



# 2015 Annual Administrative Report

## Clearfield City Corporation

Prepared by:

Adam Lenhard, City Manager  
JJ Allen, Assistant City Manager  
Summer Palmer, Administrative Services Director  
Eric Howes, Community Services Director  
Greg Krusi, Police Chief  
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**TO:** Honorable Mayor Shepherd and City Council  
**FROM:** Adam Lenhard, City Manager  
**DATE:** January 29, 2016  
**SUBJECT:** 2015 Annual Administrative Report

In accordance with Clearfield City Code 1-7A-3(F), I am pleased to present the Annual Report on administrative activities for 2015. It has been an eventful and successful year by all counts and I am proud of the things we've accomplished together. This Report details the significant activities of each Department.

### *NOTABLE EVENTS AND HIGHLIGHTS*

The first major event of the year was our third annual New Year Kickoff Meeting, during which staff and the Council identified their goals and priorities for 2015 in the areas of projects, programs, personnel, operations, and management analysis and reporting. This meeting served as the starting point for the fiscal year 2015-2016 budget and helped us identify the goals we would be working on collectively throughout the year. The items we identified would become known later in the year as the "Comprehensive Action Plan," or CAP, which is now part of our Strategic Plan.

We employed approximately 320 people this year, 97 of whom are full-time. Health care costs and contributions to the Utah Retirement System were relatively unchanged from the previous year. Total employee headcount remained unchanged this year, though we continued to see turnover across all departments. An improved economy and low unemployment has impacted recruiting, particularly in public safety. A 2% merit increase was implemented in December based on employees' annual evaluations and made retroactive to the beginning of the fiscal year.

There were several significant personnel changes in 2015. A new Finance Manager position was created and filled by Rich Knapp, who had been serving as Administrative Services Director. By allowing him to focus full-time on finance and budget, we have addressed some of the challenges caused by the departure of other finance staff. Summer Palmer was appointed to serve as the new Administrative Services Director while maintaining her responsibilities over human resources.

The legal division saw a number of personnel changes this year. Bonnie Bippes, long time Administrative Assistant, retired in the spring and her position was subsequently reorganized in order to bring prosecution services in-house and hire an assistant city attorney. That position was filled by Jacob Fordham, who came to us from Bluffdale. Brian Brower, City Attorney for the past eight years, was appointed to replace Judge John Sandberg in the Clearfield Justice Court in October. The new City Attorney is Stuart Williams, who previously worked for West Valley and West Jordan.

Other new full-time employees include Nate Reivas, Garrett Rollheiser, Daniel Ross, and Nick Matson in Public Works; Spencer Brimley as Development Services Manager; Cierra Mullens, Devon Anderson, Drake Hamm, and Brooklyn Carlson in Public Safety; and Elizabeth Dean, Shasta Tyteca, and David Taylor in Community Services. The Parks and Open Space / Cemetery Divisions were combined and Adam Favero was hired as the new Division Manager. We are fortunate to have so many great employees!

Little progress was made on Clearfield Station despite the entitlements being completed in 2014. However, several new projects—including Sandridge across the street from City Hall and Ironwood Apartments off SR 193—were entitled this year and are moving forward. AAA moved into the remaining space at 888 University Blvd and brought over 600 full time jobs to Clearfield. Orbital ATK and Lifetime Products continue to expand and have significant success in their operations. Falcon Hill at Hill Air Force Base continues to grow with a new office building and the first retail phase now complete. Clearfield has its first Starbucks!

The FY2015 audit was performed by Ulrich and Associates. The Comprehensive Annual Financial report (CAFR) came back clean with no major findings. We intend to submit the official budget document to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Presentation Award.

Early in the year we made an administrative change to our investment policies and moved some of our money out of the PTIF. Zions managed it for us and we nearly doubled our returns over the PTIF. We also refinanced our sales tax bond for the aquatic center and expect to save over \$600,000 in interest over the life of the loan. We met with Standard and Poors in August and they reaffirmed our AA- rating on the bond.

