

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
April 21, 2020

No physical meeting location was available. The meeting was held electronically via Zoom Meeting address:

Zoom Meeting
<https://zoom.us/j/91825687373>
Meeting ID: 918 2568 7373

PRESIDING VIA
ZOOM MEETING: Mark Shepherd Mayor

PRESENT VIA
ZOOM MEETING: Kent Bush Councilmember
Nike Peterson Councilmember
Vern Phipps Councilmember
Tim Roper Councilmember
Karece Thompson Councilmember

STAFF PRESENT
VIA ZOOM MEETING: JJ Allen City Manager
Summer Palmer Assistant City Manager
Stuart Williams City Attorney
Kelly Bennett Police Chief
Adam Favero Public Works Director
Eric Howes Community Services Director
Curtis Dickson Community Services Deputy Dir.
Spencer Brimley Community Development Director
Brad McIlrath Senior Planner
Rich Knapp Finance Manager
Trevor Cahoon Communications Coordinator
Nancy Dean City Recorder

VISITORS: Chris Uccardi – Planning Commission Chair, Nicholas Waite, Karen Blackwood, Jeff VanderToolen, Emilee Brooks, Brogan Fullmer, Bradley Greer, Bobby Austin

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

PLANNING COMMISSION INTERVIEWS

The City Council interviewed Nicholas Waite, Karen Blackwood, Jeff VanderToolen, Emilee Brooks, Brogan Fullmer, Bradley Greer, and Bobby Austin to fill vacancies on the Planning Commission.

DISCUSSION ON THE PLANNING COMMISSION VACANCIES

There was a discussion about the candidates who had been interviewed and how to fill the current vacancies on the Planning Commission. Mayor Shepherd complimented the quality of the candidates. There was a discussion about the current vacancy left by a member of the Youth Commission and the timing for appointment of a liaison for the Planning Commission. Councilmember Peterson suggested waiting to fill that position until Ruth Jones moved in June so that the additional alternate position could be used to plan for the upcoming vacancy. She added it was the time of year that the Youth Commission was rebuilding because of high school graduation so it would also allow additional time to evaluate opportunities for individual members of the remaining group.

Spencer Brimley, Community Development Director, noted a regular member was currently available. He mentioned staff was recommending David Bloomfield, alternate member, be appointed to fill the regular position vacancy which would then leave two or three alternate positions open depending on the Council's recommendation for the Youth Commission liaison vacancy. He pointed out if a third alternate were appointed it could prepare a candidate for the regular position when Ruth Jones moved and allow transitioning time for the Youth Commission. The consensus of the Council was to consider Karen Blackwood, Brogan Fullmer, and Bobby Austin as alternate members of the Planning Commission.

Nancy Dean, City Recorder, questioned if the Council was comfortable inquiring whether or not the candidates not selected at this time would be willing to keep their applications on file for future contact if the Planning Commission had a vacancy. The consensus of the Council was to hold those applications in case there were additional vacancies on the Planning Commission. There was a discussion about ranking candidates that were not selected at this time and Nicholas Waite and Emilee Brooks were those suggested as top ranking for any future considerations.

Mayor Shepherd recommended Eric Howes, Community Services Director, reach out to Jeff VanderToolen as a potential candidate for the Parks and Recreation Commission.

DISCUSSION ON AN AGREEMENT WITH THE DAVIS AND WEBER COUNTIES CANAL COMPANY REGARDING THE ADMINISTRATION, OPERATION, AND MAINTENANCE OF TRAILS

Eric Howes, Community Services Director, stated the original agreement for the development, administration, operation, and maintenance of recreation trails on canal company property was executed on May 11, 1999 between the Davis and Weber Counties Canal Company, Clearfield City and Layton City. He explained although there were a few years remaining on the original agreement, the canal company had requested the City work with them to update and approve a new agreement for the future.

Mr. Howes acknowledged in the original agreement, the City was responsible for the costs and construction of the Canal Trail. He continued the City also assumed the responsibility of the maintenance of canal company property along the canal corridor in exchange for the use of the property for the trail. He noted the canal company was to be responsible for any damage to the trail

associated with upgrades or maintenance of the canal conveyance. He stated the contract renewal negotiations had been going on for about a year and the only real change was in Section 3 of the agreement.

Mr. Howes mentioned the only change to the agreement would require the City to work with the canal company on the design and development of any new sections of trail. He pointed out the only remaining section for trail undergrounding and connection would be from 200 South to 300 North. He explained the intent of the agreement change was to ensure that new trail sections were designed and constructed in such a way as to keep the trail at least ten feet from the conveyance when possible to limit the potential for damage to the trail caused by the canal company during maintenance and construction projects. He asked if there were any questions about the proposed agreement.

