Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Executive Conference Room
Third Floor
55 South State Street
Clearfield, UT 84015

6:00 P.M. WORK SESSION
Discussion on the Street Vacation for 550 South Street
Discussion on Recreation Programs and Action Plan

**ADJOURN AS THE CITY COUNCIL**

Dated this 27th day of September, 2017.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the ‘Americans with Disabilities Act’ provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.
TO: Mayor Shepherd and City Council Members
FROM: Spencer W. Brimley, Development Services Manager, MRED
MEETING DATE: Tuesday, October 3, 2017 Work Session Discussion
SUBJECT: Road Vacation – 550 South

RECOMMENDED ACTION: Consider Ordinance 2017-16 on the proposed street vacation of 550 South for the relocation of the right-of-way to approximatley 575 South Main. This recommendation is based on the discussion and decision by the City Council at its meeting on May 26, 2015.

DESCRIPTION / BACKGROUND: In 2015, the City Council held a public hearing to consider the street vacation of 550 South Street. The Council was presented with the request to approve the vacation of 550 South Street along with the approval of Clearfield City Shops Subdivision Plat. Signatures on the plat were delayed when the plat was lost. Staff has now obtained all required signatures and submitted the plat to Davis County for recording.

The purpose of the plat is to reorganize the City’s Public Works and Parks facilities into a single parcel. It was intended that the plat would also act as the means by which 550 South Street was vacated and moved to the south. The new road alignment is known as 575 South Street and provides a more direct route to the businesses located on the east side of the City Shops. As was discussed in a previous meeting, the reason for moving the road was to allow the City operations to exist on a single parcel rather than being split down the center by a public right-of-way. This also avoids a high level of cross traffic that may come from daily City operations.

The plat was prepared by the City Engineer, who has approved the design of all utilities, streets, and city infrastructure. Davis County is currently waiting for an ordinance authorizing the street vacation to be recorded prior to finishing the plat recording and street vacation process.

IMPACT

a. FISCAL: N/A

b. OPERATIONS / SERVICE DELIVERY: As stated above, this relocation allows for a single parcel or Public Works and Parks to operate from. Additionally it reduces the impact to the surrounding business from the high level of traffic created by City vehicles serving the City.

LIST OF ATTACHMENTS

- Vacation exhibit with description
- City Shops Plat
- City Council Minutes from May 26, 2015
- Draft Ordinance 2017-16 vacating a street known as 550 South Street
530 SOUTH RIGHT-OF-WAY VACATION DESCRIPTION

A part of the Southwest Quarter of Section 1, Township 4 North, Range 2 West, Salt Lake Base & Meridian and more particularly described as follows:

Beginning at a point which is 833.08 feet N00°12'30"E and 33.00 feet S89°47'10"E from the Southwest corner of said Section 1 and running: Thence the following two (2) courses along the South property line of the Clearfield City Redevelopment Agency; (1) Thence Southwesterly 23.56 feet along a 15.00 feet radius curve to the left (long chord bears S44°47'07"E 11.21 feet); (2) Thence S89°46'52"E 417.36 feet; Thence Southwesterly 27.65 feet along a 55.00 feet radius curve to the right (long chord bears S75°22'40"E 27.36 feet); Thence S00°18'53"E 04.80 feet to a point on the Easterly property line of the Clearfield City Redevelopment Agency; Thence the following three (3) courses along the said Easterly and North property line of said Clearfield City Redevelopment Agency and the North property line of the Clearfield City Corporation; (1) Thence N30°09'36"W 28.02 feet; (2) Thence Northwesterly 15.61 feet along a 15.00 feet radius curve to the left (long chord bears N59°57'43"W 14.92 feet); (3) Thence N89°46'52"W 417.35 feet; Thence Southwesterly 23.56 feet along a 15.00 feet radius curve to the left (long chord bears S45°12'59"W 21.61 feet) to a point of the East right-of-way line of South Main Street; Thence along said East right-of-way line of South Main Street N00°12'20"E 70.00 feet to the point of beginning.

Contains: 18,703 sq. ft. or 0.42 acres
CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
May 26, 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
Scott Hodge Public Works Director
Greg Krusi Police Chief
Scott Hess Development Services Manager
Curtis Dickson Community Services Deputy Dir.
Rich Knapp Administrative Services Director
Nancy Dean City Recorder
Kim Read Deputy City Recorder

EXCUSED: Eric Howes Community Services Director


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 Public Hearings or Citizen Comments there were forms to fill out by the door.

Councilmember Benson conducted the Opening Ceremony.


Councilmember LeBaron moved to approve the minutes from the May 12, 2015 policy session, and the May 13, 2015 work session as written, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

Councilmember LeBaron moved to approve the minutes from the February 6, 2015 work session as written, seconded by Councilmember Benson. The motion carried upon the
following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

PRESENTATION TO BRENTR ALLRED FOR RECOGNITION OF RECEIVING THE RANK OF EAGLE SCOUT

Brent Allred completed the requirements to receive the rank of Eagle Scout. Mayor Shepherd and the City Council desired to recognize Brent and acknowledge his achievement.

Mayor Shepherd stated becoming an Eagle Scout was difficult to achieve and expressed how pleased he was with Brent Allred completing all requirements to receive the recognition. He requested Brent share some of his scouting experiences on the road to completing his Eagle Scout.

Brent Allred stated he had completed numerous service projects, participated in several campouts and learned the importance of time management skills. He informed the Council that he had made whisper phones and distributed them to local elementary schools. He explained what a whisper phone was, how it was used, and how it benefitted the students.

The Mayor and Council presented Brent and his mother with a certificate acknowledging his achievement.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE PROPOSED STREET VACATION OF 550 SOUTH AND RELOCATION OF THE 550 SOUTH RIGHT-OF-WAY AND THE FINAL SUBDIVISION PLAT LOCATED AT 497 SOUTH MAIN

Scott Hess, Development Services Manager, stated the City Council generally didn’t hold a public hearing for Final Subdivision plats, but in this case a public hearing was required for the Street Vacation of 550 South which was necessary for reorganizing the City’s Public Works and Parks facilities. The plat would also be the mechanism by which 550 South Street was vacated and moved to the south. The purpose for moving the road was to allow City operations to take place on a single parcel rather than being split down the center by a public right-of-way. The new road would be called 575 South and would provide a more direct route to the businesses located east of the City Shops while avoiding the high level of cross traffic that the City operations created.

Mr. Hess explained the property had been previously rezoned to Public Facilities (PF) zone and shared an illustration which identified the proposed new road of 575 South and the proposed site plan. He mentioned this approved approval from the Planning Commission during its meetings in May.

Mayor Shepherd opened the public hearing at 7:14 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.
Councilmember LeBaron moved to close the public hearing at 7:15 p.m. seconded by Councilmember Benson. 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 ON A PROPOSED REZONE FOR PROPERTY LOCATED AT APPROXIMATELY 850 WEST 1600 SOUTH FROM (C-2) COMMERCIAL TO (R-3) RESIDENTIAL.

The request was for approximately 2.28 acres to be rezoned from (C-2) Commercial to the (R-3) Residential with the intent to construct 30 dwelling units, specifically designed as two 12-plexes and one 6-plex. This property was part of an overall plan for the corner of Antelope Drive and 1000 West that included 26 businesses developed over multiple phases. The remaining property was tucked back off Antelope Drive with no frontage on a major commercial transportation corridor. The property owner indicated that the property had been marketed as commercial for over 17 years. The property owner believed the parcel had limited commercial viability and that multi-family residential currently represented the highest and best use for the property. The Planning Commission recommended denial of the rezone.