We intensified our efforts once again to be more involved with the Legislature this year. We have strengthened our relationships with the League of Cities and Towns and are taking a more active role with them. Staff served on numerous committees throughout the session and participated in many meetings. JJ Allen is currently serving as President of the Utah City Managers Association and Summer Palmer serves as President of the Utah Society of Human Resource Management.

The Council repeated its neighborhood open houses this year. This allowed for valuable face time with residents who might not otherwise be inclined to attend a formal council meeting. Staff helped through the preparation of various exhibits and educational materials on community issues. We would like to see increased resident participation in these meetings.

The City's 4<sup>th</sup> of July Celebration was once again a huge, well-attended success, capped by an amazing fireworks show. The celebration was carried out over three days and the main acts included Charley Jenkins and Codi Jordan. City officials were also involved in the annual Take Pride in Clearfield Day in April and Night Out Against Crime in August.

The old Youth Resource Center was demolished as part of the renovation of Mabey Pond. Aerators were added to improve water quality and the entire area underwent major cleanup. The first phase of the Parks and Public Works Shops is underway, and phase one of the SR 193

landscaping project was completed. Public Works completed several notable street projects including 550 E 400 W (CDBG), and 400 E UDOT also rehabilitated the 300 N overpass and ownership of the structure was transferred to the City.

Numerous upgrades were made throughout the year to the City's networking and communications infrastructure. The Safety Committee was reestablished and conducted monthly trainings for each department. The City also instituted an opt-out residential recycling program as part of our contract with Waste Management.

The end of the year marked the expiration of terms for Councilmembers Ron Jones and Mike LeBaron. They were replaced by Vern Phipps, who previously served on the City Council, and Nike Peterson, who was serving as Chair of the Planning Commission at the time of the election. Councilmember Kent Bush was reelected to a second term on the Council.

Many other projects are outlined in this Report. It has been an honor to serve another year as Clearfield's City Manager. I believe in continuous improvement, and I am confident that we are positioning ourselves to be a leading community for years to come. The economy has rebounded significantly since the recession, but it continues to present its share of challenges. As always, we remain committed to operating as efficiently as possible and working hard to come out on top. Our employees are fantastic. I am very optimistic about the future of this organization and the Clearfield community.

The upcoming year presents many opportunities, including the ongoing update to our strategic plan and the development of long-range capital plans, Phase 1 construction of the Parks and Public Works Shops, the General Plan update, gateway signage construction, development of the PARAT tax master plan, the energy efficiency audit, and many others. We are also hopeful that this will be the year that we see a breakthrough in new development downtown and at Clearfield Station.

I cannot speak highly enough of our employees, who are hardworking and committed to the wellbeing of the community. They have earned my trust and respect. I also appreciate the relationship between staff and the Council. I believe that progress requires trust and respect, and our success is due in large part to our ability to work well together. Thank you for your vision and direction. The community benefits greatly from your service on the Council. I look forward to continuing our journey together as we move forward in pursuit of our goals and the betterment of Clearfield.

Respectfully,



Adam M. Lenhard  
Clearfield City Manager

## Annual Report on Economic Development, Building, Development Services, Justice Court, and PR/Marketing

JJ Allen, Assistant City Manager

### Economic Development

#### Downtown Redevelopment

One of the most significant accomplishments in 2015 was the approval of Sandridge Luxury Apartments across the street from City Hall. The project consists of the demolition of the old Taco Time and Clearfield Auto Parts buildings, and the construction of a 4-story apartment building (122 units) with underground parking. The building will also have 4,500 square feet of commercial space on the ground floor.



This project will be a catalyst for the revitalization of Clearfield’s downtown and is expected to break ground in spring 2016. A post-performance tax increment incentive was approved by the Community Development and Renewal Agency (CDRA) to help make the project possible. The CDRA had acquired most of the property needed for the project, and the sale of those parcels to the developer, along with the vacation of some right-of-way, was completed in 2015.

Another step toward downtown redevelopment was the acquisition of the Baker Building at 75 North Main Street. This small, dilapidated building, without really any land other than the footprint of the building, has been an eyesore and a complication for some time. Funds are budgeted in FY16 for the demolition of the building.

