

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
March 8, 2016 – POLICY SESSION

Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Mayor Shepherd and Adam Lenhard, City Manager, will participate in the meeting electronically via telephone.

City Council Chambers
55 South State Street
Third Floor
Clearfield, Utah

7:00 P.M. POLICY SESSION

CALL TO ORDER:

OPENING CEREMONY:

APPROVAL OF MINUTES:

Mayor Pro Tem Bush

Councilmember Young

February 2, 2016 – Work Session

February 23, 2016 – Work Session

February 23, 2016 – Policy Session

February 25, 2016 – Work Session

March 1, 2016 – Work Session

PUBLIC HEARINGS:

1. **PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE FISCAL YEAR 2016 BUDGET**

BACKGROUND: Staff has identified expenditures necessary for City operations which were not included in its current budget. State Code allows the City to make adjustments to the budget and a public hearing is part of that process.

RECOMMENDATION: Open the public hearing and receive public comment.

2. PUBLIC HEARING TO RECEIVE COMMENT ON THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE YEAR ACTION PLAN FOR PROGRAM YEAR JULY 1, 2016 TO JUNE 30, 2017.

BACKGROUND: The Council received a copy of the proposed 2016-2017 Community Development Block Grant (CDBG) One Year Action Plan. Citizens are given the opportunity to review the One Year Action Plan in the Community Development Department from March 9, 2016 until April 8, 2016. The final copy will be presented to the Council on April 26, 2016.

RECOMMENDATION: Receive public comment.

SCHEDULED ITEMS:

3. CITIZEN COMMENTS

4. CONSIDER APPROVAL OF THE DeMOLAY PROCLAMATION DECLARING THE MONTH OF MARCH 2016, DeMOLAY MONTH IN CLEARFIELD CITY

BACKGROUND: DeMolay is a character-building organization consisting of young men between the ages of 12-21 seeking to prepare them to become better leaders within the Community. The organization has carried out civic services for over eighty years.

RECOMMENDATION: Approve the DeMolay Proclamation declaring the month of March 2016, DeMolay month in Clearfield City and authorize the Mayor's signature to any necessary documents.

5. CONSIDER APPROVAL OF RESOLUTION 2016R-08 ADOPTING AMENDMENTS TO THE FISCAL YEAR 2016 BUDGET

RECOMMENDATION: Approve Resolution 2016R-08 adopting amendments to the fiscal year 2016 budget and authorize the Mayor's signature to any necessary documents.

6. CONSIDER APPROVAL OF THE AWARD OF PROPOSAL FOR ARCHITECTURAL/ENGINEERING DESIGN FOR THE CLEARFIELD CITY PUBLIC WORKS FACILITIES PHASE II ADMINISTRATIVE, PARKS AND CEMETERY MAINTENANCE BUILDING TO SCOTT P EVANS ARCHITECT AND ASSOCIATES

BACKGROUND: The City solicited requests from qualified professional architectural and engineering firms to provide a comprehensive value based building design for the Clearfield City Public Works Facility Phase II Administrative, Parks, and Cemetery Maintenance Building. The City received proposals from eight qualified firms. The selection committee reviewed the proposals and recommended the award of proposal to Scott P. Evans Architect and Associates with a proposal of \$199,800.00.

RECOMMENDATION: Approve the award of proposal for architectural/engineering design for the Public Works Facility Phase II Administrative, Parks, and Cemetery Maintenance Building to Scott P Evans Architect and Associates with a proposal of \$199,800.00 and authorize the Mayor's signature to any necessary documents.

7. CONSIDER APPROVAL OF THE AWARD OF BID TO COMPLETE THE 300 NORTH STREET PEDESTRIAN SAFETY SIDEWALK IMPROVEMENT PROJECT TO B. HANSEN CONSTRUCTION

BACKGROUND: Bids were received from ten construction companies to install concrete sidewalk on the south side of 300 North Street from 825 West to 985 West. The lowest responsible bid was received from B. Hansen Construction with the bid of \$57,935.00.

RECOMMENDATION: Approve the award of bid to complete the 300 North Street Pedestrian Safety Sidewalk Improvement Project to B. Hansen Construction for the bid amount of \$57,935.00 and approve funding for the project for the bid amount of \$57,935.00 with contingency and engineering costs of \$19,065.00 for a total project cost of \$77,000.00, and authorize the Mayor's signature to any necessary documents.

8. CONSIDER APPROVAL OF THE AWARD OF BID FOR THE 1150 WEST WATERLINE IMPROVEMENT PROJECT TO MARSH CONSTRUCTION

BACKGROUND: Bids were received from five construction companies to install an eight inch waterline on 1150 West Street from 1045 South to 950 South. The lowest responsible bid was received from Marsh Construction with the bid of \$130,552.95.

RECOMMENDATION: Approve the award of bid for the installation of an eight inch waterline on 1150 West Street from 1045 South to 950 South to Marsh Construction for the bid amount of \$130,552.95 and approve funding for the project with the bid amount of \$130,552.95 with contingency and engineering costs of \$26,447.05 for a total project cost of \$157,000.00 and authorize the Mayor's signature to any necessary documents.

9. CONSIDER APPROVAL OF RESOLUTION 2016R-09 AFFIRMING THE CITY COUNCIL REVIEWED THE 2015 MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT FOR CLEARFIELD CITY

BACKGROUND: Utah Department of Environmental Quality has asked the City Council to review and consider Clearfield's Municipal Wastewater Planning Program Report for 2015. This resolution affirms the Council reviewed and considered the report.

RECOMMENDATION: Approve Resolution 2016R-09 affirming that the City Council reviewed and considered the Municipal Wastewater Planning Program Report for Clearfield City and authorize the Mayor's signature to any necessary documents.

PRESENTATION:

10. PRESENTATION BY HILL AIR FORCE BASE (HAFB) REGARDING THE AIR SHOW

BACKGROUND: Lieutenant Colonel Kris Long from the 75th Air Base Wing has requested time to address the City Council to talk about the Warriors Over the Wasatch Air Show scheduled for June 25 & 26 2016.

COMMUNICATION ITEMS:

Mayor's Report
City Councils' Reports
City Manager's Report
Staffs' Reports

*****COUNCIL MEETING ADJOURN*****

Dated this 3rd day of February, 2016.

/s/Nancy R. Dean, City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 525-2714, giving her 48-hour notice.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
February 2, 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 Assistant City Manager
Stuart Williams City Attorney
Scott Hodge Public Works Director
Summer Palmer Administrative Services Director
Kim Read Deputy City Recorder

EXCUSED: Nancy Dean City Recorder

VISITORS: Bob Stevenson – Developer, Jared Nielson - Developer

Mayor Shepherd called the meeting to order at 6:10 p.m.

DISCUSSION ON THE DEVELOPMENT OF PROPERTY LOCATED AT APPROXIMATELY 1900 EAST 700 SOUTH

Mayor Shepherd reminded the Council the property previously referred to as the “Midtown Property” went up for auction two weeks ago. He informed the Council the winning bid was submitted by an investor from California as he was unable to fulfill the obligations as the purchaser. He announced the second position bid had been submitted by Bob Stevenson’s development group and had expressed interest in developing the property. He reminded the Council the property was master planned as Mixed Use and was coming to the City requesting guidance and direction what would be allowed to be developed at that location. He emphasized the development group didn’t want to continue with the purchase if it couldn’t be developed in the near future as they weren’t interested in owning the property as an investment.

JJ Allen, Assistant City Manager, provided a visual illustration of the property.

Councilmember Nike Peterson arrived at 6:14 p.m.

Bob Stevenson, developer, expressed appreciation for the opportunity to address the Council and introduced Jared Nielson, Developer, to the Council. He stated he had bid on the property with the intent to develop and indicated no concept plan had been drafted at this time. He explained he would like to understand the type of development the Council desired, and if market conditions

warranted, would be included in the development concept. He expressed his desire to share the developers' ideas and concepts for the development and following his presentation would be open to feedback from the Council. He shared the following points:

- Multi-family housing
- Convenience store for the corner of SR 193 and University Park Blvd
- SR 193 frontage possibilities – professional office space, retail, adult care center
- A market study didn't positively reflect the success of a hotel
- University Park Blvd frontage – possible restaurants given the number of people coming to the area for the call centers and Weber State University

Jared Nielson, developer, spoke to the difficulties regarding the site, specifically the slope of the property and expressed concern with road access points. Mayor Shepherd responded Larry Mylar, Midtown Village developer, had received two access points along SR 193 and suggested they would need to obtain any approvals from UDOT.

Mr. Stevenson believed the location had potential for a great development and requested direction from the Council.

Councilmember Bush mentioned the Midtown project had a live theatre concept. Mr. Stevenson responded Davis County believed the CenterPoint theatre in Centerville and the Layton Amphitheatre/Davis Arts Council in Layton was adequate for the population.

Councilmember Bush asked if there was any market for condominiums or townhomes in combination with the multi-family housing concept. Mr. Stevenson responded they would complete a market study to determine if that would work with the multi-family concept. Mr. Nielson added the condominium market had not fully recovered specific to lending and mentioned the townhome market had strengthened somewhat but expressed concern whether the market study would reflect a significant need for them to go that direction. Mr. Stevenson emphasized his desire to build a nice facility.

Councilmember Bush asked what amenities were being proposed within the developed. Mr. Stevenson asked the Council what it would like to see being included as amenities. He shared a visual illustration of a similar project in Layton and a discussion took place regarding the number of bedrooms, parking, club house, fitness center, green space for the proposed project. Councilmember Benson inquired if the units would accommodate one, two and even some three bedroom units. Mr. Nielson responded that would depend on the type of project and if the project consisted of interior corridors it didn't accommodate "family" style of living; therefore, they didn't include many three bedroom units. Councilmember Benson commented the three bedroom units could potentially attract students attending Weber State University attempting to defer housing costs by having more roommates. Mr. Stevenson believed if any units consisted of three bedrooms they would be limited to the "garden" style apartments. Another visual illustration was shared of another project in Layton City which was on property of a similar size and Mr. Nielson reviewed those amenities.

Councilmember Phipps stated he didn't want the proposed facility to attract students attending the university for a year or two but rather a small family or retired couple comes to make the

facility a home. He expressed concern the proposed development's proximity to the university and call center could attract this type of renter and suggested the facility should be of a higher quality. Mr. Stevenson mentioned the Legacy Care Center in Layton, which was a 55 and older community, had been very well received and the only way new residents can be admitted at this time is if someone currently living there passed away to create a vacancy. He emphasized this housing accommodated for regular housing as well as some assisted living. Mr. Nielson responded leases for their facilities were for one year, not nine months, and the two bedroom rates were too high to justify the cost for students.

Councilmember Benson requested clarification regarding a potential gas station/convenience store. Mr. Nielson mentioned the new Maverik model was considered a high end convenience store and restaurant. Councilmember Young expressed agreement it was logical to include some type of fast food component and inquired if the market could bear something more than fast food. A discussion took place regarding the location of traditional restaurants in Layton City near the development as well as proposed other fast food developments near Tai Pan in Clearfield.

Mr. Stevenson expressed his opinion the Legend Hills area would be fully developed within the next five years and the multi-housing was very important in making a successful project. He believed success associated with Farmington Station was due to the multi-family housing rooftops to sustain the retail component. Councilmember Phipps believed the proposal consisted of a true mixed use project.

Mayor Shepherd pointed out the City required the commercial component be developed the same time as the residential component with the exception of the John Hansen project which had a deed restriction specific to the commercial development. He explained from a developer's perspective it was difficult to develop the commercial without the residential and stated they oftentimes didn't take place simultaneously.

Mr. Stevenson mentioned interest for professional/office space had already been expressed for that location. He indicated he was looking for some agreement with the proposal at this time and emphasized he understood they would have to proceed through the development process set forth by ordinance. Councilmember Bush inquired if there were intentions to sell off portions for the professional/office, sell of the portion for the restaurant piece or if they would remain in control of the entire parcel.

Mr. Stevenson believed they would outright sell a lot for the convenience store. Mr. Nielson responded he could potentially partner up for an assisted living facility; however, he would not be a partner for the operation of the facility. He indicated they would remain as the operating partner for the multi-family as it was part of their business plan. He mentioned the retail component; retail pads or office buildings would most likely be sold.

Mr. Stevenson mentioned the elevation of the property contributed to the amenity of the "views" specific to the south and west. Councilmember Bush asked how many stories was proposed for the housing. Mr. Nielson responded 4-story would be the highest. Mr. Stevenson emphasized they would be looking at what the market could bear. He summarized if the Council was comfortable with what had been discussed this evening stated they would like to bring concepts

back to the Council prior to expending resources associated with proceeding through the official process. Mayor Shepherd expressed his pleasure with Mr. Stevenson and Mr. Nielson obtaining the property from second position as the original bidder which was under contract had no intentions of developing the property and had announced they intended to sell it. Mr. Stevenson clarified the property was not in an existing redevelopment area.

Mr. Stevenson and Mr. Nielson left the meeting at 7:00 p.m.

The meeting adjourned at 7:02 p.m.

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CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
February 23, 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	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Kathryn Murray

Mayor Shepherd called the meeting to order at 6:03 p.m.

DISCUSSION ON GENERAL PLAN AMENDMENTS

Spencer Brimley, Development Services Manager, shared a power point presentation specific to the General Plan Amendments. He reviewed the timeline which identified the neighborhood meetings at which time residents would have the opportunity to express concerns and ideas pertaining to the General Plan. He also mentioned the small area plan meetings in conjunction with Wasatch Front Regional Council and UTA (Utah Transit Authority) specific to the downtown area of the City. He believed both of these endeavors would contribute to identify other small area/neighborhood opportunities to move in the direction of the City Council. He expressed his desire to have a preliminary draft of the overall General Plan by September/October time frame with the small area plans identified by October/November. He stated the proposed amendments would come as a recommendation from the Planning Commission for adoption sometime in December.

JJ Allen, Assistant City Manager, inquired if it was anticipated to have small area plans for areas of the City other than the one specific to downtown in conjunction with the General Plan. Mr. Brimley responded he hoped to have at least identified the other areas and announced the City

had the opportunity to use unpaid interns from the University of Utah which could help in identifying areas.

Adam Lenhard, City Manager, asked how many members of the Council planned to attend the visioning workshop to determine whether it needed to be noticed as a public meeting. He announced the first meeting was scheduled for Thursday, February 25, 2016 from 6:30 p.m.-8:30 p.m. It was determined the meeting should be noticed as public meeting.

DISCUSSION ON WEBER BASIN WATER OVERAGE

Scott Hodge, Public Works Director, explained the City contracted with Weber Basin Water every year to purchase a set amount of water, and for several years purchased 5,348 acre feet. He distributed a handout which identified the amount of water and the corresponding rates through the years. He reported with the circumstances associated with the 700 South well not functioning, the City went over on its usage by almost 105 acre feet.

Mr. Hodge reported an acre foot of water was equivalent to 325,850 gallons and stated the City purchased the water at the beginning of the year and was required to pay for it at that time. He indicated if the City underused in one year it couldn't be banked or saved to be used the following year. He stated staff had monitored the usage and when it became apparent the City could potentially go over its allotted amount staff had taken measures to diminish the overage.

He explained the City had the option to rent the amount of this year's overage for that one year or contracting to purchase that amount on an annual basis every year thereafter. In this circumstance he recommending renting the water as once the 700 South well was repaired it was anticipated to use less than the allotted amount. He reported the over usage would amount to costing the City \$434 per acre foot to rent, for a total of \$45,430.