Scott Hess, Development Services Manager, explained only a portion of the property was requested to be rezoned and shared an illustration. He pointed out the rezone request met the City’s General Plan designation of residential in the area, of which R-3 was a permitted residential zoning classification. He stated staff recommended approval of the rezone as drafted and conditioned and reported the Planning Commission during its meeting on Wednesday, May 6, 2015, recommended denial of the rezone based on its desire for an R-2 product as well as the site plan as presented.

Mayor Shepherd opened the public hearing at 7:16 p.m.

Mayor Shepherd asked for public comments.

IN FAVOR:
Kyle Jones, owner of the GoodYear Service Center, expressed his support for the rezone. He believed the proposed project would improve the store’s business. He believed the residential growth would contribute to the success of all commercial businesses in the area.

Councilmember Bush moved to close the public hearing at 7:17 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.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON A PROPOSED REZONE FOR PROPERTY LOCATED AT APPROXIMATELY 837 WEST 300 NORTH FROM (A-1) AGRICULTURAL TO (R-1-8) RESIDENTIAL.

Scott Hess, Development Services Manager, stated the request was for approximately 0.51 acres to be rezoned from (A-1) Agricultural to (R-1-8) Residential with the intent to construct one
additional single-family dwelling unit on the rear portion of the property with frontage facing 825 West. The property was currently a single parcel with an existing home fronting 300 North. He reviewed zoning for the surrounding properties. The request for the rezone was combined with a subdivision plat request to create two lots that conformed to the R-1-8 (Residential) standards. The request was consistent with the General Plan land use classification for residential. The Planning Commission considered the item at its meeting on Wednesday, May 6, 2015 and recommended approval.

Mayor Shepherd opened the public hearing at 7:18 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:19 p.m. seconded by Councilmember Benson. 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.

DENIAL OF ORDINANCE 2015-11 AUTHORIZING THE PROPOSED REZONE FOR PROPERTY LOCATED AT APPROXIMATELY 850 WEST 1600 SOUTH FROM (C-2) COMMERCIAL TO (R-3) RESIDENTIAL.

Con Wilcox, Wilcox Farms L.C. and resident, stated he was part owner of Wilcox Farms and was proud to be a four generation farmer. He expressed appreciation to staff for the comprehensive background analysis and background associated with the application and its recommendation for approval as conditioned based on history, facts and merit. He emphasized the application met all planning and zoning criteria and pointed out the following:

- It was consistent with General Plan.
- Bordered the power corridor to the east and C-2, commercial, to the south and west.
- Didn’t have street frontage on a major commercial transportation corridor.
- It already has a commercial component which had been established with 26 businesses developed in multiple phases over the previous 17 years.
- The daycare had acquired 1.12 acres of Lot 14 for future expansion.

Mr. Wilcox read from a past letter which had been submitted to the City which requested a hold be placed on a previously submitted R-2 zoning request until General Plan amendments which were being considered at the time were finalized and completed. He indicated the amendments were completed in December of 2014. He pointed out there had been market changes and changes to the parcel since that time so the request was modified and submitted as an R-3 development. He believed the shape, size and current market justified the R-3 zoning request as well as the following:

- The conceptual site plan fit the odd-shaped parcel well.
The plan met all parking and open space requirements.
The proposed development would complement the area and businesses.
There was not another product like it in the area.
Believed it was the highest and best use for the property.

Rick Scadden, buyer and developer, shared an illustration demonstrating the concept of the proposed development and indicated he was willing to consider any recommended changes suggested by the City. He believed the millennial generation appreciated the style proposed for the development and believed the City could be proud of it and shared the following points:
- There had been no interest by big box retailers for the property due to the low residential component in the area.
- Believed R-3 zoning would benefit the neighboring commercial businesses.
- The development would contribute to increased adjacent residential property values.
- Parking requirements were convenient to each residential unit and corresponding visitors.
- Adjacent business owners were in favor of the proposed development.
- The site provided great access to the freeway and Antelope Drive could accommodate any additional local traffic.

Mr. Scadden agreed with staff’s recommendation for approval of the R-3 zoning as the highest and best use for the property. He believed the City would be proud of the project as well as future residents. He requested the opportunity to bring additional information specific to the development to the Council for future consideration.

Mayor Shepherd reminded the Council the decision before them was for rezoning the property, not approval of the development as a whole.

Councilmember Young commented about the area itself and believed information was lacking in order to approve the R-3 rezone with the agriculture property to the north. He suggested the City needed to have a better understanding of how the property to the east was proposed to be developed given its proximity to the power corridor as well as the property to the north. He mentioned the Planning Commission had been comfortable with the R-2 zoning designation and without additional information justifying the R-3 zone he wouldn’t be comfortable with the R-3 zoning classification for the property at this time. He also mentioned the City had been cautious in encouraging high density residential and believed the General Plan and development agreement should also be considered with the rezone request. He requested to have additional information submitted prior to moving forward any rezoning of the property.

Councilmember Benson inquired if the General Plan identified zoning designations for potential future uses specific to properties. Mr. Hess responded the City’s General Plan was very simplistic consisting of five land use categories and mentioned there were varying levels of complexity and the proposed update could include recommendations identifying areas for high, medium and low densities. He emphasized the current General Plan was written vague enough that any residential zone was permitted within the residential land use category.
Councilmember LeBaron inquired if the property which was recently rezoned light manufacturing was part of the original R-2 zoned property. Mr. Wilcox responded that application had lapsed and was never recorded because the project didn’t happen. He clarified it was originally, and still was zoned C-2, commercial.

Councilmember Bush agreed with Councilmember Young’s comments and also agreed the businesses in the area needed people to become their customers and suggested the City could increase tax revenue by bringing residents to the area that would in turn purchase items from existing businesses. He stated the R-3 zoning classification fit the location, however; based on the discussions during the work session regarding the adjacent property to the north and given the road didn’t meet the Streets General Plan; he didn’t believe it was ready for approval. He suggested once those items had been addressed he could agree to the R-3 zoning.

Councilmember LeBaron stated he wasn’t comfortable with the R-3 zoning classification especially since the Council recently denied another R-3 zoning request along the State Street corridor. He complimented the entire Wilcox Farms development in that area and said it was an asset to the City. He didn’t want to see the project unsuccessful and expressed agreement with Councilmembers Young and Bush that the Council would need more information prior to approving a rezone. He suggested denial of the current rezone application with the understanding that any fees which had been paid by the applicant not be duplicated as he may bring forward another application attempting to address the Council’s concerns and questions about the proposed development.

Councilmember LeBaron moved to deny Ordinance 2015-11 authorizing the proposed rezone for property located at approximately 850 West 1600 South from (C-2) Commercial to (R-3) Residential Councilmember Benson interjected prior to any second of Councilmember LeBaron’s motion by stating that she was also a business owner on Antelope Drive and reported that she had visited the site and spent some time in that location. She suggested as the General Plan was being revised the Council should designate specific areas for R-1, R-2 and R-3 zoning classifications for future growth. She expressed agreement with Councilmember LeBaron’s comments that the area probably wasn’t ready for the R-3 zoning classification at this time.

Councilmember LeBaron then amended his original motion by moving to deny Ordinance 2015-11 authorizing the proposed rezone for property located at approximately 850 West 1600 South from (C-2) Commercial to (R-3) Residential, ensuring application fees paid by the applicant were not duplicated after completing research and obtaining additional information in order to respond to questions posed by the Council, seconded by Councilmember Young. Prior to a vote on that motion, Councilmember Bush inquired if the motion needed to specifically identify what additional information the Council wanted prior to another application submission. Councilmember LeBaron then added the requirement that a Development Agreement would also need to be submitted to his motion, which was then seconded by Councilmember Young.