Applications for the Downtown Clearfield Façade and Site Improvement Program were considered in early 2015, and two grants were awarded—one to Radon Be Gone for site

improvements, and the other to the gas station / convenience store at 310 North Main for a complete overhaul of that site. The Radon Be Gone project is in limbo, but 310 North Main is in progress. The old Roadrunner Transmission building has been demolished, and a new convenience store is under construction. When that building is complete, the current convenience store will be demolished. This project will significantly improve a key intersection at the north end of town.

### Clearfield Station

Clearfield Station was expected to be under construction by mid-2015. Unfortunately, the project hit some financial snags, and has stalled out. At this point, it looks possible that the project may not move forward as designed and/or with UTA's current developer. The picture should clear up in 2016, but the interlocal agreements for the Clearfield Station CDA, as well as the Tax Increment Participation Agreement with the developer, call for the first tranche of the CDA to be triggered by March 2017.



### Business Attraction and Expansion

AAA occupied the south wing of the large office building at 888 South 2000 East in 2015. From this new customer service center, AAA sells insurance and provides travel and roadside



assistance and other services to its members. With Exeter Finance in the north wing (since 2014), the building is fully leased. Both companies have been quickly growing their staff, and the parking expansion south of the building (on City and CDRA land leased to the building owner) was installed just in time.

Clearfield's manufacturing businesses continue to do well, expanding their operations. Orbital ATK is about to expand into a couple more buildings in the Freeport Center, and they'll be asking for an amendment to the EDA project area boundaries so that they can benefit from their investment in those buildings. Also, Freeport Center Associates reports that they are close to a deal for the development of their "north property," fronting on SR-193. We expect to see movement on that in 2016.



Efforts to attract retail development to Legend Hills have not yet borne fruit, but it's only a matter of time before the area starts developing.

## Community Development

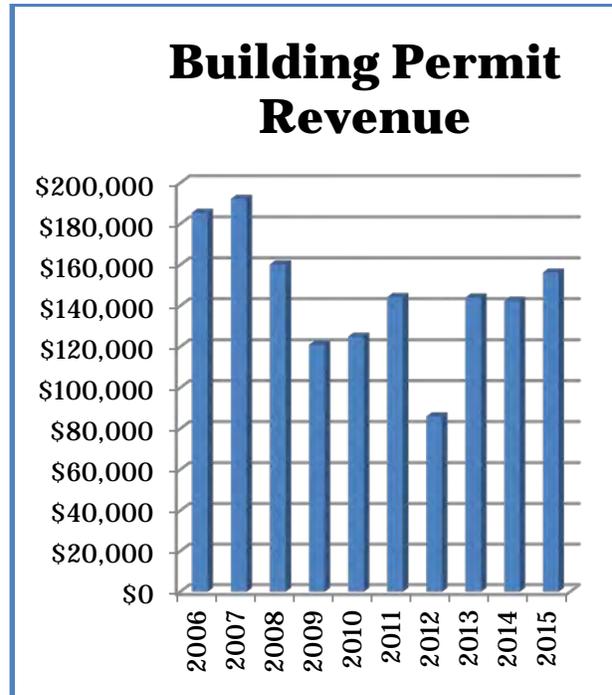
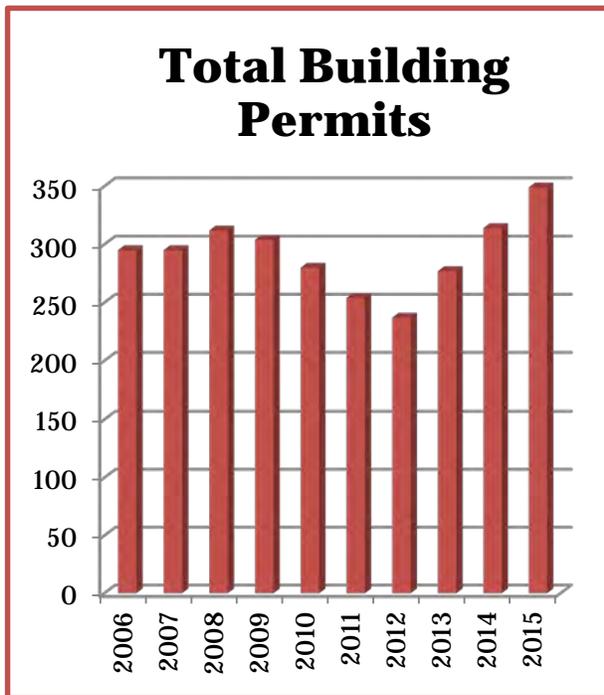
The Community Development Office is comprised of the following functions: Building, Planning and Zoning, Business Licensing, and CDBG.

