

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
May 2, 2017

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Kent Bush	Councilmember
	Nike Peterson	Councilmember
	Vern Phipps	Councilmember
	Tim Roper	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Stuart Williams	City Attorney
	Spencer Brimley	Development Services Manager
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant
	Terrence Jackson	IT Manager
	Trevor Cahoon	Communications Coordinator
	Wendy Page	Deputy Recorder
EXCUSED:	Nancy Dean	City Recorder

VISITORS: Kathryn Murray, Bob Bercher, Brent Brown, Casyn Brown

Mayor Shepherd called the meeting to order at 5:58 p.m.

Councilmember Peterson arrived at 6:11 p.m.

DISCUSSION ON PARAT TAX PHASE 2 PROJECTS

Eric Howes, Community Services Director, gave a brief update on the installation of the playground equipment which was part of the Phase 1 projects using PARAT Tax revenue. He expressed the need to more clearly identify plans for Phase 2 projects. He recommended replacing the leisure pool play area toy at the Clearfield Aquatic and Fitness Center (CAFC) as a good project for Phase 2 because the funding available would cover that cost and there was a good possibility it could be completed during the annual pool closure scheduled for the fall.

Mr. Howes also suggested the Council consider which projects should be considered Phase 3. He commented the bike track and challenge ropes course were priority projects, based on previous discussions with the Council. Mr. Howes indicated that if H Street and State Route (SR) 193 was still the Council's desired location for that project, land acquisition needed to be pursued soon. He also suggested there might be the possibility of finding other funding sources to assist with the purchase of the land, such as Park Impact Fees or applying for grants. Adam Lenhard, City Manager, added grant funding might be available through the Davis County Tourism Tax fund. Mr. Howes stated the application for the grant from Davis County Tourism was due shortly. There was a discussion about the playground projects and potential projects for the PARAT Tax revenue.

Councilmember Bush asked if there would be room for parking if the bike track were to be located at the H Street and (SR) 193 location. Mr. Lenhard stated there were roughly five acres and plenty of room for parking in the area. Mr. Howes indicated there had been an interest by the property owners to sell the land, but those details took time to negotiate, so if that area was the desired location preparations needed to begin as soon as possible.

Councilmember Bush wondered what cutbacks were made to Phase 1 playground equipment to keep costs within budget since the construction costs had increased. Mr. Howes stated that the electronic playground at Barlow Park was eliminated reducing the cost of the project by \$25,000 as directed by the Council at a previous work session. He explained that the playground projects would still cost slightly more than the originally budgeted \$290,000, but it was estimated that by the end of June 2017, the PARAT Tax fund would be at \$188,000. He stated the playground project would need approximately \$48,000 of that balance for its overages leaving \$140,000 to replace the pool toy or for another project of the Council's choosing.

Councilmember Bush asked if staff reviewed the option of using block rather than concrete for a retaining wall at one of the parks to reduce the expenditure. Mr. Howes responded block costs were comparable to concrete because the installation of the blocks had higher labor costs, as well as additional maintenance costs long term. He explained staff determined concrete would be the best option for the park in the long term. Councilmember Bush agreed that concrete seemed like a good option.

Councilmember Bush voiced concerns about the playground equipment at North Steed Park. He asked if the playground design allowed for future toys to be added specifically for younger aged children. Mr. Howes indicated many of the toys would be good for younger children and there was room for additional toys in the future adjacent to the site or perhaps in another area of the park. He explained the designers were asked to maximize the space when they designed the playground and allow for the necessary Americans with Disabilities Act (ADA) accessible entry points as well as fall zones. Councilmember Roper expressed his opinion that it would be better to add additional space in other areas of the park rather than altering the design and squeezing things together to allow for a future toy in the existing space.

Councilmember Phipps liked the idea of the play area in the leisure pool being the project for Phase 2 funding because it would be a more visible project like the playground equipment of Phase 1. He continued those projects allowed residents to see their tax dollars at work. He

expressed his opinion that land acquisition would require funds but it was not a visible use of the tax dollars.

Councilmember Peterson suggested if funding was available from the Davis County Tourism Tax for land acquisition it would be a great opportunity for the City to be on the map as one of the places in Davis County worth touring. She liked the location at H Street and SR 193 for the bike track and challenge ropes course because it would allow easy access from the freeway for those who would visit the park.

Councilmember Bush discussed the need for restrooms at Central Park and wanted to make sure getting them installed was on the list of projects. Mr. Howes stated restroom installations or renovations were on the Master Plan list for PARAT Tax revenue. He emphasized balancing project priority as well as funding had helped staff determine those projects which were best recommended for Phases 2 and 3. He indicated all the projects identified in the Master Plan were viable projects.

