

CLEARFIELD CITY COUNCIL MEETING MINUTES
9:00 A.M. WORK SESSION
BUDGET RETREAT
January 31, 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	Asst. City Manager
	Brian Brower	City Attorney
	Scott Hodge	Public Works Director
	Kim Dabb	Operations Manager
	Greg Krusi	Police Chief
	Mike Stenquist	Assistant Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Summer Palmer	Human Resources Manager
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy Recorder

Visitors: Quinn McKay

Mayor Shepherd called the meeting to order at 9:00 a.m.

Adam Lenhard, City Manager, explained use of the Hale Center Theatre for the retreat had been made available through a donation. He reviewed the agenda with the Council and suggested the members participate in the meeting today with the perspective of a “Board of Directors” of the City.

BUDGET 101 TRAINING

Rich Knapp, Administrative Services Director, reviewed the City’s assets and revenues with the Council. He explained those things which should be considered by the Council in establishing a budget. He shared a visual presentation illustrating the City’s revenues and expenses. He pointed out the City was regulated by Governmental Accounting Standards Board (GASB) for all governmental activities and funds.

Jessica Hardy, Accountant, explained the difference between the various accounting funds designated by the City and reviewed and explained how revenues were received for each with the Council. Expenditures, where applicable, were also explained and reviewed. She also reviewed the budget process used by the finance department.

Mr. Knapp reviewed the City's current debt identifying the specific bonds, when they were issued, the amount and purpose of each. He reviewed the City's debt history with the Council. He reported the legal debt limit allowed for the City and stated the City was significantly below that limit. A discussion took place regarding the City's current bonds and potential future bonding.

Mr. Knapp explained how residents' property taxes were distributed by each taxing entity.

The Council took a break at 10:10 a.m.

The meeting resumed at 10:35 a.m.

Mr. Knapp reviewed the Sales Tax, Energy Use Tax and Property Tax revenues with the Council. He also reviewed revenues associated with the Aquatic Center and court fines and a discussion took place. He reviewed enterprise fund revenues. He explained the general fund Balance and informed the Council the City currently had an excess of approximately two million dollars in unrestricted fund balance. He reminded the Council it had designated a large portion of that toward road infrastructure projects. Adam Lenhard, City Manager, pointed out there would still be approximately \$800,000, after that expenditure designation, which could be appropriated for other projects.

A handout was distributed identifying the Vision 2020 Strategic Plan which illustrated the strategies and tactics which had been accomplished and the 2014-2015 goals and priorities recommended by staff. He mentioned the Council could direct staff to go another direction than what was being recommended.

Mr. Lenhard directed the Council to the Economic Environment of the strategic plan reviewing economic development activities identified on the handout specific to the 2014-2015 recommended goals. Councilmember Young requested clarification regarding the Buxton SCOUT subscription renewal. JJ Allen, Assistant City Manager, clarified a new study wouldn't be completed; however, updated information would be made available to the City with the subscription.

Councilmember Bush inquired about the Shop Clearfield campaign. Mr. Allen stated videos would be made which could be accessed from the City's website. He continued this was tied to the City's branding campaign. Councilmember LeBaron requested clarification on the intent of the videos. Mr. Lenhard explained the videos would be designed as more of an enhancement specific to the City as opposed to promoting specific businesses. He requested direction from the Council on its desire to promote Clearfield. Mayor Shepherd suggested using a video to promote, for example, the new website or recreation program, as opposed to reading an article. He asked that the City to prepare videos that would provide some of the information developed for Clearfield University. Curtis Dickson, Community Services Deputy Director, suggested

partnering with Weber State University students studying video programming. Mayor Shepherd pointed out the City wouldn't want to lose control of its vision specific to the video and reminded staff about the video contest which took place a few years ago which hadn't been successful.

Councilmember Young requested clarification about the Shop Clearfield strategy. Mr. Allen stated staff hadn't decided what method it intended to use in promoting the Shop in Clearfield campaign. Mayor Shepherd suggested keeping the focus on informing people about the types of businesses and the things which could be purchased in Clearfield and a discussion took place. Councilmember Young desired an awareness campaign which wouldn't incur significant costs to the City.

