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 Bush conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE OCTOBER 13, 2015 POLICY SESSION

Councilmember LeBaron moved to approve the minutes from the October 13, 2015 policy session 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.
PRESENTATION OF THE YARD OF THE YEAR AWARD

Each year, Clearfield City sponsored a Yard of the Week contest throughout the City. The Parks and Recreation Commission members visited eleven different zones in the City during the summer and submit a weekly winner. At the end of the summer, the Commission members judged the weekly winners and selected a winner for Yard of the Year. The 2015 Yard of the Year winner was Jacob and Cynthia Kurian. The runners-up were Duane Stoker and Diane Stapley.

Curtis Dickson, Community Services Deputy Director, briefly explained how the contest was administered throughout the summer. He announced each winner would receive an engraved decorative rock to be placed in the yard.

Mayor Shepherd and the Council presented certificates and the decorative engraved rocks to the winners and runners-up expressing appreciation to the recipients for their contribution to the City. Councilmember Bush also expressed appreciation to the Parks and Recreation Commission for administering the contest as well as everything it did to benefit the residents and the City.

PUBLIC HEARING TO RECEIVE COMMENT ON AMENDING THE 2015/2016 FISCAL YEAR BUDGET

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 2015/2016 fiscal year budget.

Mayor Shepherd opened the public hearing at 7:11 p.m.

Mayor Shepherd asked for public comments.

There was no public comment.

Mr. Knapp shared the proposed amendments with the Council:
- Re-allocating how the Sales Tax Bond was paid so that no General Fund monies would be used for the payment. He explained funds from the water, sewer and CDRA would go toward the payment which was more in line with the original intent of how the bond would be paid.
- Two identified IT projects: VPN Hardware-two factor login which would bring the City in compliance with FBI standards and projector and monitors for Council Chambers.
- CDRA – Tom Baker building acquisition and demolition.
- Water Fund – broken well motor and pump

There were no questions from the Council.

Councilmember LeBaron moved to close the public hearing at 7:13 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.
CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF THE CITY MANAGER’S APPOINTMENT OF STUART WILLIAMS AS THE CITY ATTORNEY

Adam Lenhard, City Manager, explained a recruitment process had taken place to fill the City Attorney position and stated he was prepared to appoint Stuart Williams as the City Attorney. He indicated the appointment also required consent from the City Council. Mr. Williams introduced his family to the Council. Mr. Lenhard shared a brief history of Mr. Williams’ experience in working with previous entities.

Councilmember Young moved to approve the City Manager’s appointment of Stuart Williams as the City Attorney seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

Nancy Dean, City Recorder, administered the Oath of Office to Stuart Williams, City Attorney.

APPROVAL OF RESOLUTION 2015R-29 ADOPTING AMENDMENTS TO THE 2015/2016 FISCAL YEAR BUDGET

Councilmember LeBaron moved to approve Resolution 2015R-29 adopting amendments to the 2015/2016 fiscal year budget and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR THE 18 INCH TRANSMISSION WATERLINE PROJECT TO LEON POULSEN CONSTRUCTION

Scott Hodge, Public Works Director, explained bids were received from nine construction companies to construct an 18 inch culinary water transmission pipeline through the west side of the proposed new parking lot area for the AAA Service Call Building located on 2000 East Street (University Parkway). The City desired to complete that section of waterline piping installation prior to the new parking lot being constructed. The lowest responsible bid was received from Leon Poulsem Construction with a bid amount of $73,867.50. He mentioned the bid was approximately $20,000 less than the City Engineer’s estimate.

Mayor Shepherd inquired about the proposed timeline of the project. Mr. Hodge explained how the project was anticipated to be completed.

Councilmember Jones moved to approve the award of bid for the 18 inch Transmission Waterline Project to Leon Poulsem Construction with the bid amount of $73,867.50; and
approve funding of the project for the bid amount of $73,867.50 with contingency and engineering costs of $19,882.50 for a total project cost of $93,750.00; and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

UPDATE ON THE FISCAL YEAR 2016 FINANCIAL STATUS

Rich Knapp, Administrative Services Director, presented the Fiscal Year 2016 Financial Report for the first quarter to the Council and highlighted the following:

- $2.86 million paid out by the CDRA for the ATK incentive
- Five months of PARAT Tax revenue data anticipated to be approximately $195,000 annually
- Changed the City’s investment strategy in April which was anticipated to result in an additional $100,000 revenue per year
- A one percent cash back for credit card purchases which was anticipated to result in an increase to revenue $9,000 per year
- Decrease the cost of the first trash can by .50 from $15.25 to $14.75 and stated the impact was less than originally projected
- Credit review from S & P on the City’s water bonds held the rating at AA resulting in no change

He reviewed summary data for the General Fund which appeared to be normal projections at that time. He indicated the FY16 budget reserves would still be above the amount allowed by State Law which was a twenty five percent cap. He anticipated reserves to be more in the thirty three percent range.