### Building

In 2015, the City issued 349 building permits bringing in more than \$156,000. As shown in the charts below, this represents a third consecutive annual increase in permit activity, and exceeds the number of permits issued in the "boom" years. The permit revenue (which is dependent on the type and value of the construction) is the most since 2008.

The Building Official reviews plans and inspects construction to ensure compliance with building codes. The City's Permit Technician works closely with the Building Official, but reports to the Development Services Manager.

Of the 349 permits in 2015, 41 were for new single-family homes and four were for new commercial buildings. Twenty five permits were for remodels (13 commercial and 12 residential).



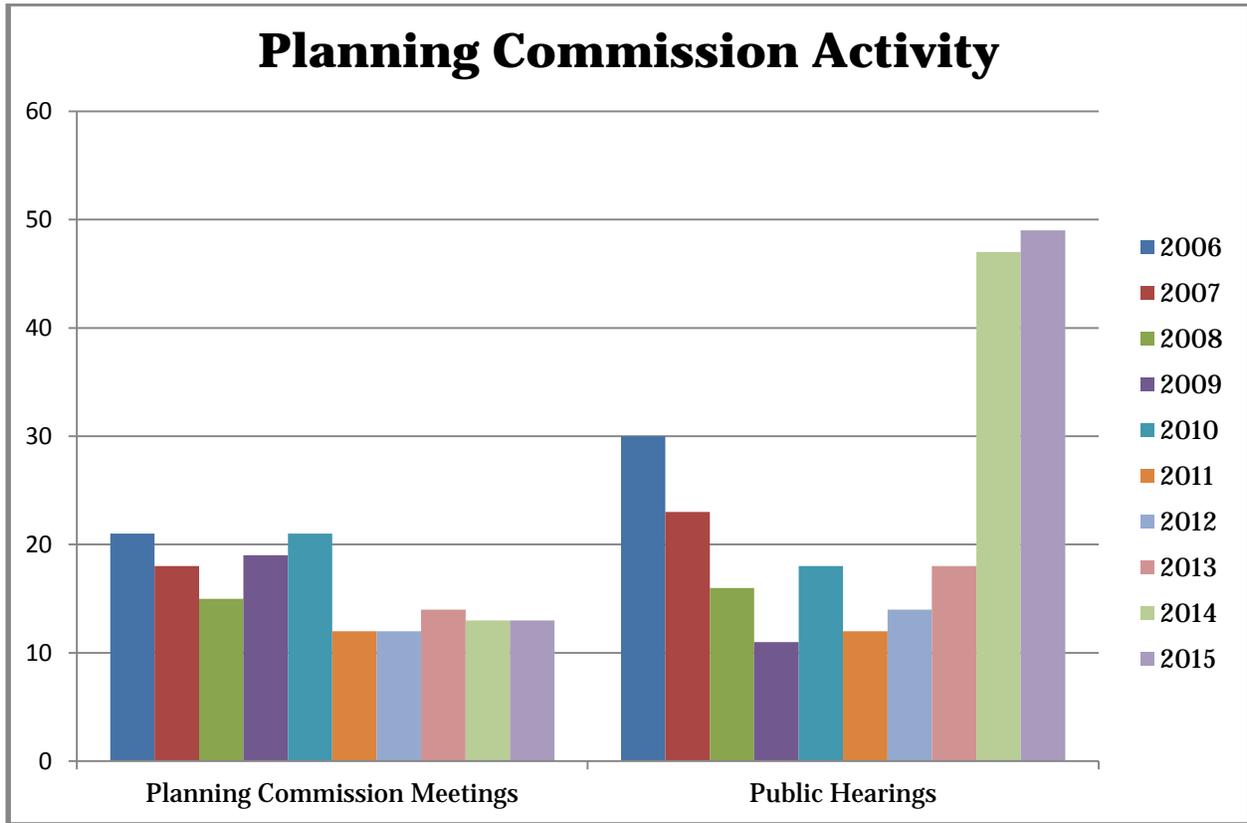
## Planning and Zoning

In 2015, the Clearfield Planning Commission held 13 meetings and conducted 49 public hearings (see page 9). The number of meetings represents 12 regularly scheduled monthly meetings and one special meeting in April for training. Through 2010, the Planning Commission had been scheduling two meetings per month (some would be cancelled), but since 2011 the Commission has been meeting once a month on the first Wednesday.