The consensus of the Council was to replace the leisure pool toy as Phase 2 for the PARAT Tax revenue and working toward the necessary land acquisition for the bike track and challenge ropes course park to be located on the north east side of H Street and SR 193 for Phase 3.

DISCUSSION ON THE PLAYGROUND EQUIPMENT PROJECT

Eric Howes, Community Services Director, reviewed the scheduled timeline for the installation of each of the playgrounds identified in Phase 1 for the PARAT Tax revenue. He noted ribbon cutting ceremonies were being planned for each playground.

Councilmember Phipps stated residents expressed a desire to be involved with the installation of the playground at Train Watch Park. He asked if that park would be a community build. Mr. Howes indicated Train Watch Park would have some work for residents which was more ceremonial in nature, such as tightening bolt and things on the day of the install.

Mr. Howes reviewed the proposed project for playground equipment at 200 South. He stated after the discussion about playground equipment in a previous work session, Councilmember Peterson requested staff review other possible locations that would have more parking available to accommodate the potential crowds that might visit the park because of the gravity rail equipment. There was a discussion about which park might be the best option for the gravity rail and potential parking issues should the toy remain as initially proposed at the 200 South location. Mr. Howes explained the roadway adjacent to the park was only 152 feet from fence line to fence line with a fire hydrant in the middle which would only allow for parking of five or six cars. Mr. Howes reminded the Council that the City owned a small parcel adjacent to the park and some additional property across the street that could be used for additional parking in the future, three or four spaces, but space was still limited in that area.

Mr. Howes explained Barlow, Island View, and North Steed parks had better parking. He expressed his opinion that those parks were not the best locations for the gravity rail. He noted the only remaining unused area at Barlow Park would be under the power lines. Councilmember

Bush asked if the gravity rail was too tall to fit under the power lines at Barlow Park. Mr. Howes explained it was about fifteen feet tall but the greater concern was the need for it to be mounted in concrete, creating concerns for damage should it need to be moved for any reason.

Mr. Howes informed the Council that the gravity rail might work at North Steed Park so he asked the vendor to provide a layout for locating it there between the pond and the street on 1000 West that included water safety zones, street safety zones, and parking lot safety zones. The Council reviewed the proposal. He stated the toy would fit at North Steed Park and there would be better parking, and acknowledged the potential need to level the slope, remove trees, and undo improvements made previously by Lifetime Product employees.

Councilmember Bush didn't favor the removal of trees for site preparations at North Steed Park or possible interference with the future site of the ropes course. Mr. Howes reminded the Council that the optimal site for the ropes course, based on previous discussions, would be at the park planned for H Street and SR 193 in conjunction with the bike track. Councilmember Bush wondered if the gravity rail would fit at Fisher Park. Mr. Howes stated that it could probably fit there, but it would require additional time and money to prepare the slope for the rail at that park.

Mayor Shepherd stated he didn't want to have the gravity rail at North Steed Park because it would block the view of the pond. Councilmember Peterson agreed that didn't seem like a good option after seeing the layout. Councilmember Phipps expressed concerns about having the gravity rail at North Steed Park and how it could interfere with the nature setting of that park.

Councilmember Peterson stated her original concern was about the parking availability. She indicated she loved the idea of creating destination parks and now she didn't feel that area of Clearfield would be the best location for a showcase park especially considering the limited parking in the area. She suggested a neighborhood park would better fit the theme of that location. Councilmember Roper expressed his desire to have premier park equipment in a visible area of the City. Councilmember Bush agreed and recommended the neighborhood would be happy with a swing set and some picnic areas at the 200 South Park. He also expressed his concerns about the size of the gravity rail and how much area it would require. Mr. Howes emphasized that the gravity rail did fit at the 200 South location and vendors were asked to utilize the space of the existing park when creating park designs and layouts. Councilmember Bush suggested the park at 200 South should be developed as a neighborhood park with a few new toys.

Councilmember Phipps expressed his appreciation for the efforts of the Parks Department and Parks and Recreation Commission when reviewing plans for continuity and usage of parks and the playground equipment. He explained the intended purpose was to put something at that park that would draw more people than just the neighborhood to that area. He clarified the idea that a destination park would be one that would draw people from the community to a City park rather than loading in automobiles and visiting neighboring cities' parks. There was a discussion about park themes and the differences between destination parks and neighborhood parks. Mr. Howes stated the Parks and Recreation Commission recommended leaving the gravity rail at the 200 South Park acknowledging that parking would be limited or less convenient.

