

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
April 12, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Finance Manager
	Terrence Jackson	IT Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder
EXCUSED:	Summer Palmer	Administrative Services Director
	Spencer Brimley	Development Services Manager
	Lee Naylor	Accountant

VISITORS: There were no visitors.

Mayor Shepherd called the meeting to order at 6:02 p.m.

DISCUSSION ON GATEWAY SIGNAGE

Eric Howes, Community Services Director, reminded the Council staff began soliciting bids for the Gateway Signage project in February 2015 and the original bid for the project submitted in April was twice the available budget. Staff then re-drafted and re-engineered the bid documents and completed a second bid process in September and no bids were received. He informed the Council that after unsuccessfully completing the bid process twice, State Procurement Code allowed some latitude specific to the procurement process. He announced staff followed the current standard purchasing policy of obtaining three quotes from qualified contractors and reported he had received two submissions and only one of those was within budget parameters. He indicated he was anticipating one other quote by the end of the week.

He reviewed the following specifics regarding the two signs:

- \$100,000 had been appropriated - \$43,000 per sign
- The goal was to have the signage in place by the end of June 2016
- Placement for the signs would be on the east side of the northbound I-15 off-ramps; one at SR 193 (700 South) and one at 650 North

A discussion took place regarding the placement and Adam Lenhard, City Manager, pointed out if the City placed the sign on the 650 North southbound off-ramp, it would be on the west side and believed it would likely be removed when the freeway interchanges were reconfigured by the Utah Department of Transportation (UDOT).

- The signs measured almost 10 feet tall by 20 feet long.
- The City's logo would have LED backlighting.

Mr. Howes stated he would like to begin construction of the project in May 2016. He pointed out the base and footing of the signs would be sturdy enough to withstand removal via crane in the event they needed to be relocated in conjunction with potential reconfiguration of the interchanges. Mr. Lenhard clarified the exact location for the sign at the 650 North off-ramp would be near the old guard station.

Councilmember Benson suggested the City consider placing the signs in such a way that more drivers could see the signs similar to what Roy City had done at the 5600 South off-ramp. Mr. Lenhard believed all four corners of the interchange had been considered for the placement and believed the currently designated location had the largest available property. Councilmember Young asked if the signs were one sided and Mr. Howes responded they were two-sided. Mr. Lenhard also pointed out the signage location at 650 North would also highlight Falcon Hill as a part of Clearfield City.

DISCUSSION ON THE 2016/2017 FISCAL YEAR BUDGET

Rich Knapp, Finance Manager, informed the Council of the schedule to review the proposed 2016/2017 budget and stated the tentative budget would be on the agenda for the May 10, 2016 City Council meeting. Councilmember Peterson suggested scheduling an additional work session to allow the Council to ask questions once the members had sufficient time to review it. Mr. Knapp responded that could be accommodated and pointed out the tentative budget wouldn't need to be in final form prior to its approval; however, the final budget would need to be approved on or before June 22, 2016 in accordance with State Law.

Mr. Knapp explained how the budget had been assembled and pointed out the differences by function of government (department) and then by type (personnel, operations, capital debt, transfers). He shared a graph illustrating historical expenditures by function of all funds and reviewed it with the Council.

Mr. Knapp reviewed General Fund expenditures regarding personnel with the Council. Councilmember Peterson inquired about additional planning staff. JJ Allen, Assistant City Manager, responded the additional nine hours per week for the planning intern addressed that concern. Mr. Knapp clarified the hours worked by that position wouldn't qualify for benefits. Mr. Knapp continued to review expenditures from previous budget years highlighting the following:

- Historical figures on the portion of healthcare premiums paid by the City.
- The 5.3 percent increase for healthcare premiums.
- Overtime.
- Training, travel and dues.
- Electric costs.
- Fuel costs.
- Fleet and insurance allocation.

Mr. Knapp directed the Council to the General Fund Expenditures – Summary Function document and reviewed the changes from fiscal year 2016 to fiscal year 2017. Councilmember Peterson stated she was not in favor of appropriated funds for two individuals to attend both National League of Cities conferences because staff didn't have the opportunity to take advantage of out of state travel and believed the City had the opportunity to address employee compensation and suggested that should be the priority to retain employees. She suggested that particular expenditure could be revisited during next year's budget process. Councilmember Young stated he was also hesitant to approve that particular expenditure and wanted to see the value compared to the expense for justification.