The increase in public hearings shown in the chart is representative of the general trend in Clearfield's land use activity. Similar trends exist for conditional use permits, plats, rezones, and site plans. In many respects, we are as busy now as we were during the boom years of the mid-2000s.

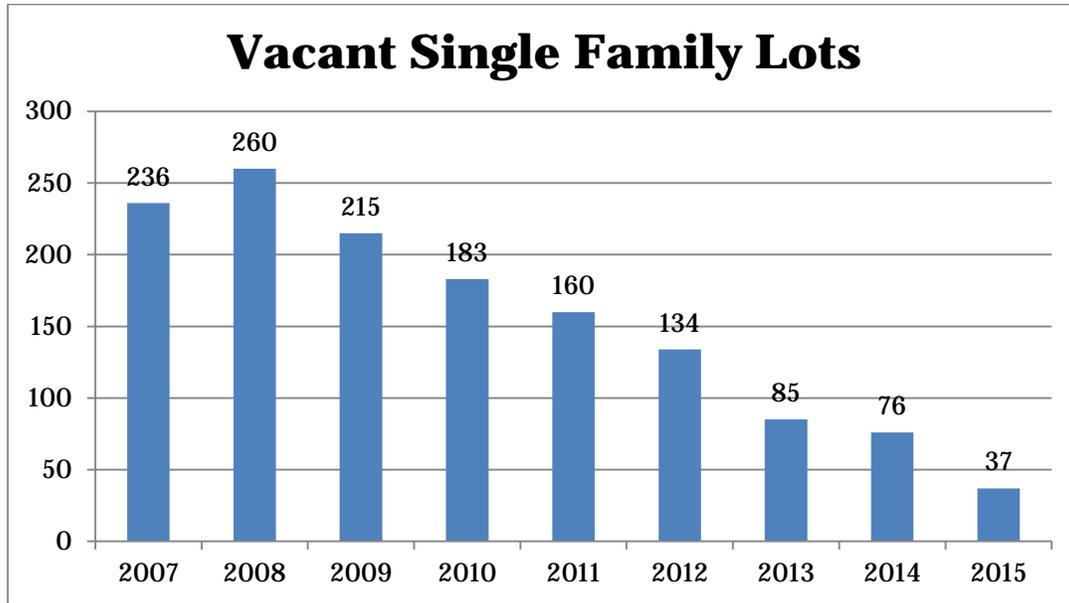
In these meetings, the Planning Commission considered the following items:

- 14 Conditional Use Permits
- 8 Preliminary Plats and 7 Final Plats
- 9 Re-zonings
- 2 General Plan Amendments
- 5 Title 11 Amendments



In addition to the Planning Commission actions, staff issued five Zoning Determination and Verification letters. There were 36 sign permits processed in 2015. There were no new single-family subdivisions approved in 2015, but University Ridge, a twin-home project on the east side of the City, did gain approval. Other preliminary and final plats considered were multi-family considerations regarding the consolidation of lots (Sandridge, West Square, and Wilcox Farms).