Mr. Knapp mentioned the PARAT tax revenue was the best indicator of the City’s economy as it was assessed solely on local sales. He stated the trend was good and the sales tax data was looking better than any previous year. He spoke to budget performance and trends and indicated last year’s first quarter was slightly higher due to an anomaly in last year’s property tax collection. He indicated the other sources of funds were higher as a result of the new allocation for Enterprise Funds.

Mr. Knapp briefly reviewed historic expenditures of all funds to compare general trends and pointed out differences in the following:

- Personnel costs were lower because of how the health insurance was paid
- Debt service was lower as a benefit from refinancing the GO Bond
- The increase of investment funds and the rate of return from investing outside of the Public Treasury and Investment Fund (PTIF). He shared a graph which illustrated the net rate of return was double that of the PTIF.

Mr. Knapp shared an illustration specific to revenues which reflected differences in previous fiscal years. He pointed out Muni Telecom Tax had continued to decrease and expressed his opinion it was the result of fewer residents installing land lines for home phones. He indicated other municipalities had recognized a similar trend. He mentioned building permits were also
lower than previous years for the same quarter. He informed the Council that the figure identified for Interest Earnings had not yet been booked.

Mr. Knapp directed the Council to the water fund and stated there was an actual decrease in the amount of water used last fiscal year and pointed out the report reflected gallons used at the same time in previous fiscal years. He mentioned the sewer charges were higher but indicated that was due to the increase implemented by the North Davis Sewer District.

Mr. Knapp directed the Council to expenditures and stated the variance associated with IT was directly related to the salary of a full time manager as well as the desk top replacement project. He mentioned the figure associated with open space was higher due to earlier irrigation than in previous years. He pointed out the figure with EDA#3 was specific to the ATK incentive he discussed previously. He stated the streets capital projects was lower because the South Main project was completed last fiscal year.

He asked if the Council had any questions pertaining to the update for the 2016 first quarter. He stated the presented financials were trending as expected. Adam Lenhard, City Manager, requested Mr. Knapp explain more regarding the excess fund balance being higher than allowed by the State and how it reflected well on the City.

Mr. Knapp responded it was State Law that the City couldn’t have over twenty five percent of the budgeted revenues in reserves. He mentioned the City had received an audit finding for several years for having higher than allowed excess fund balance. Mr. Lenhard added this fund balance had previously allowed the City to complete one time projects such as the South Main Road project. Mr. Knapp mentioned bond reviewers like to see high fund balance. Mayor Shepherd commended staff for operating the City on such a lean budget.

COMMUNICATION ITEMS

**Mayor Shepherd**

1. Mentioned Brian Brower was sworn in as the new Justice Court Judge for Clearfield City on Monday, October 19, 2015.
2. Announced he had attended the F-35 reception at HAFB and stated the F-35 program had solidified the future of the Base for the long term.
3. Informed the Council that he had met with Family Connection Center regarding its Sub for Santa Program. He explained how the leadership handled all requests for the program and indicated it required the recipients to attend some educational classes as well as completing a vetting process. He complimented the Center’s leadership.
4. Reported HAFB had deployed over 300 airmen overseas during the week.

**Councilmember Benson** – Encouraged everyone to vote on Tuesday, November 3, 2015.

**Councilmember Bush**

1. Announced the new Kiwanis President was the Sunset City Mayor McFarland.
2. Reported he had visited the bio-solids pad in western Weber County for the North Davis Sewer District. He reported it was in the process of constructing a five acre concrete new bio-solids pad and shared specifics about the project. He mentioned the current storage facility at the Davis County facility didn’t currently meet EPA standards specific to odor. He stated it was interesting to witness that concrete
construction process at Randy Marriott’s property. Councilmember LeBaron inquired if Mr. Marriott or the District would own the sludge. Councilmember Bush stated NDSD would be paying Mr. Marriott to take the sludge because it solved a problem at the District’s current facility.

**Councilmember Jones** – expressed appreciation to the Yard of the Year winners and nominees. He stated he had always been supportive of the contest because he believed taking pride within the community began at the home.

**Councilmember LeBaron**
1. Expressed appreciation for the opportunity to attend Lunch with the mayor with the City’s elementary school students.
2. He commented about the fund balance and reminded the Council the excess fund balance had allowed the City to complete the South Main Road construction project.
3. Welcomed Stuart Williams, City Attorney, to the City.

**Councilmember Young** – nothing to report.

**Adam Lenhard, City Manager**
1. Expressed appreciation to the Council for its support in appointing Stuart Williams as the new City Attorney.

**STAFFS’ REPORTS**

**Nancy Dean, City Recorder** – Reviewed the Council’s calendar:

- No meeting on Tuesday, November 3, 2015 because it was Election Day.
She encouraged everyone to vote and announced City Hall was a vote center. She also mentioned the City was participating in the Election Day voter registration pilot program with the Lieutenant Governor’s Office and explained how that would work for voters.

Councilmember Jones moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 7:43 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.

**The minutes for the CDRA are in a separate location**

APPROVED AND ADOPTED
This 10th day of November, 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, October 27, 2015.

/s/Nancy R. Dean, City Recorder