Prior to any vote on that motion, Nancy Dean, City Recorder, requested that the motion be clarified for the record.
Councilmember LeBaron then amended his motion and moved to deny Ordinance 2015-11 authorizing the proposed rezone for property located at approximately 850 West 1600 South from (C-2) Commercial to (R-3) Residential, ensuring that the application fees paid by the applicant would not duplicated after the applicant completed further research and obtained additional information in order to respond to the questions posed by the Council and while working with staff on the project, directing the negotiation of a development agreement to accompany any further consideration of a request to rezone the property. Adam Lenhard, City Manager, clarified that he believed the Council was trying to minimize the amount of any work being repeated thereby trying to be as efficient as possible. He requested clarification of Council’s preference regarding the General Plan and suggested the revision could possibly take months and asked the Council to more clearly identify its expectations for staff and the applicant.

Councilmember Young responded he would like to see a regional plan. He suggested development for the property adjacent to the north and the east would need to be identified in order to get an idea of how it blended with the Streets Master Plan and surrounding businesses. Councilmember LeBaron reminded the Council of the work session which Planning Commission Chair, Nike Peterson, attended and suggested staff divide the City into quadrants to determine what kind of development it would like to see in each of those areas during the General Plan review. He stated he would like to see that review and suggested it might not be a lengthy process.

Councilmember Young mentioned that given the flexibility of the current General Plan, it could be used to determine what would best suit that specific area of the City. Brian Brower, City Attorney, expressed some concern to the Council that because the current application may possibly meet all the requirements of the General Plan, with the exception of the streets, and cautioned the Council against tying the revision of the General Plan to the current rezone application.

Councilmember LeBaron’s most recent motion was then Seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

Councilmember LeBaron emphasized Mr. Wilcox and Mr. Scadden should work with staff to try to move forward with a project on the property.

APPROVAL OF ORDINANCE 2015-10 AUTHORIZING THE PROPOSED REZONE FOR PROPERTY LOCATED AT APPROXIMATELY 837 WEST 300 NORTH FROM (A-1) AGRICULTURAL TO (R-1-8) RESIDENTIAL.

Mayor Shepherd requested clarification if the property consisted of two lots. Scott Hess, Development Services Manager, responded the Council needed to initially consider the rezone and if the rezone was approved then the subdivision approval would need to happen.
Councilmember LeBaron clarified the size of the property and believed the residential made sense for the property.
Mayor Shepherd inquired how the size of the property would fit with the others within the Autumn Ridge subdivision. Mr. Hess stated it was nearly identical to the R-1-Open subdivision size. He believed there were a number of homes which could reasonably fit on the lot.

Councilmember Young moved to approve Ordinance 2015-10 authorizing the proposed rezone for property located at approximately 837 West 300 North from (A-1) Agricultural to (R-1-8) Residential 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 THE FINAL SUBDIVISION PLAT FOR PROPERTY LOCATED AT 837 WEST 300 NORTH

This item was a request by Leesa Socci on behalf of Cherry LLC for Final Plat approval to create two building lots from a single lot located at 837 West 300 North (TIN: 12-019-0110) which was an old agriculturally zoned parcel of property which had slowly been surrounded by a smaller lot single-family development. The properties to the west of the lot were part of a subdivision in the R-1-9 zoning classification. The current property owner met with staff a number of times to discuss the potential for subdividing the rear portion of the property to create a single family lot. In this rare case the property was large enough and the original home was sited in such a way that it had proven to be possible to create a legal two lot subdivision. The property was approximately 0.51 acres. The sidewalk, curb, gutter, asphalt, sewer, storm water, and culinary water had all been installed and existed adjacent to the lots. The improvement plans reflected simple connections to the existing utilities in 825 West to serve the new Lot 2 created by the proposed subdivision. The Planning Commission approved the Preliminary Subdivision plat, and recommended approval of the Final Subdivision plat as conditioned in the staff report during its meeting on Wednesday, May 6, 2015.

Scott Hess, Development Services Manager, explained there would be a small amount of road dedication to the City which would clean up the lot lines for the property. He added all improvements such as curb, gutter and sidewalk had already been completed with the only item remaining would be minor street cuts and utility stubbing for Lot 2. He reported Lot 2 consisted of 8,200 square feet, was 95 feet wide (frontage) and 87 feet deep.

Councilmember Jones moved to approve the Final Subdivision Plat for property located at 837 West 300 North as presented by staff and conditioned in the staff report and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

Clearfield City Public Works staff and the North Davis Fire District reviewed the plat and expressed no comments or concerns. The plat was prepared by the City Engineer, who had approved the design of all utility changes, streets, and City infrastructure. **Councilmember Benson moved to approve the street vacation of 550 South and Relocation of the 550 South Right-Of-Way and the Final Subdivision Plat located at 497 South Main 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.**

**APPROVAL OF THE DEVELOPMENT AGREEMENT FOR THE ROSENBERG SUBDIVISION LOCATED AT APPROXIMATELY 938 SOUTH 2000 EAST**

The Final Subdivision Plat for the Rosenberg Subdivision located at approximately 938 South 2000 East was approved during the April 28, 2015 City Council meeting. A development agreement generally provided the developer’s undertakings and the City’s undertakings and represented a contract between the two parties outlining specifics of the development. The submitted Development Agreement met the requirements of the Planning Commission and City Council and staff recommended approval as drafted.

Scott Hess, Development Services Manager, pointed out the following points which had not been directly addressed in the Development Agreement:

- **Paragraph D** – the date would need to be changed to May 19, 2015. He shared an illustration reflecting what the homes in the development would look like with garages side by side.
- Adding an additional paragraph/exhibit specific to landscaping which would ensure it met the number of bushes, trees and seed mix to eliminate a possible weed patch hill.
- **Moving exhibit E to F** which was a deed restriction for Lots 1 & 2 of the commercial component. He explained the plat itself would be listed as commercial only and the deed restriction would be tied to those lots. He mentioned the final subdivision agreement including that specific change but it was not included in the Development Agreement included in the packet and indicated changes would be made appropriately based upon what was approved during the Council meeting.

Councilmember LeBaron clarified the Council was being asked to make Exhibit E, Exhibit F. Mr. Hess responded the Council had never seen Exhibit E, the deed restriction; rather, discussion had only been referred to it. He emphasized there was a lot of language in the Development Agreement which spoke to Lots 1 & 2 (or A & B) as commercial. He expressed his confidence the lots wouldn’t be used in any other way other but commercial.

Councilmember LeBaron reviewed the following modifications:

- The date on Exhibit D be changed to reflect May 19, 2015
- Exhibit E – Landscaping plan added
- Exhibit F – Deed Restriction also added with language reflecting staff to complete.
Councilmember Benson mentioned an additional item was discussed during the work session. She inquired if the “gate” installed at the end of the development should also be included.

Mr. Hess responded it also needed to be included. He explained the original design of the subdivision ended in a cul-de-sac which was now designed as a through street to the parking lot to the west. He requested an additional call out be included under the Developer’s Undertakings which stated that when the City park was developed, any sort of gate would be removed. He also suggested the gate design would need to be acceptable to the North Davis Fire District (NDFD). He mentioned a letter had already been sent from the NDFD to the developer explaining what kind of gate should be installed allowing access. Mr. Hess suggested making this requirement be “L” and moving “L” to “M” under 1. Developer’s undertaking in the agreement.

Mr. Hess reviewed the points which needed to be included in the motion:
- I. Developer’s Undertaking, F, exhibit D- the date needed to reflect May 19, 2015
- Letter G – adding an exhibit E – identified as “Landscape Plan”
- Letter I – correct the exhibit E to F which was the Deed Restriction and delegating staff to complete anything additional
- Letter M – removal of gate when the City park becomes developed

Brian Brower, City Attorney, stated he would be comfortable for the motion to be made “approved as stated”.