There were 41 new single-family home permits issued in 2015, leaving only 37 vacant single-family lots in our “inventory.” These lots are found in Clifford Park, Park Village, and Jon’s Park Subdivisions. There are six lots in Clifford Park that are owned by Davis School District, and they have been included in the total number of vacant lots.



### Community Development Block Grant Program (CDBG)

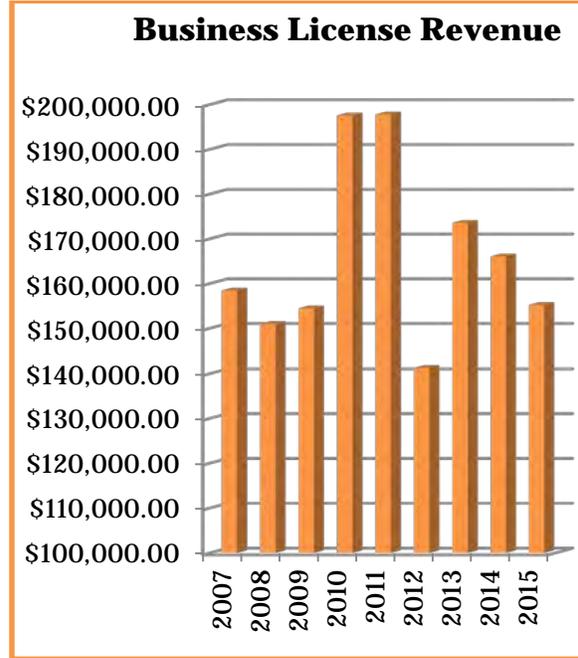
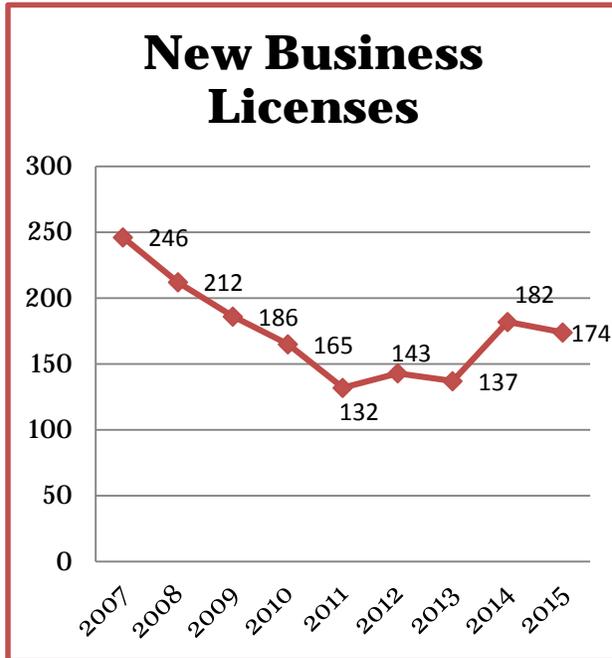
Through the CDBG Program, the City provides funding for several important projects and programs. The chart below summarizes the 2015-16 Program Year (commenced July 1, 2015).

<b>Project Description</b>		
Infrastructure Projects	\$161,289	Infrastructure upgrades
Administrative Costs	\$20,000	Wages for City employees who work on CDBG projects
Davis Community Learning Center	\$19,229	Wages for Davis Community Learning Center employee
Family Connection Center	\$7,854	Wages for Food Bank employees
Safe Harbor	\$4,909	Funds to assist with the Domestic Violence Shelter
<b>Total</b>	<b>\$213,281</b>	

The distribution of CDBG funding has remained relatively constant for the past several years. Clearfield has historically used the majority of its CDBG funds for infrastructure projects within income-qualifying neighborhoods, and the remainder is given to qualifying non-profit organizations at the HUD allowed maximum of 15% of the total funds. Administration allocations vary by year, depending on the number of hours staff spends managing the program. In 2015, a new Five-Year Consolidated Plan and accompanying Analysis of Impediments to Fair Housing were completed.

