

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
April 26, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson Nike Peterson Vern Phipps Bruce Young	Councilmember Councilmember Councilmember Councilmember
EXCUSED:	Kent Bush	Councilmember
STAFF PRESENT:	JJ Allen Stuart Williams Scott Hodge Spencer Brimley Stacy Millgate Greg Krusi Eric Howes Curtis Dickson Summer Palmer Rich Knapp Lee Naylor Nancy Dean Kim Read	Assistant City Manager City Attorney Public Works Director Development Services Manager CDBG Coordinator Police Chief Community Services Director Community Services Deputy Dir. Administrative Services Director Finance Manager Accountant/Budget Analyst City Recorder Deputy City Recorder
EXCUSED:	Adam Lenhard	City Manager

VISITORS: Bob Bercher, Kathryn Murray

Mayor Shepherd called the meeting to order at 7:02 p.m.

Mayor Shepherd announced Adam Lenhard, City Manager, and Councilmember Bush were excused from the meeting.

Mayor Shepherd informed the citizens present that if they would like to comment during Public Hearings or Citizen Comments there were forms to fill out by the door.

Councilmember Peterson conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE MARCH 29, 2016 WORK SESSION AND THE APRIL 12, 2016 POLICY SESSION

Councilmember Peterson requested a correction to the April 12, 2016 policy session minutes. She stated the vote following the motion to adjourn reflected Councilmembers Jones and LeBaron and not Councilmembers Peterson and Phipps.

Councilmember Young moved to approve the minutes from the March 29, 2016 work session as written and the April 12, 2016 policy session as amended, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

PUBLIC HEARING TO REVIEW THE 2016-2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN

The One-Year Action Plan was necessary for Clearfield City to qualify for Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development (HUD). The plan covered program year July 1, 2016 to June 30, 2017. A 30-day comment period commenced March 9, 2016 however; no comments were received.

Stacy Millgate, CDBG Administrator, stated Clearfield had the designation of an entitlement city by the federal government and reported it was anticipated to receive \$206,430 and reviewed the proposed expenditures:

- The Family Connection Center
- The Davis Community Learning Center
- Safe Harbor Domestic Violence Shelter
- Housing Rehab Program
- Emergency Home Repair Program
- Purchase of a building lot for construction of a new home to be sold to a qualifying low income family

Ms. Millgate reported details specific to the Emergency Home Repair Program or the Housing Rehab Program had not yet been finalized and indicated the Council would discuss those during a future work session prior to July.

Councilmember Benson mentioned the Plan indicated \$30,000 would be appropriated for the Emergency Home Repair Program which was anticipated to service approximately five households. She asked if there would be additional funding available for more households to be served by the program. Ms. Millgate responded yes as long as there were available funds more households could be serviced and shared some examples.

Mayor Shepherd asked if there would be a funding cap on the allowed amount per household. Ms. Millgate stated that would be one of the guidelines the Council would determine as well as any required match on behalf of the homeowner.

Councilmember Benson asked if there would be a time limit for the City to receive applications. Ms. Millgate indicated in the past it had been a first come first serve basis so it would depend on the type and cost of projects.

Councilmember Peterson asked if the programs would be internally administered. Ms. Millgate responded the Emergency Home Repair would be administered through the Davis Community Housing Authority. She indicated the Council would need to determine if the Housing Rehab Program would be administered internally or through the Housing Authority. She reported the cost for having the Housing Authority administer the program was approximately ten percent.

Councilmember Phipps clarified the Council could approve the One-Year Action Plan during this meeting and specific details could be put into place at a later date. Ms. Millgate stated she didn't want to designate specifics on the programs if the Council directed staff to go a different direction. She continued once the Plan was adopted the Council could designate specific details at a later date.

Mayor Shepherd opened the public hearing at 7:10 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:11 p.m. seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE-YEAR ACTION PLAN FOR PROGRAM YEAR JULY 1, 2016 TO JUNE 30, 2017.

Councilmember Benson moved to approve the Community Development Block Grant (CDBG) One-Year Action Plan for Program Year July 1, 2016 to June 30, 2017 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

APPROVAL OF THE AWARD OF BID FOR THE I-15 INTERCHANGE MONUMENT SIGNAGE PROJECT - WITHDRAWN

The City had gone out to bid twice requesting bids for the construction of monument signs on the City's I-15 interchanges. The first time, one bid was received which exceeded the City's budget.

The second time the City solicited bids, there were no responses. Consequently, the Community Services Department staff then solicited and collected three quotes from qualified vendors.

JJ Allen, Assistant City Manager, explained additional work on behalf of staff was needed to thoroughly review the bid costs and to allow further discussion during a City Council work session.

Councilmember Young moved to table the award of bid for the I-15 interchange monument signage project, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

APPROVAL OF A PROCLAMATION DECLARING APRIL 29, 2016 AS ARBOR DAY IN CLEARFIELD CITY

Clearfield City planned to celebrate Arbor Day on Friday, April 29, 2016. The City supported all efforts to plant and protect trees within its boundaries because trees were valuable to the City's environment. Clearfield has received the "Tree City USA" designation for the past 19 years. Community Services Director, Eric Howes, requested April 29, 2016 be officially declared "Arbor Day" in the City of Clearfield.

Mayor Shepherd read the Proclamation to the Council.

Councilmember Young inquired what type of tree would be planted during the Arbor Day celebration. Eric Howes, Community Services Director, responded he currently had not been made aware of the type of tree.

