

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
February 19, 2019

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
EXCUSED:	Karece Thompson	Councilmember
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Scott Hodge	Public Works Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Rich Knapp	Finance Manager
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

Mayor Shepherd called the meeting to order at 6:00 p.m.

DISCUSSION ON A GRANT APPLICATION TO PROVIDE SURVIVOR DRIVEN
HOUSING FOR VICTIMS OF CRIME

Stuart Williams, City Attorney, stated the purpose of the discussion was to seek input and direction regarding a grant through the Utah Office for Victims of Crime (UOVC) to provide survivor driven housing for victims of crime. He indicated the City would be required to create a crime victim survivor driven housing program using the "Housing First Model" in order to be eligible. He noted the Social Institute at the University of Utah conducted a needs assessment survey in 2017 of domestic violence crime victims and the findings concluded a majority of the needs were related to housing.

Teresa Allen, Victims Coordinator, stated the grant would be an opportunity to address some of the housing issues. She explained the housing first model was an approach that focused on connecting crime victims to safe short term and long term housing as quickly as possible without

preconditions or barriers and with advocacy support. Mr. Williams indicated a huge issue facing victims currently was the need to be homeless before assistance programs were available.

Ms. Allen reviewed the allowable versus non-allowable uses for grant funding assistance to help victims with housing needs. She mentioned allowable costs covered not only staff and training but other expenses such as rental or mortgage assistance, utilities, moving, and childcare expenditures for the survivors.

Councilmember Phipps asked if the grant mandated a certain percentage of funding be used towards staffing versus victim expenditures. Mr. Williams responded no, there would be funding available for staff in addition to the funding for victims. He indicated there were currently only ten (10) programs in the State funded by the grant. He noted Weber County and Salt Lake County were the nearest programs, but so far there was no other agency receiving the grant funding in Davis County; thus, Clearfield would likely service many other agencies within the area.

Councilmember Bush asked if it was a federal grant. Mr. Williams answered it was a pass-through grant which was federally funded but allocated by the State. There was a discussion about the non-allowable types of funding and ways to find creative solutions through mobile advocacy within the community to help the victims during their immediate housing crisis. Ms. Allen stated West Valley City had a program and found addressing the housing crisis was possible because there were other programs already existing to address the other needs of victims. There was a discussion about the grant program and its flexibility to meet individual needs; the amount of funding available; its core components; the support from other cities county-wide to secure the grant funding and collaborative efforts moving forward; and the qualifications of victims to be eligible for assistance.

Ms. Allen stated UOVC had encouraged the City to apply for funding to promote greater accessibility to all victims of violent crimes, not just domestic violence crime. Mr. Williams reviewed the fiscal impacts including one-time costs, ongoing costs, and anticipated ongoing grant award amounts. He explained the one-time City costs were for remodeling the legal department's office suite creating an area for the Crime Victim's Advocate. He noted the proposed ongoing costs were proposed as a ten (10) percent increase in wages for the position of the Victim Services Coordinator to provide supervisory duties over the proposed Crime Victim Housing Advocate as well as participate in limited work assignments or activities that were not victim services related.

Councilmember Bush pointed out the grant required a twenty (20) percent match by the City. Mr. Williams confirmed it would have a 20 percent match; however, anticipated a large majority of the matched funds would be in-kind through supervisory hours, office space, fuel and vehicle expenditures. He added it was also anticipated the grant would allow for additional training opportunities which were benefits for the legal and police departments. There was a discussion about the grant application process, the possibility of its award, and the steps moving forward. Mr. Williams stated the application was due April 11, 2019, and funding was fiscally based so if awarded it would not begin until July 1, 2019.

Councilmember Phipps wondered if the upfront costs would be part of the current fiscal year. JJ Allen, City Manager, responded if the Council were comfortable moving forward with the grant application, then staff could budget for the position in fiscal year 2020 (FY20) and move forward with the office remodeling in preparation for the additional space needed. There consensus of the Council was to move forward with the grant application and budget for the position in FY20.

DISCUSSION ON AMENDMENTS TO TITLE 2, CHAPTER 4, CITY DONATIONS

Stuart Williams, City Attorney, stated the proposed amendments to Title 2, Chapter 4, Sections 5, 6, 7, and 8 – Revenue and Finance, City Donations would make clarifications about the processes necessary when a monetary donation was made on behalf of the City. He explained some donations were reoccurring from year to year and identified as line items during the budgeting process and others came up throughout the year. He mentioned the amendments to the ordinance would provide clarity there would be an exception to the procedures currently outlined in the City Code for donations addressed during the fiscal budgeting process. Mayor Shepherd commented the purpose for the process was to provide transparency and if a donation was included with the budget it was already part of a public process and met transparency.

Councilmember Phipps expressed his concern something vague could be included in the budget. Mr. Williams responded the donation would have to be clearly identified as a line item in the budget notes. Mayor Shepherd explained the reoccurring types of donations were currently identified as line items in the budget under Council Expense; but, the Council donations expense category was not delineated for a specific use. He mentioned the City recently received a request for a donation to the Westside Food Pantry; consequently, to provide transparency the Council would need to consider such a request through a public process because the specified use of funds was not known during the budgeting process.