Mr. Hodge announced these funds had not been appropriated during the budget process and would require amending the budget and using funds in the water enterprise fund to compensate for the overage.

JJ Allen, Assistant City Manager, inquired how water rights play into what was purchased from Weber Basin. He continued as new development has taken place the City has never required the developer to provide water rights for that specific development. He also inquired if water rights had any effect on overages. Mr. Hodge responded the City only had "rights" to a designated amount of water it had contracted to use with Weber Basin. He continued the City did have water shares and water rights usually associated with irrigation water. He mentioned the City could sell irrigation water rights and there was an option to convert these water rights to culinary water and reported Clearfield had not done this in the past.

DISCUSSION ON THE PUBLIC WORKS PHASE 2 ARCHITECTURAL DESIGN PROJECT

Scott Hodge, Public Works Director, reminded the Council the first part of phase 2 of the Public Works improvements was to select an architect for the design of the new building. He reported the City had completed the Request for Proposal process and a selection committee reviewed the

eight submitted proposals. He distributed the selection committee's scoring tabulation sheet and reviewed it and explained the selection process used by the committee to the Council. He stated interviews were conducted with the top three rated firms allowing them to present their ideas for the project in person and introduce their team of individuals. He reported at the conclusion of the interviews staff determined Scott P Evans Architect and pointed out the submission was the not the lowest proposal. He continued staff contacted the firm to determine if there was a possibility of reducing the proposal and after further review by the firm it was determined they could complete the work for just under \$200,000. Mr. Hodge reported based upon that staff was recommending awarding the bid to Scott P Evans Architects as the architect for Phase 2 of the project for \$200,000.

Adam Lenhard, City Manager, inquired why staff was not recommending the lowest bid even after completing the interview process. Mr. Hodge responded following the interview process the firm which submitted the lowest bid would have been the last choice. Eric Howes, Community Services Director, believed the team associated was Scott P Evans Architects was a stronger team and would be a better value in the long run. He pointed out the previous experience associated with their projects was very relevant. Rich Knapp, Finance Manager, expressed agreement with Mr. Howes' remarks.

Mr. Hodge announced awarding this bid would also require a budget amendment as \$150,000 had been appropriated for architectural services. Councilmember Peterson, member of the selection committee, stated the committee had discussed the fact that the submission was significantly higher than the anticipated and pointed out \$200,000 was the resulted middle range for the cost of the project. She continued given that the strongest firm lowered its proposal to that amount, and the fact it had completed work on projects within Clearfield City, it had completed significant research, visited the site and brought the entire team allowing staff to witness the communication structure with sub-contractors, and being prepared to ask questions relevant to the project, she concluded the submission was best for the City.

Mr. Lenhard suggested the submissions for the project was a reflection of economy at this time and there seemed to be plenty of construction work to go around at this time. Mr. Hodge pointed out some of the firms submitting proposals didn't have previous experience with public works facilities and the proposals were probably a best guess scenario. He reported Mr. Evans had contacted sub-contractors to determine how the cost of the project could be reduced. Mr. Hodge indicated he had clarified with Mr. Evans that the reduced amount for the project was a correct figure and that they wouldn't ultimately increase the cost to the original amount of the submission. He stated Mr. Evans had responded he was comfortable in completing the work for the lower amount unless there was a drastic change in the scope of work for the project.

Councilmember Peterson mentioned another factor associated with the committee's decision in recommending Scott P Evans Architect's submission was specific to the time frame. She continued the lowest of the top three's completion time was double the length of the other two.

Councilmember Phipps summarized because of the Mr. Evans' previous experience with similar kinds of projects the City would be receiving a quality job compared to a potential learning curve

experienced on behalf of the other submissions and the possible misunderstanding of costs. Mr. Hodge expressed agreement with that logic.

Rich Knapp, Finance Manager, commented Scott P Evans Architect had the best looking appearance for the facility. Mr. Hodge responded the committee had discussed the importance of appearance as well as a functional and efficient facility.

Mr. Lenhard mentioned the City had previously anticipated funding this Phase 2 as a cash project and inquired if that was still the case. Mr. Knapp believed construction costs had increased but believed the \$3.9 million was still accurate; however, it would most likely deplete the garbage fund.

Mr. Hodge clarified the difference between Phase 2 and Phase 3 of the project;

- Phase 2 consisting of the administrative offices and the parks/open space maintenance building, relocating the fuel station farther to the east, demolition of the existing parks building
- Phase 3 would consist of construction of the utility maintenance facility and the fleet automotive repair shop
- Phase 4 would be the addition of 2-3 bays for truck storage

DISCUSSION ON THE SR193 WATER LEAK

Scott Hodge, Public Works Director, reported last fall water began coming out of the pavement of SR 193 across from JP's Texaco. UDOT contacted the City and it wasn't in line with the City's current location of its waterline and the City believed it was in line with Weber Basin's waterline. He stated at that time there was concern there was no water leak but rather sub-surface water coming off the hillside.

He reported Weber Basin determined after some testing, it was a broken waterline consisting of culinary water because it contained both fluoride and chlorine. He indicated at this time both Weber Basin and Clearfield City didn't believe it was a leak in their subsequent water lines.

He stated UDOT hired a contractor which identified an 18-inch concrete pipeline surrounded by water but no appearance of spraying water. He stated he was not aware of the City installing any 18-inch concrete waterline. He explained the testing processes used to determine that it was the City's waterline and the repair process used by the City to repair the leak.

Mr. Hodge informed the Council staff had completed significant research specific to the waterline and believed the waterline was installed in the late 1940's and as additional waterline improvement projects were completed this small 100 foot section continued to be operational. He reviewed the timeline associated with those waterline projects during the 1960's and 1970's.

Councilmember Benson inquired what the original water source was. Mr. Hodge responded the water was coming from the City's storage reservoirs near the 700 South well. He indicated the waterline was the main feeder for the City and was originally proposed to be replaced in next

year's budget; however, given the recent information he was suggesting it be replaced this summer.

He reviewed the replacement process which the City intended to use and distributed a handout reflecting the cost estimate to replace this section of pipeline and reviewed each line item with the Council. He announced this would be an emergency bid process.

He explained the impact to water users during the repair process and reviewed those procedures which would take place to minimize the inconvenience to water users. He emphasized there were no service connections on that small section of pipe. A discussion took place how the abandoned waterline reflected on City and UDOT maps could still be in use. He also distributed a map reflecting the small 100 foot section of pipe.

The meeting adjourned at 6:54 p.m.

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
February 23, 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	Assistant City Manager
	Stuart Williams	City Attorney
	Scott Hodge	Public Works Director
	Greg Krusi	Police Chief
	Spencer Brimley	Development Services Manager
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Bob Bercher, Chandler Heber, Kathryn Murray, Ana Coronel

Mayor Shepherd called the meeting to order at 7:00 p.m.

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 Phipps conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE JANUARY 26, 2016 WORK SESSION AND
THE FEBRUARY 9, 2016 POLICY SESSION

Councilmember Bush moved to approve the minutes from the January 26, 2016 work session and the February 9, 2016 policy session as written, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

PUBLIC HEARING TO RECEIVE COMMENT FOR THE PROPOSED ZONING TEXT AMENDMENT TO TITLE 11, CHAPTER 13 – PAWN AND SECONDHAND ESTABLISHMENTS

The Planning Commission had recommended approval of a Zoning Text Amendment which would regulate the proximity of pawn or secondhand businesses to other such businesses (at least one mile) and to non-depository lending establishments (at least 880 feet).

Spencer Brimley, Development Services Manager, shared a visual presentation relative to the proposed Zoning Text Amendment. He explained concerns regarding the proximity of pawn shops began in September 2015. He clarified these establishments were allowed in the C-2 zone (Commercial) as a conditional use and announced the proposal would be to add a section of code to the supplementary regulations specific to proximity requirements.

Mr. Brimley stated there were currently three pawn shops located within the City and identified their locations on a City map. He explained the proposed zoning text amendment had been presented to the Planning Commission in November 2015 in addition to January 2016 meeting for discussion. He added the issue came before the Commission for consideration and recommendation to the City Council during its meeting on Wednesday, February 3, 2016.

He stated concerns had been expressed by citizens in October 2014 specific to the impact the Pawn Depot would have relative to neighborhoods near 1700 South as well as surrounding businesses. He pointed out as staff had completed significant research regarding pawn shops and their impact to communities. He announced staff was proposing the language be consistent or similar to that which regulates non-depository lending establishments. He added the basis for that recommendation had been included in four research studies and stated that information had been provided to the Council.

Mr. Brimley shared a municipal comparison of communities across the country which had been used in drafting the proposed zoning text amendment. He shared information from one of the studies which suggested a limited number would protect the community against crime. He reviewed the proposed draft language which would be included in the ordinance language and reiterated research had reflected a connection between pawn and non-depository lending.

Councilmember Phipps expressed appreciation for the additional information provided to the Council which had been used in staffs' research and clarified pawn and secondhand businesses were legally defined terms. Mr. Brimley responded in the affirmative and indicated the City's ordinance referred to state code on the findings for secondhand businesses.

Councilmember Peterson stated she appreciation information provided by staff specifically pointing out the effect of pawn shops to single family homes/neighborhoods in relation to property crimes and subsequent impact on police resources.

Mayor Shepherd also expressed appreciation on provided information and spoke to how pawn shops can be a deterrent to other businesses looking to locate within the City negatively effecting economic development.

Councilmember Benson also commented on things the City was doing in trying to uplift the aesthetics of the community and believed the proposed zoning text amendment would be another tool.

Councilmember Peterson spoke to research which reflected when cities became involved in limiting these types of businesses it contributed to rehabilitating the City.

Mayor Shepherd opened the public hearing at 7:13 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

Councilmember Young moved to close the public hearing at 7:14 p.m. seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

CITIZEN COMMENTS

There were no citizen comments.

APPROVAL OF AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENT OF ALICIA CLARK AS AN ALTERNATE MEMBER TO THE CITY'S PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission amended its bylaws to allow for an alternate member on the Commission to ensure a quorum at its meetings. Residents were recently asked to submit letters of interest and interviews were conducted by the City Council during the work session on Tuesday, January 19, 2016.

Councilmember Phipps moved to approve and consent to the Mayor's appointment of Alicia Clark as an Alternate Member to the Parks and Recreation Commission and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF THE FINAL SUBDIVISION PLAT FOR THE ANITA WHITE SUBDIVISION LOCATED AT 591 SOUTH STATE STREET (TIN: 12-003-0037)

Anita White had requested a two lot subdivision located at 591 South State Street (TIN: 12-003-0037). The property was approximately 0.658 acres and was zoned C-2 (Commercial). The parcel currently had two uses on the property with three buildings. A commercial building was located on the southern portion closest to the intersection of State Street and 500 East. The northern portion of the property was occupied with Ms. White's home and garage. The subdivision would create two lots to separate the commercial use from the residential use. The Planning Commission recommended approval of the final subdivision plat during its meeting on Wednesday, February 3, 2016.

Spencer Brimley, Development Services Manager, shared an illustration of the property and oriented the Council. He explained the request would separate the building on the southern portion of the plat currently used by On Q Music and Ms. White's residence on the northern portion. He added this would be consistent with the C-2 (Commercial) zone.

Mr. Brimely explained the discussion during the Planning Commission meeting was relative to improvements on 500 East property frontage. He continued subdivision applications generally were submitted reflecting improvements associated with the development and informed the Council the Planning Commission was supportive in allowing a deferral for such improvements due to the fact Ms. White was not developing the property, just simply separating the uses. He emphasized the Planning Commission was supportive of staff's recommendation that Ms. White be allowed this deferral until such time the property was actually developed with the aid of construction. He indicated the Planning Commission approved the preliminary plat and recommended approval of the final subdivision plat with the conditions identified in the staff report during its meeting on Wednesday, February 3, 2016. He added staff had included language in the recommendation specific to an escrow agreement for the required improvements association with potential new construction on either lot.

Adam Lenhard, City Manager, requested clarified whether the subdivision would be creating a non-conforming use with the side setback on the existing building and inquired whether this had been noted with the appropriate documentation relative to the commercial building. Mr. Brimley believed the setback for the commercial building would not create a non-conforming use but indicated he would look further into the matter.

Councilmember Young moved to approve the Final Subdivision Plat for the Anita White Subdivision located at 591 South State Street (TIN: 12-003-0037) contingent upon staff verifying approval wouldn't create a non-conforming use specific to setbacks 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, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF ORDINANCE 2016-02 AUTHORIZING THE PROPOSED ZONING TEXT AMENDMENT TO TITLE 11, CHAPTER 13 – PAWN AND SECONDHAND ESTABLISHMENTS

Councilmember Peterson moved to approve Ordinance 2016-02 authorizing the proposed Zoning Text Amendment to Title 11, Chapter 13 – Pawn and Secondhand Establishments 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, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF A PERFORMANCE CONTRACT WITH ALEX BOYÉ FOR THE 2016 FOURTH OF JULY CELEBRATION

Mayor Shepherd announced Alex Boyé had been selected as the musical act for this year's Fourth of July Celebration at Fisher Park. This contract would set forth the terms and conditions of his performance. He mentioned the amount of the performance contract was larger than what had been done in the past and announced the committee had started soliciting sponsorship of the concert. He invited the Council's assistance with this endeavor.

Councilmember Phipps commented he hadn't noticed any provision in which Mr. Boyé would be providing his sound and lighting for his performance. Mayor Shepherd responded the City would be providing that just as it done in the past for other performers.

JJ Allen, Assistant City Manager, mentioned Mr. Boyé did request significant additional items for his performance which would be additional costs to the City. Mayor Shepherd mentioned staff had begun soliciting sponsorships for the concert and shared some additional ideas in which funds could specifically be used toward the concert.

Councilmember Benson moved to approve the performance contract with Alex Boyé for the 2016 Fourth of July celebration, 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, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2016R-06 AUTHORIZING AN INTERLOCAL AGREEMENT FOR UTILITY SERVICES AT LAYTON FARMS STORAGE

Layton Farms Storage was located at approximately 1500 North 2200 West in Layton, on the eastern boundary of Clearfield City. The property was approximately 8.02 acres in size and is adjacent to a C-2 (Commercial) zoning district, and R-1-8 and R-1-0 (Residential) zoning districts. Clearfield City has received a request to provide culinary water to this property until such time as Layton City's water system can provide the service. This requires execution of an agreement between Clearfield City, Layton City and the developer.

Spencer Brimley, Development Services Manager, shared a visual illustration which identified the location of Layton Farms Storage and pointed out Layton City currently didn't have the infrastructure to provide culinary water to the site. He indicated negotiations had taken place beginning in 2014 which would allow Clearfield City to provide these services until such time in the future when Layton City could provide the needed infrastructure.

He reviewed specifics associated with the interlocal agreement:

- Clearfield City would provide culinary water service and calls out specific requirements for the culinary water connection and provides the basis whereby Layton will provide their own water to the facility at the time such water is available.
- Layton City would provide fire protection for the property and would determine the placement of hydrants.

- Future development caveat that Clearfield City would have authority to approve any expansions and to impose appropriate fees for development at the expense of the property owner.
- Clearfield City would assist with the connections ensuring the developer has established a utility account prior to issuance of Certificate of Occupancy.

Adam Lenhard, City Manager, clarified the property owner/developer would be required to pay the City's impact fee. Mr. Brimley responded in the affirmative.