Councilmember LeBaron moved to approve the Development Agreement for the Rosenberg Subdivision located at approximately 938 South 2000 East with modifications as stated by staff, Scott Hess, and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember Bush. Councilmember Young requested language be included in the motion to reflect, “as stated by Scott Hess during this meeting”.

Councilmember LeBaron moved to approve the Development Agreement for the Rosenberg Subdivision located at approximately 938 South 2000 East with modifications as stated by staff, Scott Hess, in this meeting, 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.

APPROVAL OF AN AMENDMENT TO THE LICENSE AGREEMENT WITH THE US AIR FORCE FOR MONITORING WELLS

The US Air Force had monitoring wells throughout the City to conduct groundwater and soil testing in connection with the groundwater monitoring project. The proposed amendment to the agreement allowed the Air Force to locate and maintain the groundwater monitoring wells.

Adam Lenhard, City Manager, explained the amendment to the lease agreement would increase the fee paid to the City by the Air Force for the monitoring wells. Mayor Shepherd inquired if
the amendment was requested by the Air Force. Mr. Lenhard replied it was as request by the Air Force.

Councilmember Bush asked why the City received the funds and not the residents. Mr. Lenhard explained the wells were located within the City’s rights-of-way. Brian Brower, City Attorney, added if a well was located on private property the Air Force would have an agreement with the property owner.

Councilmember Young moved to approve an Amendment to the License Agreement with the US Air Force for monitoring wells and authorize the Mayor’s signature to any necessary documents, seconded by Councilmember LeBaron. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd
1. Stated he was glad to be back in town. He reported on his visit to the Pentagon with the Utah Defense Alliance. He stated he also had the opportunity to meet with Utah’s Congressional Delegation, the Chief of Staff of the Air Force, who is the highest ranking individual with the Air Force, to specifically discuss the F-35 program at HAFB (Hill Air Force Base). He reported the project was on track and HAFB would receive the first F-35 in October. He indicated a celebration would be planned and stated it was a big deal for the Air Force and HAFB. He spoke of the opportunities to the State in regards to the Air Force.
2. Informed the Council of a possible defense contractor desiring to locate in Utah. He explained the contractor wanted to partner with an existing contractor with military ties. He reported this would be a good opportunity for the City and provided a list of possible contacts.
3. Announced the float for the Fourth of July would begin assembly on Saturday, June 20, 2015, and requested the Council clear its calendar in order to participate that day.

Councilmember Benson – Announced the first audition date for Clearfield’s Got Talent was only two weeks away and encouraged participants to submit applications.

Councilmember Bush
1. Stated he had enjoyed the recent Open House at the Aquatic Center.
2. Announced the North Davis Sewer District (NDSD) would be partnering with other sewer districts and local legislators to form a committee to influence the DWQ (Department of Water Quality).

Councilmember Jones – nothing to report.

Councilmember LeBaron
1. Stated he had attended the Scholarship Awards Ceremony at Clearfield High School and acknowledged the City’s scholarship recipient in the audience.
2. Mentioned the police and security personnel were honored at HAFB (Hill Air Force Base) and commented it was a very touching ceremony.
3. Reported he had also attended the Starbucks grand opening located on Falcon Hill. He stated Starbucks had teamed up with Operation Red White and Blue which promoted the hiring of veterans. He emphasized the public could now turn to the east on 650 North to shop at Starbucks and believed it would benefit the entire development as well as the City.
Councilmember Young – nothing to report.

Adam Lenhard, City Manager – nothing to report.

STAFFS’ REPORTS

Nancy Dean, City Recorder
1. Reviewed the Council’s calendar:
   • Wednesday, May 27, 2015 the Council would be meeting as the Appeal Authority to hear an appeal on a decision by the Planning Commission
   • Neighborhood Open House scheduled for Tuesday, June 2, 2015 at Wasatch Elementary
2. Reminded the Council Declaration of Candidacy would begin Monday, June 1, 2015.

Scott Hess, Development Services Manager – Announced the Utah Department of Transportation (UDOT) would be hosting a Road Respect event in the City on Friday, June 19, 2015. He explained there would be a community bicycle ride from 4-6 p.m. on the east side of State Street and along the Canal Trail for approximately 5 miles.

Curtis Dickson, Community Services Deputy Director – Announced the 10-year Anniversary for the Aquatic Center was scheduled for Friday, June 5, 2015 with an Open House beginning at 7:30 p.m. He stated there would be a small ceremony just prior to the Open House.

Councilmember LeBaron moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 8:25 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.

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

APPROVED AND ADOPTED
This 9th day of June, 2015

Mark R. Shepherd, Mayor

ATTEST:

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 26, 2015.

Nancy R. Dean, City Recorder
CLEARFIELD CITY ORDINANCE 2017-16

AN ORDINANCE VACATING A STREET KNOWN AS 550 SOUTH STREET, CLEARFIELD CITY, DAVIS COUNTY, STATE OF UTAH

PREAMBLE: This Ordinance vacates a street known as 550 South Street in order to facilitate the reorganization of the Public Works and Parks facilities into a single parcel facility.

WHEREAS, Clearfield City is in the process of reorganizing its Public Works and Parks facilities into a single parcel facility; and,

WHEREAS, the two facilities have previously been separated by a street known as 550 South State Street; and,

WHEREAS, the reorganization of the facilities necessitated a new road alignment known as 575 South Street providing a more direct route to the businesses located on the east side of the current Public Works and Parks facilities; and,

WHEREAS, after holding a duly noticed public hearing, considering any comments made therein and deliberating on the proposed changes submitted by City staff as well as the Planning Commission’s recommendation, the City Council has determined that good cause exists for the proposed street vacation and that neither the public interest nor any person will be materially injured by the proposed street vacation.

NOW THEREFORE BE IT ORDAINED, by the Clearfield City Council that:

Section 1. Street Vacation:

1. A street known as 550 South Street, as part of the reorganization of the Public Works and Parks facilities and more particularly described below is hereby vacated.

A part of the Southwest Quarter of Section 1, Township 4 North, Range 2 West, Salt Lake Base & Meridian and more particularly described as follows:

Beginning at a point which is 833.08 feet N00°12'50"E and 33.00 feet S89°47'10"E from the Southwest corner of said Section 1 and running:
Thence the following two (2) courses along the South property line of the Clearfield City Redevelopment Agency; (1) Thence Southeasterly 23.56 feet along a 15.00 foot radius curve to the left (long chord bears S44°47'01"E 21.21 feet); (2) Thence S89°46'52"E 417.36 feet; Thence Southeasterly 27.65 feet along a 55.00 radius curve to the right (long chord bears S75°22'40"E 27.36 feet); Thence S00°18'53"E 64.80 feet to a point on the Easterly property line of the Clearfield City Redevelopment Agency; Thence
the following three (3) along the said Easterly and North property line of said Clearfield City Redevelopment Agency and the North property line of the Clearfield City Corporation; (1) Thence N30º08'38"W 28.02 feet; (2) Thence Northwesterly 15.61 feet along a 15.00 foot radius curve to the left (long chord bears N59º57'45"W 14.92 feet); (3) Thence N8º946'52"W 417.35 feet; Thence Southwesterly 23.56 feet along a 15.00 radius curve to the left (long chord bears S4º512'59"W 21.21 feet) to a point of the East right-of-way line of South Main Street; Thence along said East right-of-way line of South Main Street N00º12'20"E 70.00 feet to the point of beginning.

Contains: 18,703 sq. ft. or 0.42 acres

2. The street vacation shall be recorded with the Davis County Recorder’s Office as part of the Clearfield City Shops Subdivision Plat.

Section 2. Effective Date: This Ordinance shall become effective immediately upon its passage and posting in three public places within Clearfield City.

DATED this 10th day of October, 2017, at the regularly scheduled meeting of the Clearfield City Council.

