

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
May 9, 2017

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	Stuart Williams	City Attorney
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder
EXCUSED:	JJ Allen	Assistant City Manager

VISITORS: Bob Bercher, Kristine, Kunzler, Brock Kunzler, Mark Becraft, Daxtin Becraft, Koral Vasquez, Kathryn Murray

Mayor Shepherd called the meeting to order at 7:03 p.m.

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

Councilmember Bush conducted the Opening Ceremony.

CITIZEN COMMENTS

There were no citizen comments.

ADOPTION OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2017/2018 AND SET A PUBLIC HEARING FOR JUNE 13, 2017 TO RECEIVE PUBLIC INPUT ON THE BUDGET

Rich Knapp, Finance Manager, reviewed brief highlights of the tentative budget which included the total expenditures of about \$42 million for all funds. He noted key changes in revenue were increases to sales tax revenue and Aquatic and Fitness Center revenue. He also explained the General Fund excess of reserve monies totaling \$1.42 million had been allocated to new capital

improvement projects. Mr. Knapp stated the City had a balanced budget with a healthy reserve in the General Fund and all funds. He urged the public to review the tentative budget on the City website.

Councilmember Young moved to adopt the tentative budget for fiscal year 2017/2018 and set a public hearing on the budget for June 13, 2017 at 7:00 p.m., seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR THE CUSTOMER SERVICE CENTER REMODEL PROJECT TO CINNAMON CREEK CONSTRUCTION

Staff solicited bids for the Customer Service Center Remodel Project. Three vendors submitted qualified bids. Cinnamon Creek Construction's bid of \$144,565 was the lowest bid for the advertised project, and it was reviewed and found to meet the conditions required in the contract documents.

Summer Palmer, Administrative Services Director, recommended the bid be awarded to Cinnamon Creek Construction. Councilmember Phipps asked if Cinnamon Creek had experience with the type of work needed for the project. Ms. Palmer indicated that CEC, Civil Engineering Consultants, had checked the references and found that Cinnamon Creek had worked as a general contractor and subcontractor on several public and private projects. Adam Lenhard, City Manager, mentioned Cinnamon Creek Construction recently received the Small Business of the Year Award from the State of Utah.

Councilmember Phipps wondered if there was a schedule for the project. Ms. Palmer outlined construction would begin once the contract was signed and the anticipated completion date would be August 31, 2017. Councilmember Phipps wanted to validate there would be a plan in place for public service while the construction took place. Ms. Palmer explained business would proceed as usual. She indicated the Community Services Department had already moved from the project construction area and relocated to the offices previously used by the Finance Department. She also explained a temporary wall would be in place so the kiosk could still be staffed to assist the public during the construction.

Councilmember Peterson moved to approve the award of bid for the Customer Service Center Remodel Project at 55 South State Street to Cinnamon Creek Construction for the bid amount of \$144,565 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR THE FINANCE, HR/PAYROLL AND COMMUNITY DEVELOPMENT SOFTWARE TO TYLER TECHNOLOGIES

Clearfield City used Sungard software for purchasing, payroll, HR, accounting, asset tracking, budget, timekeeping, permits, land use, and business licensing. The customer service, company stability, reporting and software support, and development were deteriorating. Staff solicited proposals to replace the existing software. The City received three qualified bids and the

recommended software included digital content management, support, upgrades, modern and supported database, and integrates well to increase efficiency. Tyler Technologies' bid amount of \$386,554 for Munis software rated highest based on the combination of the written proposal and the demonstration.

Rich Knapp, Finance Manager, stated the initial cost for this project would not include the utilities component which would be added at a later date for an additional \$40,000. He continued the software currently being used for utility billing had not been problematic and could wait to be replaced. He explained the yearly maintenance costs would be reduced with the purchase.

Councilmember Roper asked how long it would take to transition to the new software and what problems could be expected. Mr. Knapp admitted it could take longer than he initially thought after checking with other cities that had transitioned to the software, but he expected it would be functioning within ten months.

Councilmember Phipps questioned if software systems would be running parallel for a while. Mr. Knapp confirmed that both systems would be needed for a time while data was transferred manually to the new system.

Councilmember Roper moved to approve the award of bid for the finance, HR/payroll and community development software to Tyler Technologies for the bid amount of \$386,554 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR THE TIMEKEEPING SYSTEM TO TIMECLOCK PLUS

Clearfield City currently uses Sungard for timekeeping. The customer service, company stability, reporting and software support and development have been deteriorating. Staff solicited proposals for a timekeeping system. Six proposals were received and four were selected based on ratings from the proposals for demonstrations. TimeClock Plus with a bid amount of \$25,900 rated the highest based on the combination of the written proposal and the demonstration.