JJ Allen, Assistant City Manager, clarified department heads had been allowed to travel out of state for training purposes.

The Council requested a summary or report of what was provided at the recent National League of Cities conference in order to justify future appropriations for attendance.

Mr. Knapp continued to review expenditures specific to the City Council. Councilmember Peterson pointed out the commissioner's holiday line item and expressed concern with how members of the Planning Commission were thanked and recognized during the holidays. Mayor Shepherd clarified that particular expense was for County Commissioners and not Planning Commission. Mr. Allen indicated the Planning Commission would be included with the planning budget.

Mayor Shepherd suggested eliminating the appropriation for Clearfield University as there was never enough interest from the public for participation.

Mr. Knapp directed the Council to the Court division and explained the only change for personnel was regarding the benefits offered to the new judge: retirement, health and dental. He stated the change in operations was specific to the increase for the public defender. Councilmember Young inquired about the status of a full time court and if there had been an increase in cases. Mr. Allen responded the City's opportunities to expand the court and serve other communities didn't materialize. He expressed his opinion that opportunity would likely not take place anytime in the near future. He reported there was growing concern within the legal community that the public defense system, which suggested the flat fee public defender fees, was inadequate and would soon be prohibited. He stated staff would soon be initiating a Request for Proposal process for a public defender.

Mr. Knapp continued to review expenditures specific to the City Manager, City Recorder, Legal and Human Resources divisions. A discussion took place regarding tuition reimbursement and costs relative to employee turnover. Mr. Knapp pointed out the increases specific to IT for software expenses, annual maintenance, and the decrease for equipment.

Councilmember Bush moved to adjourn the work session and reconvene in a City Council policy session at 6:55 p.m., seconded by Councilmember Benson. All voting AYE.

The work session reconvened at 8:10 p.m.

Mr. Knapp continued to review the expenditures by department and directed the Council to the Finance budget. A discussion took place regarding the Intern expenditure.

Mr. Knapp reviewed the Interdepartmental Service budget and explained how it accounted for the City's utility costs. He mentioned the compensation plan study was also funded through that account last year. He also mentioned some fleet expenses had been eliminated in the fund and reviewed them.

Mr. Knapp directed the Council to the Buildings and Plants division expenditures and pointed out the cleaning/janitorial contract was included in that budget and highlighted the following:

- Re-keying of City Hall.
- Battery back-ups in City Hall.
- Arts Center architectural design.
- City Hall water heaters.
- Holiday lighting.

Mr. Knapp reported there was a decrease in elections because there wouldn't be an election during the budget year.

Councilmember Peterson arrived at 8:16 p.m.

Mr. Knapp directed the Council to Public Safety budget and explained how grants specific to the Police Department would be accounted for in the proposed budget. He highlighted the following:

- Overtime.
- Increase for health insurance.
- Equipment.
- Fleet.
- Grants.

Mr. Lenhard informed the Council that one of the vehicles needed for the police department had been eliminated from the proposed budget. He indicated staff was considering options to fund the purchase of the vehicle and indicated the budget would be amended during the year to accommodate the purchase.

Mr. Knapp directed the Council to the Emergency Services budget, He informed the Council that that division consisted of one part-time employee. Mr. Lenhard explained the Emergency

Management Institute (EMI) in Emmitsburg, Maryland, offered several classes on a variety of topics. He reported some staff and Councilmember Benson had attended last year and asked if there was any interest in attending. He stated most of the costs associated with the trainings were reimbursed by the Federal Government and believed the low cost training was beneficial. He indicated some of the newer department heads should have an opportunity to attend as well. Councilmember Phipps, Peterson and Benson expressed an interest in attending some of the training. He indicated funds had been appropriated for four individuals to attend; however, if there was interest more could attend since the City would be reimbursed for most of the expenses.

