

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 P.M. WORK SESSION  
May 9, 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
	Greg Krusi	Police Chief
	Eric Howes	Community Services Director
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant
	Trevor Cahoon	Communications Coordinator
	Nancy Dean	City Recorder
	Wendy Page	Deputy Recorder

VISITORS: Kathryn Murray

Mayor Shepherd called the meeting to order at 6:00 p.m.

DISCUSSION ON THE 2017/2018 FISCAL YEAR TENTATIVE BUDGET

Rich Knapp, Finance Manager, informed the Council that the intent of the discussion was to present changes that had been made to the 2017/2018 fiscal year budget since the last discussion by the Council. He stated the final budget would be presented to the Council for consideration of approval at a public hearing scheduled for Tuesday, June 13, 2017. He presented the following changes:

- Increased allocation for the HAWK signal at 300 North for the trail crossing from \$36,000 to \$70,000.
- Reduced the allocation for health insurance.
- Added the allocation for a HAWK signal for the school crossing at 1000 East by Clearfield High School - \$70,000.
- Increased the allocation to Weber Basin Water for water by \$53,000.
- Added an allocation to Lexipol for updates to the Police Policy and Procedure Manual - \$420.
- No final numbers for CDBG allocation but it was expected to change by the final budget adoption.
- Increased the allocation for property and liability insurance by \$10,788.

- Added an allocation specific to a project for 500 West from Antelope to 2050 South in Syracuse - \$50,000.
- Added Mabey Pond Park Upgrade - \$250,000 from Park Impact Fees.
- Reduced the allocation for the Finance Software Project with a corresponding increase to the part-time IT staff budget to assist with implementation.
- Increased the allocation for the Customer Service Center Remodel Project by \$70,000 with the Enterprise Fund paying for most of the increase.
- Reduced the allocation for Human Resources office changes.
- Reduced the allocation for the Community Arts Center Electrical Upgrade Project.
- Added the allocation to build walls and a conference room in the relocated area for Community Services.
- Increased the allocation the Enterprise Fund was transferring to the General Fund for indirect costs of operation by \$12,507.

Councilmember Peterson asked for details about the expense on the 500 West project. JJ Allen, Assistant City Manager, explained Clearfield and Syracuse cities completed a joint application for a grant to complete the construction of 500 West. He stated one of the conditions of the grant was for the local entities to pay for the environmental study. He continued the study was the first step in the process for getting the road completed.

Councilmember Phipps expressed concern about the increases to travel costs in the budget. Councilmember Peterson commented the increase to travel had been her priority. She stated she wanted to give the City a way to be more competitive in the job market and give employees more opportunities for growth. Mayor Shepherd commented employees were improving their skills and becoming more valuable to the City through the training. Adam Lenhard, City Manager, explained the City had identified the need for highly motivated and trained employees in its Policy and Priorities. He reported each travel request was carefully vetted by department heads. He also stated the current proposal was the first budget since the recession where travel had been increased. Mr. Knapp added the largest increase to travel was accounted for in the Legislative budget and then Emergency Management training that would have offsetting revenue through a grant. Councilmember Phipps commented he was comfortable with training that was beneficial to employees and the City. Councilmember Bush agreed.

Councilmember Phipps also pointed out that the City should look at reducing its costs for books and magazines by looking for online availability.

Councilmember Phipps asked about the increases to fleet services. Mr. Knapp explained the increase was largely due to the fact that the current budget had intended to lease a portion of the City's fleet but that ended up not being a viable option so the increase appeared larger than anticipated. He acknowledged that there were also additional funds allocated to the City's fleet in the tentative budget. He stated the average age of a vehicle in the City's fleet was eleven years old. Mr. Lenhard commented even with the increase the City was likely behind on keeping its fleet current. He also stated one of the larger increases to the fleet budget included equipment for two additional police officers associated with the traffic division.

Councilmember Phipps asked if the City was receiving adequate value for its janitorial services. Eric Howes responded different companies had different strengths and weaknesses. He stated the current company was meeting the City's needs. He expressed a desire to bring the service in-house at some point because the City would have better control over the quality. Councilmember Phipps asked about the expenditure for janitorial supplies in the budget. Mr. Howes explained that expense was for paper products and garbage bags for all City facilities. He added the company providing the services supplied its own chemicals.

Councilmember Phipps expressed appreciation for staff efforts on getting the projected increase for medical insurance down since labor costs were a major part of the City's budget. Summer Palmer, Administrative Services Director, explained the City had solicited bids from other companies, adjusted its plan design, and adjusted its cost sharing equation with the employees to bring the costs down for the services. She informed the Council that open enrollment was quickly approaching and she was available to answer any questions that members of the Council might have. Councilmember Phipps commented it was important to analyze how to bring the best value while considering available funding. Councilmember Young suggested a fourteen percent increase annually was not sustainable. He continued it was important to review the plan annually.

Councilmember Phipps asked about the expense for Spillman software training. Mr. Knapp responded the City had looked at another supplier for the software need but Spillman currently remained the best option.

Councilmember Phipps expressed his opinion that establishing the City's budget was the most important task for members of the Council. He explained he took that responsibility seriously and wanted his constituents to know that the City was spending its tax dollars carefully and wisely.