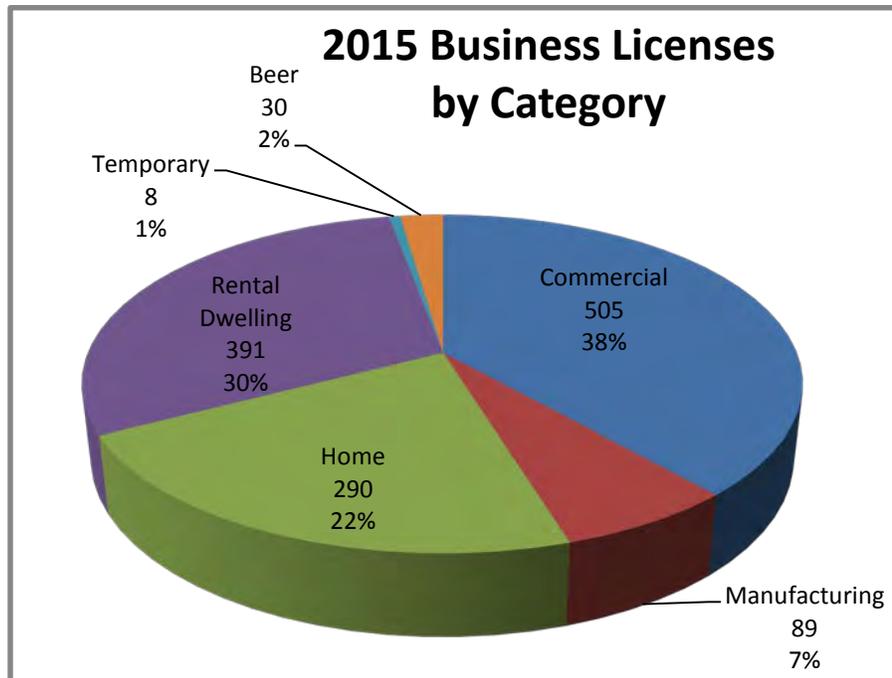
**Business Licensing**

The number of business licenses issued in 2015 was 1,313—nearly identical to 2014. As you’d expect, most business licenses issued each year are renewals. Of the total, 174 were new businesses.



Clearfield City issues commercial business licenses, home occupations, and rental dwelling unit licenses. Total revenue to the City from business licenses was \$155,189—the second consecutive annual decline. Revenues are broken out between rental dwelling licenses and business licenses with approximately 31% of the total revenue being brought in by rental dwelling licenses.

The pie chart to the right shows the proportional mix of Clearfield business licenses by category. Half of the total



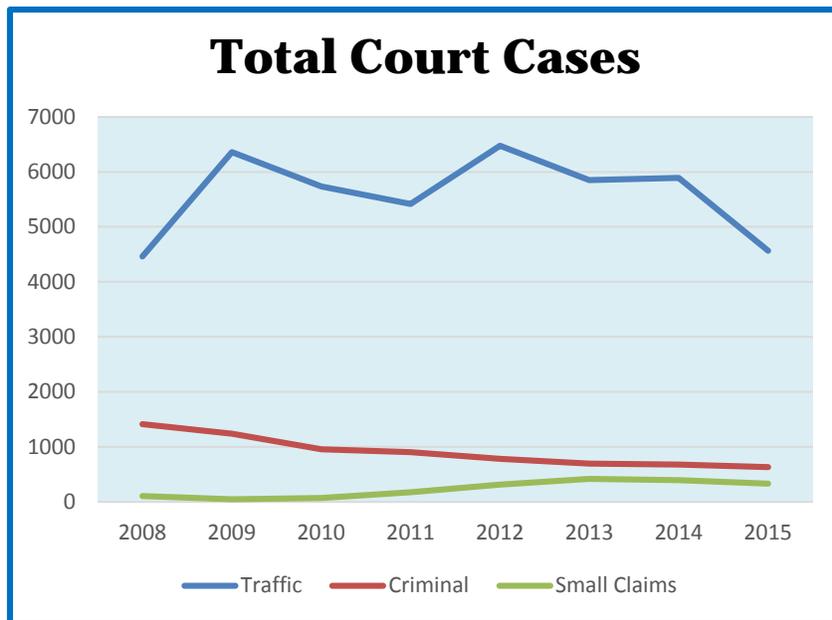
licenses issued are for rental dwellings or home-based businesses.

