

CLEARFIELD CITY COUNCIL MEETING MINUTES
8:15 A.M. WORK SESSION
BUDGET RETREAT
January 29, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Asst. City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Mike Stenquist	Assistant Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant
	Terrence Jackson	IT Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy Recorder

Visitors: There were no visitors.

Mayor Shepherd called the meeting to order 8:20 a.m.

STRATEGIC PLANNING SESSION – GOALS, BUDGET AND FINANCE

Adam Lenhard, City Manager, announced the implementation of a customer service initiative which would be the focus for 2016. He stated the employees had recently participated in an exercise that demonstrated the importance elements of quality customer service. He indicated the exercise successfully encouraged staff to rethink the way services were provided to customers.

He reminded the Council of the new Strategic Plan which had replaced Vision 2020 and its involvement in identifying the Policies and Priorities and Vision Statement. He explained the next phase of the plan would be to identify long term strategies. He continued the Comprehensive Action Plan (CAP) would be an appendix to the Strategic Plan, which listed the items staff was working to accomplish. He stated the CAP consisted of three parts:

- Projects
- Equipment

- Administrative Items

He reviewed the Long Range Strategic Plan and requested input specific to the goals and strategies in the Plan.

Providing Quality Municipal Services

Mr. Lenhard reviewed the itemized list of strategies contained in Section A – Providing Quality Municipal Services and the Council. The Council discussed the proposed strategies. The following list incorporates the Council’s suggestions.

Make timely investments in our facilities and infrastructure to ensure long-term sustainability and lowest cost of maintenance.

Safeguard public health through the effective and reliable provision of water, sewer, storm drain and solid waste utilities.

Develop a safe, well-maintained and efficient street network.

Provide safety and security for the community through professional and caring law enforcement and fire protection services.

Facilitate the orderly development of land consistent with the City’s General Plan.

Ensure the fair and impartial adjudication of criminal and civil matters.

Improve victim advocacy and assistance through a community-wide approach with all stakeholders.

Set the standard for parks, recreation, trails, aquatics, open space and arts programs and facilities that are accessible to all people.

As elected officials and staff, represent the community with integrity and fairness in our public service and policy-making.

Be fair and transparent in our stewardship of taxpayer dollars.

Continue to update and implement long-range financial models for capital facility and equipment replacement.

Leverage technology to increase the effectiveness, timeliness and transparency of our services.

Strive for transparent and honest communications.

Enhance the City’s disaster preparedness through proper training and emergency planning.

In conjunction with the discussion, Councilmember Young asked what a victim's advocate would do. Mr. Williams explained there were different ways a victim's advocacy program could be implemented and stated the advocate could provide crisis intervention when police responded to a domestic violence incident in order to provide immediate services such as: victim shelter, protective order, legal aid, etc. and later on would remain in contact with the victim. The advocate would keep the victim safe in the long run and would help them understand the legal system. A discussion took place about whether the advocate would be an employee or a contracted individual and there was concern how that would be funded. Mr. Williams believed there were grants the City could apply for to assist in defraying costs. Mayor Shepherd inquired about the possible use of CDBG funds to help provide the service. He asked why the City was leading the County in domestic violence and what measures could be implemented in the form of prevention. A discussion took place regarding awareness, prevention and education specific to domestic violence.

Councilmember Phipps suggested making the victim advocacy and assistance its own goal and making it a community wide program involving schools and churches. Eric Howes, Community Services Director, mentioned teaching and modeling appropriate behavior should be a component of all recreation programs.

Councilmember Bush expressed his opinion that parks should be included in the strategy about recreation, aquatics and art. A discussion took place and it was determined to also include trails and open space to the strategy.

Councilmember Peterson expressed her opinion about the best ways available to keep residents informed. Councilmember Phipps suggested communication should be its own specific goal. Councilmember Bush suggested the City needed to determine what the residents' needs were in order to meet their communication needs. Councilmember Phipps reiterated enhanced communication should be a goal. Mr. Lenhard commented the issue might be addressed in the next section to determine if it needed to be included.

