

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
August 26, 2014

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
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Scott Hess	Development Services Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy Recorder

VISITORS: Paul Morris – MIDA, Kathryn Murray, Mike Wagstaff - MIDA

Mayor Shepherd called the meeting to order at 6:20 p.m.

DISCUSSION ON THE ANNEXATION PETITION FILED BY SUNSET RIDGE DEVELOPMENT PARTNERS, LLC

Brian Brower, City Attorney, explained that the Council would be considering adopting a resolution during the policy session which would accept the petition for annexation of property on Hill Air Force Base (HAFB) associated with the Falcon Hill development area. He indicated the City Recorder would then work with other entities prior to approving the annexation. He emphasized the City would not be providing municipal services other than what had been contracted with MIDA which was already in place. He briefly explained the annexation process which the City would be following to the Council. He pointed out the approval required by the Council in the policy session would be an acknowledgement that it had received the annexation petition and it would then be forwarded to the City Recorder.

Nancy Dean, City Recorder, explained she would certify the petition within 30 days and public notices would need to be published three consecutive weeks. She was hopeful a public hearing could take place during the October 28, 2014 City Council meeting.

Mr. Brower introduced Michael Wagstaff, MIDA Municipal Services Manager, and Paul Morris, legal counsel for MIDA, to the Council and explained the annexation would allow MIDA to adopt and use Clearfield City's current tax rate.

DISCUSSION ON THE FREE DUMPSTER PROGRAM

Rich Knapp, Administrative Services Director, reminded the Council it had approved a free dumpster program on a trial basis for the summer which began in May of 2013. He stated \$10,000 had been appropriated for the dumpster program last year and the dumpsters were available late May through the month of September. He added 69 dumpsters were used for a total cost of \$8,000 which was equivalent to \$116 per use. He reported \$10,000 had also been appropriated for the current budget year and announced the funds had already been depleted and staff was unsure how to respond for future requests. He mentioned use of the dumpsters started in April with an average cost of \$120 per dumpster. He requested direction from the Council regarding the program for the remainder of the summer as well as next summer. He also pointed out fall clean-up was approaching.

Mr. Knapp suggested fairness to each ratepayer should be considered and reported \$15.25 per month was collected for trash collection and if the cost of each dumpster was \$120 it would take a resident approximately eight months to pay that amount. He shared possible options for the Council to consider:

- Eliminating either the spring or fall clean-ups or both and expand the dumpster program.
- Keep the spring and fall clean-ups and limit the dollar amount or season for the dumpster program.
- Provide dumpsters at random locations each week for residents to use.
- Provide a fixed drop off location for "green waste" only.

Mr. Knapp informed the Council of the costs associated with providing the spring/fall clean-ups; \$2,800 per clean-up not including personnel costs for the public works employees which were approximately \$2,500 for each.

Mr. Knapp suggested dividing the City into four quadrants, providing a dumpster in each quadrant for 16 weeks at \$120 per dumpster which would equal \$7,600. He also suggested stickers be placed on the dumpsters informing they were available to all Clearfield residents. Councilmember LeBaron expressed concern about the trash/items being placed near or around the dumpster once they became full.

Mayor Shepherd inquired what kind of cost savings were being passed onto the City by Waste Management for providing the service. Mr. Knapp didn't have that information and stated he would have to visit with Waste Management about that. He expressed his opinion the current numbers were reflecting the City was paying approximately \$20,000-\$25,000 between both clean-ups and the free dumpster program.

Councilmember Young clarified the intent of the program was to encourage neighborhood clean-up and inquired if the program was accomplishing the desired impact. Councilmember LeBaron

reported he had been personally involved with the neighborhood clean-up of Terrace Drive and believed the dumpster program had contributed to a positive outcome.

Mayor Shepherd suggested the designation of a flat fee to the City for the use of the dumpster and a discussion took place regarding possible options. Councilmember Young recollected the program had been advertised that dumpsters would be available until funds were depleted. Mayor Shepherd suggested assessing a \$50 fee per request. Mr. Knapp pointed out once a resident paid a fee for the dumpster it couldn't be available for neighborhood use. The Council desired to keep the spring and fall clean-ups as currently implemented.

Mr. Knapp asked how the Council felt about a designated "green" waste program. Councilmember Bush inquired if the dumpster program was being used for "green" waste and, if so, the City should consider a "green" waste program. Adam Lenhard, City Manager, believed the dumpsters prohibited "green" waste. Councilmember LeBaron responded the only items prohibited from the dumpsters were hazardous waste, tires and flammables. Scott Hodge, Public Works Director, mentioned the "green" waste drop off for Roy City was at its public works facility in order for employees to monitor what was being placed in the "green" waste dumpster. A discussion specific to "green" waste options took place.

The Council agreed to suspend the free dumpster program due to lack of funds and designated a \$50 fee to help offset the cost of the dumpster in the future and appropriate funds during the budget process in association with the recycling/"green" waste programs.

PRESENTATION OF THE FOURTH OF JULY REPORT

Adam Lenhard, City Manager, announced JJ Allen, Assistant City Manager, would report on the City's Fourth of July celebration.

