. Knapp presented and reviewed budget highlights with the Council:

Revenues

- PARAT Tax
- Increase to Sales Tax
- Increase to Fuel Tax
- Maintain the property tax rate at .0018 which may result in a Truth in Taxation process. He explained fewer monies would go toward the payment of the General Obligation Bond debt service and more would go toward the General Fund expenses. Mr. Lenhard added the tax rate would be determined based upon the assessed amount received by Davis County. He stated the City anticipated the real property assessment would follow the “increase” trend and indicated if the assessment came in higher, the City was

proposing to keep the tax rate at the .0018 and adjust the debt service portion. Mr. Knapp pointed out the increase to the property tax revenue had not currently been built into the budget.

- Pass through fee increase for the North Davis Sewer District
- Pass through fee increase to provide curbside recycling
- Increase cost allocation from Enterprise Fund to General Fund. Mr. Lenhard believed the figure proposed was a much more accurate appropriation to the cost generated by managing the funds. He reported Mr. Knapp had completed a very detailed analysis which reflected the true costs.

Personnel

- 2 percent merit increase built into the budget
- 4.4 percent health insurance increase
- Dental and vision insurance to match City portion
- Planning Intern and Management Intern, Part time building employee added
- Lower grade IT position added
- Addition of the Assistant City Attorney
- Full Time Justice Court judge from Part Time
- Funding for a formal compensation plan study

Capital Projects

- Spending over \$1,000,000 in General Fund Capital Projects and Equipment.
- Steed Irrigation \$300,000
- Public Works Facility Phase II Design - \$150,000
- 400 East 1700 South to 1850 South Street Reconstruction - \$175,000
- 911 Phone System with an 80 percent grant – Total \$125,000
- Parks Equipment - \$71,000
- IT Equipment - \$95,000
- Enterprise Funds Capital Expenditures - \$2.7 million

Other

- Use of available cash of unrestricted fund balance in the General Fund - \$572,000
- Ending Unrestricted Fund Balance (conservative estimate) – 19.5 percent

Mr. Knapp noted last year that figure was over 25 percent and pointed out the City was spending down its reserves. Mr. Lenhard reminded the Council that had been discussed numerous times and most of that was due to the South Main Street reconstruction project and the Steed Park irrigation project. He pointed out both of those projects were much needed and would have a big impact to the residents. Mr. Knapp pointed out the highlights were “unrestricted” funds. He expressed concern about the sewer fund ending balance and reported an analysis would be completed to determine if the fund was healthy.

Mr. Knapp inquired if the Council had any questions he could address and there were none. He pointed out the page numbers on the right hand column of the presentation correlated to the page of the budget.

DISCUSSION ON THE DEVELOPMENT AGREEMENT FOR THE ROSENBERG
SUBDIVISION LOCATED AT APPROXIMATELY 938 SOUTH 2000 EAST

Mayor Pro Tem LeBaron announced staff had received an email requesting the item be removed from the agenda and indicated it wouldn't be addressed during the policy session. Adam Lenhard, City Manager, added the developer had requested the item be placed on the City Council agenda for Tuesday, May 26, 2015.

Councilmember Bush moved to adjourn the work session and reconvene in a CDRA work session at 6:55 p.m., seconded by Councilmember Jones. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Jones, LeBaron and Young. Voting NO – None. Councilmember Benson was not present for the vote.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 23rd day of June, 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, May 12, 2015.

/s/Nancy R. Dean, City Recorder