Rich Knapp, Finance Manager, explained the desire to bid this separately from other software because of the different market and additional options. The current system is simple and not providing much data. This new system would be more customizable and it would interface with the new financial software. Data could be accessible by supervisors which was also a desired feature. Mr. Knapp discussed the potential of purchasing additional time clocks in the future.

Councilmember Peterson moved to approve the award of bid for the timekeeping system to TimeClock Plus for the bid amount of \$25,900 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Roper. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

- 1- Reported he'd be in Washington DC the week of May 15-19, 2017.
- 2- Attended a meeting with representatives of Sunset City and the Fire District where it was proposed Sunset City join the North Davis Fire District and partner with them for services. There were many concerned residents and some misunderstandings and the Sunset City Council would be making a final decision shortly.
- 3- Reported he, Adam Lenhard, and JJ Allen met with Utility Trailer to discuss its need to expand. The City should see plans coming in the near future regarding its expansion. He informed the Council that Utility Trailer produced sixty refrigerated truck trailers each day. He indicated it needed room to store those trailers while they were awaiting shipment or pickup.
- 4- Reported the Utah Transit Authority (UTA) would be holding a meeting for public comment in the City Council Chambers on Wednesday, May 10, 2017. He encouraged attendance at the meeting.

Councilmember Bush

- 1- Attended a School Board meeting on April 27, 2017.
- 2- Attended the following city events: Arbor Day on April 28, 2017, Take Pride in Clearfield Day on April 29, 2017, and the Neighborhood Outreach on May 5, 2017. He expressed thanks to staff for coordinating those events.

Councilmember Peterson

- 1- Recognized staff for its work with recent City events. She indicated she had received positive feedback about the City's outreach event as well as the participation with several local groups, specifically Latinos in Action Clubs from North Davis Jr. High and Clearfield High School (CHS), and the North Davis Fire District.
- 2- Reported the welding department at CHS would be partnering with the City Council to build the Council's float for the Fourth of July parade. She reminded the Council there would be a mandatory float build day.

Councilmember Phipps

- 1- Expressed appreciation for staff and volunteers who helped with all the work during Take Pride in Clearfield Day.
- 2- Expressed appreciation for staff who put the community outreach event together and commented it was a positive event for the City.
- 3- Reported on news from Wasatch Integrated about the burn plant being shut down. He mentioned odor problems had been reported in South Weber which might cause the facility to make some changes to help control that odor. He explained green waste caused odor, so expanding green waste recycling would be a topic of discussion for the District.
- 4- Commented he was a member of the Hill AFB Environmental Restoration Advisory Board which was dealing with the groundwater contaminations issue in the area. He updated the Council on the underground plume in the area near 650 North and complimented the efforts made to reduce contaminants by forty percent over the past two years by injecting oils into the contaminated ground water. He also noted the indoor air sampling program has been closed due to findings that there was no reason for remediation in the Clearfield area.

Councilmember Roper – reported he had a great time at the cultural event. Chief Krusi was recognized for the police department efforts with coordinating the event.

Councilmember Young – expressed appreciation for staff and volunteers who helped with Take Pride in Clearfield Day.

STAFF REPORTS

Adam Lenhard, City Manager

- 1- Reported the monthly report was emailed to Council for review.
- 2- Thanked Chief Krusi and Chief Becraft for efforts with the outreach event on May 5, 2017.
- 3- Expressed appreciation to staff for time spent in budget preparation. He mentioned construction costs were escalating causing City projects to cost more than anticipated. He informed the Council that he had asked staff to review the budgets for upcoming projects and try to anticipate the cost increases to keep the City's budget in line. He added the goals were to get the best numbers in the tentative budget so there were no surprises and the best awards were presented to the Council. He expressed his appreciation for the Council's support of the tentative budget.

Nancy Dean, City Recorder – Reviewed the Council's schedule:

- No meeting on May 16, 2017
- Work and policy session on May 23, 2017
- Neighborhood Open House on May 30, 2017 at Wasatch Elementary
- Work and policy session on June 13, 2017
- Joint meeting with the Planning Commission on June 20, 2017
- Work and policy session on June 27, 2017

Councilmember Bush moved to adjourn and reconvene as the CDRA at 7:31 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, Roper, and Young. Voting NO – None.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 23rd day of May, 2017**

/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 9, 2017.

/s/Nancy R. Dean, City Recorder