CLEARFIELD CITY CORPORATION

___________________________________
Mark R. Shepherd, Mayor

ATTEST

_________________________________
Nancy R. Dean, City Recorder

VOTE OF THE COUNCIL

AYE:

NAY:
To: Mayor Shepherd and City Council Members
From: Eric Howes, Community Services Director
Date: October 3, 2017
Re: Discussion on Recreation

I. RECOMMENDED ACTION

Provide comment and guidance on the future of recreation programs including WFFL Football.

II. DESCRIPTION / BACKGROUND

The Community Services Director Presented a Recreation Action Plan to the City Council on March 31, 2017. This agenda item is included as an update for the council regarding the implementation of that action plan. Additionally, the presentation includes information regarding the revenues and expenses specific to the contact football (WFFL) and expected cost recovery of all programs based on the Cost Recovery Model utilized by the Community Services Department.

III. IMPACT

a. Fiscal

b. Operations / Service Delivery

IV. ALTERNATIVES

V. SCHEDULE / TIME CONSTRAINTS

VI. LIST OF ATTACHMENTS

- Action Plan Presented on 3/21/2017
- Presentation updating events and progress since the Action Plan was presented
STAFF REPORT

RE: Recreation Action Plan

Mayor and Council,

I would like to update you on the results of the coaching situation that we have been working on for the past few months. It is my intent with this document to provide you with an outline of what we have learned and changes that we are making going forward to enhance the quality of our recreation programs and to rebuild the trust and improve the negative perception of our staff and programs that has developed through this process.

There are a number of changes that we have already implemented, and will continue to implement as the next programs begin (Baseball and Tiny Tot Soccer).

1. The Parks and Recreation Commission (PRC) by-laws were amended on February 15, 2017, to remove Article II Section 6, which indicated that the PRC “will act as a mediator for unresolved complaints filed with the Parks and Recreation Department.” This was done in an effort to protect the PRC and future complaints will not be directed to them.

2. We are working on installing security cameras on the buildings at both Fisher and Steed Parks that will record the games (including staff, coaches, participants, and officials). They should be in place by May 1, 2017.

3. Staff will receive frequent and additional training regarding our Clearfield City core values and codes of conduct (Coaches, Attachment A; Parents, Attachment B), and will be expected to hold themselves and all those involved to that standard. The first of those trainings was held on Thursday March 9, 2017, in preparation for Tiny Tot Soccer and all of our baseball leagues. The agenda for this training is included as Attachment C. The outline or template for this meeting will remain the same from month to month to ensure that each of these items will be addressed on a consistent and regular basis. Although the schedule was different in March, this staff meeting is regularly held during the third week of the month. The meeting generally begins at 4:30 pm on the weeknight that does not conflict with the current programs (e.g. Monday evenings during baseball season). All full-time and part time Recreation staff are required to attend. The Community Services Director will attend these meetings on a quarterly basis.

To summarize the trainings provided to Recreation staff, training will occur at the following times:

   a. All new staff, when hired and prior to working at any program site, will receive site and program specific training regarding the items outlined in the regular monthly meeting in addition to their specific responsibilities as scorekeepers, referees, site supervisors, etc.
b. Prior to each new season and program (baseball/softball, football, basketball) all staff assigned to the program will receive training regarding their specific duties and the following:

i. The purpose of the program

ii. Core values and standards of behavior for staff, participants, parents and coaches

iii. Expectations of staff in managing their site and job-specific responsibilities

iv. Sportsmanship and how to manage challenges. Verify that staff has contact information for:
   1. Program Coordinator
   2. Recreation Supervisor
   3. Recreation Manager
   4. Deputy Director
   5. Director
   6. Dispatch

c. Training meetings are held on a monthly basis to discuss issues that come up throughout the season and what can be learned from them.

4. Prior to the start of each season, staff will hold a mandatory meeting for all coaches that will be participating in that specific program. This meeting is designed to welcome them to the program and provide them with the information that they will need throughout the season. An increased emphasis on the purpose of the program and code of conduct (Attachment A) will be added to these meetings. A sample agenda for these meetings is included as Attachment D. Specific emphasis will also be given to the following items:

   a. City staff is to remind all coaches that good sportsmanship is expected from the youth coaches and that all coaches are expected to be role models for youth participants. This would include avoiding the use of inappropriate language including racial terms at all times. The Coaches’, parents’, and players’ code of conduct will be emphasized in all league meetings and we will ask that each group hold themselves and others accountable for good behavior.

   b. City staff is to remind all coaches that under no circumstances may a coach make any determination based on race. All participants should receive equal treatment regardless of race, religion, or financial circumstances.

   c. City staff will remind all coaches that the health and safety of the participants cannot be compromised and all coaches must hold the participant’s safety and health above all other priorities.
5. Mandatory parent meetings will be held for each sport to welcome them to the program. This meeting is intended to emphasize the purpose of the program, to review the parent’s code of conduct (Attachment B), and to provide them with the information that they will need to participate in the program, including key dates and locations. A sample agenda for these meetings is included as Attachment E. Additionally, these meetings will be recorded and posted on our website so that parents who are unable to attend the meeting will have the information readily available to them. Parents will also be provided with contact information for staff responsible for the program in which their child is participating including:

   a. Coaches
   b. Recreation Program Supervisor
   c. Recreation Manager
   d. Deputy Director
   e. Director

6. FANS Program. We are in the process of developing a program to address these issues similar to what Lehi City has developed with their FANS Program. More information on this program is available for review at https://www.lehi-ut.gov/legacy-center/youth-sports/fans/. Their program includes a 25 minute video with well-known sports figures from that region talking about the value of recreation programs and discussing appropriate behavior. The video also talks about some of the negative aspects often associated with youth sports and why those behaviors should have no place in recreation programs. At the end of the video each parent and coach is required to take a short test. The recreation staff receives notification when the test is passed successfully and the child is allowed to participate in the program. If the test is not passed, the parent or coach is required to watch the video again and retake the test which will then be made up of different questions.

   It may take a few months to develop our own video, but we’re already in the process of developing our own RISE UP program that staff will introduce to the council on March 21st. Also, in the interim and prior to the start of Tiny Tot Soccer in April we will utilize available videos in our parent and coaches meetings to visually illustrate required behaviors. We are in the process of evaluating available videos and have not yet selected a specific one. Once that selection is made, it will be made available to council for review if desired.

7. At the conclusion of each program, participants will be asked to respond to a simple survey to assess their level of satisfaction with the program and staff. The results of these surveys will be reviewed by the Recreation Manager and the Community Services Director and concerns will be addressed as quickly and efficiently as possible.

8. For each program, a Program Coordinator will be present at all practices and games and will be required to complete an incident report for each shift that is to include any instances of the
violation of proper conduct by parents, coaches, staff, and participants (Attachment F). Additionally, Recreation Supervisors will be required to visit each location of the programs that they are responsible for on a daily basis to ensure that standards of conduct and expectations of staff are met. The Recreation Manager will also be required to make weekly visits to each of the programs to observe, provide guidance and direction, and to further ensure that standards and expectations are met.

9. Once registration and drafts are completed, program supervisors will have no say in assigning late sign-ups to teams. Assignment to teams will be completed by strict adherence to listed procedures as indicated:

   a. Late registrations are taken at the Recreation Desk at City Hall.
   b. Names of late registrants are placed on a list in the order that they are received.
   c. The Administrative Assistant then places the late registrants (in order of registration) on the roster of the next team (according to draft order).
   d. The Administrative Assistant then contacts coaches with the new player’s information and the coach will then contact the participant with all relevant information.

10. The organizational structure of the Recreation Division of the Community Services Department is outlined in the following organizational chart:
Generally, Ginger Myers is responsible for the majority of youth sports programming and Shasta Tyteca is responsible for programs directed for adults. Pat Bergseng is responsible for the overall day-to-day operation of the Recreation Division under the Supervision of the Community Services Director.