Mr. Lenhard directed the Council to the next section of the Long Range Strategic Plan.

Improving Clearfield Image, Livability and Economy

The following list incorporates the Council's suggestions.

Facilitate the revitalization and renewal of the City.

Eliminate blight and actively pursue citywide beautification.

Incentivize and promote downtown redevelopment to create a vibrant, attractive and healthy urban setting.

Pursue a balanced and orderly approach to land use. Support new commercial development and strengthen our manufacturing base.

Encourage community involvement through a wide variety of unique, high-quality arts and culture programs.

Provide safe and attractive spaces for outdoor recreation and enjoyment. Develop and modernize these spaces with the right amenities and facilities.

Provide and facilitate a variety of outstanding, meaningful and accessible recreational experiences for our residents.

Prioritize community outreach and education to increase community awareness and involvement.

Utilize proven community-oriented policing programs to strengthen relationships and prevent crime.

Promote the 4th of July Celebration as the region's leading holiday event.

Maximize political influence to support local, statewide, and national policies that will improve and protect Clearfield's interests.

Support the local economy.

Continue to strengthen our partnership with Hill Air Force Base and work together on mutually beneficial goals.

In conjunction with the discussion, eliminating blight specific to code enforcement was addressed.

Mayor Shepherd believed the City needed to help incentivize redevelopment. Councilmember Bush expressed his opinion to incentivize in more areas than just "downtown." He believed there were some residential areas which could be targeted as well. Mr. Lenhard explained the strategy was brought over from Vision 2020. Mayor Shepherd expressed his opinion once downtown was revitalized that revitalization would spread to residential areas. He continued the City needed to incentivize that redevelopment. Councilmember Young suggested the City "promote" redevelopment as well.

Mr. Lenhard led a discussion on the communication component of the Plan. Councilmember Bush suggested including language which provided a means for residents to communicate with staff or elected officials and a discussion followed. Councilmember Peterson suggested small educational videos, one liner or lead-ins which could help educate residents regarding different information or programs. Councilmember Young expressed his opinion residents didn't think about City government until it directly impacted them and didn't think they would know where to look for a video. He continued it was important to provide some sort of outreach for whenever it would impact residents. JJ Allen, Assistant City Manager, mentioned expanded communication would require additional resources.

Mayor Shepherd shared information about the development of a phone app which the City could purchase and residents would have the opportunity to be notified about specific topics.

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

The meeting resumed at 10:30 am

The Council continued to review the Strategic Plan discussing the communication component. Councilmember Bush expressed his opinion a communication component should be included in Section A of the Plan. He believed it was more of a service and suggested some language similar to, “provide ways for citizens to contact elected officials and city staff”. He continued specific identification of those could take place at a later time. Councilmember Peterson expressed agreement with Councilmember Bush’s remarks. Mr. Lenhard suggested modifying the language and moving the communication strategy to Section A of the Plan.

Mr. Lenhard informed the Council that Rich Fisher, Emergency Services, had recently announced his retirement and the City was evaluating the position and how to improve its efficiency. Councilmember Benson inquired if the City was still forwarding emergency information to neighborhoods. Mr. Lenhard responded that was one of the areas which needed improvement. He suggested the City needed to enhance its ability to partner with emergency preparedness networks already established in the LDS Wards and Stakes. Councilmember Phipps expressed his opinion emergency preparedness was more of a municipal service and the Council expressed agreement it should be moved to Section A of the Plan.

A discussion took place regarding the City’s 4th of July event.

Councilmember Bush suggested somehow including a buy local component as a strategy. Councilmember Peterson agreed and shared an example of how the collaborative process of networking businesses had helped three small, local businesses to expand their clientele and grow their businesses. Mr. Allen agreed something was missing specific to local small mom and pop type of businesses. Mr. Lenhard assigned Mr. Allen to draft language for a more specific strategy in regard to that type of business development. Councilmember Young added the City’s business licensing process needed to be simplified and streamlined to encourage businesses to locate within the City. Councilmember Phipps shared his knowledge regarding some local professional business owners’ perception of the City and a discussion took place. Mayor Shepherd suggested the City host luncheons inviting local business owners/key personnel to facilitate the introduction of key City staff.