Councilmember Benson inquired if there was an estimated time frame associated with when Layton City would be prepared to provide these services. Scott Hodge, Public Works Director, referred to the map which reflected surrounding undeveloped property near the site and mentioned as the area developed over time Layton City would require those developers to extend the water line into the parcel which would support Layton Farms as well. He added Layton City had indicated the current property owners of the undeveloped property didn't have plans to sell or develop in the near future and surmised it could be quite a while.

Councilmember Phipps inquired if this could potentially negatively impact water service to any Clearfield City residents. Mr. Hodge indicated the proposed development was for storage sheds and believed the development would have limited impact on water usage, most likely in the form of watering landscaping.

Councilmember Phipps pointed out the footnotes included within the document could be legally binding. Stuart Williams, City Attorney, advised they could be legally binding.

Councilmember Peterson moved to approve Resolution 2016R-06 authorizing an Interlocal Agreement for utility services at Layton Farms Storage and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF RESOLUTION 2016R-07 EXPRESSING SUPPORT OF LEGISLATION TO TAX AND REGULATE ELECTRONIC CIGARETTES

SAEV (Students Against Electronic Vaping) Coalition shared a visual presentation during the City Council meeting on Tuesday, February 9, 2016, which provided information regarding electronic cigarettes and vaping specific to youth. The Coalition announced legislation defining the products as a tobacco product and allowing it to be taxed and regulated as such was being sponsored by Representative Paul Ray during the current legislative session. SAEV had requested support for the legislation from the Council.

Councilmember Phipps moved to approve Resolution 2016R-07 expressing support of legislation to tax and regulate electronic cigarettes and authorize the Mayor's signature to any necessary documentation, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Reminded the Council he would be attending National League of Cities & Towns (NLCT) in Washington D.C. during the meeting on Tuesday, March 9, 2016 and indicated they would be participating electronically.
2. Informed the Council he had lunched with Senator Jerry Stevenson and Representative Curt Oda on Monday, February 25, 2016. He reported they discussed numerous issues but specifically the 650 North interchange and he expressed concern with the proposed changes at that location in addition to SR 193. He expressed concern regarding the long term traffic associated with the HAFB and pointed out UDOT had surmised this was a 10-year fix and that there were no plans to address the concern after that time. He continued to express concern all proposed changes, including the proposed new interchange at 1800 North in Sunset, didn't address accommodating traffic getting on and off the Base. Councilmember Benson inquired if discussions had taken place with officials at HAFB and whether another gate could alleviate some of the traffic at 650 North. Mayor Shepherd responded issues regarding access to the Base was security based and indicated Base Officials were of the belief there was appropriate access to the facility in addition to it being a funding issue. He reviewed all access locations to the Base with the Council.

Councilmember Benson – nothing to report.

Councilmember Bush - Reported he had attended the luncheon at Chancellor Gardens last week.

Councilmember Peterson – Informed the Council she had the opportunity to sit in on the House of Representatives session with Representative Curt Oda and announced he would be conducting a concealed carry class on Saturday, May 7, 2016 at 9:00 a.m. at the Lee Kay Hunter Safety facility. She indicated the class was being offered free of charge to elected officials and their spouses.

Councilmember Phipps – Announced the e-cigarette legislation had been assigned a number and had been assigned.

Councilmember Young – nothing to report.

Adam Lenhard, City Manager

1. Informed the Council the FY 2017 budget was coming together and he and the Finance staff would be meeting with the divisions reviewing submitted requests. He announced staff would be implementing, in conjunction with the strategic plan, multi-year budgets. He indicated these would be useful in planning for future capital projects.

STAFF REPORTS

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

- Tuesday, March 1, 2016, Holt Elementary neighborhood open house in the media center
- Tuesday, March 8, 2016, Policy session with Mayor Shepherd and Adam Lenhard, City Manager, participating electronically.
- Tuesday, March 15, 2016, Antelope Elementary neighborhood open house
- Tuesday, March 22, 2016, a brief meeting was planned beginning at 6:00 p.m. to allow for attendance at respective caucus meetings.
- Tuesday, March 29, 2016, Budget work session

There being no further business to come before the Council, **Councilmember Benson moved to adjourn at 7:45 p.m., seconded by Councilmember Peterson. Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.**

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
February 25, 2016

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Spencer Brimley	Development Services Manager

VISITORS: Richard Fisher, Cary Fisher, Kathryn Murray – Planning Commission, Kay C. Jones, Bob Bercher, Marcie Clark – Davis County Health Department, John Seidel, Tom Hart, Larry Mills, Brady Jugler – Planning Commission, Amy Mabey – Planning Commission, Chris Williams, April Seidel

Mayor Shepherd called the meeting to order at 6:35 p.m.

DOWNTOWN REVITALIZATION AND VISIONING WORKSHOP

Mayor Shepherd expressed appreciation to those for attending the meeting and for their willingness to participate in this process.

Spencer Brimley, Development Services Manager, introduced the project team and outlined some ideas and concepts which would be advantageous prior to moving in the third portion of the workshop which was “visioning”. The Third and final portion of the meeting consisted of dividing participants into four separate groups consisting of a mix of residents, elected and appointed officials, business owners, etc. Each group provided their thoughts to staff on what they like about Clearfield and what types of development they would like to see come to Clearfield which would be beneficial to the community. Statements included the following:

- More retail
- Public spaces
- Movie theaters
- Uniformity of the area

Many of the participants emphasized the need for uniformity in the downtown development area and similar elements included the following:

- Trees
- Lighting
- Landscaping
- Building design

The conclusion of the meeting consisted of a mapping exercise during which each group placed their suggested ideas on a map. The purpose of this activity was to see how suggested ideas translated into the built environment and which of these options were feasible. Following the exercise staff concluded with reminders about future meetings in March and April and encouraged participants to stay involved and invite others.

The meeting adjourned at 8:40 p.m.

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
March 1, 2016

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
	Stuart Williams	City Attorney
	Greg Krusi	Police Chief
	Mike Stenquist	Asst. Police Chief
	Kelly Bennett	Police Lieutenant
	Aaron Cox	Code Enforcement Officer
	Scott Hodge	Public Works Director
	Dan Schuler	Storm Water Superintendent
	Mark Baird	Water Superintendent
	Brad Wheeler	Streets Superintendent
	Spencer Brimley	Development Services Manager
	Payden McRoberts	Planning Intern
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Natalee Flynn	Public Relations/Special Events
	Nancy Dean	City Recorder

VISITORS: Brady Jugler – Planning Commission, Chris Uccardi – Planning Commission, Tim Roper – Planning Commission, Tom Walker – Citizen Patrol, Meagan Gann, Mike Handy, Tab L. Uno, Bobbie Uno, Grant Johnson, Pat Murray, Carroll B. McDonald, Ashley McRoberts, Joe Lorenzo, Judy Rice, Rio Rice, Rio Rice, Doug Carter, Stewart Clark & Family, Rondo Erickson, Don Greathouse, Carolyn Greathouse, Matthew Jacobsen, Amy Lake, Andrew Lake, Gaylan Colledge, Lacey Hoffman, Kristi Bush

CITY COUNCIL NEIGHBORHOOD OPEN HOUSE FOR HOLT ELEMENTARY

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.

The meeting adjourned at 7:30 p.m.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. *Introduction*

Clearfield City expects to receive approximately \$206,430 in Community Development Block Grant (CDBG) funds for the **July 1, 2016 to June 30, 2017** funding cycle. This is \$6,851 less in CDBG funds than Clearfield City received from the last funding cycle. No other federal, state or county funds are anticipated. Over the next year CDBG funds will be utilized as follows:

- **Family Connection Center - \$9,000** Food Services to at-risk low income persons and families
- **Davis Community Learning Center - \$16,964** Administrative expenses in order to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes. The salaries will help fund two part-time employees at Holt and Wasatch Elementary
- **Safe Harbor - \$5,000** Case management, self-sufficiency support, educational and supportive groups, like skills classes, and connections to other resource agencies
- **Housing Rehabilitation - \$75,000** Funds will be used towards a housing rehabilitation program for Clearfield residents
- **Emergency Home Repairs - \$30,466** Funds will be used towards emergency home repairs for Clearfield residents
- **Building lot purchase - \$50,000** City will purchase building lot and will partner with an agency to construct a home for low to moderate income family.
- **Administration - \$20,000** Administrative expenses in order to oversee the CDBG program at Clearfield City

2. *Summarize the objectives and outcomes identified in the Plan*

The Strategic Plan outlines the following priority needs. These needs are based on the information from the needs assessment and market analysis that was conducted in 2015.

Consolidated Plan Priority Needs:

- Case Management and Supportive Services - Low
- Homeless Prevention - Low

- Affordable Housing for Extremely and Very Low Income Households - High
- Job Creation and Retention - High
- Public Improvements - High
- Public Services - High

3. *Evaluation of past performance*

Each year, Clearfield City reports its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER is submitted to HUD within 90 days after the start of each new program year. At that time, HUD reviews the CAPER report and feedback is provided. The most recent feedback provided indicated "*that the City's overall progress is satisfactory during the fifth program year of the five year Consolidated Plan (2010-2015).*" It also stated "*the City has carried out its program substantially as described in its Consolidated Plan and has the continuing capacity to carry out its approved program in a timely manner.*"

4. *Summary of Citizen Participation Process and consultation process*

Clearfield City has adopted a Citizen Participation Plan that is implemented in conjunction with the One Year Action Plan. The Citizen Participation Plan is designed to provide for public input into the allotment of CDBG funds granted to Clearfield City. The Participation Plan seeks to reach out to minorities and others by putting notice of the public hearing on diverse location in the community. Also, notice of the public hearing is published in the Ogden Standard-Examiner, which is the local newspaper. Anyone can freely attend the public hearing and give comment on the One Year Action Plan. The first public hearing on the One Year Action Plan was held on March 8, 2016. *Another hearing, to adopt the final plan, was held on April 26, 2016.*

The notice of the public hearing was published in the newspaper at least 14 days before the hearing. In addition to the publication, public notices are posted at the Clearfield Post Office, Davis North Library Branch, Freeport Center Post Office, Clearfield City Hall, and on the City's website. Prior to adoption of the One Year Action Plan, the City informed the public of the anticipated amount of federal funds expected from HUD, and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income. This information is always available in the Community Development Department of City Hall.

Residents of public and assisted housing developments, predominantly moderate or low income neighborhoods, minorities, non-English speaking persons, and persons with disabilities are especially encouraged to participate in the One Year Action Plan. In an effort to broaden participation, public hearing notices on the One Year Action Plan were provided to households on the utility bill, as well as posted on the City's website.

5. Summary of public comments

(ADD COMMENTS IF/IF NOT RECEIVED.)

6. Summary of comments or views not accepted and the reasons for not accepting them

(ADD COMMENTS IF/IF NOT RECEIVED.)

7. Summary

This most recent Consolidated Plan used broad participation and outreach efforts in order to identify the City's future housing, community, and economic development needs. All of the comments from the Community Needs Assessment Survey, which was conducted in 2015, were reviewed and categorized into common or recurring themes in order to help establish funding priorities and goals.

This Plan also outlines a strategy for implementing the goals and objectives identified in the Plan. The City will utilize CDBG funds to leverage other public and private investments to implement priority goals.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. *Agency/entity responsible for preparing/administering the Consolidated Plan*

Agency Role	Name	Department/Agency
CDBG Administrator		Community Development

Table 1 – Responsible Agencies

Narrative

The City of Clearfield's Community Development Department is the lead agency for preparing and administering the Consolidated Plan, One Year Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER).

Consolidated Plan Public Contact Information

Clearfield City Corporation
Community Development
55 South State Street
Clearfield, Utah 84015
Telephone: (801)525-2781
Email: smillgate@clearfieldcity.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Clearfield conducted outreach and consultation efforts with citizens, local municipal officials, non-profit agencies, public housing agencies, governmental agencies, private organizations, and the Continuum of Care in preparing the Consolidated/Annual Plan.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

In order to enhance coordination efforts between the City and the public housing providers, private industry, governmental health, mental health, and other service agencies the City sought their feedback and suggestions. The City incorporated these suggestions into the Annual Action Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Utah has 3 Continuum of Care's (CoC): Salt Lake and Tooele, Utah Balance of State, and Mountainlands. The City of Clearfield is part of the Balance of State CoC. The City is supportive of existing and future efforts and activities that are accomplished through the following service providers that address the needs of homeless persons: Balance of State Continuum of Care, Family Connection Center, and the Davis Community Housing Authority. One such effort is the Regional Coordinated Assessment plan. The plan allows for a coordinated effort among providers in order to prioritize the needs of their clients across organizational boundaries. Each provider uses the same assessment tool when individuals and families are in need of services. All persons are assessed by acuity. Those persons with the highest need, or that have the most vulnerability, are prioritized. Those with the highest priority of need are given the first opportunity to receive housing with supportive services. The providers in Davis County that currently participate include: Family Connection Center, Safe Harbor, Davis Behavioral Health, and the Davis Community Housing Authority.

The City of Clearfield does not operate any homeless facilities or provide homeless services directly. However, in addition to the efforts above, the City supports the programs and facilities offered by other local and state agencies through sales tax re-distribution. The City levies a 1% sales and use tax on all transactions in the City. The state withholds a small portion of this tax from Clearfield City to be distributed for the benefit of emergency food and shelter programs. Additionally, over the next several years, the City will increase coordination efforts by participating in the County's Local Homeless Coordinating Committee meetings. This will help ensure that local and regional goals and objectives are met, efforts are not duplicated, and communication is improved.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Clearfield does not receive ESG funds.

In Utah, membership of the Balance of State Continuum of Care (of which Davis County is a member) is comprised of Local Homeless Coordinating Councils (LHCC) of which Clearfield City participates. Each region's LHCC is inclusive of stakeholders committed to the goal of ending homelessness. These include prevention, outreach, shelter, housing providers, ESG recipients and funders, faith organizations, government agencies, and law enforcement. Needs, service trends, HMIS and PIT data, HEARTH requirements, and goals are also discussed. CoC priorities and goals are discussed and information is provided to CoC leadership to incorporate into CoC wide plans. CoC staff provides training and support to the LHCCs to ensure that the makeup of the Council is reflective of the local community.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Refer to table 2 below.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Family Connection Center
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City representatives met with agency representatives and the organization participated in the Needs Assessment Survey. Improved coordination can take place through the efforts of the Local Homeless Coordinating Committee.
2	Agency/Group/Organization	Midtown Community Health Center
	Agency/Group/Organization Type	Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in the Needs Assessment Survey that was conducted in 2015.
3	Agency/Group/Organization	Davis County Health Department
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in the Needs Assessment Survey that was conducted in 2015.
4	Agency/Group/Organization	Davis School District
	Agency/Group/Organization Type	Services-Education Other government - County

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in the Needs Assessment Survey that was conducted in 2015.
5	Agency/Group/Organization	Davis Community Learning Center
	Agency/Group/Organization Type	Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in the Needs Assessment Survey that was conducted in 2015.
6	Agency/Group/Organization	Alzheimer's Association
	Agency/Group/Organization Type	Services-Elderly Persons Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Needs - Veterans Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in the Needs Assessment Survey that was conducted in 2015.