Councilmember Bush inquired if it were feasible to link a company's website to the City website. Councilmember LeBaron pointed out potential challenges in doing that when a business might only be operational for a short time and its information remaining on the City's website.

Councilmember Young inquired as to what it would take on behalf of the City to incentivize a small business owner to remodel his/her building to enhance the aesthetics of facilities located along State Street. Mr. Allen inquired if the Council were interested in implementing a loan program for façade and landscaping improvements for small business owners. Councilmember LeBaron suggested very specific parameters would need to be designated and in place to control the use of the loan funds in order to recognize the impact.

Mr. Lenhard reviewed the Community Pride and Public Image goals and priorities. He informed the Council that UDOT (Utah Department of Transportation) had announced plans to address the 700 South and 650 North I-15 interchanges in the City. Councilmember LeBaron suggested the entryway monuments could be designed in such a way that they could be portable in nature which would allow them to be used following the improvements.

Mr. Allen announced the City's website redesign would be completed and ready by early summer.

Mr. Lenhard directed the Council to the Job Creation & Development portion of the handout specific to Freeport Center. He reported on the proposed joint venture with Freeport which could take place on H Street which would include a nice monument, landscape and design, in addition to a "signature" building. Scott Hodge, Public Works Director, reported Freeport had approached the City regarding the aging water infrastructure lines which required replacement. He indicated funds had been appropriated for that purpose. He explained the difficulty in scheduling the improvements because so many of the businesses in Freeport were operational twenty-four hours per day.

Mr. Lenhard directed the Council to the HAFB (Hill Air Force Base) portion of the handout and reviewed those goals and priorities specific to the Falcon Hill development. He also commented on the Honorary Commander Program and suggested the City continue to foster relationships with base leadership. Mr. Allen reminded the Council of the UTA shuttle which would take passengers from the Frontrunner stop directly to HAFB beginning in April.

Mr. Lenhard introduced Quinn McKay, author and lecturer, to the Council and announced he would be addressing the Council during lunch on Ethics Education.

A lunch break was taken at 12:00-noon
The meeting resumed at 12:20 p.m.

Quinn McKay shared a presentation on ethics.

A break was taken at 1:15 p.m.
The meeting resumed at 1:30 p.m.

Mr. Lenhard referred to the Vision 2020 handout and directed the Council to the Retail Shopping and Entertainment component and stated the City's 4th of July Celebration was the main focus. Councilmember LeBaron desired enhancement to the celebration. Mayor Shepherd suggested the City consider purchasing its own inflatables to lessen the cost associated with the expense of bringing them in. He believed the investment would pay for itself within two summers of use. Eric Howes, Community Services Director, mentioned the inflatables could be used for other City events but expressed concern regarding the City's liability. A discussion took place specific to liability and insurance concerns.

Mr. Lenhard directed the Council to the Downtown Clearfield portion of the document and reviewed those priorities. He informed the Council that Davis Behavioral Health had approached the City for demolition assistance of its facilities located across from the Aquatic Center on State Street. He continued the buildings had been vacant for some time and mentioned raw land was more enticing for development. Councilmember Bush inquired if those properties were within a designated CDA (Community Development Area). Mr. Lenhard responded they were and indicated CDA funds could be used for that purpose.

Mr. Lenhard stated the City would continue to acquire additional downtown property and Mr. Allen reported the property owner of the old Tri-Mart building located at 300 North Main had approached the City about its interest in acquiring the property and a discussion took place. The Council was not in favor of purchasing that parcel.

A discussion took place regarding the electric sign replacement in front of the City building and Mr. Lenhard reported on the proposed cost to repair the current reader board as opposed to purchasing new signage.

Mr. Lenhard referred to the Legend Hills tactic and mentioned the possible on-ramp from I-15 to 1450 South and reviewed the other recommendations regarding the Legend Hills component.