Mr. Knapp stated there were no changes made to the Code Enforcement division budget and directed the Council to the Dispatch expenditures. He mentioned discussions had taken place regarding possible part-time employees being made full-time. Councilmember Peterson inquired about the difference specific to equipment purchases. Mr. Lenhard responded the phone system was accounted for the greatest expense last year and indicated the recording system was included in the current budget. Councilmember Benson inquired about a county-wide dispatch as opposed to the City's and requested clarification at a later date. Mr. Lenhard mentioned he was familiar with those discussions and would discuss the issue with her.

Greg Krusi, Police Chief, explained how liquor law enforcement was funded and informed the Council of possible changes which could be required during this budget year. Mr. Knapp asked if there were any questions associated with the Public Safety department and there were none.

Mr. Knapp directed the Council to the Public Works budget and explained the full-time administrative assistant was the change to personnel. He explained other personnel changes and reviewed the comparisons from last year to the proposed budget with the Council. He mentioned there was some Fourth of July expense in that particular budget.

Mr. Knapp directed the Council to the Community Services budget and announced one full-time employee had been added for parks, open space and recreation. He mentioned the increases associated with the seasonal help and Eric Howes, Community Services Director, explained how the staff would be used. Mr. Lenhard mentioned over \$120,000 was planned for trail resurfacing and trail landscaping during the proposed budget year. Councilmember Benson asked if the funds appropriated for trails would complete the entire trail system. Mr. Lenhard responded it would not and stated funds were designated for specific areas of the three trails. Mr. Knapp mentioned the Proposition One transportation tax revenues could be allocated for trails as well as PARAT tax revenue.

Councilmember Peterson requested clarification regarding the concession area at the Aquatic Center. Mr. Howes reported the new concession area was operating in the black. Mr. Knapp reviewed the Aquatic Center division expenditures. Councilmember Young requested a comparison of total costs verses revenue for the aquatic center. Mr. Lenhard responded it wouldn't be difficult to prepare. He indicated those figures were readily available with the exception of internal services such as human resources time, etc. Mr. Allen reminded the Council the debt service was covered by the CDRA. A discussion took place regarding cost recovery associated with the Aquatic Center.

Mr. Knapp directed the Council to the Marketing division budget and reported the biggest changes were specific to the upcoming year's Fourth of July celebration and reviewed those costs. Mr. Lenhard reported Clearfield City was the largest fireworks show within the State of Utah with the exception of Stadium of Fire according to a representative from the fireworks vendor. A discussion took place regarding sponsorships and Mayor Shepherd reported on the companies that had been solicited and of those who had committed to a sponsorship.

Councilmember Peterson inquired about the total cost for the upcoming year's entertainment. Mr. Allen reviewed the costs pointing out many of the expenses were the same as in previous years such as the stage, sound and lighting, etc. and indicated he could provide the exact numbers to Councilmember Peterson.

Mr. Knapp reviewed expenditures specific to the following department:

- Business Licensing.
- CDBG Program.
- Planning and Zoning.
- Inspections.

Councilmember Benson inquired if the street lighting audit would be reflected in the proposed budget. Mr. Lenhard clarified the current budget would need to be amended for that particular expenditure.

Mr. Knapp directed the Council to the Enterprise Funds (Operations) budget and reviewed the changes specific to the different utility accounts highlighting the following:

- Personnel changes.
- Weber Basin Water charges.
- Elimination of a backhoe lease in the Fleet Fund.
- North Davis Sewer District pass-through.
- Public Works Maintenance and Operations facilities project.
- Garbage fund costs.

Mr. Knapp inquired if the Council wanted to continue with the neighborhood dumpster/clean-up program and shared specific costs with the Council and a discussion took place. Councilmember Bush suggested sending out \$5 landfill vouchers in lieu of the dumpster program. Scott Hodge, Public Works Director, believed the City would be required to do that in the future.

Mr. Knapp also reviewed figures specific to solid waste/recycling and announced the cost of the first garbage can would increase 1.4 percent and a second can would increase 4.4 percent.

The Council requested an additional question and answer period regarding the proposed budget following the neighborhood meeting at Wasatch Elementary on Tuesday, April 19, 2016.

The meeting adjourned at 9:00 p.m.

APPROVED AND ADOPTED
This 10th day of May, 2016

/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, April 12, 2016.

/s/Nancy R. Dean, City Recorder