7	Agency/Group/Organization	Davis County Senior Services
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in the Needs Assessment Survey that was conducted in 2015.
8	Agency/Group/Organization	Davis County Sheriff's Office
	Agency/Group/Organization Type	Publicly Funded Institution/System of Care Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in the Needs Assessment Survey that was conducted in 2015.
9	Agency/Group/Organization	McKay-Dee Hospital
	Agency/Group/Organization Type	Services-Health Health Agency Major Employer

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in the Needs Assessment Survey that was conducted in 2015.
10	Agency/Group/Organization	Balance of State Continuum of Care
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City representatives met with agency representatives and the organization participated in the needs Community Needs Assessment Survey. Improved coordination can take place through the efforts of the Local Homeless Coordinating Committee.
11	Agency/Group/Organization	Davis Community Housing Authority
	Agency/Group/Organization Type	PHA Services - Housing Services-homeless Services-Education Service-Fair Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City representatives met with agency representatives and the organization participated in the needs Survey. Improved coordination can take place through the efforts of the Local Homeless Coordinating Committee.
12	Agency/Group/Organization	Wasatch Front Regional Council
	Agency/Group/Organization Type	Regional organization Planning organization Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City representatives met with agency representatives

Identify any Agency Types not consulted and provide rationale for not consulting

Efforts were made to consult as broadly as possible. No particular agency was excluded from participating.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Utah Balance of State Continuum of Care	Homelessness services and strategies.
Clearfield/Layton Circulator Feasibility Study	Metro Analytics	Transportation and infrastructure services and strategies.
Davis County 2011-2016 Strategic Plan	Davis County	Housing, homelessness, non-housing community development needs and strategies.
Regional Analysis of Impediments to Fair Housing	Bureau of Economic and Business Research, University of Utah	Housing, special needs, homeless services and strategies.
Comprehensive Economic Development Strategy	Wasatch Front Economic Development District	Housing, non-housing community development, and economic development strategies.
Clearfield City, Utah Annual Plan	City of Clearfield	Housing, non-housing community development, and economic development strategies.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

One of the City's initial goals was to encourage broad participation in order to create a well-rounded priority needs and target area assessment, increase coordination among partners, leverage activities, expand upon existing efforts, increase citizen feedback, and seek feedback on the Consolidated Plan. To this end, the City of Clearfield encouraged and sought broad participation but especially encouraged participation from low and moderate income persons, residents of slum and blighted areas, residents of predominantly low and moderate income neighborhoods, minorities, non-English speaking persons, persons with disabilities, public housing residents, local and regional institutions, businesses, developers, nonprofit organizations, philanthropic organizations, and community or faith based organizations. The City used a variety of participation tools including an online and paper copy Community Needs Assessment Survey (2015), interviews, public hearing, utility billing, online tools, and a public open house.

The City's largest minority population is made of Hispanic and/or Latino persons. In order to encourage participation from these minorities, the public hearing announcement was published in the newspaper in both Spanish and English. Efforts were made to make the Survey available in Spanish and resources for translators were made available at the public hearing.

An online Community Needs Assessment Survey was created in 2015 to seek additional participation. The City delivered paper copies of the Survey to the senior center, health department, Family Connection Center, and the family resource centers in order to encourage participation from persons with disabilities.

The feedback and input the City received from the consultation and citizen participation was vital in identifying the Plan's goals and objectives. The input was sorted into common themes or recurring needs which were then used to identify strategies and objectives.

Citizen Participation Outreach

See table 4 below.

Sort Order	Mode of Outreach	Target of Outreach	Summary of Response/Attendance	Summary of Comments Received	Summary of Comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	The City held a public hearing in conjunction with the City's Council meeting on March 22, 2016. The public hearing was noticed in the City's newspaper of general circulation, the Ogden Standard-Examiner, the City's website, the City Hall building, the Freeport Center Post Office, and the Davis North Library branch. The notice was published in both English and Spanish in order to garner as much participation as possible from the City's largest minority group. The intent of the hearing was to inform persons of the amount of federal assistance the City expects to receive and the range of activities the CDBG program can fund, and to provide a forum for residents, local officials, and others to contribute to the Plan.	(List comments)	(List comments)	
2	Newspaper Ad	Minorities Non-English Speaking - Specify other	The notice was published in the Ogden Standard-Examiner in both English and Spanish.			

		<p>language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>				
3	Utility Billing	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	A notice of public hearing went out to all residents that receive a utility bill.			
4	Internet Outreach	<p>Minorities</p> <p>Non-English</p>	A notice of the hearing was posted on the City's website.			

		<p>Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>				
5	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	<p>The City held a public hearing in conjunction with the City's Council meeting on May 10, 2016. The public hearing was noticed in the City's newspaper of general circulation, the Ogden Standard-Examiner, the City's website, the City Hall building, the Freeport Center Post Office, and the Davis North Library branch. The notice was published in both English and Spanish in order to garner as much participation as possible from the City's largest minority group. The intent of the hearing was to inform</p>			

		Residents of Public and Assisted Housing	persons of the amount of federal assistance the City expects to receive and the range of activities the CDBG program can fund, and to provide a forum for residents, local officials, and others to contribute to the Plan.			
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Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The following anticipated resources from the CDBG program will be available during the 2016-2017 program year.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	206,430	12,000	0	218,430	800,000	It is difficult to project the amount of future CDBG funding. However, based on past funding appropriations, the City can expect to receive about \$200,000 per year.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Though matching funds are not required in order to receive CDBG dollars the public service projects will leverage additional resources. See below for a more detailed description of the funding resources.

The Family Connection Center's (FCC) total project cost is \$359,151. The FCC will leverage the \$9,000 CDBG dollars with \$305,000 from other federal programs, \$15,151 from Davis County, and \$30,000 from private donors. In all, the FCC leveraged \$350,151 in additional resources.

The Davis Community Learning Center's total project cost is \$19,507.22 and the CDBG program will fund 86% (\$16,964) of the project. The additional funding will need to be leveraged with other sources or the scope of project will be adjusted to fit in with the funding amount.

The Safe Harbor's total project cost is \$75,179. The Safe Harbor will leverage the \$5,000 CDBG dollars with \$7,335 from other federal sources, \$27,156 from the State of Utah, \$1,414 from Davis County, \$23,118 from private donors, and \$11,156 will be other in-kind/volunteer hours. In all the Safe Harbor leveraged \$70,179 in additional resources.

In all, the leveraged resources totaled \$420,330.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City will use \$50,000 of CDBG funding to purchase a vacant lot within the city. In turn, the City will partner with an agency, which will use the lot to build a single family home for a lot to moderate income family.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services	2015	2019	Affordable Housing Public Housing Homeless Non-Homeless Special Needs		Public Services	CDBG: \$30,964	Public service activities other than Low/Moderate Income Housing Benefit: 9300 Persons Assisted Homelessness Prevention: 100 Persons Assisted
2	Housing Rehabilitation	2015	2019	Housing rehabilitation		Housing Rehabilitation	CDBG: \$105,466	Homeowner Housing Rehabilitated: 15 Household Housing Unit
3	Housing Opportunity	2015	2019	Housing opportunities for persons/families of all life stages		Affordable Housing - Extremely and Very Low Income	CDBG: \$50,000	Homeowner Housing Added: 1 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public Services
	Goal Description	The City's 2016 goal is to fund service providers in order to prevent homelessness, reduce poverty, stabilize families, provide essential case management and self-sufficiency support, child abuse prevention and awareness, and educational support and like skills classes.

2	Goal Name	Housing Rehabilitation
	Goal Description	The City will allocate \$75,000 towards a Housing Rehab program for qualifying individuals/families. In addition, the City will also use \$28,616 towards an Emergency Home Repair Program.
3	Goal Name	Housing Opportunity
	Goal Description	The City will use \$50,000 to purchase a vacant building lot in Clearfield. The City will then partner with an agency who will build a home for a qualifying family.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Through the Housing Rehabilitation and Emergency Home Repair Program the City estimates the following families to be served:

Extremely Low -Income: 5

Low-Income: 5

Moderate-Income: 5

AP-35 Projects – 91.220(d)

Introduction

The following projects will be funded in 2016 using CDBG dollars:

- **Family Connection Center - \$9,000** Food Services to at-risk low income persons and families
- **Davis Community Learning Center - \$16,964** Administrative expenses in order to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes. The salaries will help fund two part-time employees at Holt and Wasatch Elementary
- **Safe Harbor - \$5,000** Case management, self-sufficiency support, educational and supportive groups, like skills classes, and connections to other resource agencies
- **Housing Rehabilitation - \$75,000** Funds will be used towards a housing rehabilitation program for Clearfield residents
- **Emergency Home Repairs - \$30,466** Funds will be used towards emergency home repairs for Clearfield residents
- **Building lot purchase - \$50,000** City will purchase building lot and will coordinate with agencies to construct home for low-income qualifying family
- **Administration - \$20,000** Administrative expenses in order to oversee the CDBG program at Clearfield City

Projects

#	Project Name
1	Family Connection Center
2	Davis Community Learning Center
3	Safe Harbor
4	Housing Rehabilitation
5	Emergency Home Repairs
6	Purchase Building Lot
7	CDBG Administration

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The funding priorities have not changed from those outlined in the Strategic Plan. The City does not foresee any obstacles in addressing the needs of the underserved.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	Family Connection Center
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$9,000
	Description	The Family Connection Center project will provide food services to at-risk low income persons and families.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	The project will benefit about 8,000 total people including the youth, elderly, and elderly households. These figures include individuals from outside of Clearfield City and 1,250 people from Clearfield are estimated to be served during the program year.
	Location Description	1360 East 1450 South, Clearfield, Utah
	Planned Activities	
2	Project Name	Davis Community Learning Center
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Job Creation and Retention Public Services Case Management and Supportive Services
	Funding	CDBG: \$16,964
	Description	The Davis Community Learning Center project will fund the salaries of two volunteer and resource coordinators at Wasatch and Holt Elementary schools, both Title 1 schools. The project will assist with the administrative expenses in order to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes.
	Target Date	6/30/2017

	Estimate the number and type of families that will benefit from the proposed activities	The Davis Community Learning Center expects to assist 1,300 persons.
	Location Description	Holt and Wasatch Elementary Schools
	Planned Activities	The project will fund two resource coordinators, one at Holt Elementary School and one at Wasatch Elementary School. Schools are Title 1 schools, Holt elementary is a "focus" school that struggles academically and was the lowest performing elementary school in the district in FY2013. The coordinators will work to support the families in crisis and increase volunteerism. They will connect families in need or crisis with various resources in the community and then follow-up with the clients to ensure they received the right services. They will work closely with the school principals to identify the needs of the families. They will provide the following services to low income students and families: tutoring, assisting with after-school programs, tutoring English as a second language, Sub for Santa program, collection and distribution of coats, backpacks, school supplies, shoes, etc.
3	Project Name	Safe Harbor
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$5,000
	Description	The Safe Harbor project will provide funds that will allow for case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies to victims of domestic violence.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	The Safe Harbor expects to assist 100 persons during the program year.
	Location Description	Crisis Center, 660 West Mutton Hollow Road, Kaysville, Utah

	Planned Activities	The Safe Harbor will use the CDBG funds to offer support services, shelter, intervention, and education to victims of domestic violence. The Center's clients will have access to the following services: protective shelter, case management, psycho-educational groups, 24-hour crisis services, safety planning, outreach services, children's services, food, clothing, and all other services that the Center offers designed to assist in ending the cycle of domestic violence.
4	Project Name	Housing Rehabilitation
	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$75,000
	Description	The City will contract with the Davis Community Housing Authority, for the administering of the housing rehab program.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	The housing rehab program is expected to assist 10 households during the program year.
	Location Description	Clearfield City
	Planned Activities	The City will contract with the Davis Community Housing Authority, for the administering of the housing rehab program.
5	Project Name	Emergency Home Repairs
	Target Area	
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$30,466
	Description	The Emergency Home Repair program will assist Clearfield City residents with repairs such as: new roof, water heater, furnace, etc.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates serving approximately 5 households through this program during the program year.

	Location Description	Clearfield City
	Planned Activities	The Emergency Home Repair program will assist Clearfield City residents with repairs such as: new roof, water heater, furnace, handicap ramps, etc.
6	Project Name	Purchase Building Lot
	Target Area	
	Goals Supported	Housing Opportunity
	Needs Addressed	Affordable Housing - Extremely and Very Low Income
	Funding	CDBG: \$50,000
	Description	Clearfield City will use \$50,000 to purchase a vacant building lot.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	Clearfield City expects to serve 1 household through this program.
	Location Description	Clearfield City
	Planned Activities	Clearfield City will use funds to purchase a vacant building lot. Once purchased, the City will partner with an agency to build a home for a qualified low-mod income family.
7	Project Name	CDBG Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$20,000
	Description	CDBG Administration for 2016-2017 program year.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Clearfield City will allocate \$20,000 to cover the planning and administrative expenses related to administering the CDBG program.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City did not identify a geographic target area as a basis for funding allocation priorities.

Geographic Distribution

Target Area	Percentage of Funds
n/a	n/a

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City did not identify a geographic target area as a basis for funding allocation priorities.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Clearfield plans to prevent homelessness by assisting 100 persons fleeing domestic violence by funding the Safe Harbor program's shelter and shelter services. This program is not reflected below as the services will not support rental assistance, nor the acquisition of units, new units, or rehabilitation of units. However, the Housing Rehabilitation and Emergency Home Repair Program will help provide affordable housing.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	11
Special-Needs	2
Total	13

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	1
Rehab of Existing Units	12
Acquisition of Existing Units	0
Total	13

Table 11 - One Year Goals for Affordable Housing by Support Type

Discussion

The numbers reflected above include assistance both through the Housing Rehabilitation and Emergency Home Repair programs. The production of 1 new unit will count as the home being built on a lot the City purchases with CDBG funds. By offering these funds to qualified individuals/families, it allows for them to continue to live in their home, and it in some cases provide needed repairs to prevent them from becoming homeless.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Clearfield does not have action items planned in 2016 to address public housing needs.

Actions planned during the next year to address the needs to public housing

Not applicable.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City plans to work closely with and collaborate with the region's Local Homeless Coordinating Council and Continuum of Care.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

See below for the specific actions that the City will take to reduce and end homelessness.

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The homeless person Point in Time Count, which was completed in January 2015, shows the total headcount as 72 however; during 2014 the total headcount was 97. Therefore, the reduction in the number of homeless persons reduced by 26% in Davis County. Over the next year, City staff will connect and coordinate services with the Balance of State Continuum of and Davis County Local Homeless Coordinating Council in order to identify and assess the individual needs of unsheltered homeless persons in the City.

Addressing the emergency shelter and transitional housing needs of homeless persons

Victims of domestic violence are the primary type of person in need of an emergency shelter and transitional housing. Therefore, the City will fund the only domestic and sexual violence service provider, Safe Harbor/Davis Citizens' Coalition Against Violence. The project will allow Safe Harbor to offer a protective shelter, case management, psycho-educational groups, crisis services, safety planning, outreach services, children's services, food, clothing, and other necessary services designed to assist this vulnerable population.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Clearfield will work with the Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with service providers, the City does not plan to allocate 2016 funding toward this activity.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Clearfield will continue to consult and coordinate with the Balance of State Continuum of Care, Davis County Local Homeless Coordinating Council, Safe Harbor, Davis Mental Health, County School District and Sheriff's Office, and Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with these organizations, the City does not plan to allocate 2016 funding toward this activity.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The following barriers have been identified via conversation with the local public housing authority as well as based on data from the Regional Analysis of Impediments to Fair Housing Choice - Davis County and the City's former consolidated plan.