Mr. Lenhard directed the Council to the Clearfield Station component and reviewed the identified goals and recommendations. Councilmember LeBaron requested clarification about the CDA and how the CDRA funds would be recognized to benefit the project. Mr. Allen responded Clearfield Station was a CDA project area. Councilmember LeBaron suggested the developer take a more active role in developing the proposed road near the Wendy's as opposed

to the City and inquired if the Developer would assume the costs once the City acquired the property. Mr. Lenhard clarified the City's obligation was to act as a conduit to its completion and emphasized the extent of the City's involvement was in the form of a possible loan.

Mr. Allen emphasized there were three street related off-site improvements associated with the Clearfield Station project: Depot Street, the Main Intersection and the Chelemes intersection near the Wendy's. He continued property acquisition was involved with all three and until recently, the developer had assumed the City already had the right of way secured for Depot Street. He added once it was understood the City didn't have the right of way an agreement was negotiated which was included as part of the development agreement that indicated the developer and the City would share the costs of property acquisition. He stated the costs for Depot Street would also be shared with the City accepting responsibility to extend the storm drain and sanitary sewer utilities. Mr. Lenhard pointed out some of the costs associated with the construction would be the City's no matter what and reminded the Council of the Meadows' contribution that had been required to complete a road access to Depot Street. Mr. Allen informed the Council that the Developer had requested a loan from the CDRA for the purpose of the Main Street intersection and the Chelemes intersection and emphasized that would be the extent of the City's contribution. Mr. Lenhard stated any other financial participation in conjunction with the project would be reimbursed through the increment over time. Mr. Allen pointed out options to the City associated with property acquisition for the proposed roads.

Mr. Lenhard directed the Council to the Social Environment specific to the Arts and reviewed the recommendations. He suggested staff explore a RAMP/ZAP tax adoption and explained how that would be implemented. He solicited Council's opinion. Councilmember Bush expressed his opinion the City would need to identify the use of the proposed funds. A discussion took place regarding the implementation of the proposed tax, possible uses and benefit to the City.

Eric Howes, Community Services Director, responded staff should begin working on a plan and suggested the City create a non-profit arts foundation which would allow businesses to donate to a designated 501c3. He shared an example from Los Angeles, California, in which enough donations were received to pay for the skate board parks located within the City. A discussion took place and Mr. Howes indicated he would need to further explore the idea and learn more about the process. The Council directed Mr. Howes to proceed with research and implementation of a 501c3.

Mr. Lenhard directed the Council to the Parks & Recreation component and announced Mr. Howes would be presenting the recommendations. Mr. Howes mentioned the Steed Park tennis courts were in considerable disrepair and suggested the Council would need to address the issue in the coming budget year. He provided estimated costs for repairs were approximately \$350,000 - \$400,000. He also mentioned the Steed Park electrical and lighting upgrade was necessary to keep the lights working in order to continue the softball leagues in the coming season. A discussion took place specific to costs associated with the scope of work for the repair project.

Councilmember Young inquired about costs associated with the demolition of the tennis courts and suggested demolition might be more of a benefit because it would eliminate liability. The Council agreed and directed staff to proceed with the demolition of the tennis courts.

Mr. Howes mentioned the Parks Capital Facilities Plan would need to be amended specific to the Pinnacle open space. Mr. Allen informed the Council that the property for the new parking lot at the Northrop Grumman building was the Pinnacle open space which had been previously identified for park space. Mr. Howes clarified the southern portion of the parcel would still be delineated for future park development. He reported the playgrounds at North Steed and Train Watch parks would need to be replaced due to safety concerns and reminded the Council the playground at Train Watch had already been removed. He also explained the need for a part-time Parks and Restroom position to prepare for rentals of the parks/pavilions.

Mr. Howes mentioned the need for the City to move forward with the dredging and aeration of Mabey Pond, which was proposed by the Beautification Committee, and reported on the costs associated specific to that maintenance. Councilmember LeBaron cautioned the City there were certain periods of time in which evaporation could possibly drain the pond of water and suggested dredging might be a better idea. He added the low level of water in the pond this year would be a good time to complete that method.