Mayor Shepherd liked the idea of having the gravity rail playground equipment at the 200 South property because it provided adequate space for the size of the toy and had the ability to create the desired destination park in an area that would be visible by through traffic. He shared a few ideas for parking solutions as well as reminded Council of the previous discussion item regarding PARAT Tax funds Phase 3 projects which potentially could be only a block away. There was a discussion about using the City property in the area to create a few more parking places. Adam Lenhard, City Manager, mentioned an option for parking that had been discussed with Scott Hodge, Public Works Director, which included relocating the fire hydrant to free up some additional parking along the street. Councilmember Young expressed thoughts about keeping green space at the park for families. Mr. Howes explained there would still be some green space available for use under the shaded trees. Councilmember Young suggested waiting to see if a parking lot was really necessary on the parcel that was adjacent to the park and then adding it in the future if it was needed. Councilmember Phipps agreed with that approach.

Councilmember Young asked if the 200 South Park playground area would require base filling material because it seemed like a lot of open space. Mr. Howes stated that park would require a lot of fill material which was necessitated for the gravity rail and swing fall zones.

The consensus of the Council was to retain the 200 South Park as planned and perhaps entertain a discussion for a name change to the park at some point in the future.

DISCUSSION ON LIABILITY INSURANCE COVERAGE

Summer Palmer, Administrative Services Director, reported the City was in the process of renewing its liability insurance for the upcoming fiscal year. She indicated there were projected cost increases to the City's liability insurance premium from \$230,000 to \$240,000 annually. She reported the increase was a result of the large sewer claim by the City last year. She also explained that figure did not include coverage of the 300 North Overpass that was recently deeded to the City by the Utah Department of Transportation (UDOT). She indicated staff solicited an estimate cost to include liability insurance coverage for the 300 North Overpass. She explained the replacement value of the bridge was calculated to be just under \$14 million so the annual premium was estimated to be \$20,702, which included a \$50,000 deductible for damage, a \$50,000 deductible for earthquake damage, and \$100,000 deductible for flood damage. There was a discussion about the City's risk tolerance and whether or not the City should add coverage to insure the 300 North Overpass.

Councilmember Bush asked what the costs for insurance were for the other bridges in the City. Ms. Palmer responded the combined value of all other bridges or overpasses in the City was calculated at \$8 million. She continued the premium to cover the other bridges combined was \$11,571 annually.

Councilmember Young questioned why the 300 North Overpass premium was so much higher than the other bridges combined. Ms. Palmer commented it was because the 300 North Overpass was so much older than the other bridges.

Councilmember Peterson asked if there was any type of warranty in place for the overpass from UDOT. Adam Lenhard, City Manager, stated there was no warranty outside of the first year. Councilmember Young asked if it could be rebuilt for less money than the estimate. Ms. Palmer explained the estimate was based on rebuilding the bridge as it was currently designed. She acknowledged there might be better ways to reduce the reconstruction costs. She asked the Council to consider its risk tolerance. She indicated the overpass was fairly new and recently updated so there might be some tolerance to not insurance it just yet with the stipulation that the issue be discussed annually. She reminded the Council that UDOT inspected the improvements it made to the bridge and found them to meet safety standards. She pointed out the coverage being discussed for the overpass was simply to rebuild the structure. She noted the City's liability insurance would cover other aspects related to the failure of the structure.

The consensus of the Council was to forgo the insurance for the 300 North Overpass in the upcoming year because of the recent improvements made by UDOT, but staff was directed to bring the consideration back to the Council annually.

The Council took a break at 7:05 p.m.

The Council reconvened at 7:15 p.m.

DISCUSSION ON THE AWARD OF BID FOR FINANCE, COMMUNITY DEVELOPMENT, AND TIMEKEEPING SOFTWARE

Rich Knapp, Finance Manager, informed the Council that the City had an urgent need to replace its finance, community development, and timekeeping software. He explained the City was currently using Sungard Pentamation (Sungard) for purchasing, payroll, human resources, accounting, assets tracking, budget, timekeeping, and community development needs. He stated the company provided poor customer service, no software upgrades, and difficult customer reporting. He mentioned the company had no enthusiasm for the local government side of accounting and had been bought and sold twice. He also explained utility billing and cash receipting used a program called Caselle which provided good services but did not integrate with the current software. He stated the City was also using a program called iWorq for work orders and tracking some inventory, but it was lacking in general reporting capability and tracking historical information. He indicated the City currently had no solution for producing its accounts receivable, financial statements, citizen incident reporting, or auto credit card payments for utilities. Summer Palmer, Administrative Services Director, reminded the Council that it looked at an app during its Budget Kickoff meeting in January that would handle citizen incident reporting. She indicated the software being proposed for purchase included that capability.