- The current Redevelopment Agency policy no longer requires that new developments include an affordable housing piece. Only one of the three RDA programs, the Urban Renewal Areas (URA) program, whose purpose is to remove blight sets aside a portion of the tax increment financing for affordable housing.
- The City's current ordinance does not allow for group homes, nursing homes, accessory dwelling units, or single room occupancy units. Zoning ordinances should make allowances for all types of housing, namely senior housing in the City, as well as increase density to make it happen.
- The City does not have a standard or requirement for new housing to be accessible, i.e. accessible or 'visit-able' by persons with disabilities. Therefore, developers should be encourage and educated in order for more homes to be designed with accessibility standards.
- The City's Good Landlord program has pros and cons. The program gives discounts on a required rental license to landlords that participate in "good landlord" training. The training provides information on fair housing topics and laws. However, some view the program as an impediment for certain persons to not receive fair housing opportunities, such as persons convicted of crimes.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

One strategy that would remove an affordable housing barrier is to update the City's Moderate Income Housing Plan. The Moderate Income Housing Plan provides a detailed analysis of the City's housing inventory, affordability, and need. This Plan is currently being revised and should be updated by the end of the year. Another possible barrier is the somewhat limited variety of housing due to the City's housing ordinances. This is not a significant barrier but one strategy could be to allow for a more broad variety of housing. This means the City would need to revise their ordinance and allow other housing types such as residential care facilities (6 or fewer), second or accessory units, and single room occupancy units. Incentive zoning is another tool that the City can use to stimulate affordable housing. This type of zoning incentivizes smart growth land use patterns by combining incentives for affordable housing with incentives for building higher density housing near public transit and preserved open space.

AP-85 Other Actions – 91.220(k)

Introduction

The City Plans to undertake the following activities in order to carry out the strategies outlined in the plan.

- Review the results from the AI and work toward a plan for implementation that will help address the obstacles to meeting the needs of the underserved population.
- Work with service providers from around the City and region in order to facilitate strategies that meet the needs of the underserved.
- Continue investing in the improvement and rehabilitation of older housing stock, namely renter occupied households.
- Work toward creating more housing opportunities throughout the City to ensure housing is available to persons no matter their life cycles.
- Reach out to the County Health Department to identify a one-year lead-based paint strategy that could be implemented in 2016.
- Fund the Family Connection Center which will allow the Center to provide emergency food and case management to at-risk and low income families.
- Fund the Davis Community Learning Center in order to provide funding to two volunteer and resource coordinators at two Title 1 schools, Wasatch and Holt Elementary.
- Fund Safe Harbor in order to provide case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies to victims of domestic violence.
- Reach out to the Public Housing Agency, Davis Community Housing Authority, the Local Homeless Coordinating Committee, the Family Connection Center, and Safe Harbor in order to create an ongoing opportunity to coordinate activities and resources.

Actions planned to address obstacles to meeting underserved needs

The City of Clearfield updated its Analysis of Impediments in 2015. Since then the City has reviewed the results from the AI and are working toward a plan for implementation that will help address the obstacles to meeting the needs of the underserved population. Additionally, the Community Development Department will work with service providers from around the City and region in order to facilitate strategies that meet the needs of the underserved.

Actions planned to foster and maintain affordable housing

The City will continue investing in the improvement and rehabilitation of older housing stock, both owner and renter occupied households. The City will also work toward creating more housing opportunities throughout the City to ensure housing is available to persons no matter their life cycles.

Actions planned to reduce lead-based paint hazards

The City will reach out to the County Health Department to identify a one-year strategy that could be implemented in 2016.

Actions planned to reduce the number of poverty-level families

The City will fund the Family Connection Center which will allow the Center to provide emergency food and case management to at-risk and low income families. The funding will provide emergency assistance and educational efforts that will help youth, elderly, and low income persons escape poverty and homelessness.

The City will also fund the Davis Community Learning Center in order to provide funding to two volunteer and resource coordinators at two Title 1 schools, Wasatch and Holt Elementary. The resource coordinators will connect families in need or in crisis with various resources in the community. The coordinators will then follow up with the clients to ensure they received the services they needed. Some of the services include: tutoring, After School programs, tutoring English Language learners, Sub for Santa collection and distribution of coats, backpacks, school supplies, etc.

The City will fund the Emergency Home Repair program, which will be administered by the Davis Community Housing Authority. Some of the repairs that will be made are necessary to maintain a place for families to live. Without some of these repairs, families may be forced to find another place to live and it will most likely be at a higher cost.

Actions planned to develop institutional structure

The City does not have a plan to develop the institutional structure in 2016.

Actions planned to enhance coordination between public and private housing and social service agencies

In order to enhance the coordination between public and private housing and social service agencies, the City will reach out the the Public Housing Agency, Davis Community Housing Authority, the Local Homeless Coordinating Committee, the Family Connection Center, and Safe Harbor in order to create an ongoing opportunity to coordinate activities and resources. City staff will coordinate internally to identify programs and other resources that can be coordinated in order to achieve common goals.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

The City of Clearfield plans to do the following actions in 2016:

- The City plans to prevent homelessness by assisting 100 persons fleeing domestic violence by funding the Safe Harbor program's shelter and shelter services.
- The City staff will connect and coordinate services with the Balance of State Continuum of Care and Davis County Local Homeless Coordinating Council in order to identify and assess the individual needs of unsheltered homeless persons in the City.
- The City will fund the only domestic and sexual violence service provider, Safe Harbor/Davis Citizens' Coalition Against Violence. The project will allow Safe Harbor to offer a protective shelter, case management, psycho-educational groups, crisis services, safety planning, outreach services, children's services, food, clothing, and other necessary services designed to assist this vulnerable population.
- The City of Clearfield will work with the Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with service providers, the City does not plan to allocate 2016 funding toward this activity.
- The City of Clearfield will continue to consult and coordinate with the Balance of State Continuum of Care, Davis County Local Homeless Coordinating Council, Safe Harbor, Davis Mental Health, County School District and Sheriff's Office, and Davis Community Housing Authority in order to continue to assist homeless persons make the transition to permanent housing and independent living. Though the City continually works with these organizations, the City does not plan to allocate 2016 funding toward this activity.
- One strategy that would remove an affordable housing barrier is to update the City's Moderate Income Housing Plan, which is currently under revision and should be finalized by the end of the year.

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	7,800
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	7,800

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

PROCLAMATION

WHEREAS, DeMolay is a character-building organization of young men from ages 12-21; and

WHEREAS, these young men are seeking to prepare themselves to become better citizens and leaders for tomorrow; and

WHEREAS, DeMolay helps develop those traits of character which have strengthened good men in all ages; and

WHEREAS, the organization has carried out the aforementioned goals for over eighty years through programs of athletic competition, social activity, civic services and charitable projects; and

NOW, THEREFORE, I, Mark R. Shepherd, Mayor of Clearfield City do hereby proclaim the month of March 2016, as DeMolay month in Clearfield City and call upon the citizens of Clearfield to express appreciation to the young men of DeMolay for their civic and charitable contributions to the community.

Dated the 8th day of March, 2016.

CLEARFIELD CITY CORPORATION

Mark R. Shepherd, Mayor

ATTEST:

Nancy R. Dean, City Recorder

CLEARFIELD CITY RESOLUTION 2016R-08

A RESOLUTION APPROVING AND ADOPTING
AMENDMENTS TO THE 2015/2016 BUDGET AND
APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH
THEREIN

WHEREAS, Clearfield City has identified some expenditures that are necessary for City operations which were not included in its current budget; and

WHEREAS, the Utah State Code allows the City Council to make adjustments to the budget; and

WHEREAS, after providing proper notice, a public hearing concerning this matter was held and the public was given an opportunity to be heard; and

WHEREAS, the City Council has carefully evaluated and considered the proposed budget amendments and finds them to be prudent and necessary for the good of the City;

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that the amendments to the Clearfield City budget beginning July 1, 2015 and ending June 30, 2016 (FY 2016) as set forth in Exhibit "A", which is attached hereto and incorporated herein by this reference, are hereby authorized and approved.

The Mayor is further authorized to sign any documents reflecting those amendments.

Passed and adopted at the Clearfield City Council meeting held on Tuesday, March 8, 2016.

Dated this 8th day of March, 2016.

ATTEST

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

Staff Report

To: Mayor Mark Shepherd and City Councilors
From: Rich Knapp, Administrative Services Director
Date: March 3, 2016
Re: Fiscal Year 2016 March Budget Amendments



Rich Knapp

Recommended Action

Staff recommends the City Council approve the FY 2016 budget amendments.

Description / Background

The attached table below lists actual and proposed expenditures that do not have or exceed FY 2016 budget authority and require budget amendments as allowed by Utah Code Title 10 Chapter 6 Section 124 to 129.

The proposed General Fund amendments use unrestricted fund balance for a total of \$89,000.

The Maintenance & Operation Center Phase 2 architecture was budgeted for \$150,000 over five funds, however, the recent award of bid was \$200,000.

All 2200 S amendments, relate to the water leak and sewer back-up incident in January. The total projected cost is \$90,000, \$24,000 of this was the capital cost to replace the water line.

Our Community Services Director, Eric Howes, will provide a separate memo explaining the proposed changes in personnel, Fisher Park and the Aquatic and Fitness Center.

List of Attachments

- FY2016 Budget Amendment Items March 8, 2016 Worksheet

FY2016 Budget Amendment Items March 8, 2016

Fund	Division	Account	Expense Account Title	Expense Adjust	Description	Source Account	Source Account Title	Source Adjustment
General Fund								
Park	104521	673001	CP - Project	21,000	Fisher Park Playground Resurfacing		Fund Balance	21,000
Aquatics Center	104565	673001	CP - Project	35,000	CAFC Water Slide Renovation		\$26k Equip + \$9k Enrollment Fees	35,000
Comm. Services Admin	104511	645001	Special Dept Allowance	5,000	Clearfield Foundation for Arts, Parks & Recreation-Seed Money		Fund Balance	5,000
Open Space	104522	611101	Permanent Employees	9,500	Full-time Field Maintenance Worker II - May & June		Reorganization Payroll Savings	9,500
Marketing/PR	104612	631006	Contracted Services	18,000	July 4th Entertainment - Org Budget \$7k - Most likely FY17 Exp		Fund Balance	18,000
Trans to Other Funds	104810	691004	Trnf GF	10,000	Public Works Facility - Ph 2 Design - \$200k total		Fund Balance	10,000
Total New Use of Fund Balance Items				89,000				
Total New Source Items				0				
Total Reallocation of Current Budget Items				9,500				
Total Revenue Amendments				0				
Total General Fund Amendments				98,500				

Fund Division	Division #	Account	Expense Account Title	Expense Adjust	Description	Source Account	Source Account Title	Source Adjustment
Cap Projects								
Buildings	673001	673001	CP - Project	10,000	Public Works Facility - Ph 2 Design - \$200k total		Transfer from GF	10,000
Water Fund								
Water Operations	515101	662001	Misc Services	45,430	Weber Basin Water Overage - 700 S Broken Pump		Fund Balance	45,430
Water Operations	515101	631003	Insurance Fees	40,000	2200 S \$10k Insurance \$30k Reimbursements		Fund Balance	40,000
Water Operations	515101	624004	Materials & Supplies	26,000	2200 S TV & cleaning of laterals, pavement, misc engineering		Fund Balance	26,000
Water Capital	515110	673001	Capital Project	24,000	2200 S Water Line Replace		Fund Balance	24,000
Water Capital	515110	673001	Capital Project	135,000	700 S 1350 E, replace 18" SR-193 water		Fund Balance	135,000
Water Capital	515110	673001	Capital Project	10,000	Public Works Facility - Ph 2 Design - \$200k total		Fund Balance	10,000
Sewer Fund								
Sewer Capital	525210	673001	Capital Project	10,000	Public Works Facility - Ph 2 Design - \$200k total		Fund Balance	10,000
Storm Water Fund								
Storm Capital	535310	673001	Capital Project	10,000	Public Works Facility - Ph 2 Design - \$200k total		Fund Balance	10,000
Solid Waste & Recycle Fund								
Solid Waste & Recycle	545401	673001	Capital Project	10,000	Public Works Facility - Ph 2 Design - \$200k total		Fund Balance	10,000
Risk Fund								
ISF-Risk Management	634443	624101	Claims and Damages	40,000	2200 S Claims		Water-Insurance Fees	40,000
Risk Fund Revenues	63	344007	Risk Charges - Water	40,000	Charge to the Water Fund - 2200 S Claims & Damages	51-631003	Water-Insurance Fees	40,000

29 February 2016

Clearfield City
55 South State Street
Clearfield, Utah 84015

Attn: Mayor Mark Shepherd and City Council
Proj: **300 North Safe Sidewalk Improvement Project**
Subj: Bid Results, Bid Proposal Tabulation & Recommendation

Dear Mark Shepherd and Council Members,

The “Bid Opening” for the above referenced project was conducted on February 25th, 2016. The lowest responsible bidder is B. Hansen Construction of Layton, Utah.

Enclosed are the “Bid Results” and “Bid Proposal Tabulation”. B. Hansen Construction’s bid was reviewed and found to meet the bidding conditions required in the Contract Documents.

Since B. Hansen Construction’s bid is the low bid for the advertised project, and their bid meets the conditions of the Contract Documents, I herewith recommend award of the above referenced project in the amount of \$57,935.00 to B. Hansen Construction Company.

Should you have any questions or desire additional information concerning the contractor or his bid, please feel free to contact our office at your earliest convenience.

Sincerely,
CEC, Civil Engineering Consultants, PLLC.



R. Todd Freeman, P.E.
City Engineer

cc: Scott Hodge – Clearfield City Public Works Director

BID RESULTS

300 North Safe Sidewalk Improvement Project

OWNER: CLEARFIELD CITY
ENGINEER: CEC, CIVIL ENGINEERING CONSULTANTS, PLLC.

BID DATE: Thursday, February 25th, 2016
TIME: 2:30 P.M.