Mr. Howes reviewed the need for the restroom improvements in the parks and commented on the Barlow Park completion specific to the entryway. Councilmember Bush inquired if there were plans for any amenities at West Park Village Park. Mr. Howes informed the Council of the challenges associated with the park specific to the electrical corridor. Councilmember Bush suggested a monument sign be placed at that location.

Councilmember LeBaron suggested the City explore the implementation of a track/bike course specific to BMX bike use. He suggested a ropes course or Frisbee golf in some undeveloped areas of the City and a discussion took place regarding the suggestions. He believed this would better serve the underserved teenage population of the City. Councilmember Bush suggested exercise stations could be placed along the rail trail.

Mr. Lenhard directed the Council to the Civic Education and Service portion of the handout and suggested formalizing appointments of individuals to serve on commissions and committees. He suggested providing a board member packet which would contain a letter from the Mayor and City Council outlining its vision and including a copy of the Strategic Plan.

Mr. Lenhard reminded the Council that in 2007 the City had commissioned a survey by Dan Jones & Associates which had been helpful in identifying the direction that should be pursued by the City. He explained the difficulty in completing a phone survey or soliciting feedback by mail and a discussion took place regarding different methods in which information could be solicited from residents as well as offering a forum to facilitate communication with the City.

Mr. Lenhard reported the 2007 survey reflected residents overwhelmingly obtained information regarding the City in the monthly newsletter. He believed that may have changed with the popularity and use of social media and inquired of its relevance. Councilmember LeBaron stated he had trained his neighborhood to refer to the City newsletter to answer questions and stated he would need to know where to direct those seeking information. Mr. Lenhard mentioned half of the newsletter was dedicated to recreation and the current staff had other suggestions to

disseminate information regarding their programs. He proposed the elimination of the newsletter which was mailed to residents and shared other options and suggestions. He stated he understood there were residents of specific demographics which liked the current newsletter format and believed they could obtain a hard copy by other methods.

Councilmember Young suggested an opt-in to continue receiving the newsletter. Mr. Lenhard explained the challenge associated with that option because it was currently being mailed bulk rate. Mayor Shepherd suggested informing the residents the City would be phasing out the newsletter by May and believed if 100 were printed only 50 would be taken by residents. Mayor Shepherd believed the cost savings associated with an online delivered newsletter would be substantial and a discussion took place.

Councilmember LeBaron believed once the webpage was redesigned, not much would be lost with the phasing down of the printed newsletter. Mr. Lenhard proposed initially phasing down the newsletter by removing the recreation portion from it and referring residents to the web page initially with a goal to phase out the printed newsletter. The Council directed staff to proceed with that format in phasing out the newsletter. Mr. Lenhard pointed out the new website was designed to allow staff to place current/updated information on it ongoing and believed that would facilitate phasing out the newsletter.

Mr. Lenhard requested direction regarding a “Take Pride in Clearfield Day”. Councilmember LeBaron pointed out a successful event would be dependent on numerous volunteers. Mr. Lenhard emphasized the entire event would be entirely dependent on volunteers as the City had limited resources. He suggested the implementation of a Neighbors Helping Neighbors program which would pair volunteers/recipients. Councilmember Bush suggested a recycling program be instituted by the City. Mr. Lenhard stated Rich Knapp, Administrative Services Director, would be providing recycling information in the near future.

Mr. Lenhard reminded the Council of a presentation recently shared during a work session regarding possible disposition of the Youth Resource Center and reported staff was currently in the process of identifying ways in which that demographic could be served by the recreation department if the Youth Resource Center was not funded.

Mr. Lenhard directed the Council to the Long-Term Fiscal Health and Service portion of the document and proposed a conversion of Vision 2020 to an ongoing 10-year strategic plan, since the current plan would expire in 2020 and a discussion took place.

Mr. Lenhard explained the LED lighting upgrade phase one and suggested initially converting the lights at the Aquatic Center. He reviewed the other identified goals associated with long-term planning specific to the Justice Court. He reminded the Council of previous discussions related to refunding the General Obligation Bond and reported staff was waiting for the right time to make that happen. He stated the utility department was in the process of implementing changes specific to the solid waste fund.