Councilmember Peterson asked about the revenue associated with code enforcement. She expressed her belief that the purpose for code enforcement fines was to gain compliance. She expressed a desire to see a more measurable affect through properties looking better or increased revenue from fines. Mr. Knapp explained the expense in the code enforcement budget was the cost involved with the City's efforts to abate the nuisance. Councilmember Peterson commented that at some point the Council wanted to see a difference for its investment in the program. Councilmember Bush commented the duration of a code enforcement case was decided by the justice court judge. Councilmember Roper stated it would be good to track the analytic data on the number of cases and how they were resolved. Councilmember Bush expressed his opinion that it might take a few years before improvement was recognized. Councilmember Young agreed it would be nice to see what type of violations were occurring and how they were corrected. Councilmember Roper suggested the data would help the City identify trends and corrective action. Mr. Lenhard reported that staff had been discussing the same issues. He agreed the City was currently not seeing measurable results from its efforts. He suggested the City was working toward a firmer stand and shorter time frames to resolve the nuisance issues. Mr. Allen suggested the larger question was how to influence residents to take pride in their properties. Stuart Williams, City Attorney, reported staff had been working on drafting a solution by taking the enforcement from criminal prosecution to a civil action determined by an administrative

hearing officer. He explained that would be a policy decision for the Council at some point in the future.

#### UPDATE FROM WEBER BASIN WATER ON WATER RATE AND SERVICES

Tage Flint, Weber Basin Water Conservancy District General Manager, reviewed the District's service area with the Council. He informed the Council that the District delivered multiple water services such as municipal use, industrial use, pressured secondary use, agricultural use, and the replacement, as needed, of aging infrastructure. He reported the Wasatch Front experienced a heavier snowpack during the past winter after five years of drought and some of the reservoirs were being emptied to make way for the melting snowpack.

Mr. Flint indicated the population along the Wasatch Front was expected to double by 2060 with most of that growth occurring in Davis County. He stated areas that supported secondary water had greater demand for water resources. He explained the goal was to have the per capita use of secondary water down twenty-five percent by 2025 and down thirty-five percent by 2050. He reported the current progress toward the 2025 goal was approximately twenty percent. He stated it was imperative for the region to meet its conservation goals to meet future needs.

Mr. Flint indicated the District provided conservation programs free to any resident of Clearfield. He stated those programs included landscaping classes, the learning garden at the District's facility on the east end of State Route (SR) 193, garden fairs and community events, newsletters and other printed materials, as well as the metering of secondary systems throughout the region. He invited the Council to tour the District's facility to gain a better understanding of the system.

Mr. Flint reported secondary metering was moving forward and was required by all new construction. He stated the information being gathered from the metering was being shared with property owners. He continued the positive affect was property owners were responding and reducing their use of secondary water as much as fifty-three percent.

Mr. Flint stated future water needs would be met by optimizing the water supplies within the drainage by using Artificial Storage and Recovery (ASR), groundwater development, water reuse, well rehabilitation, cloud seeding and agricultural conversion. He explained future development would include preserving options for future demand such as Bear River dam sites and acquiring pipeline rights-of-way.

Mr. Flint informed the Council that the State Legislature passed a law requiring water districts the size of Weber Basin's to adopt a policy to assess, maintain, and replace qualified capital assets. He indicated the policy included a capital asset plan with established fees to fund the repair and replacement of the District's facilities and the establishment of new reserves and dedicated revenues to fund the program. He reported the result of adopting the policy was fee increases to users. He reviewed how the fee increases would affect Clearfield City.

M&I Rates	
2018	2-7% increase for O&M 1-3% increase for CARR
2019	1-3% increase for O&M 3-6% rate increase CARR

Councilmember Bush asked if the fee increase for the City would remain at approximately six percent annually. Mr. Flint responded it should stay right around the six percent. He also indicated the District would not replace infrastructure that didn't need it, but there were several things that had reached their life and needed to be replaced. Councilmember Bush asked how often dams were inspected. Mr. Flint indicated the dams were inspected annually.

Adam Lenhard, City Manager, reported the fee increases were affecting the budget. He said budget numbers had been modified based on the new fee information provided by Weber Basin.

**Councilmember Bush moved to adjourn the work session and reconvene in a City Council policy session at 7:01 p.m., seconded by Councilmember Peterson. All voting AYE.**

The Council reconvened in work session at 7:43 p.m.

DISCUSSION ON THE NATIONAL LEAGUE OF CITIES MEETINGS

Mayor Shepherd advised the Council of the upcoming National League of Cities meeting that would be held in Charlotte, North Carolina. The Council determined Councilmember Bush should attend the meeting with Mayor Shepherd the week of November 14-18, 2017. Mayor Shepherd requested that a discussion about the Utah League of Cities and Towns meetings be added to the agenda for Tuesday, May 23, 2017.

DISCUSSION ON THE 2017 UTAH CRIME VICTIMS CONFERENCE

Councilmember Peterson stated she attended the 2017 Utah Crime Victims Conference with Teresa Allen, Brie Brass, and two police officers. She reported on the training she received while at the conference. She explained one of the classes addressed domestic violence and its impact on the victims. She suggested the police put policy in place that more fully protected the victim and prosecuted the abuser. She attended a class on mass casualty which stressed a need to address the role of victims and advocates in Emergency Operations Plans. She also attended a class that addressed the need to recognize police officers as victims because of the traumatic events they witnessed while in the field. She expressed concern that police officer suicides had most recently quadrupled. She provided information on possible resources to benefit the City's officers. She asked that policy be reviewed for assisting officers who responded to traumatic events. She expressed appreciation for the opportunity to attend the training.

There being no further business to come before the Council, **Councilmember Bush moved to adjourn 8:05 p.m., seconded by Councilmember Peterson. All voting AYE.**

**APPROVED AND ADOPTED**  
**This 13<sup>th</sup> 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 9, 2017.

/s/Nancy R. Dean, City Recorder