Mr. Williams continued the current ordinance allowed for a donation only after a determination was made by the City Council, a study was performed to support the monetary donation, and a public hearing was conducted. He commented the procedures allowed for the City Council to create a record to establish that its decision to donate public funds was done through a transparent process and included an opportunity for public input through a public hearing. He explained the City followed the transparency requirements that existed for donations through its budgeting process and associated public hearings so amendments were proposed for the current ordinance to clarify that exception. He acknowledged any donations made throughout the year would need to clearly announce the purpose of the donation and allow for public comment on the matter before any decisions were made.

Mr. Williams wondered if the Council would like to include language in the proposed amendment that allowed for a threshold amount of money to be donated without the study and public hearing process currently in place. There was a discussion about whether or not there should be a limited amount of funds that could be donated without the current processes specified in the City's Code. The consensus of the Council was to leave the ordinance as proposed and not add a threshold amount.

DISCUSSION ON A ZONING TEXT AMENDMENT TO TITLE 11, CHAPTER 15, PARAGRAPH 8, SECTION C AMENDING THE STANDARDS FOR ON PREMISE FREESTANDING SIGNS

Brad McIlrath, Senior Planner, stated the City proposed amendments to Title 11, Chapter 15, Paragraph 8, Section C of the City Code to ensure on premise freestanding signs complied with the City's clear vision regulations. He reviewed the Code's current language, examples of on premise freestanding signs, and indicated the following changes were proposed as amendments to the City's current ordinance:

11-15-8: SIGNS THAT REQUIRE A PERMIT

- C. On Premises Freestanding Signs: Freestanding signs shall be allowed as follows:
1. Commercial or manufacturing parcels or centers less than ten (10) acres in size: No freestanding signs shall be allowed.
 2. Commercial or manufacturing parcels or centers larger than ten (10) acres in size: One freestanding sign shall be allowed per three hundred feet (300') of street frontage. Sign area shall not exceed three hundred (300) square feet, and sign height shall not exceed thirty five feet (35'). Signs shall comply with the clear vision regulations found in section 11-13-10 of this title.
 3. For centers with more than one sign, there shall be a minimum separation of two hundred and fifty lineal feet (250') between each sign.
 4. Reader boards, changeable copy areas and electronic message centers: No such devices shall exceed fifty percent (50%) of the total copy area of the freestanding sign.
 5. Signs must be integrated into the development with a common theme or integrated architecturally with the buildings.
 6. Signs shall have at least a one foot (1') pedestal that is constructed of materials such as stone, brick, or rock with landscaping around the base of each sign.

Mr. McIlrath mentioned the last two provisions were additions which should provide better aesthetics and promote high quality design and construction. He indicated the Planning Commission reviewed the proposed amendments at its meeting on February 6, 2019. He noted there had been a discussion during the meeting if grass would count as landscaping around the base of each sign. Mr. McIlrath explained the idea was to have the area immediately surrounding the sign as decorative rather than concrete or asphalt. He questioned if the Council had a desire to provide a better description of the landscaping. The consensus of the Council was to leave the language as it was proposed.

Mr. McIlrath commented the Planning Commission had forwarded its recommendation of approval. He asked if there were any questions. There was a discussion about whether or not the parcel size should remain limited to ten acres rather than reducing the acreage amount. Councilmember Bush pointed out the proposed language referred to parcels larger than ten (10) acres or less than ten (10) acres but had not referenced parcels which could be exactly ten (10) acres. Mr. McIlrath responded the language could be updated to include parcels of ten acres or larger and wondered if the Council also wanted to reduce the size of the parcel as discussed to an

amount smaller than ten acres. The consensus of the Council was to modify the proposed language to include parcels of ten (10) acres in size and not make reductions to the acreage size.

REVIEW OF “THE FIVE DYSFUNCTIONS OF A TEAM”

Summer Palmer, Assistant City Manager, reviewed “*The Five Dysfunctions Of A Team*” as discussed previously with the Council during its retreat meeting. She indicated the planned approach would be to revisit this topic with the Council throughout the coming year during future meetings and allow opportunities to vet the various dysfunctions and provide additional training. She explained teamwork was selected as the Core Value staff would be focusing on for the upcoming year. Ms. Palmer stated the discussions were not suggestive the City had a dysfunctional team; however, staff recognized there was always room for improvement. She mentioned the benefit of the focus on teamwork may be incremental but overall the goal was to become better as an organization.

She highlighted The Five Dysfunctions Model and the following questions were discussed:

- Where are you on the vulnerability scale?
- Do you have an aversion to conflict?
- Are you committed to our goals?
- How is accountability connected to commitment?
- Who will know if we don’t achieve our results?

Ms. Palmer suggested the components of a team included:

- A relatively small group of people
- Various specialties (knowledge, skills and abilities)
- Shared common goals
- Shared in rewards and responsibilities for achieving goals
- Readily set aside individual or personal needs for the greater good of the group

She requested Mayor Shepherd, councilmembers, and executive staff take time to complete a team assessment. She reviewed the next steps in the trainings would include sharing the assessment results, focusing on areas where deficiencies were identified, continuing discussions on each part of the dysfunction pyramid in upcoming Council meetings, holding supervisor trainings and division trainings with staff, and sharing teamwork improvements and success stories throughout the coming year.

Councilmember Roper moved to adjourn at 7:52 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 14th day of May, 2019**

/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, February 19, 2019.

/s/Nancy R. Dean, City Recorder