Councilmember Phipps also mentioned there was nothing in the document which mentioned proximity to Hill Air Force Base as a component. Mayor Shepherd agreed that was necessary. Mr. Lenhard proposed, “Continue to strengthen our partnership with HAFB and work together on mutual goals.” The Mayor and Council expressed agreement with the added goal and a discussion took place.

Mr. Lenhard directed the Council to Section C of the Plan.

Maintaining a Highly Motivated and Well-Trained Workforce

The following list incorporates the Council's suggestions.

Fund employee pay plans and benefits packages that are competitive, sustainable, and consistent.

Provide training and education opportunities that enable employees to develop and refine the skills necessary to succeed in their current and future positions within the organization.

Reduce costs and increase the efficiency of staff by utilizing the best equipment, tools and information technology and processes.

Cultivate a safe, healthy, and positive workplace where employees want to work.

Engage employees through appropriate social activities, events, and recognition.

Develop personnel policies that fairly balance the needs of the organization with those of the employee.

Foster an environment where the concerns and ideas of all employees will be heard. Provide the flexibility they need to be successful in their public service.

Mr. Lenhard explained consistency was important to the employees and pointed out how that would impact the budget process. Councilmember Young believed government wage increases should be linked to what is taking place with the current climate of the economy and expressed "consistent" could be dangerous. Mr. Lenhard pointed out the cost of living component for employees hadn't been addressed in eight years which contributed to the "consistency" concern expressed by employees. He emphasized staff was still looking at a performance based pay structure and a discussion took place.

Mr. Lenhard read the strategy specific to training opportunities and stated the City had significantly decreased travel and training opportunities to employees and pointed out it could be detrimental to the position as the employee might not receive required certification. Councilmember Phipps expressed his opinion opportunities for training reflected positively on the City. Councilmember Bush pointed out the importance of annual recertification for some positions because it was required by law. Mr. Lenhard emphasized the City had always maintained that priority. JJ Allen, Assistant City Manager, indicated there were several professional level employees who were not department heads who were not allowed to attend National Conferences but their peers from other organizations were. He believed that provided the perception that the City was not competitive in that nature and a discussion took place. Mr. Lenhard suggested including "education opportunities" to the strategy.

Councilmember Bush mentioned college classes could also benefit an employee or position and inquired if the City would pay for the registration. Mr. Lenhard responded the City offered a

tuition reimbursement program and indicated some employees had received degrees because of participating in the program making them more valuable to the organization and shared some examples.

The Council agreed with the including training and education in the strategy.

Councilmember Young stated nothing had been identified which addressed hearing the employees and allowing them to provide feedback. He stated it was his perspective that there were great benefits to bottom up communication and he would like to see something which promoted that culture. He wanted management to listen to the employees. Mr. Allen believed Mr. Lenhard did an excellent job at requesting executive staff to solicit employees' input. Councilmember Young stated that was exactly what he wanted to see and expressed his opinion it was a building block of a good organization. Mr. Lenhard expressed his opinion that morale among staff had significantly improved over the previous few years. Summer Palmer, Administrative Services Director, expressed her opinion staff believed they were being heard.

Councilmember Phipps desired some language be added to allow executive staff to attract and be responsive to employee feedback and a discussion took place. Mr. Lenhard reported he would draft some additional language based on suggestions and ideas shared during the discussion.

The Council took a break for lunch at 11:30 a.m.

The meeting resumed at 12:15 p.m.

DISCUSSION ON A COMPREHENSIVE ACTION PLAN (CAP)

Mr. Lenhard directed the Council to the CAP (Comprehensive Action Plan) and requested the Council's input and direction on the items listed. He informed the Council that he had requested the department heads to identify future items, within the next five years, which the Council should be aware of. He emphasized items which recurred annually, Council Neighborhood Open Houses, did not need to necessarily be identified in the list. Councilmember Bush suggested making a section specific to Recurring Events and listing each one. Mr. Lenhard responded he would add that.