BID LOCATION: Clearfield City Offices
55 South State Street; 3rd Floor
Clearfield, Utah 84015

BIDDERS NAME	ADDENDUM #1	ADDENDUM #2	BID BOND	BID AMOUNT
B. Hansen Construction	X	X	5%	\$57,935.00
Romero Construction	X	X	5%	\$62,860.00
Bowen Construction	X	X	5%	\$79,749.45
England Construction			5%	\$83,320.00
Leon Poulsen Construction	X	X	5%	\$86,977.50
Beck Construction & Excavating, Inc	X	X	5%	\$88,387.50
Easton Engineering Construction Company	X	X	5%	\$95,991.00

BIDDERS NAME	ADDENDUM #1	ADDENDUM #2	BID BOND	BID AMOUNT
Marsh Construction			5%	\$99,864.00*
Consolidated Paving & Concrete	X	X	5%	\$106,444.39
Acme Construction	X	X	5%	\$113,733.75

* Denotes discrepancy in bid tab amount and amount submitted via bid-sync

BID PROPOSAL TABULATION

300 North Safe Sidewalk Improvement Project

BID DATE: Thursday February 25th 2016

OWNER: CLEARFIELD CITY

PUBLIC WORKS DIRECTOR: SCOTT HODGE

Bid Item	Description	Quantity	Unit	B. Hansen Construction 2310 West 850 North Layton, UT 84041		Romero Construction Inc. P.O. Box 94 Willard, UT 84340		Bowen Construction 1120 West 500 North Centerville, UT 84014	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1.	Mobilization and traffic control.	1	ls.	\$8,200.00	\$8,200.00	\$15,000.00	\$15,000.00	\$6,500.00	\$6,500.00
2.	Saw cutting, removal and disposal of asphalt surfacing and roadbase to sub-base grade.	245	sy.	\$10.00	\$2,450.00	\$3.00	\$735.00	\$23.75	\$5,818.75
3.	Removal and disposal of irrigation pipe.	25	lf.	\$10.00	\$250.00	\$10.00	\$250.00	\$20.00	\$500.00
4.	Removal and disposal of irrigation box at Sta 0+24.78 LT 5.90'.	1	ea.	\$500.00	\$500.00	\$350.00	\$350.00	\$650.00	\$650.00
5.	Removal and disposal of irrigation box at Sta 0+96.95 RT 4.83'.	1	ea.	\$500.00	\$500.00	\$350.00	\$350.00	\$500.00	\$500.00
6.	Removal and disposal of irrigation box at Sta. 2+19.01 RT 10.63'.	1	ea.	\$500.00	\$500.00	\$350.00	\$350.00	\$500.00	\$500.00
7.	Removal and disposal of curb and gutter.	30	lf.	\$10.00	\$300.00	\$10.00	\$300.00	\$8.40	\$252.00
8.	Removal and disposal of concrete flatwork.	490	sf.	\$2.00	\$980.00	\$1.00	\$490.00	\$1.76	\$862.40
9.	Furnish and install concrete curb and gutter.	230	lf.	\$20.00	\$4,600.00	\$12.00	\$2,760.00	\$19.10	\$4,393.00
10.	Furnish and install 4-foot wide 4-inch thick sidewalk.	465	lf.	\$20.00	\$9,300.00	\$10.00	\$4,650.00	\$15.30	\$7,114.50
11.	Furnish and install 4-foot wide 6-inch thick sidewalk.	110	lf.	\$24.00	\$2,640.00	\$10.00	\$1,100.00	\$23.10	\$2,541.00
12.	Furnish and install 4-inch thick concrete flatwork.	80	sf.	\$5.00	\$400.00	\$5.00	\$400.00	\$3.75	\$300.00

Bid Item	Description	Quantity	Unit	B. Hansen Construction 2310 West 850 North Layton, UT 84041		Romero Construction Inc. P.O. Box 94 Willard, UT 84340		Bowen Construction 1120 West 500 North Centerville, UT 84014	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
13.	Furnish and install 6-inch thick concrete flatwork.	315	sf.	\$6.00	\$1,890.00	\$5.00	\$1,575.00	\$5.95	\$1,874.25
14.	Connect 15" irrigation pipe to existing 36" irrigation pipe at Sta. 2+18.97 LT 1.21'.	1	ea.	\$500.00	\$500.00	\$100.00	\$100.00	\$1,115.00	\$1,115.00
15.	Furnish and install 2' x 2' irrigation box at Sta. 2+19.01 RT 10.63'.	1	ea.	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,136.00	\$2,136.00
16.	Furnish and install 15-inch diameter PVC C-900 irrigation pipe.	10	lf.	\$40.00	\$400.00	\$50.00	\$500.00	\$183.00	\$1,830.00
17.	Adjust meter box to grade at Sta 5+48.47 LT 1.94'.	1	ea.	\$500.00	\$500.00	\$300.00	\$300.00	\$684.00	\$684.00
18.	Furnish clean import material for trench backfill.	45	ton	\$25.00	\$1,125.00	\$10.00	\$450.00	\$23.35	\$1,050.75
19.	Modify 10' x 25' irrigation box at Sta. 0+52.80 LT 4.98'.	1	ls.	\$2,000.00	\$2,000.00	\$15,000.00	\$15,000.00	\$21,388.00	\$21,388.00
20.	Modify 5' x 10' irrigation box at Sta. 0+90.00 LT 4.96'.	1	ls.	\$2,000.00	\$2,000.00	\$5,500.00	\$5,500.00	\$3,314.00	\$3,314.00
21.	Furnish and install untreated roadbase materials - 10" thick.	170	ton	\$20.00	\$3,400.00	\$10.00	\$1,700.00	\$23.34	\$3,967.80
22.	Furnish and install bituminous asphalt paving materials - 4" thick.	75	ton	\$140.00	\$10,500.00	\$80.00	\$6,000.00	\$110.40	\$8,280.00
23.	Restore public/private landscaping improvements.	1	ls.	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$4,178.00	\$4,178.00
TOTAL BID:					\$57,935.00		\$62,860.00		\$79,749.45
Surety Company City, State Bid Security - Bid Bond Amount Contractor's License Number				Old Republic Surety Company WI, Waukesha-SS 5% 250153-5501		Auto-Owners Insurance MI, Eaton 5% 5652540-5501		Employers Mutual Casualty IA, Des Moines 5% 22-230181-5501	

BID PROPOSAL TABULATION

300 North Safe Sidewalk Improvement Project

BID DATE: Thursday February 25th 2016

OWNER: CLEARFIELD CITY

PUBLIC WORKS DIRECTOR: SCOTT HODGE

Bid Item	Description	Quantity	Unit	England Construction 202 South Val Vista Dr. Tooele, UT 84074		Leon Poulsen Construction 1675 South 1900 West Ogden, UT 84401		Beck Construction & Excavation, Inc 1194 W South Jordan Parkway Suite A2 South Jordan, UT 84095	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1.	Mobilization and traffic control.	1	ls.	\$5,500.00	\$5,500.00	\$5,315.00	\$5,315.00	\$10,000.00	\$10,000.00
2.	Saw cutting, removal and disposal of asphalt surfacing and roadbase to sub-base grade.	245	sy.	\$9.00	\$2,205.00	\$6.80	\$1,666.00	\$9.00	\$2,205.00
3.	Removal and disposal of irrigation pipe.	25	lf.	\$10.00	\$250.00	\$16.50	\$412.50	\$22.00	\$550.00
4.	Removal and disposal of irrigation box at Sta 0+24.78 LT 5.90'.	1	ea.	\$750.00	\$750.00	\$750.00	\$750.00	\$575.00	\$575.00
5.	Removal and disposal of irrigation box at Sta 0+96.95 RT 4.83'.	1	ea.	\$500.00	\$500.00	\$1,085.00	\$1,085.00	\$625.00	\$625.00
6.	Removal and disposal of irrigation box at Sta. 2+19.01 RT 10.63'.	1	ea.	\$500.00	\$500.00	\$710.00	\$710.00	\$545.00	\$545.00
7.	Removal and disposal of curb and gutter.	30	lf.	\$5.00	\$150.00	\$8.50	\$255.00	\$12.00	\$360.00
8.	Removal and disposal of concrete flatwork.	490	sf.	\$2.50	\$1,225.00	\$2.00	\$980.00	\$1.50	\$735.00
9.	Furnish and install concrete curb and gutter.	230	lf.	\$28.00	\$6,440.00	\$21.00	\$4,830.00	\$30.00	\$6,900.00
10.	Furnish and install 4-foot wide 4-inch thick sidewalk.	465	lf.	\$20.00	\$9,300.00	\$16.50	\$7,672.50	\$18.00	\$8,370.00
11.	Furnish and install 4-foot wide 6-inch thick sidewalk.	110	lf.	\$30.00	\$3,300.00	\$21.25	\$2,337.50	\$26.00	\$2,860.00
12.	Furnish and install 4-inch thick concrete flatwork.	80	sf.	\$8.00	\$640.00	\$4.30	\$344.00	\$5.50	\$440.00

Bid Item	Description	Quantity	Unit	England Construction 202 South Val Vista Dr. Tooele, UT 84074		Leon Poulsen Construction 1675 South 1900 West Ogden, UT 84401		Beck Construction & Excavation, Inc 1194 W South Jordan Parkway Suite A2 South Jordan, UT 84095	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
13.	Furnish and install 6-inch thick concrete flatwork.	315	sf.	\$9.00	\$2,835.00	\$5.25	\$1,653.75	\$7.50	\$2,362.50
14.	Connect 15" irrigation pipe to existing 36" irrigation pipe at Sta. 2+18.97 LT 1.21'.	1	ea.	\$1,500.00	\$1,500.00	\$1,225.00	\$1,225.00	\$585.00	\$585.00
15.	Furnish and install 2' x 2' irrigation box at Sta. 2+19.01 RT 10.63'.	1	ea.	\$1,300.00	\$1,300.00	\$1,635.00	\$1,635.00	\$1,500.00	\$1,500.00
16.	Furnish and install 15-inch diameter PVC C-900 irrigation pipe.	10	lf.	\$55.00	\$550.00	\$120.00	\$1,200.00	\$85.00	\$850.00
17.	Adjust meter box to grade at Sta 5+48.47 LT 1.94'.	1	ea.	\$450.00	\$450.00	\$675.00	\$675.00	\$800.00	\$800.00
18.	Furnish clean import material for trench backfill.	45	ton	\$45.00	\$2,025.00	\$16.25	\$731.25	\$35.00	\$1,575.00
19.	Modify 10' x 25' irrigation box at Sta. 0+52.80 LT 4.98'.	1	ls.	\$13,500.00	\$13,500.00	\$28,850.00	\$28,850.00	\$20,500.00	\$20,500.00
20.	Modify 5' x 10' irrigation box at Sta. 0+90.00 LT 4.96'.	1	ls.	\$5,000.00	\$5,000.00	\$5,405.00	\$5,405.00	\$4,000.00	\$4,000.00
21.	Furnish and install untreated roadbase materials - 10" thick.	170	ton	\$45.00	\$7,650.00	\$24.00	\$4,080.00	\$40.00	\$6,800.00
22.	Furnish and install bituminous asphalt paving materials - 4" thick.	75	ton	\$110.00	\$8,250.00	\$103.00	\$7,725.00	\$150.00	\$11,250.00
23.	Restore public/private landscaping improvements.	1	ls.	\$9,500.00	\$9,500.00	\$7,440.00	\$7,440.00	\$4,000.00	\$4,000.00
TOTAL BID:					\$83,320.00		\$86,977.50		\$88,387.50
Surety Company City, State Bid Security - Bid Bond Amount Contractor's License Number						North American Specialty Insurance Company NH, Manchester 5% E100 UT		The Guarantee Company of North America MI, Southfield 5% 8659846-5501	

BID PROPOSAL TABULATION

300 North Safe Sidewalk Improvement Project

BID DATE: Thursday February 25th 2016

OWNER: CLEARFIELD CITY

PUBLIC WORKS DIRECTOR: SCOTT HODGE

Bid Item	Description	Quantity	Unit	EECCO, LLC P.O. Box 630 Riverton, UT 84065		Marsh Construction 325 East 2000 North North Ogden, UT 84414		Consolidated Paving & Concrete 1705 West 2450 South Ogden, UT 84401	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1.	Mobilization and traffic control.	1	ls.	\$13,300.00	\$13,300.00	\$4,900.00	\$4,900.00	\$12,299.54	\$12,299.54
2.	Saw cutting, removal and disposal of asphalt surfacing and roadbase to sub-base grade.	245	sy.	\$38.00	\$9,310.00	\$27.00	\$6,615.00	\$22.95	\$5,622.75
3.	Removal and disposal of irrigation pipe.	25	lf.	\$12.00	\$300.00	\$20.00	\$500.00	\$29.58	\$739.50
4.	Removal and disposal of irrigation box at Sta 0+24.78 LT 5.90'.	1	ea.	\$463.00	\$463.00	\$600.00	\$600.00	\$397.84	\$397.84
5.	Removal and disposal of irrigation box at Sta 0+96.95 RT 4.83'.	1	ea.	\$825.00	\$825.00	\$600.00	\$600.00	\$330.60	\$330.60
6.	Removal and disposal of irrigation box at Sta. 2+19.01 RT 10.63'.	1	ea.	\$120.00	\$120.00	\$600.00	\$600.00	\$320.18	\$320.18
7.	Removal and disposal of curb and gutter.	30	lf.	\$9.50	\$285.00	\$18.00	\$540.00	\$19.71	\$591.30
8.	Removal and disposal of concrete flatwork.	490	sf.	\$4.00	\$1,960.00	\$3.50	\$1,715.00	\$2.93	\$1,435.70
9.	Furnish and install concrete curb and gutter.	230	lf.	\$24.00	\$5,520.00	\$19.00	\$4,370.00	\$17.16	\$3,946.80
10.	Furnish and install 4-foot wide 4-inch thick sidewalk.	465	lf.	\$20.00	\$9,300.00	\$18.00	\$8,370.00	\$17.25	\$8,021.25
11.	Furnish and install 4-foot wide 6-inch thick sidewalk.	110	lf.	\$24.00	\$2,640.00	\$21.00	\$2,310.00	\$21.53	\$2,368.30
12.	Furnish and install 4-inch thick concrete flatwork.	80	sf.	\$5.25	\$420.00	\$6.00	\$480.00	\$5.76	\$460.80

Bid Item	Description	Quantity	Unit	EECCO, LLC P.O. Box 630 Riverton, UT 84065		Marsh Construction 325 East 2000 North North Ogden, UT 84414		Consolidated Paving & Concrete 1705 West 2450 South Ogden, UT 84401	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
13.	Furnish and install 6-inch thick concrete flatwork.	315	sf.	\$6.20	\$1,953.00	\$6.80	\$2,142.00	\$4.73	\$1,489.95
14.	Connect 15" irrigation pipe to existing 36" irrigation pipe at Sta. 2+18.97 LT 1.21'.	1	ea.	\$210.00	\$210.00	\$600.00	\$600.00	\$687.66	\$687.66
15.	Furnish and install 2' x 2' irrigation box at Sta. 2+19.01 RT 10.63'.	1	ea.	\$1,000.00	\$1,000.00	\$1,300.00	\$1,300.00	\$1,580.08	\$1,580.08
16.	Furnish and install 15-inch diameter PVC C-900 irrigation pipe.	10	lf.	\$26.00	\$260.00	\$68.00	\$680.00	\$177.21	\$1,772.10
17.	Adjust meter box to grade at Sta 5+48.47 LT 1.94'.	1	ea.	\$540.00	\$540.00	\$350.00	\$350.00	\$284.30	\$284.30
18.	Furnish clean import material for trench backfill.	45	ton	\$3.00	\$135.00	\$20.00	\$900.00	\$19.00	\$855.00
19.	Modify 10' x 25' irrigation box at Sta. 0+52.80 LT 4.98'.	1	ls.	\$32,000.00	\$32,000.00	\$30,177.00	\$30,177.00	\$24,399.52	\$24,399.52
20.	Modify 5' x 10' irrigation box at Sta. 0+90.00 LT 4.96'.	1	ls.	\$1,300.00	\$1,300.00	\$2,700.00	\$2,700.00	\$3,689.02	\$3,689.02
21.	Furnish and install untreated roadbase materials - 10" thick.	170	ton	\$25.00	\$4,250.00	\$27.00	\$4,590.00	\$57.27	\$9,735.90
22.	Furnish and install bituminous asphalt paving materials - 4" thick.	75	ton	\$90.00	\$6,750.00	\$171.00	\$12,825.00	\$102.24	\$7,668.00
23.	Restore public/private landscaping improvements.	1	ls.	\$3,150.00	\$3,150.00	\$12,000.00	\$12,000.00	\$17,748.30	\$17,748.30
TOTAL BID:					\$95,991.00		\$99,864.00		\$106,444.39
Surety Company City, State Bid Security - Bid Bond Amount Contractor's License Number				The Guarantee Company of North America MI, Southfield 5% 9332961-5501		Western Surety Company SD, Sioux Falls 5% 376752-5501		The Guarantee Company of North America MI, Southfield 5% 261386-5501	