11. For football season, the following changes have been made and will be implemented in the fall 2017 football season:

a. **Staff Roles.** Staff assigned to the direction and implementation of the Clearfield City teams participating in the Wasatch Front Football League will change as follows:
   i. The Community Services Director, Eric Howes, will attend Parent and Coaches meetings to emphasize the purpose of the program and the standards and expectations of staff, participants, coaches, parents, and fans.
   ii. The Recreation Manager, Pat Bergseng, will manage the program in lieu of the Recreation Supervisor. She will be present at the fields at practices daily throughout the week. The Manager will be responsible for the day-to-day operation of our teams in the WFFL including practices and games.

b. **Coach Selection.** The Community Services Director and other management staff from the Community Services Department will meet with all coaching candidates to select coaches for the upcoming season. Coaches will be selected by their willingness to abide by established and defined codes of conduct and their interest in supporting the mission and purposes of Clearfield City. The mission of the Community Services Department in relation to youth sports is to provide opportunities for participants to learn basic skills of the sport, and positive behaviors such as teamwork, sportsmanship, appropriate interpersonal interaction and communication.

c. **Concussion Protocol.** Clearfield City will ensure that someone qualified to evaluate for a concussion or the need for additional medical assistance will be present at football games so that the coach does not have to make any determination regarding potentially serious injuries.

12. **Reporting issues or problems.** During parent and coaches meetings, volunteers and parents will be provided with a printed list of contact information for those responsible for the program. This list will include contact information (phone and email) for the following individuals:

   a. Recreation Program Supervisor
   b. Recreation Manager
   c. Community Services Director

This contact information will also be available on the website so that it is readily available and accessible. The process for addressing concerns and complaints will be defined and outlined for parents and coaches so that it is clear and easy to follow. Parents will be encouraged to first discuss and attempt to resolve any concerns with the coaches. In the unlikely event that a
satisfactory resolution cannot be reached, parents and coaches will be instructed to first contact the Recreation Program Supervisor. They will be informed that the Recreation Manager and ultimately the Community Services Director are also available to address any concerns that are not successfully resolved with the recreation Program Supervision.

13. Necessary training and discipline of staff associated with these issues is being handled according to the policies and procedures established by Clearfield City. The general process for discipline includes a verbal warning, followed by a more formal written warning, and finally disciplinary hearing that could result in discipline up to and including termination.

This experience has been very frustrating and has provided us with a lot of things to work on. I am committed to doing what is necessary to restore the reputation of our youth recreation programs. The behaviors and situations that have come to light through this process are not acceptable in our recreation programs. Although this situation has been difficult I believe that we have learned from it and ultimately our programs will be improved as a result. However, if we never have another similar learning experience, it will be too soon. I sincerely appreciate your support and understanding throughout this process.

Eric Howes
Community Services Director
Coaches’ Code of Ethics

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.

- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

- I will do my best to provide a safe playing situation for my players.

- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.

- I will lead by example in demonstrating fair play and sportsmanship to all players.

- I understand I am a role model, I am held to a higher standard regarding my behavior.

- I will do my best to organize practices that are fun and challenging for all my players.

- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.

- I will be knowledgeable in the rules of each sport I coach, and I will teach these rules to my players.

- I will use those coaching techniques appropriate for each of the skills that I teach.

- I will remember that I am a youth sports coach, and the game is for children and not adults.

- I will not argue with nor berate the sports officials or recreation staff.

- I will abide by all league rules and by-laws

______________________________   _________________
Signature                           Date
Parents’ Code of Ethics

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents’ Code of Ethics Pledge:

✓ I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
✓ I will place the emotional and physical well being of my child ahead of a personal desire to win.
✓ I will insist that my child play in a safe and healthy environment.
✓ I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
✓ I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
✓ I will remember that the game is for youth - not adults.
✓ I will do my very best to make youth sports fun for my child.
✓ I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

_________________________________________  ______________________
Parent Signature                                Date
_________________________________________
Child’s Name                    Grade
Monthly Staff Meeting Agenda

- Welcome – Team Building Activity
- Core Value Discussion
- Codes of Conduct
- Employee Manual Training
- Training for Upcoming Sports
- Discussion of issues and areas for improvement
- Key dates:
- Thank you
Example from March 9

**Employee Meeting Agenda- March 9, 2017**

Team building activity/communication – 5 minutes debrief for 2

- Core Value: Communication
  - What makes good communication
  - What makes bad communication
  - What happens when there is no communication

Who do we need to communication with on a daily base at work?

- Boss
- Co-workers
- Coaches
- Players
- Parents
- Spectators

- Update from Community Services Director – Eric Howes

**NCAA Basketball team goal**

- Compare our staff to a sports team that is struggling and is returning to the fundamentals to “right the ship.” As I am discussing the sports team metaphor I will ask them *why these slumps occur, what coaches do to address them, and why some teams break out of the “slump” and why others do not.* We have been through a rough stretch in our season as a staff and in a concerted effort to improve and achieve our goals, we will be returning to and focusing on those goals and the fundamentals that will get us there.

1. Our goal is to provide high quality programs- Define what makes a program “high quality”
2. A renewed focus on the fundamentals
   a. Core Values
   b. Codes of Conduct
   c. Incident Reports
   d. Monthly staff training meetings
      i. Reviewing these fundamentals
      ii. Training specific skills
      iii. Reviewing issues and discussing plans for improvement
3. Staff member roles in making this happen
   a. Learn the core values and represent them on the job
   b. Hold staff, players, coaches, and parents to the standard of behavior in codes of conduct
      i. Contact information for Recreation Supervisors and Manager
   c. Complete incident reports
   d. Discuss ideas regarding improvement and implementing them
4. What we do is important and it matters and your role is critical
   a. We are counting on you
   b. We believe in you

- Employee Manual: Concussion Training

- Training for upcoming Sports
  - Mandatory CDC concussion training Due by April 15th
    o Email/picture text me the certificate to me
    o Baseball/softball umpire.
      - Thursday’s after school? Or would 5:30p work well? March 16th, 23rd and 30th.
        o Please get food handlers permit by April 10th. The City does not pay for your food handlers permit
    o CPR/first aid CAFC on March 18th 8am.

- Open talk
  o End of Jr. Jazz – get into groups – instructional, Syracuse Jr. High, Draft/high school
    - What worked well, what didn’t work well. What could we have done better?
    - What did we do well? Good, bad and ugly.
  o Any other ideas or questions?

- Thank you
Coaches Meeting

- Welcome
- Purpose of the program
- Coaches Background check
- Coach’s code of conduct
- Draft Rules

---

- Key dates:
  - Practices: Week of Nov 18th.
    - Either at Aquatic Center or CHS
    - Players can only come in during scheduled practice time
  - Jazz Game: Sat. December 14 @ 7PM vs Spurs.
    - Tickets $12 for extras Sold only at Aquatic Center
  - Games: Jan 4th - Mar 1st
  - Pics: 1 week of Feb (tentative) at practices.
  - Game Schedule & Jersey’s: will have in December

- House Keeping Items
  - Concussions
  - Rules: see rule book

Any questions or concerns
CLEARFIELD CITY RECREATION  
Jr. Jazz Basketball  
Player, Parent and Coaches Meeting

I. Welcome

II. Game Schedule (see attachment):  
Review dates, times, and locations

II. Rules / Sportsmanship

III. Game Jerseys

IV. Important Dates:  
**January 25th** – Jazz Player Appearance 7 pm CHS

Jazz Games - Dec. 10 Orlando Magic and Mar 6th L.A. Clippers

No tickets available for parents

V. Parents Code of Ethics

VII. Introduction of Coach:  
Team roster

VIII. Any questions or concerns:
CLEARFIELD
RECREATION

Site Supervisor Checklist

League(s): ________________ Shift Hours: ________________

Site Supervisor: ________________ Location: ________________

Employees:

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Was anyone late for work? □ Yes □ No □ Why? ____________________________

Did anyone not show up for work? □ Yes □ No □ Who? ____________________________

Did anyone substitute for someone who was supposed to work?