Councilmember Bush wondered if the agreement that was currently in place did not include the section of trail from 200 South to 300 North. Mr. Howes responded both the old and new agreements covered all of the canal property. He reiterated the only addition to the new agreement would require the City to work with the canal company on any placement of trails on canal property which would include the undeveloped sections of the Canal Trail.

Councilmember Bush questioned if the canal company would allow the City to place landscaping or benches along the trail. Mr. Howes answered it would and as any new sections were developed it would but it needed to be coordinated with the canal company.

Councilmember Bush asked if the canal company would remove the fencing so the trail could be walked used in the vicinity of 500 East. Mr. Howes acknowledged it would be the City's responsibility to remove any fencing but the canal company would allow for it in order to obtain access to trails.

Mr. Howes suggested if the Council was comfortable with the agreement it would be on the policy session agenda for consideration on April 28, 2020.

DISCUSSION ON THE FISCAL YEAR 2021 BUDGET

JJ Allen, City Manager, commented on the furlough of part-time staff and operational cuts that were being currently implemented in fiscal year 2020 (FY20) due to the pandemic. He pointed out those were necessary steps but it did not mean the steps being taking for the FY21 budget needed to start over. He explained during the previous two work sessions staff had covered the FY21 budget recommendations from staff and all remained valid. He noted once there was a better understanding of the big picture for revenue, some of the details could be reviewed in future budget discussions in preparation for the adoption of the tentative budget.

Councilmember Phipps questioned where staff anticipated standing in the current fiscal year and if it had changed. Mr. Allen responded if the question was referring to any changes in the fund balance as projected for the end of the fiscal year, then staff did not anticipate ending up where it had planned prior to COVID-19. He reported there would be an impact to revenue streams for the Aquatic Center and recreation; as well as, other revenue streams such as sales tax, Class C Road funds, Energy Use Tax, but the data was not available yet to assist in predictions. Mr.

Allen said one benefit for the City was the sales tax revenue had been well above the projections at the end of 2019 and hoped it would end up a little better than what was originally projected, but the impacts of COVID-19 to other sources of revenues were uncertain as to the effect on the year end fund balance.

Councilmember Phipps clarified he thought the projections for the year end fund balance had included those employees that were furloughed. He understood the intent of the furlough was a cost savings and wondered if the net effect would be appreciable. Mr. Allen responded it would be a partial offset to the loss of revenue but the City would need to use some of its reserves to make up the shortfall. Rich Knapp, Finance Manager, stated the department heads had identified many operational expenses that could be cut in addition to the savings from furloughs but all those things identified had not yet been calculated to see what effect there would be on the City's measure of security or two months of operating cash on hand.

Councilmember Peterson questioned what the bleed rate per week was with the furloughs. Mr. Knapp answered in general it would be about \$24,000 per week. He added if nothing changed by the end of June it would total \$225,000. He continued operational savings were continuing daily so things could end up better than the \$225,000 anticipated.

Councilmember Peterson asked how many employees had been furloughed and what percentage of wages would still have to be covered through unemployment. Mr. Allen responded the furlough accounted for seventy percent of employees and accounted for most of the part-time staff. He explained there was extensive discussion with executive staff about the furloughs but overall the administration tried to be uniform in the approach even though it would be hard. He mentioned the only exception to part-time employee furloughs was keeping the part-time personnel in the dispatch center rather than paying overtime to full-time employees for the needed coverage.

Councilmember Bush wondered what the City would be doing to assist the building inspector and if a part-time position was being considered to offset the immediate workload. Mr. Allen updated the Council that Tyler Seaman, Building Inspector, resigned for a better opportunity would be leaving in the next few days. He mentioned currently there was not anyone on staff with the expertise or ability to review plans or do inspections; however, Scott Hodge, former employee and certified inspector, was offered a position to fill the temporary need. He explained inspectors were in high demand and the City would likely have to pay a premium in future recruitment for that position.