Mr. Allen shared a visual presentation highlighting the celebration and reviewing items identified by the committee:

- It was very hot!
- Monthly planning meetings for next year's celebration would begin in September.
- Large vertical banners with a schedule of events needed to be placed on the "concessions" building.
- Creating an incentivize floats to be in the parade.
- The late roll-out of the City's new website hampered efforts to communicate the activities.
- Strengthening efforts to bring more people to the park earlier in the day.

Councilmember LeBaron suggested food booths were extremely busy immediately following the parade in years past. Councilmember Bush suggested adding a car show to the event.

Mr. Allen reviewed a cost summary associated with the event:

- Personnel costs
- Entertainment
- Equipment

- Parade
- Miscellaneous costs: public relations, insurance, VIP dinner

A discussion took place regarding potential costs if the event was extended to an entire day event. Councilmember LeBaron didn't believe the costs for this year's event were excessive. Mayor Shepherd expressed his opinion the event promoted a sense of "community" and asked if a dollar figure should be a measuring tool to determine the success of the event.

A discussion took place regarding options to offset costs and the following were identified:

- Sponsors for the event
- Carnival rides bounce houses

Mr. Allen suggested the Council begin to think about adjustments it desired for the 2015 event to allow them to be addressed during budget discussions.

Councilmember LeBaron moved to adjourn the work session and reconvene in a City Council policy session at 6:56 p.m., seconded by Councilmember Bush. All voting AYE.

The work session reconvened at 7:46 p.m.

UPDATE ON THE SUSTAINABILITY TASK FORCE

Adam Lenhard, City Manager, informed the Council that the Sustainability Task Force, consisting of City employees, began meeting in June and was given the responsibility to long range plan for staffing and City personnel. Mr. Lenhard shared a visual presentation highlighting the following points regarding employee compensation:

- No formal compensation plan had been in place since 2008
- The impact of the recession
- Cost of living increases had been terminated
- Early retirement for certain employees
- Four years without increases to base pay
- The current situation had little room for growth within pay ranges

He emphasized it was the objective of the City to take care of its people and provide the highest quality of services and greatest value to the Clearfield community. He reviewed statistics pertaining to current staffing including grades and pay scales for positions in the organization. Councilmember Bush asked how long it should take an employee to reach the midpoint of his/her corresponding job. Mr. Lenhard responded it was his expectation that an employee should be fully capable of being proficient at tasks associated with his/her job in four to five years and commented the compensation was lagging within that time frame.

Councilmember Young believed the statistics provided were lacking the average dollar amount per year in one position. Mr. Lenhard commented he could provide that data to the Council. He explained how comp ratio's needed to be included in the discussions associated with compensation and stated it was the City's long term goal of budgeting a ninety percent funding level within each pay range, per position.

Mr. Lenhard shared six new objectives with the Council:

- Adopt budget policies to encourage completion of this goal by FY2020.
- Identify new revenues to make goal affordable.
- Continue the search for organizational efficiencies; reduce full-time headcount from 99 to 92 by FY2020.
- Amend the Merit Matrix to allow for progress throughout salary ranges in a more reasonable timeframe.
- Acknowledge the effect of inflation on wages; budget for annual increases that match or exceed the rate of inflation. Councilmember Young suggested inflation could be included within the merit matrix. He continued if an employee didn't meet an expectation they shouldn't be rewarded with an increase even if it was due to inflation. Mr. Lenhard agreed all increases should be tied to performance; however, it was important to recognize the impact of inflation specific to compensation.
- Support and implement new technologies which allowed staff to work more efficiently.

Mr. Lenhard reported the City had lost one third of its police force within the last 12 months with a majority of those being lost within just the last six months, and mentioned this illustrated the City's need to offer a competitive compensation package. He indicated the City was currently experiencing difficulty in retention and hiring which had not been previously experienced.

Councilmember Bush inquired if the seven full time positions proposed to be eliminated had been identified. Mr. Lenhard responded no positions had been identified to date and emphasized making such determinations would require different thinking from the way things had always been done in the past. He pointed out the elimination of the seven positions would only get the City half way to the \$800,000 and emphasized the hope was reductions would occur through attrition.

Councilmember Young expressed concern about the City's ability to retain valuable employees who contributed to the organization. Mr. Lenhard reported personnel turnover was costly. Councilmember Young added there were additional things which should be considered in addition to just financial circumstances when referring to the cost of personnel turnover. He mentioned there were employees involved in the personal lives of residents and the City wanted the right type of people filling those jobs. He emphasized there was a real value in "people" which should be considered.

Mr. Lenhard informed the Council that members of the Task Force had also been asked to look for inefficiencies within their own departments such as office space rental, which might be produce efficiency or additional revenue.

Mr. Lenhard requested the Council's support for the Task Force's identified objectives during the upcoming budget cycle and future implementation of policies. He expressed a desire for the City to be able to take care of its employees.

Councilmember LeBaron moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 8:35 p.m., seconded by Councilmember Benson. All voting AYE.

The minutes for the CDRA are in a separate location

**APPROVED AND ADOPTED
This 23rd day of September, 2014**

/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, August 26, 2014.

/s/Nancy R. Dean, City Recorder