

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
April 7, 2015

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
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Mike Stenquist	Assistant Police Chief
	Aaron Cox	Code Enforcement Officer
	Cathy Keindl	Police Dept. Secretary
	Rich Fisher	Emergency Services Manager
	Scott Hodge	Public Works Director
	Scott Hess	Development Services Manager
	Kim Dabb	Operations Manager
	Dan Schuler	Storm Water Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Administrative Services Director
	Audrey Curtis	Human Resources
	Marliss Scott	Public Relations/Special Events
	Natalee Flynn	Public Relations/Special Events
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Ruth Owns, PJ Smout, Jacki Chaliss, Lorraine Tayeb, Matthew Jacobsen, Greg Andrews

CITY COUNCIL OPEN HOUSE FOR HOLT ELEMENTARY SCHOOL NEIGHBORHOOD

Mayor Shepherd, the City Council, and staff welcomed residents to the open house highlighting different City services. Residents were provided with information about the budget, economic development, planning and zoning, police department efforts, code enforcement, emergency preparedness, fire safety, utility and road projects and recreational opportunities.

Following the City Council Open House, the City Council met in the Executive Conference Room located at the Clearfield City Building, 55 South State Street, to continue the work session.

Mayor Shepherd called the meeting to order at 8:33 p.m.

### DISCUSSION ON THE 2015/2016 FISCAL YEAR BUDGET

Rich Knapp, Administrative Services Director, stated he had recalculated the Enterprise Fund allocation to the General Fund which increased the incoming revenue. He explained there were numerous City employees who performed work specifically related to the Enterprise Fund and those costs needed to be reflected as such and not just an expense to the General Fund. He believed the new process would be easier to calculate than the old formula to identify the actual costs.

He reviewed General Fund expenditures related to personnel. He projected the health insurance increase would be approximately two percent and the increase specific to retirement was not significant. He explained how the decrease in IT and Community Development specific to payroll was recognized.

Mr. Knapp reviewed the notes on the handout specific to the General Fund. Mayor Shepherd informed the Council that he requested the City participate with the National League of Cities for the budget year. Mr. Knapp reviewed other expenditures specific to the Mayor/Council expenditures.

Mr. Knapp mentioned the personnel costs associated with the new assistant city attorney position would be offset by costs recognized from the elimination of another position and those previously used for the contract prosecutor. He reviewed the following items specific to the General Fund:

- Decrease in unemployment costs
- Decrease in payroll costs specific to IT
- Increase in software maintenance
- Increase in IT equipment.

Terrence Jackson, IT Manager, explained the computer replacement process with the Council.

Mr. Knapp reviewed other personnel expenses specific to Administrative Services:

- Direct allocation of 40 percent from the Enterprise Fund for the senior accountant's salary.
- He stated there were also costs associated with the budget analyst's salary.
- He reported the Management Analyst position which had been previously discussed during the Budget Retreat had been eliminated during the budget process and staff was proposing a Management Intern instead. He stated funds associated with that expense had not been included in the budget document at this time.

He continued to review the General Fund expenditures:

- Electricity costs had decreased.
- Funds were appropriated for compensation study.
- Funds were appropriated for the Energy Performance audit.
- Decrease made in funds for the janitorial services.

- UPS battery costs added.
- Election costs added.

He informed the Council that if any member had any questions regarding any of the reviewed items he could provide additional notes and documentation. There were no requests or questions.

He reviewed expenditures/changes related to the following:

- Public Safety
- Public Works
- Community Services.

Mayor Shepherd asked what changes staff was proposing for payroll costs in the next budget year. Adam Lenhard, City Manager, responded the proposed budget included a two percent merit increase tied to the employee's mid-year evaluation in addition to an adjustment for officers in the police department which should help the City retain qualified officers.

Mr. Knapp mentioned the figure associated with payroll at the Aquatic Center had increased. Curtis Dickson, Community Services Deputy Director, responded that was due to the daycare being able to move from a drop-in to regular scheduled care.

Mr. Knapp reviewed Community/Economic Development costs.

Mr. Knapp reviewed and explained the figures associated with the fund balance.

The Council was given an opportunity to ask questions and request further clarification on the breakdown of specific budget notes and expenditures relative to division budgets. There were none at the time. Mr. Knapp emphasized some changes would still be made to the first draft prior to the Tentative Budget being presented. Mayor Shepherd also mentioned the PARAT fund revenues were being estimated conservatively until the City sees what those will actually look like.

The meeting adjourned at 9:05 p.m.

**APPROVED AND ADOPTED**  
**This 28<sup>th</sup> day of April, 2015**

**/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 7, 2015.

/s/Nancy R. Dean, City Recorder