Mr. Lenhard reviewed the identified list of projects and discussions took place.

Councilmember Phipps inquired what the Facade Improvement Project was about and Mr. Lenhard explained the program.

Eric Howes, Community Services Director, explained the process used to prioritize items on his list and reviewed it with the Council.

Councilmember Phipps asked if the Gateways project at the 650 North interchange would be impacted by UDOT's redesign of that interchange which was in the planning stages. Mr. Howes mentioned there was that possibility. Mayor Shepherd didn't believe there would be any impact because of proposed location for UDOT's improvements. Mr. Howes also indicated the signage had been designed in such a way that it could be relocated if needed.

Mr. Howes requested direction from the Council regarding the H Street park development of the detention basin and other landscaping projects near that location. A discussion took place regarding possible options. Mr. Lenhard identified the cost of the project was only one of the challenges regarding potential development even with the use of possible PARAT tax revenue. It was determined staff define a landscaping plan for the area.

Mr. Howes discussed Steed Park irrigation improvements. Councilmember Bush inquired about the small shed east of the tennis courts. He asked if it had any specific purpose because it continued to be tagged with graffiti. Mr. Howes agreed it was in disrepair. Mr. Dickson responded it was used to store equipment which wasn't used on a regular basis. Mr. Lenhard asked if the equipment could be stored at an alternate location in order to demolish the structure. Mr. Howes indicated storage for parks was limited.

– Mr. Howes discussed proposed PARAT Tax projects and indicated the City anticipated to receive \$17,000 of revenue from the tax each month. The Council discussed each of the following items.

- Tables, benches and trash receptacles
- New signage and landscaping at City Office Building and Cornerstone park
- Rehabilitate tennis and basketball courts at Kiwanis park
- New electronic playgrounds at Steed and Barlow parks
- Ice skating rink
- Park Signage Replacement
- Disc golf course for Island View park
- Continue trail around pond and tie into trail head at Steed Park
- F-35 and maintenance area playground

Mr. Howes mentioned the location for some of the identified projects such as the skating rink and announced additional research and design was required for the majority of the projects. Councilmember Phipps expressed his opinion the ice skating rink should not be located anywhere other than Clearfield Station. Councilmember Benson agreed and added Clearfield Station would be a destination place. Councilmember Peterson believed Fisher Park was under “parked” and pointed out the challenges associated with access to the area. Councilmember Bush expressed his opinion the Steed Park tennis courts would be a better location. Mr. Howes clarified the proposed cost of \$450,000 was for the skating rink alone and the cost to redo the tennis courts was \$350,000.

Mr. Lenhard summarized staff would need to do additional research and be prepared to make formal recommendations and proposed costs to the Council prior to making any other decisions regarding projects.

Mr. Howes continued to review the identified project list in the CAP.

Island View lighting and pavilions

Mr. Howes pointed out the bases of the light poles at Island View park were rusting and many of them didn't work. He proposed replacing the lights along the pathway because lighting was a challenge. Councilmember Bush added if the disk golf course were developed, adequate lighting would be needed. He also reported the small picnic table pavilions located at the park were in disrepair and requested direction from the Council on removing the structures altogether and just have the picnic tables on a cement pad; or, re-landscaping the area, making fewer table locations with nice pavilions and green space in between

Councilmember Bush suggested making a decision on the location of the disk golf course. He proposed distributing the new pavilions and tables around the disk golf course if it was going to be designed for Island View Park. Councilmember Peterson was in favor of removing them because she never saw patrons using them. As there was no opposition to that proposal Mr. Howes indicated the pavilions and tables would be removed as weather permitted.

Steed Electrical Wiring

Mr. Howes stated some of the wiring was part of the current irrigation project at Steed Park. He reported conduit was being installed to replace the current wire because the existing buried wire was not appropriate for continued use. He suggested the City was fortunate the outdated wiring had lasted so long. He pointed out there was electrical infrastructure under the concrete pads near the building. He suggested the improvements were a high priority because Steed Park generated a significant amount of recreation revenue.