Councilmember Phipps questioned if 15 percent sales tax reductions were adequate projections for the FY21 budget or if there was any level of precision that could be used to determine what should be estimated. Mr. Allen responded the estimations for April, May and June of FY20 were determined at a 20 percent reduction of sales tax revenue; however, in FY21 it was anticipated there would be some reopening of the economy so only a 15 percent reduction was factored into the estimation. He reported there were other cities that were more pessimistic than Clearfield because some had more retail presence. Mr. Allen explained the formula for sales tax revenue was based on population and point of sales, so Clearfield received a portion of its sales tax revenue based on its large population. Mr. Knapp stated the first few months of FY21 could see a

twenty-five percent (25%) decrease in sales tax revenues; however, the budget was estimated on the net for the whole year and staff felt the projected 15 percent decrease in sales tax revenue was appropriate. Mr. Allen noted sales tax revenue was delayed for a few months so the pandemic trends would be unknown until June, July or August. He indicated it may be another reason to move forward with truth-in-taxation to allow for more time to obtain information and see the actual effects. There was a discussion about legislation that could assist cities due to the adverse effects caused by the pandemic and the need for continual monitoring and adaptation of the budget.

Rich Knapp, Finance Manager, reviewed projects cut that the City could restore if things improved. Mr. Allen noted he had heard from Councilmembers Bush and Phipps following the last budget discussion about whether or not the Veterans Monument should be restored and another project cut in FY21. He pointed out that both were more favorable to keeping the Veterans Monument project over the painting of City building and Councilmember Phipps felt it could also be a higher priority for him than the lighting project planned for the Skate Park but wanted to learn more about those projects.

Eric Howes, Community Services Director, stated the Skate Park lighting project would recognize a 70 percent savings on electrical use. He explained in addition to the cost savings from \$3,900 to just over \$500 per year, there were additional benefits that would result from the project such as better visibility, reduced light spillover into surrounding neighborhoods, increased safety, and decreased operational maintenance expenses. There was a discussion about the projects and whether each was necessary or a good use of funds considering the return on investment. Councilmember Phipps voiced his opinion the Skate Park lighting project was not a current priority for him. He commented there was not compelling rationale for replacement and other projects should be considered instead.

Councilmember Bush wondered if the City had been pursuing contributions for the Veterans Monument. Councilmember Thompson responded the use, the costs, and the contributions might not be enough to offset the demand for a monument as Mayor Shepherd had addressed during a previous meeting. There was a lengthy discussion about the needs, estimations, priority rankings, and details specifically for the Skate Park lighting project and painting the interior of the City building projects. Mr. Allen wondered if there was consensus from the Council pertaining to those discussed projects whether or not each should remain in the FY21 or be removed. The consensus of the Council was to continue with budget discussions and then review all the projects and reprioritize them.

Mr. Knapp continued the review of projects proposed to cut from the FY21 budget and restore later which included:

- Steed Park tower siding renovation - \$6,000
- Steed Park tower sound system replacement - \$10,000
- Fisher Park tower sound system replacement - \$10,000
- CAFC locker room floor epoxy - \$30,000. Mr. Howes indicated this project could be removed because it was underway and would no longer be necessary to include in the FY21 budget.

- Marquee monument signs - \$8,000. There was a discussion about the price tag for the project being much higher during the budget committee discussions with a cost closer to \$250,000. Mr. Knapp stated he would review the notes from budget meetings to determine the error.
- Arts Center update landscaping and add musical equipment - \$80,000
- 700 South northbound off-ramp berm - \$150,000. Mayor Shepherd indicated the project could be removed because the Utah Department of Transportation still had its equipment there. He commented until the I-15 construction project was completed there was no use landscaping the berm because it would continue to be disrupted.
- Office 365 - \$30,000
- Additional cameras CAFC - \$20,000
- City Hall additional camera - \$5,000
- Business license and other fees' study- \$20,000
- Art Center tables and chairs phase 2 - \$10,000
- Holiday decorations for City Hall west entrance pillars - \$9,000
- Police conference room chair replacements - \$5,000
- Police red dot optic for 9mm Glock - \$14,000
- Police centennial coins - \$7,500
- Economic Development façade improvement grant - \$25,000
- Marketing portable LED signs for sponsorship displays - \$3,000
- Marketing video equipment - \$2,500
- Proactive nuisance abatement for additional contracted labor - \$20,000
- Planning division: housing symposium and market study - \$30,000

Councilmember Peterson questioned how the housing symposium and market study differed from other plans and data obtained in the past few years. Mr. Brimley expounded it would be a data touch point five years after the last survey of residents to make sure the course set was being implemented and followed, as well as an educational component for resident messaging. There was a discussion about the housing symposium and market study scope and purpose as well as its need to run concurrently with the General Plan updates. Mr. Knapp apologized stating he had not intended to remove the housing symposium and market study from the budget as the presentation suggested. He requested clarification as to whether or not the Council desired to keep it included with the FY21 budget. Mayor Shepherd confirmed it should be included based on the discussion.