BID PROPOSAL TABULATION

300 North Safe Sidewalk Improvement Project

BID DATE: Thursday February 25th 2016

OWNER: CLEARFIELD CITY

PUBLIC WORKS DIRECTOR: SCOTT HODGE

Bid Item	Description	Quantity	Unit	Acme Construction 9524 South Feulner Park Rd West Jordan, UT 84401	
				Unit Price	Total Amount
1.	Mobilization and traffic control.	1	ls.	\$16,000.00	\$16,000.00
2.	Saw cutting, removal and disposal of asphalt surfacing and roadbase to sub-base grade.	245	sy.	\$17.50	\$4,287.50
3.	Removal and disposal of irrigation pipe.	25	lf.	\$36.75	\$918.75
4.	Removal and disposal of irrigation box at Sta 0+24.78 LT 5.90'.	1	ea.	\$400.00	\$400.00
5.	Removal and disposal of irrigation box at Sta 0+96.95 RT 4.83'.	1	ea.	\$400.00	\$400.00
6.	Removal and disposal of irrigation box at Sta. 2+19.01 RT 10.63'.	1	ea.	\$400.00	\$400.00
7.	Removal and disposal of curb and gutter.	30	lf.	\$16.50	\$495.00
8.	Removal and disposal of concrete flatwork.	490	sf.	\$1.50	\$735.00
9.	Furnish and install concrete curb and gutter.	230	lf.	\$29.50	\$6,785.00
10.	Furnish and install 4-foot wide 4-inch thick sidewalk.	465	lf.	\$22.00	\$10,230.00
11.	Furnish and install 4-foot wide 6-inch thick sidewalk.	110	lf.	\$38.00	\$4,180.00
12.	Furnish and install 4-inch thick concrete flatwork.	80	sf.	\$8.50	\$680.00

Bid Item	Description	Quantity	Unit	Acme Construction 9524 South Feulner Park Rd West Jordan, UT 84401	
				Unit Price	Total Amount
13.	Furnish and install 6-inch thick concrete flatwork.	315	sf.	\$9.50	\$2,992.50
14.	Connect 15" irrigation pipe to existing 36" irrigation pipe at Sta. 2+18.97 LT 1.21'.	1	ea.	\$750.00	\$750.00
15.	Furnish and install 2' x 2' irrigation box at Sta. 2+19.01 RT 10.63'.	1	ea.	\$3,100.00	\$3,100.00
16.	Furnish and install 15-inch diameter PVC C-900 irrigation pipe.	10	lf.	\$108.00	\$1,080.00
17.	Adjust meter box to grade at Sta 5+48.47 LT 1.94'.	1	ea.	\$450.00	\$450.00
18.	Furnish clean import material for trench backfill.	45	ton	\$45.00	\$2,025.00
19.	Modify 10' x 25' irrigation box at Sta. 0+52.80 LT 4.98'.	1	ls.	\$27,500.00	\$27,500.00
20.	Modify 5' x 10' irrigation box at Sta. 0+90.00 LT 4.96'.	1	ls.	\$6,000.00	\$6,000.00
21.	Furnish and install untreated roadbase materials - 10" thick.	170	ton	\$30.00	\$5,100.00
22.	Furnish and install bituminous asphalt paving materials - 4" thick.	75	ton	\$103.00	\$7,725.00
23.	Restore public/private landscaping improvements.	1	ls.	\$11,500.00	\$11,500.00
TOTAL BID:				\$113,733.75	
Surety Company City, State Bid Security - Bid Bond Amount Contractor's License Number				The Cincinnati Insurance Company OH, Fairfield 5% 238430-5501	

1 March 2016

Clearfield City
55 South State Street
Clearfield, Utah 84015

Attn: Mayor Mark Shepherd and City Council
Proj: **1150 West Waterline Improvement Project**
Subj: Bid Results, Bid Proposal Tabulation & Recommendation

Dear Mark Shepherd and Council Members,

The “Bid Opening” for the above referenced project was conducted this afternoon. The lowest responsible bidder is Marsh Construction Company of North Ogden, Utah.

Enclosed are the “Bid Results” and “Bid Proposal Tabulation”. Marsh Construction Company’s bid was reviewed and found to meet the bidding conditions required in the Contract Documents.

Since Marsh Construction Company’s bid is the low bid for the advertised project, and their bid meets the conditions of the Contract Documents, I herewith recommend award of the above referenced project in the amount of \$130,552.95 to Marsh Construction Company.

Should you have any questions or desire additional information concerning the contractor or his bid, please feel free to contact our office at your earliest convenience.

Sincerely,
CEC, Civil Engineering Consultants, PLLC.



R. Todd Freeman, P.E.
City Engineer

cc: Scott Hodge – Clearfield City Public Works Director

BID RESULTS

1150 West Waterline Improvement Project

OWNER: CLEARFIELD CITY
ENGINEER: CEC, CIVIL ENGINEERING CONSULTANTS, PLLC.

BID DATE: Tuesday, March 1st, 2016
TIME: 2:30 P.M.

BID LOCATION: Clearfield City Offices
55 South State Street; 3rd Floor
Clearfield, Utah 84015

BIDDERS NAME	ADDENDUM #1	BID BOND	BID AMOUNT
Marsh Construction	X	5%	\$130,552.95
Kapp Construction	X	5%	\$143,212.90
Leon Poulsen Construction	X	5%	\$150,406.95
AAA Excavation Inc.	X		\$165,971.00
England Construction	X		\$233,864.00

BID PROPOSAL TABULATION

1150 West Waterline Improvement Project

BID DATE: Tuesday March 1st 2016

OWNER: CLEARFIELD CITY

PUBLIC WORKS DIRECTOR: SCOTT HODGE

Bid Item	Description	Quantity	Unit	Marsh Construction 325 East 2000 North North Ogden, UT 84414		Kapp Construction 1595 West 3300 South Ogden, UT 84401		Leon Poulsen Construction 1675 South 1900 West Ogden, UT 84401	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1.	Mobilization.	1	ls.	\$5,500.00	\$5,500.00	\$9,792.00	\$9,792.00	\$8,540.00	\$8,540.00
2.	Saw cutting, removal and disposal of asphalt surfacing and roadbase to sub-base grade (approx. 2,300 sy).	1	ls.	\$6,700.00	\$6,700.00	\$17,152.00	\$17,152.00	\$16,255.00	\$16,255.00
3.	Remove and salvage fire hydrant.	1	ea.	\$750.00	\$750.00	\$320.00	\$320.00	\$605.00	\$605.00
4.	Removal and disposal of concrete sidewalk/flatwork.	200	sf.	\$3.00	\$600.00	\$2.65	\$530.00	\$1.25	\$250.00
5.	Removal and disposal of concrete waterway.	360	sf.	\$3.35	\$1,206.00	\$1.85	\$666.00	\$1.50	\$540.00
6.	Removal and disposal of existing curb and gutter.	175	lf.	\$10.00	\$1,750.00	\$6.70	\$1,172.50	\$8.96	\$1,568.00
7.	Furnish and install concrete curb and gutter.	175	lf.	\$24.00	\$4,200.00	\$27.60	\$4,830.00	\$18.25	\$3,193.75
8.	Furnish and install 4-foot wide 4-inch thick sidewalk.	50	lf.	\$20.00	\$1,000.00	\$18.00	\$900.00	\$16.00	\$800.00
9.	Furnish and install 5-foot wide concrete waterway.	360	sf.	\$9.85	\$3,546.00	\$7.25	\$2,610.00	\$6.75	\$2,430.00
10.	Furnish and install handicap ramp (yellow in color).	2	ea.	\$600.00	\$1,200.00	\$500.00	\$1,000.00	\$523.00	\$1,046.00
11.	Furnish and install 8-inch diameter C-900 DR 18 pvc culinary waterline.	575	lf.	\$19.57	\$11,252.75	\$33.40	\$19,205.00	\$42.00	\$24,150.00
12.	Furnish and install 8-inch gate valve.	4	ea.	\$1,827.75	\$7,311.00	\$1,297.00	\$5,188.00	\$1,720.00	\$6,880.00
13.	Furnish and install fire hydrant.	1	ea.	\$5,673.75	\$5,673.75	\$4,330.00	\$4,330.00	\$4,510.00	\$4,510.00

Bid Item	Description	Quantity	Unit	Marsh Construction 325 East 2000 North North Ogden, UT 84414		Kapp Construction 1595 West 3300 South Ogden, UT 84401		Leon Poulsen Construction 1675 South 1900 West Ogden, UT 84401	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
14.	Waterline connection at Sta 00+09.21 RT 5.02.	1	ls.	\$2,520.00	\$2,520.00	\$3,134.00	\$3,134.00	\$2,460.00	\$2,460.00
15.	Waterline connection at Sta 04+74.21 LT 60.40.	1	ls.	\$2,520.00	\$2,520.00	\$2,839.00	\$2,839.00	\$2,080.00	\$2,080.00
16.	Waterline connection at Sta 05+10.09 RT 2.17.	1	ls.	\$2,520.00	\$2,520.00	\$2,778.00	\$2,778.00	\$1,775.00	\$1,775.00
17.	Furnish and install copper water service lateral piping (3/4" diameter).	230	lf.	\$19.06	\$4,383.80	\$11.55	\$2,656.50	\$33.00	\$7,590.00
18.	Furnish and install water meter yoke (3/4" diameter).	9	ea.	\$46.65	\$419.85	\$10.25	\$92.25	\$78.75	\$708.75
19.	Furnish and install angle dual check valve (3/4" diameter).	9	ea.	\$137.50	\$1,237.50	\$79.50	\$715.50	\$69.40	\$624.60
20.	Furnish and install locking angle meter valve (3/4" diameter).	9	ea.	\$95.50	\$859.50	\$48.00	\$432.00	\$130.00	\$1,170.00
21.	Furnish and install water meter expansion nut (3/4" diameter).	9	ea.	\$58.00	\$522.00	\$20.50	\$184.50	\$97.90	\$881.10
22.	Furnish meter box.	9	ea.	\$95.00	\$855.00	\$50.00	\$450.00	\$222.00	\$1,998.00
23.	Furnish 1" diameter clean gravel pipe bedding materials.	85	ton	\$17.00	\$1,445.00	\$15.10	\$1,283.50	\$24.40	\$2,074.00
24.	Furnish clean import material for trench backfill.	988	ton	\$14.10	\$13,930.80	\$9.55	\$9,435.40	\$3.00	\$2,964.00
25.	Furnish and install untreated roadbase materials - 8" thick.	950	ton	\$18.00	\$17,100.00	\$18.15	\$17,242.50	\$19.80	\$18,810.00
26.	Furnish and install bituminous asphalt paving materials - 3" thick.	385	ton	\$65.00	\$25,025.00	\$63.05	\$24,274.25	\$70.15	\$27,007.75
27.	Adjust valve box ring and cover to finish grade.	5	ea.	\$300.00	\$1,500.00	\$262.00	\$1,310.00	\$430.00	\$2,150.00
28.	Adjust manhole ring and cover to finish grade.	2	ea.	\$500.00	\$1,000.00	\$368.00	\$736.00	\$653.00	\$1,306.00
29.	Remove and replace all landscaping improvements, public/private damaged during construction.	1	ls.	\$2,000.00	\$2,000.00	\$1,825.00	\$1,825.00	\$2,170.00	\$2,170.00

Bid Item	Description	Quantity	Unit	Marsh Construction 325 East 2000 North North Ogden, UT 84414		Kapp Construction 1595 West 3300 South Ogden, UT 84401		Leon Poulsen Construction 1675 South 1900 West Ogden, UT 84401	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
30.	Connect 3/4" culinary water service lateral.	9 ea.		\$225.00	\$2,025.00	\$681.00	\$6,129.00	\$430.00	\$3,870.00
TOTAL BID:				\$130,552.95		\$143,212.90		\$150,406.95	
Surety Company				Western Surety Company		The Guarantee Company of		North American Specialty	
City, State				Sioux Falls, SD		Southfield, MI		Manchester, NH	
Bid Security - Bid Bond Amount				5%		5%		5%	
Contractor's License Number				376752-5501		247650-5501		244670-5501	

BID PROPOSAL TABULATION

1150 West Waterline Improvement Project

BID DATE: Tuesday March 1st 2016

OWNER: CLEARFIELD CITY

PUBLIC WORKS DIRECTOR: SCOTT HODGE

Bid Item	Description	Quantity	Unit	AAA Excavation Inc. 1650 North 170 West Willard, UT 84340		England Construction 202 South Val Vista Dr Tooele, UT 84074	
				Unit Price	Total Amount	Unit Price	Total Amount
1.	Mobilization.	1	ls.	\$7,826.00	\$7,826.00	\$8,500.00	\$8,500.00
2.	Saw cutting, removal and disposal of asphalt surfacing and roadbase to sub-base grade (approx. 2,300 sy).	1	ls.	\$8,280.00	\$8,280.00	\$13,288.00	\$13,288.00
3.	Remove and salvage fire hydrant.	1	ea.	\$500.00	\$500.00	\$4,000.00	\$4,000.00
4.	Removal and disposal of concrete sidewalk/flatwork.	200	sf.	\$1.50	\$300.00	\$3.00	\$600.00
5.	Removal and disposal of concrete waterway.	360	sf.	\$2.00	\$720.00	\$5.00	\$1,800.00
6.	Removal and disposal of existing curb and gutter.	175	lf.	\$3.00	\$525.00	\$5.00	\$875.00
7.	Furnish and install concrete curb and gutter.	175	lf.	\$25.00	\$4,375.00	\$28.00	\$4,900.00
8.	Furnish and install 4-foot wide 4-inch thick sidewalk.	50	lf.	\$22.00	\$1,100.00	\$45.00	\$2,250.00
9.	Furnish and install 5-foot wide concrete waterway.	360	sf.	\$13.00	\$4,680.00	\$12.00	\$4,320.00
10.	Furnish and install handicap ramp (yellow in color).	2	ea.	\$1,300.00	\$2,600.00	\$3,000.00	\$6,000.00
11.	Furnish and install 8-inch diameter C-900 DR 18 pvc culinary waterline.	575	lf.	\$28.00	\$16,100.00	\$95.00	\$54,625.00
12.	Furnish and install 8-inch gate valve.	4	ea.	\$1,250.00	\$5,000.00	\$2,800.00	\$11,200.00
13.	Furnish and install fire hydrant.	1	ea.	\$4,300.00	\$4,300.00	\$5,800.00	\$5,800.00

Bid Item	Description	Quantity	Unit	AAA Excavation Inc. 1650 North 170 West Willard, UT 84340		England Construction 202 South Val Vista Dr Tooele, UT 84074	
				Unit Price	Total Amount	Unit Price	Total Amount
14.	Waterline connection at Sta 00+09.21 RT 5.02.	1	ls.	\$2,270.00	\$2,270.00	\$2,200.00	\$2,200.00
15.	Waterline connection at Sta 04+74.21 LT 60.40.	1	ls.	\$2,534.00	\$2,534.00	\$2,200.00	\$2,200.00
16.	Waterline connection at Sta 05+10.09 RT 2.17.	1	ls.	\$2,365.00	\$2,365.00	\$2,200.00	\$2,200.00
17.	Furnish and install copper water service lateral piping (3/4" diameter).	230	lf.	\$13.00	\$2,990.00	\$32.00	\$7,360.00
18.	Furnish and install water meter yoke (3/4" diameter).	9	ea.	\$160.00	\$1,440.00	\$1,450.00	\$13,050.00
19.	Furnish and install angle dual check valve (3/4" diameter).	9	ea.	\$226.00	\$2,034.00	\$325.00	\$2,925.00
20.	Furnish and install locking angle meter valve (3/4" diameter).	9	ea.	\$196.00	\$1,764.00	\$225.00	\$2,025.00
21.	Furnish and install water meter expansion nut (3/4" diameter).	9	ea.	\$170.00	\$1,530.00	\$110.00	\$990.00
22.	Furnish meter box.	9	ea.	\$196.00	\$1,764.00	\$350.00	\$3,150.00
23.	Furnish 1" diameter clean gravel pipe bedding materials.	85	ton	\$21.00	\$1,785.00	\$29.00	\$2,465.00
24.	Furnish clean import material for trench backfill.	988	ton	\$15.50	\$15,314.00	\$22.00	\$21,736.00
25.	Furnish and install untreated roadbase materials - 8" thick.	950	ton	\$21.00	\$19,950.00	\$19.80	\$18,810.00
26.	Furnish and install bituminous asphalt paving materials - 3" thick.	385	ton	\$100.00	\$38,500.00	\$57.00	\$21,945.00
27.	Adjust valve box ring and cover to finish grade.	5	ea.	\$275.00	\$1,375.00	\$350.00	\$1,750.00
28.	Adjust manhole ring and cover to finish grade.	2	ea.	\$275.00	\$550.00	\$550.00	\$1,100.00
29.	Remove and replace all landscaping improvements, public/private damaged during construction.	1	ls.	\$4,500.00	\$4,500.00	\$5,500.00	\$5,500.00