Train Watch Playground

Mr. Howes reminded the Council the only remaining amenity at Train Watch Park was a swingset because everything else had been removed four years ago due to safety issues. He believed the smaller park served a portion of the City's population which had less access to other parks or programs making it a high priority. Mayor Shepherd suggested changing the name of the park. Councilmember Phipps stated the current name was the result of a naming competition. Mayor Shepherd proposed renaming the park in conjunction with the installation of a new playground structure. Councilmember Bush suggested also naming the park referenced as 200 South Street Park. A discussion took place regarding the City's identified parks and corresponding amenities.

Fisher Park resurfacing

Mr. Howes explained the challenge associated with the resurfacing of the playground area at Fisher Park and the different repair options available and a discussion took place. The Council agreed the surface needed to be replaced sometime in the near future given the fact that Mr. Dickson had won a "contribution" of \$10,000 from the repair company in a drawing.

Mr. Howes continued to review the list of identified projects which could be completed in Fiscal Years 2017 and 2018.

Mr. Howes explained the Davis Weber Canal Company had contacted the City about extending the Canal Trail along its property and taking it out of residential areas. Councilmember Phipps mentioned at the time the Canal Trail was originally developed there was significant opposition. Mr. Howes mentioned during one of the neighborhood meetings some of those residents had expressed their concern was relative to screening from their backyards. He believed they were now receptive to the extension of the trail. A discussion also took place regarding the 650 North Trailhead near Days Inn.

The Council took a break at 2:00 p.m.

The meeting resumed at 2:22 p.m.

Mayor Shepherd announced councilmembers would now have the opportunity to express their concerns and priorities.

Councilmember Peterson expressed some of her priorities:

- Finalize a “Good Will” funding policy
- Dedicate funds to the Development Services Department to be able to identify Small Area Plans and a General Plan update as soon as possible so that staff could then give direction to the Planning Commission and developers for development on a merit review system.
- Communication and how the City could best communicate with its residents.
- Leverage social media.
- Setting goals for educating residents which would encourage involvement.

Mr. Lenhard suggested implementing a marketing communications plan with very specific goals. He mentioned it might be worth bringing in outside people for that specific purpose.

Councilmember Peterson expressed her opinion it would be critical to understand the different ways to communicate and what each could be used for. She also believed training and policy would need to go along with communication on behalf of the Council and suggested a unified front with predictable expectations would be best. Mr. Allen stated Community Services had encountered some major challenges with marketing programs and facilities and inquired if there was a consensus among the Council that the City needed to overhaul communications in a big way or just implement minor tweaks with the current resources. Councilmember Peterson believed the City was at a real turning point and suggested the City should be willing to take a seismic shift and to do it well. She suggested it would be neither quick nor cheap.

Councilmember Phipps mentioned a lot of the City’s perceived problems were really a lack of communication and suggested attacking the issue with a full commission or committee with expertise to assist in solving the problem. Councilmember Peterson believed a professional individual would be needed. She shared a personal example she experienced using Facebook during her City Council campaign and the Davis School District’s Proposition campaign and believed a small tweak could reap benefits for the City.

Councilmember Young believed the City needed to identify its goal and what would be achieved with the proposed change before he could commit to a substantial change. Councilmember Peterson responded it would bring awareness of the things that were happening within the

community as well as be an educational tool providing information. Councilmember Young believed the City could use consultants to help staff learn how to use social media to its fullest potential and long term resources wouldn't be necessary. He also suggested listing just one telephone number for residents to call.

Councilmember Benson asked if significant information could be reflected by bullet points on the City's utility bill. She reported several residents had mentioned they didn't know how to access the City's newsletter.

Councilmember Phipps stated the City would need to identify its target audience and then determine the best way to reach them. He reported there were professional communicators that could be used to determine the best method of communication for the residents. Councilmember Bush believed the residents had some responsibility to do their part as well.

Mayor Shepherd believed the issue wasn't necessarily with the communication itself. He suggested it was more of an image and if residents believed the City was doing all it could to communicate with them. He stated it was important for the people to believe City staff was available to them, that they have a voice and their concern matters. He added it was not what the City was actually doing but the message that was being sent.

