

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
April 10, 2018

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Spencer Brimley	Community Development Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant
	Trevor Cahoon	Communications Coordinator
	TJ Peace	Information Systems Manager
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Kathryn Murray

Mayor Pro Tem Peterson called the meeting to order at 6:22 p.m.

DISCUSSION ON THE 2018/2019 FISCAL YEAR BUDGET

Rich Knapp, Finance Manager, highlighted the adjustments made to the draft budget since last week's work session on April 3, 2018. He noted the Maintenance Operations Center (MOC) expense accounts were increased based on anticipated electricity and natural gas costs; the Patrol and Investigations overtime budget was decreased due to an oversight; and Youth Court Conference expenditures were eliminated from the budget.

Mr. Knapp reviewed the analysis of replacing eligible fleet trucks by purchasing or leasing Ford F150 XLT models which could provide a higher return on investment if replaced every three years. He noted Lee Naylor, Accountant, had done most of the research. Mr. Knapp highlighted the various options for purchasing or leasing, the anticipated net savings per year, the time required before an initial cash investment would be recouped, and the City's average loss per year with each option versus the actual average yearly loss for fleet vehicles under the current rotation schedule. There was a discussion about the variables used or not considered during the

analysis, risks associated with a reduction in cash flow, advantages both initially and long term to decrease the average annual loss for fleet vehicles, pros and cons of converting marked police vehicles to trucks and its impact on the analysis, potential changes in the market which could affect resale values, and funding options which could have a decreased impact on the City's General Fund.

JJ Allen, City Manager, stated if the Council was still interested in further analysis staff could work on fine tuning the data and provide a recommended approach. He asked if the Council wanted staff to explore a specific option discussed or continue with the current process regarding fleet vehicle replacement. Councilmember Phipps wondered what the recommendation would be based on the study completed. Mr. Naylor indicated the recommendation would depend on the desire to have the vehicle as the asset or the available cash. He noted if cash was not an issue then buying replacement vehicles for all 60 eligible fleet vehicles would be the best option. Mr. Knapp indicated his recommendation would be to lease the vehicles rather than buy them so there was less of an impact on the initial cash flow. The consensus of the Council was to further evaluate the option of leasing vehicles to determine how it would impact the Fiscal Year 2019 (FY19) budget and the various departmental necessities.

Councilmember Phipps wondered what the overall budget total was for the Fourth of July event in FY19, since it was distributed between multiple accounts. Mr. Knapp recalled it was approximately \$70,000 and indicated it was the same as budgeted in FY18 except for one expense that had inadvertently been overlooked and then added to the FY19 budget. Mr. Allen suggested actual costs for prior years could be easily accessed and reported to the Council during a future budget discussion or by email.

Mayor Shepherd arrived at 6:54 p.m.

Councilmember Phipps expressed his concerns regarding emergency preparedness and wondered if money was budgeted in FY19 for the City to contract services for creation of an emergency response plan which had been discussed in prior meetings. Mr. Allen replied funding had been included in the budget for filling the part-time Emergency Preparedness Manager position. He explained the delay in filling the vacancy and stated the job opening recently closed so applications were currently being evaluated. Mr. Knapp reviewed the proposed FY19 budget for emergency preparedness which included money for the consulting services specific to the drafting of an emergency operations plan.

Councilmember Phipps expressed his desire to learn more about the homeschooling expenditure to understand if it was a justified use of City funds as it related to the recreation division. Mr. Allen explained there was a revenue side to the homeschooling expenditure and it outweighed the cost of the program in terms of materials and supplies. Mr. Howes stated even the labor costs were likely a break-even expenditure. He noted the City rented its building during periods of time which were under-utilized to provide homeschool children opportunities which also created a revenue source for the City.

Mr. Allen asked if there would be a need for any additional budget discussion following the policy session. There were no additional questions from the Council regarding the budget.

Councilmember Bush moved to adjourn the work session and reconvene in policy session at 6:59 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper and Thompson. Voting NO – None.

The meeting reconvened at 7:33 p.m.

DISCUSSION ON THE DAVIS CHAMBER LEGISLATIVE POLICY COMMITTEE

Mayor Shepherd explained the City was a member of the Davis County Chamber of Commerce and Bruce Young was currently listed as the City's representative on the Legislative Policy Committee (LPC). He wondered if there was a current council member interested in the position. He acknowledged during the legislative session there were regular weekly LPC meetings held in the early morning hours at the Davis Applied Technology College (DATC) in Kaysville. Councilmember Roper volunteered to participate with the LPC if no one else was interested. The consensus of the Council was to advise the Davis County Chamber of Commerce that Councilmember Roper would be the City's representative and participate with the LPC.

REPORT AND DISCUSSION ON THE NATIONAL LEAGUE OF CITIES' CONGRESSIONAL CITY CONFERENCE

Councilmember Bush shared information he gained from attending the National League of Cities' (NLC) Congressional City Conference held March 11, 2018 through March 14, 2018 in Washington D.C. He reviewed the topics and concerns discussed during the conference.

- Dilapidated infrastructure throughout the nation and the desire for federal funding
- Areas to focus efforts when doing redevelopment
 - Infrastructure of the redevelopment area
 - Building design and development which included input from existing businesses in the redevelopment area
 - Surrounding neighborhoods to see if improvements to residential areas were needed
- Affordable Housing which was family friendly especially for the work force
- Attended a meeting about the 2020 Census and discussed the following topics:
 - 2020 census preparations were currently underway
 - Difficulty historically with gathering data for certain groups
 - Renters
 - Non-English speaking
 - Low income areas
 - Children ages 0-5 years
 - A suggestion was offered for cities to form a committee which included religious, school, business and City leaders as a reference for those gathering census data
 - Utilizing City data to aid with the census
 - Holding a kick-off event such as a census parade
 - Additional information was available on the census.gov website
- Attended meetings for the Small Cities and Western States Coalition.

- Many attending from the western states expressed problems with States undermining local government
- Met with Congressional Representatives Mia Love and John Curtis to discuss local concerns
 - Environmental Protection Agency (EPA) and its regulation
 - Difficulties between the federal legislative bodies in making progress
- Toured the White House with Congressman Rob Bishop

There was a discussion about the City’s efforts with redevelopment, the 2020 Census, and representation at next year’s NLC meetings which would be in Los Angeles, California. Councilmember Bush expressed his opinion overall the conference was good. Mr. Allen acknowledged there was money included in the FY19 budget for two people to attend the conference and it was intended to be a rotated opportunity for members of the Council to attend with the Mayor.

There being no further business to come before the Council, **Councilmember Roper moved to adjourn at 7:54 p.m., seconded by Councilmember Thompson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.**

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 22nd day of May, 2018**

/s/Mark R. Shepherd, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, April 10, 2018.

/s/Nancy R. Dean, City Recorder