Mr. Knapp reviewed the process staff completed to select a software vendor that could meet the City's needs. He stated a Request for Proposals was issued and three vendors responded; staff reviewed the proposals and selected two of the three for further study. He reported Tyler Munis was the vendor selected by staff to best meet the City's needs. He explained the only complaint about Tyler received during reference checks was migrating data was difficult and took longer than expected.

Councilmember Phipps asked for clarification on what was meant by migrating data. Mr. Knapp responded it was taking data from the Sungard system and getting it into the Tyler system. Councilmember Phipps stated he knew a lot about moving data because it was his profession and it was a big process. Councilmember Young suggested evaluating internal processes to see if they could be simplified and not based on the processes of the old software.

Mayor Shepherd asked if the same money could hire a programmer to build a custom package for the City. Summer Palmer, Administrative Services Director, explained staff considered that option, but found it did not serve the City well. Mr. Knapp agreed. Councilmember Phipps commented it was costly to build a custom program. Terrence Jackson, IT Manager, explained it was difficult and expensive to build a custom program because the City would need to keep the developer in-house at all times.

Mr. Knapp reviewed the benefits for purchasing Tyler Munis. He stated the software provided digital content management and improved support; it was an innovative and growing company; upgrades were included as part of the package; it used a modern and supported database (SQL); it used a universal platform (HTML5); it had better reporting with Excel data cubes, more functionality and options; it consolidated all the City's needs into one software; and, its annual maintenance costs were cheaper. He noted the data conversion and migration would be a challenge. He also reviewed the timeline for implementation with the Council.

Councilmember Phipps asked if the data migration would be done one piece at a time and would there be vendor support during the migration. Mr. Knapp responded Tyler would be assisting with the data conversion and training as well as be part of the first week of using the software live. Councilmember Phipps asked if staff was looking at purchasing any new hardware. Mr. Jackson responded the extra capacity and storage was purchased in 2017 in anticipation of migrating to a new software. Councilmember Phipps cautioned it was necessary to anticipate that there would be unexpected costs as the process moved forward. Mr. Knapp agreed and stated there were contingency funds built into the budget for the project.

Mayor Shepherd asked how the City would pay for the software. Mr. Knapp explained the General Fund would cover sixteen percent of the cost with the Enterprise Funds each contributing equally to the remaining balance.

There was a discussion about the need to purchase the software in the near future. Councilmember Phipps commented there were inherent savings through improved processes. Councilmember Young agreed and commented a failed software program could be a significant problem. The Council agreed there was a need to purchase the software sooner than later.

FINANCIAL UPDATE ON THE 2016/2017 FISCAL YEAR BUDGET

Rich Knapp, Finance Manager, updated the Council on the 2016/2017 fiscal year budget. He reviewed the net changes in revenue over expenditures. He reported revenues were coming in higher than budgeted.

Councilmember Bush asked if the transportation tax discrepancy had been resolved. Mr. Knapp reported the State Legislature acted and resolved the transportation tax issues. He stated he wasn't sure when the City would see the additional revenue from those actions.

Mr. Knapp also reviewed the CDRA budget. He stated ATK would not get its incentive for 2017 because it was previously overpaid. JJ Allen, Assistant City Manager, confirmed that information. He also added that ATK would only receive a partial incentive payment in 2018.

Mr. Knapp informed the Council that there would likely be a couple of amendments to the 2016/2017 budget. Eric Howes, Community Services Director, explained one of those amendments would be related to the tapping of the well at Mabey Pond to access additional water to keep the pond viable. He stated the funds needed to get the water to the pond would be paid from Park Impact Fees with the Council's approval. Councilmember Phipps asked what kind of impact to the water level would be seen. Mr. Howes responded the pond could be full within three days of tapping the well. Mayor Shepherd commented the pond was crucial to the City's redevelopment plans for the downtown area. The Council agreed.

Mr. Knapp reviewed national economic data with the Council. He also reviewed Utah's employment rate and the personal income growth rate.

Councilmember Bush asked if the savings from the energy performance project had been calculated. Mr. Knapp reported the costs were definitely lower to date but he was still reviewing the data for specifics.

Councilmember Bush asked what timeframe had been set to get the City's fund balance under the twenty-five percent allowed by law. Mr. Allen commented the intent was to spend that balance down in the 2017/2018 fiscal year budget.

The meeting adjourned at 8:02 p.m.

**APPROVED AND ADOPTED
This 13th day of June, 2017**

/s/Mark R. Shepherd, Mayor

ATTEST:

/s/Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, May 2, 2017.

/s/Nancy R. Dean, City Recorder