Bid Item	Description	Quantity	Unit	AAA Excavation Inc. 1650 North 170 West Willard, UT 84340		England Construction 202 South Val Vista Dr Tooele, UT 84074	
				Unit Price	Total Amount	Unit Price	Total Amount
30.	Connect 3/4" culinary water service lateral.	9 ea.		\$1,000.00	\$9,000.00	\$700.00	\$6,300.00
TOTAL BID:				\$165,971.00		\$233,864.00	
Surety Company						Western Surety Company	
City, State						Sioux Falls, SD	
Bid Security - Bid Bond Amount							
Contractor's License Number				317614-5551		6610029-5501	

CLEARFIELD CITY RESOLUTION 2016R-09

A RESOLUTION AFFIRMING THE CLEARFIELD CITY COUNCIL REVIEWED AND CONSIDERED CLEARFIELD'S MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT AND DIRECTING THAT SAID REPORT BE SUBMITTED TO UTAH'S DEPARTMENT OF ENVIRONMENTAL QUALITY

WHEREAS, as part of Utah's Wastewater Planning Program, each year the state's Department of Environmental Quality ("DEQ") requests each municipality which generates wastewater to submit a "Self-Assessment Report" for the municipality to be submitted to the DEQ's Division of Water Quality; and

WHEREAS, the Clearfield Public Works Department has prepared the City's annual Self-Assessment Report for the 2015 calendar year regarding Clearfield's Municipal Wastewater Planning Program; and

WHEREAS, the DEQ asks that the City Council affirm to the Division of Water Quality and the Water Quality Board that the Council reviewed the Municipal Wastewater Planning Program Report and submit said affirmation via resolution along with the report by March 1st of this year; and

WHEREAS, the City Council has reviewed and considered Clearfield's Municipal Wastewater Planning Program Report for the 2015 calendar year (attached as Exhibit "A");

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that:

- 1) the Council hereby affirms it has reviewed and considered the City's Municipal Wastewater Planning Program Report for 2015; and
- 2) City staff is hereby directed to submit said report together with this Resolution to the DEQ's Division of Water Quality and the Water Quality Board by March 1, 2016.

PASSED AND ADOPTED this 8th day of March, 2016.

ATTEST:

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Department of
Environmental Quality

Alan Matheson
Executive Director

DIVISION OF WATER QUALITY
Walter L. Baker, P.E.
Director

Mr. Mark Baird
Clearfield
55 South State Street
Clearfield, Utah 84015

Subject: Municipal Wastewater Planning Program Annual Report for 2015

Dear Mr. Baird;

It's is that time of year again. The Annual Municipal Wastewater Planning Program Report is due March 1, 2016. As a reminder completing the MWPP meets the reporting requirements of the new Utah Sanitary Sewer Management Program. Additionally this survey allows The State of Utah to identify and solve potential problems before they become serious and costly. In order to do this, we need to know the current condition of your wastewater facilities.

There are three major benefits to returning these forms:

1. Meets the REQUIRED reporting under Utah Sanitary Sewer Management Program
2. Completing these forms give your community additional points on the Utah Wastewater Project Priority List/System. The Priority List is used to allocate funds under the wastewater grant and loan programs.
3. Operator(s) completing these forms will be given operational continuing educational units (CEUs) for each form returned.

If you need assistance on completing these forms, please email me at pkrauth@utah.gov.

Sincerely,

Paul Krauth, P.E.
Outreach Coordinator
Division of Water Quality

STATE OF UTAH

MUNICIPAL WASTEWATER PLANNING PROGRAM

SELF-ASSESSMENT REPORT

FOR

CLEARFIELD

2015



UTAH DEPARTMENT *of*
ENVIRONMENTAL QUALITY

**WATER
QUALITY**

Resolution Number _____

MUNICIPAL WASTEWATER PLANNING PROGRAM RESOLUTION

RESOLVED that **CLEARFIELD** informs the Water Quality Board the following actions were taken by the **CITY COUNCIL**

- 1. Reviewed the attached Municipal Wastewater Planning Program Report for 2014.
- 2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (If Applicable).

Passed by a (majority) (unanimous) vote on

_____ (date)

Mayor/Chairman

Attest: Recorder/Clerk

Municipal Wastewater Planning Program (MWPP) Collection System Section

Owner Name: CLEARFIELD

Name and Title of Contact Person:

Mark Baird

Wastewater / Water Superintendent

Phone: 801-525-4418

E-mail: Mark.Baird@clearfieldcity.org

PLEASE SUBMIT TO STATE BY: March 1, 2016

Mail to: MWPP - Department of Environmental Quality
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4300

Form completed by

Mark Baird

Part I: SYSTEM AGE

A. What year was your collection system first constructed (approximately)?

Year 1940

B. What is the oldest part of your present system?

Oldest part 74 years

Part II: BYPASSES

A. Please complete the following table:

Question	Number	Points Earned	Total Points
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater in the system due to rain or snowmelt?		0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater due to equipment failure? (except plugged laterals)		0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points 4 times = 20 points 5 or more = 25 points	
TOTAL PART II =			

B. The Utah Sewer Management Program defines sanitary sewer overflows into two classes. Below include the number of SSOs that occurred in 2015:

Number of Class 1 SSOs in Calendar year 2015 0

Number of Class 2 SSOs in Calendar year 2015 1

Class 1- a Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that:

- (a) effects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the state.

Class 2 – a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.

Part II: BYPASSES (cont.)

C. Please specify whether the SSOs were caused a contract or tributary community, etc.

Part III: NEW DEVELOPMENT

A. Please complete the following table:

Question	Points Earned	Total Points
Has an industry (or other development) moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10-20%)?	<input checked="" type="radio"/> No = 0 points <input type="radio"/> Yes = 10 points	0
Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2-3 years, such that either flow or BOD ₅ loadings to the sewerage system could significantly increase (25%)?	<input checked="" type="radio"/> No = 0 points <input type="radio"/> Yes = 10 points	0
TOTAL PART III =		0

B. Approximate number of new residential sewer connections in the last year

41 new residential connections

C. Approximate number of new commercial/industrial connections in the last year

5 new commercial/industrial connections

D. Approximate number of new population serviced in the last year

164 new people served

Part IV: OPERATOR CERTIFICATION

A. How many collection system operators are currently employed by your facility?

3 collection system operators employed

B. What is/are the name(s) of your DRC operator(s)?

Mark Baird

John Wallace

E. Thadd Layton

C. You are required to have the collection DRC operator(s) certified at **Grade III**

What is the current grade of the DRC operator(s)? III

D. State of Utah Administrative Rules require all operators considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class.

Not Certified	<u>7</u>
Small Lagoons	<u>0</u>
Collection I	<u>0</u>
Collection II	<u>0</u>
Collection III	<u>2</u>
Collection IV	<u>1</u>

E. Please complete the following table:

Question	Points Earned	Total Points
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C)	Yes = 0 points No = 50 points	0
How many continuing education units has each of the DRC operator(s) completed over the last 3 years?	3 or more = 0 points less than 3 = 10 points	0
TOTAL PART IV =		0

Part V: FACILITY MAINTENANCE

A. Please complete the following table:

Question	Points Earned	Total Points
Do you follow an annual preventative maintenance program?	<input checked="" type="radio"/> Yes = 0 points No = 30 points	<input type="radio"/>
Is it written?	<input checked="" type="radio"/> Yes = 0 points No = 20 points	<input type="radio"/>
Do you have a written emergency response plan?	<input checked="" type="radio"/> Yes = 0 points No = 20 points	<input type="radio"/>
Do you have an updated operations and maintenance manual	<input checked="" type="radio"/> Yes = 0 points No = 20 points	<input type="radio"/>
Do you have a written safety plan?	<input checked="" type="radio"/> Yes = 0 points No = 20 points	<input type="radio"/>
TOTAL PART V =		<input type="radio"/>

Part VI: SSMP EVALUATION

A. Has your system completed its Sewer System Management Plan (SSMP)?

Yes _____ NO

B. If the SSMP has been completed then has the SSMP been public noticed?

No Yes, included date of public notice _____

C. Has the SSMP been approved by the permittee's governing body at a public meeting?

Yes _____ NO

D. During the annual assessment of the operation and maintenance plan were any adjustments needed based on the performance of the plan?

No _____ If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections and manhole inspections and/or SSO events)

Part VI: SSMP EVALUATION (cont.)

E. During 2015 was any part of the SSMP audited as part of the five year audit?

No

If yes, what part of the SSMP was audited and were changed made to the SSMP as a result of the audit? _____

F. Has your system completed its *System Evaluation and Capacity Assurance Plan (SECAP)* as defined by the Utah Sewer Management Program?

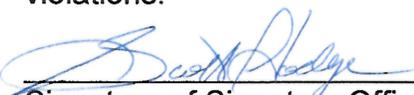
Yes _____ NO _____

The following are required completion dates that the SSMP and SECAP based on population. The SSMP and SECAP must be public noticed and approved by the permittee's governing body in order to be considered complete.

Program	Population				
	< 2,000	2,000 - 3,500	3,501 – 15,000	15,001 – 50,000	> 50,000
SSMP	3-31-16	3-31-16	9-30-15	3-31-15	9-30-14
SECAP	Optional	9-30-17	9-30-16	3-31-16	9-30-15

SSMP Signatory Requirement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.


 Signature of Signatory Official

3/2/14
 Date

SCOTT HODGE
 Print Name of Signatory Official

PUBLIC WORKS DIRECTOR
 Title

The signatory official is the person authorized to sign permit documents, per R317-8-3.4.

Part VII: SUBJECTIVE EVALUATION

This section should be with the system operators.

- A. Describe the physical condition of the sewer collection system: (lift stations, etc. included)

Condition is good overall with isolated sections in need of repair

- B. What sewerage system improvements does the community have under consideration for the next 10 years?

Freeport G Street
Freeport 3rd Street
350 South from Main St to railroad tracks

- C. Explain what problems, other than plugging have you experienced over the last year

Collapsed pipe Freeport A-15 spot repaired
Caused back up in manhole. no buildings affected

- D. Is your community presently involved in formal planning for system expansion/upgrading? If so explain.

Upgrading G Street and 3rd Street in Freeport Center

- E. Does the municipality/district pay for the continuing education expenses of operators?

ALWAYS X SOMETIMES _____ NO _____

If they do, what percentage is paid?

approximately 100 %

Municipal Wastewater Planning Program (MWPP) Financial Evaluation Section

Owner Name: *CLEARFIELD*

Name and Title of Financial Contact Person:

RICH KNAPP

FINANCE MANAGER

Phone: *801-525-2720*

E-mail: *RKNAPP@CLEARFIELD.CITY.ORG*

PLEASE SUBMIT TO STATE BY: March 1, 2016

Mail to: MWPP - Department of Environmental Quality
Division of Water Quality
195 North 1950 West
P.O. Box 144870
Salt Lake City, Utah 84114-4870
Phone : (801) 536-4300

NOTE: This questionnaire has been compiled for your benefit by a state sponsored task force comprised of representatives of local government and service districts. It is designed to assist you in making an evaluation of your wastewater system and financial planning. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call, Marsha Case. Utah Division of Water Quality: (801) 536-4315.

I. Definitions: The following terms and definitions may help you complete the worksheets and questionnaire:

User Charge (UC) - A fee established for one or more class(es) of users of the wastewater treatment facilities that generate revenues to pay for costs of the system.

Operation and Maintenance Expense - Expenditures incurred for materials, labor, utilities, and other items necessary for managing and maintaining the facility to achieve or maintain the capacity and performance for which it was designed and constructed.

Repair and Replacement Cost - Expenditures incurred during the useful life of the treatment works for obtaining and installing equipment, accessories, and/or appurtenances necessary to maintain the existing capacity and the performance for which the facility was designed and constructed.

Capital Needs - Cost to construct, upgrade or improve the facility.

Capital Improvement Reserve Account - A reserve established to accumulate funds for construction and/or replacement of treatment facilities, collection lines or other capital improvement needs.

Reserve for Debt Service - A reserve for bond repayment as may be defined in accordance with terms of a bond indenture.

Current Debt Service - Interest and principal costs for debt payable this year.

Repair and Replacement Sinking Fund - A fund to accumulate funds for repairs and maintenance to fixed assets not normally included in operation expenses and for replacement costs (defined above).

Part I: OPERATION AND MAINTENANCE

Complete the following table:

Question	Points Earned	Total
Are revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs <u>at this time</u> ?	YES = 0 points NO = 25 points	0
Are the projected revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs for the <u>next five years</u> ?	YES = 0 points NO = 25 points	0
Does the facility have sufficient staff to ensure proper O&M?	YES = 0 points NO = 25 points	0
Has a dedicated sinking fund been established to provide for repair & replacement costs? <i>NOT SEPERATE FUND, BUT RESERVES OR RESTRICTED FUNDS</i>	YES = 0 points NO = 25 points	0
Is the repair & replacement sinking fund adequate to meet anticipated needs?	YES = 0 points NO = 25 points	0
TOTAL PART I =		0

Part II: CAPITAL IMPROVEMENTS

Complete the following table:

Question	Points Earned	Total
Are present revenues collected sufficient to cover all costs and provide funding for capital improvements?	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <u>next five years</u> ?	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <u>next ten years</u> ?	YES = 0 points NO = 25 points	25
Are projected funding sources sufficient to cover all projected capital improvement costs for the <u>next twenty years</u> ?	YES = 0 points NO = 25 points	25
Has a dedicated sinking fund been established to provide for future capital improvements?	YES = 0 points NO = 25 points	0
TOTAL PART II =		50

Part III: GENERAL QUESTIONS

Complete the following table:

Question	Points Earned	Total
Is the wastewater treatment fund a separate enterprise fund/account or district?	YES = 0 points NO = 25 points	0
Are you collecting 95% or more of your sewer billings?	YES = 0 points NO = 25 points	0
Is there a review, at least annually, of user fees?	YES = 0 points NO = 25 points	0
Are bond reserve requirements being met if applicable?	YES = 0 points NO = 25 points	0
TOTAL PART III =		0

Part IV: PROJECTED NEEDS

Estimate as best you can the following:

Cost of projected capital improvements (in thousands)	2016	2017	2018	2019	2020
	400	1,200	615	330	330

Point Summation

Fill in the values from Parts I through III in the blanks provided in column 1. Add the numbers to determine the MWPP point total that reflects your present financial position for meeting your wastewater needs.

Part	Points
I	0
II	50
III	0
Total	50