Who? ____________________________ For whom? ____________________________

Who? ____________________________ For whom? ____________________________

Who? ____________________________ For whom? ____________________________

Brief explanation of how the shift went. Good AND Bad.

____________________________________________

____________________________________________

____________________________________________

____________________________________________

Were there any incidents? □ Yes □ No □ Filled out incident report form? □ Yes □ No □

Condition of site at arrival ____________________________________________

Condition of site at departure _________________________________________

All equipment accounted for? If anything is missing, please list: ____________________________

Does the Recreation Programmer need to follow up on any incident or problem? If so list: ____________________________

____________________________________________

____________________________________________

____________________________________________

____________________________________________

______________________________

Did you call the recreation Programmer? Yes or No (if no why) ____________________________

List any additional comments: ____________________________

____________________________________________

____________________________________________

____________________________________________
Clearfield Recreation
Recreation Action Plan Review
Recreation Action Plan Review

1. The Parks and Recreation Commission (PRC) by-laws were amended on February 15, 2017, to remove Article II Section 6.

2. We are working on installing security cameras on the buildings at both Fisher and Steed Parks that will record the games (including staff, coaches, participants, and officials). They should be in place by May 1, 2017.
   - Cameras were installed by June
Recall Action Plan Review (Staff Training)

3. Staff will receive frequent and additional training regarding our Clearfield City core values and codes of conduct and will be expected to hold themselves and all those involved to that standard. This staff meeting is regularly held during the third week of the month and generally begins at 4:30 pm. All full-time and part-time Recreation staff are required to attend. The Community Services Director will attend these meetings on a quarterly basis.

- We have added RISE UP to these trainings

March 9
April 20
May 18
June 22
August 18
September 22

*Missed the July meeting due to staff turnover.
Recreation Action Plan Review (Staff Training)

**Staff training schedule:**

- **When hired and prior to working at any program site**
  - RISE UP, Core Values, Codes of Conduct
  - Site and program specific training
  - Specific responsibilities as scorekeepers, referees, site supervisors, etc.

- **Prior to each new season**
  - Program specific duties

- **Regular monthly training meeting**
  - Discuss issues that arise during the season and what can be learned from them

**Program Specific Training Content**

- Purpose of the program
- Core values and standards of behavior
- Expectations of staff in managing site and job-specific responsibilities
- Sportsmanship and how to manage challenges,
- Provide contact information for:
  - Program Coordinator
  - Recreation Supervisor
  - Recreation Manager
  - Deputy Director
  - Director
  - Dispatch
4. Prior to the start of each season, staff will hold a mandatory meeting for all coaches that will be participating in that specific program. This meeting is designed to welcome them to the program and provide them with the information that they will need throughout the season.

Coaches Meeting Content

- Sportsmanship (RISE UP, Coach’s Code of Conduct)
- Participation & equal treatment
- Participant Health & Safety
- Key dates & Locations
- Schedules
- Contact information
  - Coaches
  - Recreation Program Supervisor
  - Recreation Manager
  - Deputy Director
  - Director
5. Mandatory parent meetings will be held for each sport to welcome them to the program and to provide them with the information that they will need to participate in the program.

- Coaches provided team specific parents meetings for football.
- Staff did not provide general parents meeting for football.
- Parents meetings have not been recorded and posted on the website.

Parents Meeting Content

- Sportsmanship (RISE UP, Parent’s Code of Conduct)
- Key dates & Locations
- Schedules
- Contact information
  - Coaches
  - Recreation Program Supervisor
  - Recreation Manager
  - Deputy Director
  - Director
Recreation Action Plan Review (RISE UP)

Respect
- Develop video about appropriate behavior in youth sports

Inclusion
- Parents required to watch video and pass quiz

Skill-building
- Possible videos for use in the interim

Excellence

Unity

Professionalism

[Links to videos]
- https://www.youtube.com/watch?v=VXw0XGOVQvw&t=1s
- https://www.youtube.com/watch?v=y29VCO_CdH8
- https://www.youtube.com/watch?v=oQmLJ1JGZ00
- https://www.youtube.com/watch?v=sTTSYHGxPU4
- https://www.youtube.com/watch?v=J8sR5y7Y664
- https://www.youtube.com/watch?v=ra7uJtVj1bI&t=66s
- https://www.youtube.com/watch?v=EhRXQs0K6Is
7. At the conclusion of each program, participants will be asked to respond to a simple survey to assess their level of satisfaction with the program and staff. The results of these surveys will be reviewed by the Recreation Manager and the Community Services Director and concerns will be addressed as quickly and efficiently as possible.

- Completed for baseball
- Not well distributed
- Low rate of response
- Self selection of respondents
Recreation Action Plan Review (Staff Presence)

8. STAFF PRESENCE
   a. Program Coordinators (PT)
      a. Present at all practices and games
      b. Complete incident reports
         • Need to further train how to fill out reports completely
   b. Recreation Program Supervisors (FT)
      a. Daily visits to each program location
      b. Ensure proper conduct of parents, coaches, and staff
   c. Recreation Manager (FT)
      a. Weekly visits to each of the program locations
      b. Observe, provide guidance and direction
      c. Further ensure that standards and expectations are met
Recreation Action Plan Review (Late Sign-ups)

9. Once registration and drafts are completed, program supervisors will have no say in assigning late sign-ups to teams. Assignment to teams will be completed by strict adherence to listed procedures as indicated:

   a. Late registrations are taken at the Recreation Desk at City Hall
   b. Names of late registrants are placed on a list in the order that they are received
   c. The Administrative Assistant then places the late registrants (in order of registration) on the roster of the next team (according to draft order).
   d. The Administrative Assistant then contacts coaches with the new player’s information and the coach will then contact the participant with all relevant information

   ❖ We need to further evaluate and refine this process with the implementation of the Customer Service Center
Recreation Action Plan Review (Organization Chart)

March 21, 2017

Community Services Director
(ERIC HOWES)

Recreation Manager
(PAT BERGSENG)

Recreation Program Specialist (Youth)
(GINGER MYERS)
- Program Specialist PT (4)
- Program Assistant II PT (4)
- Program Assistant I PT (6)

Recreation Program Specialist (Adult)
(SHASTA TYTECA)
- Program Specialist PT (4)
- Program Assistant II PT (4)
- Program Assistant I PT (6)

Recreation Program Specialist (Arts)
(ANGIE BLAIR)
- Program Specialist PT (Angie Blair)
- Program Assistant II PT (2)

October 3, 2017

Community Services Director
(ERIC HOWES)

Recreation Manager
(PAT BERGSENG)

Recreation Program Specialist (Adult)
(SPENCER WINZENRIED)
- Program Specialist PT (4)
- Program Assistant II PT (4)
- Program Assistant I PT (6)

Recreation Program Specialist (Arts)
(ROBERT STROUD)
- Program Specialist PT (4)
- Program Assistant II PT (4)
- Program Assistant I PT (6)

Recreation Program Specialist (Arts)
(ANGIE BLAIR)
- Program Specialist PT (Shalese Higley)
- Program Assistant II PT (2)
Recreation Action Plan Review (Football Specific)

11. Changes for the 2017 football season (WFFL):

a. Staff Roles

   i. The Community Services Director will attend Parent and Coaches meetings to emphasize the purpose of the program and the standards and expectations of staff, participants, coaches, parents, and fans

      - Attended two coaches meetings (1 for Head Coaches, 1 for all coaches)
      - Did not hold parents meeting for all participants
      - Coaches held team specific parent meetings (attended 1)
      - New Recreation Program Supervisors held parents meeting during the week of 8/14
        - Introduced themselves
        - Introduced RISE UP
      - Present at home football games each Saturday (8/19, 8/26, 9/2, 9/9, 9/23)
      - Present at practice fields twice each week (except week of 9/11)
Recreation Action Plan Review (Football Specific)

11. Changes for the 2017 football season (WFFL):

a. Staff Roles

ii. The Recreation Manager will manage the program in lieu of the Recreation Supervisor. She will be present at the fields at practices daily throughout the week. The Manager will be responsible for the day-to-day operation of our teams in the WFFL including practices and games.