Mr. Knapp highlighted the following capital expenses planned for the FY21 budget:

- Water: Geospatial GPS device - \$28,000 split between parks, streets, water, and storm
- Water: Backhoe - \$93,000. Councilmember Phipps indicated he would be interested in the cost model for leasing versus owning. The consensus of the Council was to have staff provide the rationale behind owning versus leasing and revisit the discussion.
- Water: Aerial Lift - \$65,000. There was a discussion about the uses for the lift and why it would have been included with the capital expenses for water. Mr. Knapp indicated the lift would be replaced on a truck that was assigned to water, but other than that he was not certain which fund the expenditure should come from but it would be researched. Mr. Allen stated the lift was used primarily for General Fund purposes.

- Water: Increased water meters for development - \$64,000. Councilmember Phipps wondered if the allocation was for additional water meters for development areas. Mr. Allen commented it would be to install meters at City owned properties not previously metered and to replace old meters with newer technology City wide. He explained it had been a lengthy discussion with the budget committee and it could be phased over multiple years to allow for the necessary manpower. There was a discussion about the purpose for updating meters which in part was to be prepared for future State mandates, since legislation had not been approved this year as anticipated.
- Water: Park meter vaults - \$66,000
- Water: VMS (variable message boards) two at \$16,000 each - \$32,000
- Sewer: Utility line camera - \$79,000 split with Storm
- Sewer: Box truck (used) - \$13,000 split with Storm
- Parks: Zero turn mower - \$13,500
- Tractor - \$30,000
- Trailer for skid steer - \$9,000

Mr. Knapp explained the following items were cut from the FY21 budget parks capital expenses:

- Articulating boom lift - \$45,000
- ATV 4 wheeler with plow - \$8,000

He continued reviewing the following proposed capital expenses:

- Aerobic equipment - \$18,000 (membership registration fees)
- Fitness equipment replacement - \$28,000 (membership registration fees)
 - ARC trainers, stair climber, replace TVs, \$5,000 contingency

Mr. Knapp reported in FY21 the vehicle outlay had been increased for governmental vehicles.

He highlighted the following proposed vehicles for FY21 budget replacement:

- Police: 4 Ford Explorers at \$48,733 each total - \$195,000 (General Fund)
- Police: Ford Explorer XLT - \$40,000 (General Fund)
- Police: Unmarked vehicle - \$31,000 (General Fund)
- Parks: F-150 to replace - \$36,000 (General Fund)
- Community Development: F-150 for Staff Engineer - \$37,000 (General Fund)
- Water: F-250 with utility bed replace - \$44,000 (Water Fund)

Councilmember Phipps explained he had not seen any recoup from resale of the police vehicles and wondered if any had been included in the FY21 budget. Kelly Bennett, Police Chief, explained the vehicles planned for replacement had high miles and had been nursed along so he was not certain if there would be any cost recovery. Mr. Knapp indicated the replacement value was negligible for all the vehicles because they were older and following the pandemic it might not be the best time for selling vehicles.

Mr. Knapp continued highlighting the following proposed capital expenses for IT:

- Desktop replacements - \$25,000
- Additional copier Customer Service Center - \$10,000

Mr. Knapp reported there had been a review done of the FY20 operational expenses for the Fourth of July. He mentioned the expenditures did exceed what was budgeted by \$14,000. He noted the actual budget was \$94,000 and the expenses totaled \$108,000. Mr. Allen stated each year the Fourth of July budget was analyzed and reviewed to make sure it accurately reflected the true costs of the event. Mr. Knapp indicated the marketing budget of \$8,000 and sponsor deliverables of \$4,500 were not included in the FY20 budget. He continued in addition to the \$108,000 spent in FY20 the following items were added to the FY21 budget for the Fourth of July:

- Entertainment - \$3,000
- FY21 Council and Youth Commission float- \$1,600
- FY21 Inflatables - \$2,100

Mr. Allen reported the FY21 budgeted amount for the Fourth of July would have cost savings because in all likelihood there would still be restrictions in place for mass gatherings. He indicated the team would try to come up with some creative solutions for celebrations and those plans would be shared with the Council in an update on May 26, 2020.

Mayor Shepherd commented it would be good to continue budget discussions in work session on April 28, 2020.

Councilmember Thompson moved to adjourn at 9:32 p.m., seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmember Bush, Peterson, Phipps, Roper, and Thompson. Voting NO – None.

**APPROVED AND ADOPTED
This 12th day of May, 2020**

/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 21, 2020.

/s/Nancy R. Dean, City Recorder