Councilmember Benson suggested the out of sight, out of mind mentality and if you're not seeing it you're so busy with life that you're not thinking about it. She expressed her concern about how many of the residents didn't know where or how to find the newsletter.

Mayor Shepherd asked how the City should measure whether the communication method was effective. Mr. Allen reported he would follow up with internal staff regarding the discussion.

Mr. Allen asked how urgent the Small Area Plans and General Plan update were to the Council. Councilmember Young believed it needed to be a priority because there were areas of focus for development. Councilmember Bush suggested staff should define specific areas using the following criteria to determine the best use: size of the parcels, zoning, etc. Mr. Allen reminded the Council that the City employed one planner that managed a lot of work and believed the issue was a lack of resources and believed a consultant would need to be hired. Mr. Lenhard pointed out the City already had an intern; maybe the work hours could be extended.

Mr. Allen stated the Annual Report which the Council would soon be receiving reflected statistics of the City and reported the City Planner was busier now than in previous years. Councilmember Bush believed there were Planning Commission members that could help with ideas for areas and didn't believe the City would need to hire a consultant. Councilmember Peterson also didn't believe a consultant was necessary but she was aware the department needed additional help given the volume of work it was processing.

Councilmember Phipps expressed some of his priorities:

- Concern with the planning division and the need for additional staff/resources.
- He wanted people to enjoy living in Clearfield.
- Look and feel of the City specific to code enforcement.

- Communication and Strategic Planning.
- Great Recreation Programs and Parks.
- Communication/Education.

He reiterated his general concern was that residents enjoyed their local community and the amenities suited their needs. H also emphasized that the City be responsive to their concerns. He indicated his concerns had been well addressed during the meeting.

Mr. Lenhard announced a topic which had been discussed among staff for a long time in helping residents get to the right place with their concerns. He reminded the Council that approximately two years ago staff visited a couple of cities which had created a “Customer Service Center” which was the epicenter for all customer interactions. He continued the City’s current building was designed with eight different front counters, each with its own staff. He shared how each of the visited cities had provided a central location for phone calls. He reported there would be several challenges associated with the City moving in that direction. He asked if the Council felt like it was the right time for Clearfield to implement a “Customer Service Center”. He expressed his opinion that promotions would be inevitable for current employees involved with the proposed solution. Mayor Shepherd expressed concern regarding the cost associated with implementing something of that nature. Mr. Lenhard believed the change would be initially expensive. Mayor Shepherd believed it would be very effective. A discussion took place relative to costs associated with the implementation of a customer service center. Mayor Shepherd directed staff to further explore costs associated with the implementation.

Councilmember Benson expressed some of her priorities:

- Concerns about parks specifically, Fox Hollow, and the care of the trees in the arboretum during the winter months. She suggested some needed to be tied up during the winter and others were overgrown, etc. Some residents have requested an “Adopt a Tree” program
- Service.
- Emergency Preparedness.
- She had a great desire to be involved with the youth and would love to somehow get involved with the high school.
- She had a desire to help the community as a whole during her term.

Mr. Lenhard believed staff and the City Council had been able to come together to get numerous things accomplished during the past year. Mayor Shepherd stated he understood Councilmember Benson’s concern about leaving her “mark” upon completion of her term and stated he would be happy to assign/request her chair or be liaison to something that would fit her skillset.

The Council took a break at 3:48 p.m.

The meeting resumed at 4:05 p.m.

Councilmember Bush expressed some of his priorities:

- Several ordinances needed to be looked at and possibly amended such as ordinances which helped local businesses and enticed new businesses to locate in Clearfield.
- Veterans monument and believed the Arts Foundation could begin collecting tax deductible donations which could be donated for that purpose.

- Community beautification. He suggested resurrecting the Beautification Committee to implement some help in promoting a positive image.
- Communication.
- Streets and Roads.
- Education of residents about how/when it was appropriate to contact elected officials as opposed to City staff. He stated he was unclear on how he should respond to residents' concerns because he wanted to be responsive but wanted to do it appropriately. He suggested drafting a policy to follow.