He also directed the Council to the Infrastructure portion of the document and the associated goals and reminded the Council it had instructed staff to prioritize the South Main Street project

and reported staff would be identifying ways to fund the project. He mentioned staff was in the process of preliminary work associated with the 450 West CDBG infrastructure project. He added the 550 East project had also been funded during the budget process. Councilmember Bush inquired if the small section of sidewalk on 800 North had been included in the budget. Mr. Lenhard commented it was in the budget however the property owner was not granting permission. Councilmember Bush suggested the use of eminent domain and a discussion took place. He also inquired about a traffic signal at the 1000 West/700 South intersection. Mr. Lenhard stated the traffic study didn't reflect a signalized intersection was warranted at that location and believed the SR 193 extension alleviated that need. Councilmember Bush believed SR 193 contributed to additional traffic on 1000 West and suggested the traffic study was completed prior to its completion. He believed the majority of drivers using that intersection were inexperienced high school drivers that lacked judgment of speed from oncoming traffic. He also mentioned with the addition of Americold relocating to the area it would also increase semi-truck/trailers traffic on 1000 West. He reminded the Council that the City had previously committed the traffic signal to the residents. A discussion took place and the Council directed staff to request city engineers complete a new traffic study taking into consideration the previously discussed factors. The Council also requested meeting with residents to report on the findings upon completion of the traffic study.

Mr. Lenhard announced he was running short on time to present the remaining items included in the handout and inquired if the Council had any ideas, goals, priorities or questions he could address. Councilmember LeBaron inquired about the creation of a Historical District and possible tools available, such as grant funds, for residents to maintain their properties.

Mr. Lenhard directed the Council to the portion entitled Recruit and Retain High-Caliber Employees. He stated staff was proposing a 1 to 1.5 percent merit increase for employees. Mayor Shepherd expressed his opinion consideration of the increase was crucial. Councilmember Young expressed his opinion if the employees were expected to produce at a high level the City would need to be competitive with compensation to encourage employee retention in addition to compensating employees for quantifiable contributions. Councilmembers LeBaron and Bush expressed agreement.

Councilmember Bush asked if the City would continue with a Youth City Council. Mayor Shepherd believed his efforts in working directly with the elected student government at the schools were sufficient for now. Councilmember LeBaron suggested the City attempt that for a couple of years and reconsider the Youth City Council at a future time.

Mr. Lenhard pointed out one identified recommended goal associated with Operational Efficiencies was the proposed self-serve utility payment kiosks allowing residents to serve themselves. He suggested the Council be prepared for resistance from the public but expressed his opinion it would contribute to efficiency.

Mr. Lenhard directed the Council to the Public Safety component of the document and Chief Krusi briefly reviewed the following:

- Portable radios – he stated grant funds had recently been used to purchase some radios and suggested funds needed to be appropriated for additional radios during the budget process.
- Speed trailer – he suggested funds be set aside for a new transferrable digital speed sign to collect traffic data. He stated the street sign could obtain data year round whereas the trailer could only be used during the warmer months.
- CERT trailer – explained the need for a small enclosed utility trailer to store necessary emergency equipment

JJ Allen, Assistant City Manager, explained the need for a security door in the back hallway which goes from the Courtroom to the court lobby. He explained from time to time, patrons of the Court accidentally access the back records room and a secure door would eliminate that.

Councilmember Young explained one of the most common issues he received complaints about was neighbor issues specific to nuisance houses. He suggested the City continue to look for ways to resolve those issues because of their significant impact on neighborhoods. He expressed another concern about abandoned houses and reported there were several in his neighborhood and one was deteriorating. Mayor Shepherd explained most of those homes were bank owned properties and it was difficult to require anything be done on behalf of the bank. A discussion took place on possible options. Brian Brower, City Attorney, believed code enforcement processes were working and shared them with the Council.

The meeting adjourned at 3:25 p.m.

APPROVED AND ADOPTED
This 11th day of March, 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 Friday, January 31, 2014.

/s/Nancy R. Dean, City Recorder