- With the resignation of both of the FT Recreation Program Supervisors in June and July, these responsibilities reverted to the new employees
- Coordinated the administrative responsibilities of our teams with the WFFL
- Provides training and guidance for new Recreation Program Supervisors
- Attended all coaches meetings
- Visits practice fields each week and attends home games (9/2, 9/9, 9/16, 9/23)

ii. The Community Services Deputy Director took on the responsibility of putting teams together and instructing coaches on their responsibilities and the rules and WFFL by-laws

- Coordinated and led all coaches meetings
- Attends all home games (8/19, 8/26, 9/2, 9/9, 9/16, 9/23)
Recreation Action Plan Review (Football Specific)

11. Changes for the 2017 football season (WFFL):

a. Staff Roles.
   
   iv. The Recreation Program Supervisor for youth sports will continue to coordinate with the WFFL leadership and with Clearfield High School regarding the use of their field. She will not be present at practices, games, or other events associated with our contact football teams.

   - Our Recreation Program Supervisor who had been responsible for WFFL resigned from the city effective June 22, 2017. Our other Program Supervisor resigned effective July 6, 2017.
   - Both have been involved with WFFL.
     
     - Provide for the direct administration of the WFFL program
     - Works directly with coaches to manage the program and to resolve issues
     - Coordinates and oversees operations at home games
     - At the practice fields daily
     - At home games

   iv. Our most experienced Recreation Coordinators and Program Assistants will be assigned to work with our contact football teams.

   - We plan to continue to pursue the development of our internship program with Weber State University.
Recreation Action Plan Review (Football Specific)

a. **Coach Selection.** The Community Services Director and other management staff from the Community Services Department will meet with all coaching candidates to select coaches for the upcoming season. Coaches will be selected by their willingness to abide by established and defined codes of conduct and their interest in supporting the mission and purposes of Clearfield City. The mission of the Community Services Department in relation to youth sports is to provide opportunities for participants to learn basic skills of the sport, and positive behaviors such as teamwork, sportsmanship, appropriate interpersonal interaction and communication.

- 4 of 7 Head Coaches are returning, 3 new Head Coaches
- The Community Services Director met with each Head Coach to assess willingness to abide by codes of conduct
- The Community Services Director, Deputy Director, and the Recreation Manager also met with all of the coaches to address the Coach’s Code of Conduct and RISE UP (twice)
Recreation Action Plan Review (Football Specific)

c. **Concussion Protocol.** Clearfield City will ensure that someone qualified to evaluate for a concussion or the need for additional medical assistance will be present at football games so that the coach does not have to make any determination regarding potentially serious injuries.

- Contracted with Mountain Land Physical Therapy to provide medical evaluation including concussion assessment
- North Davis Fire District has had an ambulance and first responders stationed at the field for the majority of the last five weeks
- NDFD response times are 2-5 minutes from the station to the H.S. field
- AED available at all practices and games
- All Recreation Staff are trained in CPR, First Aid, and AED
- To this point in the season we have had 7 concussions diagnosed at the fields
- We have also had a broken collarbone, a broken arm, separated shoulder, multiple sprained ankles, and one sprained knee
12. **Reporting issues or problems.** During parent and coaches meetings, volunteers and parents will be provided with a printed list of contact information for those responsible for the program. This list will include contact information (phone and email) for the following individuals:

- a. Recreation Program Supervisor
- b. Recreation Manager
- c. Community Services Director

- All contact information was provided to coaches
- Coaches distributed contact information in team specific parent meetings
- Recreation Manager contact information is included on the WFFL page with team schedules
- Coaches were instructed to contact Program Supervisor and Recreation Manager first should problems arise
- Community Services Director and Deputy Director have been available at the fields
13. Necessary training and discipline of staff associated with these issues is being handled according to the policies and procedures established by Clearfield City. The general process for discipline includes a verbal warning, followed by a more formal written warning, and finally disciplinary hearing that could result in discipline up to and including termination.

- Full-Time staff that were directly involved with the issues leading to the development of this Recreation Action Plan have resigned from their employment with Clearfield City.
- Clear and specific guidance regarding performance expectations and conduct have been provided and agreed upon with remaining Recreation Department staff.
Areas for Continued Improvement

- Improve the equipment check-out and check-in process
- Complete a thorough inventory of existing equipment
- Ensure that comprehensive Parent’s Meetings are held prior to the start of the season
- Continue to evaluate and address potential safety concerns
Cost Recovery Model

Clearfield Community Services Department Pricing and Cost Recovery Pyramid

1. Highly Individual Benefit
   - Concessions/Concessions
   - Merchandise for Sale
   - Premium Services
   - Special Events (For Profit)
   - Rents (For In-Room, Non-Resident)
   - Outdoor Sports Facilities (Rents)

2. Mostly Individual Benefit
   - Adult Leagues
   - Tournaments
   - Comp Leagues
   - Contract Programs & Services
   - Rents (Resident/Non-Resident, CRC, CC-CC Minimum 100% CR)
   - Special Events (Public Minimum 100% CR)

3. Individual/Community Benefit
   - Adult/Youth Trips
   - Youth Leagues
   - Youth Classes – Intermediate/Advanced
   - Adult Classes – Beginner/Intermediate
   - Community Centers (Youth Centers, Adult Drop-In)

4. Community/Individual Benefit
   - Youth Day Camps
   - Mobile Services
   - Youth Classes
   - After School Programs
   - Special Events (City Sponsored)
   - Rents (Social Service/Instrumental)

5. Community Benefit
   - Non-Monitored (And Non-Programmed) Park & Recreation Facilities
   - Support Services
   - Volunteer Program
   - Inclusionary Services
   - Rents (For City Departments)
### FY 2018 Budget for Wasatch Front Football League

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### Notes

- This budget is for the FY 2018 season of the Wasatch Front Football League.
- Each line item represents a specific cost or revenue generation for the league.
- The totals at the bottom reflect the cumulative cost and revenue for each category.

---

**Recruitment Division 2018 - Proposed**
## WFFL Equipment Expenditures (5year)

### Clearfield City WFFL

#### Equipment Expenditures

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<th>FY13</th>
<th>FY14</th>
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**FY13-FY17 TOTAL** $73,523.40  
**FY13-FY17 Average/Year** $14,704.68  
**FY13-FY17 Average/Participant** $91.90  

*(estimated annual average of 160)  
FY18 Participation = 147*

### Total Equipment Cost/Year

<table>
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<tr>
<th>Minimum</th>
<th>Maximum</th>
<th>Annual avg. Participation</th>
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<tr>
<td>$ 200.00</td>
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The general plan for equipment replacement is to replace 1/3 of the equipment each year. Using these numbers, we would need to spend between $10,667 and $12,780 just to replace personal equipment. The remainder of budgeted funds should be used to purchase necessary practice and game equipment. With this plan in a worst case scenario, all of our equipment should be replaced every 4 years.
QUESTIONS?