Councilmember Phipps moved to approve the Proclamation officially declaring April 29, 2016 as Arbor Day in the City of Clearfield and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

UPDATE ON THE FISCAL YEAR 2016 FINANCIAL STATUS

Rich Knapp, Finance Manager, reviewed the City's financial status with the Council pointing out the following:

- Revenues and expenditures were as expected.
- Sales Tax Bond refunding was closed and was projected to save the City \$72,000 per year for a total of \$817,000 over the life of the bond.
- Eleven months of data for the PARAT tax had been received and it was projected to be around \$202,000 annually.
- Sales tax revenue was the highest ever but was slowing down.
- General Fund revenues/expenditures had a positive figure of \$532,000 as of March 31.
- Capital projects would begin taking place with better weather.
- Shared January and February figures relative to sales tax trend data.

- Showed the increase in sales tax based on calendar year.
- Budget performance and trends.
- Revenues/taxes higher than anticipated because of sales tax revenue increase.
- Residential building permit revenue was down from last year.

Expenditures:

- Payroll was at seventy percent of the budget which was lower than anticipated. He indicated it was due to police vacancies and turnover.
- Capital outlay was at thirty five percent of the budget which was equivalent to five million dollars needing to be spent.
- Shared historical expenditures and the change in balance for the General Fund and Enterprise Funds.

Reviewed big changes to the budget:

- He anticipated Class C road funds would be higher and was informed by the State it would take two or three months for the City to begin receiving funds from the newly approved sales tax increase. He believed the next distribution would see an increase.
- Aquatic Center revenue increases.
- Recreation revenue increases.
- Interest earnings increase.
- ATK would qualify for a rebate from the over disbursement of funds on behalf of the County. Mr. Allen explained when the over payment was realized it was determined to continue with the disbursements and allow the project area to terminate earlier. Because of that the incentive would need to be paid out to ATK which was equivalent to eighty-two percent of the amount. He emphasized the budget was sufficient for that expenditure.
- He reviewed differences in the Enterprise Funds.
- He mentioned the change specific to Patrol & Investigations was due to payroll.
- IT changes were due to payroll.
- Marketing/PR changes was specific to timing of expenditures.
- General Obligation Bond expenditure was lower due to the refunding of the bond.

Councilmember Phipps inquired about the revenues related to approval of Proposition One, the new sales tax. Mr. Knapp responded the City had not received a significant amount of that revenue yet. Mr. Allen also mentioned in addition to Proposition One, the Legislature had also increased the motor fuel tax and as a result the City would receive those monies a few months later.

There were no other questions from the Council.

COMMUNICATION ITEMS

Mayor Shepherd

1. Informed the Council that he had attended the Davis Education Foundation GALA and reported the event raised \$240,000.
2. Reported he had shared a presentation with NURPA (Northern Utah Recreation & Parks Association) regarding Everyone Matters Day and the City's participation.

3. Stated he had the opportunity to present the concluding lecture for the business class taught at Central Davis Junior High.
4. Announced he had spent some time at PARC (Pioneer Adult Rehab Center) this past week and invited the elected officials to tour the facility. He mentioned PARC had been self-funding its program of placing disabled individuals for employment and would be sharing a presentation to Congress highlighting its successes and pushing forward new legislation. He shared two examples of individuals and their job placement and how they had benefitted from the programs as well as their employers.

Councilmember Benson – attended the press conference regarding the Davis County circulator bus and indicated UTA would be voting on the item at its meeting next month. She stated the bus service would begin the first week in August and was a 30 minute ride with four stops along the route between the Clearfield Frontrunner station and the Layton station. Mr. Allen explained the City participated in a study a few years ago to identify the best route for the circulator.

Councilmember Peterson – reported she had also attended the Davis Education Foundation GALA.

Councilmember Phipps

1. Mentioned the new thrift store operated by PARC in conjunction with Wasatch Integrated and announced it was a great success.
2. Also commented about the mixed waste processing facility removing items from a conveyer belt prior to proceeding through to the burn plant. He suggested the Council consider a tour of the facility.
3. Informed the Council that he would be out of town next week.

Councilmember Young – nothing to report.

STAFF REPORTS

JJ Allen, Assistant City Manager

1. Reminded the Council of the third and final workshop for the Downtown Small Area Plan scheduled for Thursday, April 28, 2016 beginning at 6:30 p.m. in the multi-purpose room.
2. Announced Take Pride in Clearfield was scheduled for Saturday, April 30, 2016, beginning at 7:30 a.m. at Fisher Park.
3. Announced the Blitz at the Aquatic Center scheduled for Friday, April 29, 2016 from 3:30 p.m. to 7:30 p.m.

Curtis Dickson, Community Services Deputy Director – explained the Blitz was a preview of all summer programs and events offered by the Recreation Department and Aquatic Center. He announced registrations during that time would receive a \$5 discount.

Nancy Dean, City Recorder – Reviewed the Council’s calendar:

- No meeting on Tuesday, May 3, 2016
- May 10 – policy and work session
- May 17 – joint work session with the Planning Commission to review the Downtown Small Area Plan
- May 24 – policy and work session
- May 31 – work session to review the Compensation Plan study
- June 9 – mid-year strategic plan all day with Planning Commission joining in the afternoon

Councilmember Benson moved to adjourn the regular session and reconvene in a work session at 7:47 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Peterson, Phipps and Young. Voting NO – None. Councilmember Bush was not present for the vote.

**APPROVED AND ADOPTED
This 10th day of May, 2016**

/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 26, 2016.

/s/Nancy R. Dean, City Recorder