Mayor Shepherd stated if a resident was asking for his personal opinion that would be all right but if the resident was looking for a policy or ordinance, the question should be referred to staff. Mr. Lenhard mentioned the importance of the resident receiving consistent information and a discussion took place regarding the recent broken water line incident.

Councilmember Young expressed a desire to continue to see long term financial progress. He complimented staff for the current direction of the City. He wished the City could fund all of Community Services' requests.

Mayor Shepherd expressed some of his priorities:

- Image of the City.
- Business development. He shared some information about proposed development in Layton and believed it would help the development of the Legend Hills area. He stated a developer would be addressing the Council during a work session on Tuesday, February 2, 2016, regarding proposed development at the site previously known as the Midtown Village parcel. He believed the proposed development combined with the Sandridge development could be a catalyst for future business development in the City. He also mentioned the interchange at 650 North and 700 South could impact development. He shared an update specific to Clearfield Station and announced the developer was aware the first tranche would be activated next year. He indicated UTA would be meeting with Thackeray Garn, developer, to determine how to proceed.
- Communication. He really wanted the residents to be informed and understand the City was communicating with them whether or not they knew who/how to contact the City.

Councilmember Bush inquired about the identified CDBG 350 West project. Scott Hodge, Public Works Director, explained the project would include new infrastructure for culinary water, sewer and storm sewer, as well as the road project. Mr. Lenhard stated the City might not be completing an infrastructure project using CDBG funds in the coming budget year based on Council's direction from the meeting on Tuesday, January 26, 2016.

Councilmember Bush asked if the identified 300 North asphalt overlay project was east of Main Street. Mr. Hodge responded that was for the area of road from Main Street to 1500 West. He added Questar Gas intended to install a new gas line on 300 North east of Main Street so the City was waiting for that to be completed before completing the overlay project on that section.

Councilmember Phipps inquired about the Sungard software replacement project. Mr. Lenhard stated the Sungard financial software wasn't sufficient to meet the City's needs for financial

reporting and staff was looking for solutions. He explained the state auditor was asking for new reports and reported the City was one of two cities in the state which didn't have a compatible software program to complete the types of reports the auditor requested. He announced staff was looking for an alternative since Sungard could not get the City what it needed. He indicated staff would be looking for a citywide software program and mentioned it would also include a time keeping software component. He believed it would be a huge investment in the very near future.

Mr. Lenhard stated there was good news associated with the City's budget as revenues were strong. He continued with the passing of Proposition 1 and with the change to the motor vehicle fuel tax, the City would make even more progress on its streets/road maintenance. He indicated one of the City's top priorities would be a traffic signal at the intersection of 700 South and 1000 West and the complete 700 South to match what had been completed in Syracuse.

Mr. Lenhard reported the Public Works facility was still progressing and the City anticipated it could pay cash for Phase II.

He announced the completion of the Compensation Plan Study was very important for the employees.

He expressed his opinion that the City was doing a fantastic job specific to overall debt and reported the two largest debt obligations had been refinanced resulting in hundreds of thousands of dollars in tax dollar savings. He informed the Council that in July 2019 the City would make the last payment on its General Obligation Bond and explained in addition to losing the high payment, the City would also lose the tax revenue from property tax. He encouraged staff to make an adjustment in the certified tax rate to recapture some of the revenue which would disappear. He announced big expenses were foreseeable and something would need to happen to increase the revenue available in the General Fund.

Mr. Lenhard encouraged the Council to review the remainder of the list and express its concerns with staff. He also mentioned if there was a need or desire to discuss any items they could be addressed during a future work session. He asked if there were any questions and there were none.

Councilmember Peterson expressed appreciation to staff. Mr. Lenhard expressed appreciation to staff and believed the City was headed in the right direction.

The meeting adjourned at 4:45 p.m.

**APPROVED AND ADOPTED
This 12th day of April, 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 Friday, January 29, 2016.

/s/Nancy R. Dean, City Recorder