Another important component of our business license activities is our Good Landlord Program. As of the end of the year, 296 out of 391 landlords were participating in the Good Landlord Program (76%). In terms of numbers of rental units, 96% participate in the program (3,205 out of 3,335 rental units), evidence that our larger apartment complexes are more likely to participate in the Good Landlord Program than owners of single rental units.

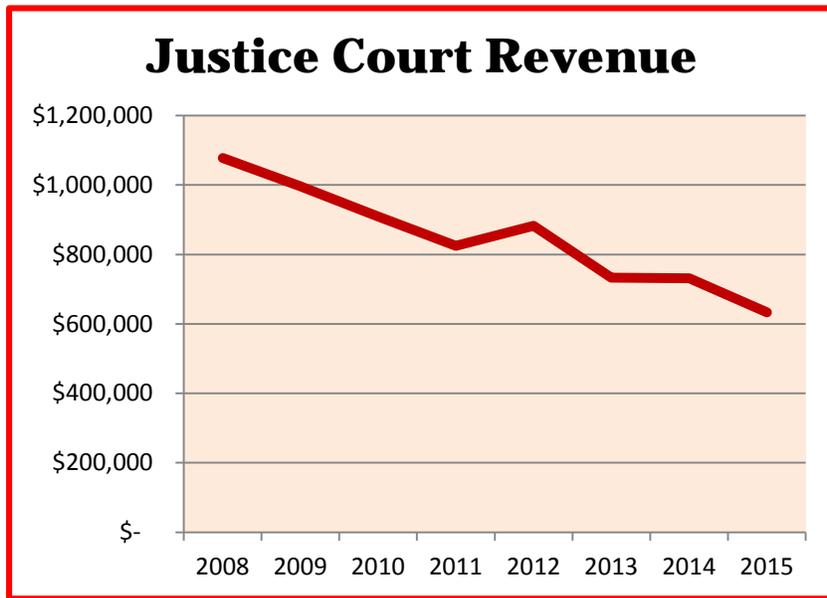
### Justice Court

Judge John L. Sandberg continued to preside over the Clearfield Justice Court until June 30, 2015, when he retired after more than 37 years on the bench. After several months of temporary judges, Judge Brian E. Brower, Clearfield’s former City Attorney, was sworn in as the new Clearfield Justice Court Judge in October 2015. Other court staff includes the Court Administrator, two full-time Court Clerk II positions and two part-time Court Clerk I positions.

Over the course of the year 4,566 traffic cases, 635 criminal cases, and 334 small claims cases were filed in the court. The following chart reflects how these numbers compare to previous years. Traffic cases have had peaks and valleys (currently a valley), usually associated with staffing issues in the Police Department. Criminal cases have been declining steadily since at least 2008, and small claims have increased due to a change in the court system, sending more small claims to justice courts instead of to district courts.



For the 2015 calendar year, the Clearfield Justice Court retained approximately \$633,000 in revenue for the City’s General Fund. This is still a significant piece of the City’s total revenue, but has been declining for several years.



The Clearfield Justice Court completed its first phase of becoming “less-paper” (i.e. not quite truly paperless) during 2015. All incoming documents are scanned and attached electronically to case files, eliminating the need for physical files. In October 2015, the Court’s database software, CORIS, implemented electronic filing of minutes and orders, with other electronic filing availability coming in 2016. The warrant service process was also reviewed and new processes were implemented, reducing the cost and delay of warrant service.

### PR/Marketing

The PR/Marketing Division consists of two part-time employees who handle a variety of responsibilities.

### Events

For the 2015 4<sup>th</sup> of July Celebration we scheduled three days of events, with a majority of them starting after 6:00 p.m. Kicking off the three days was a pool party held at the Clearfield Aquatic & Fitness Center, including a dodge ball tournament, live DJ on the pool deck, swimming, and a watermelon drop. The next night we held an Urban Jam Night at Fisher Park featuring “We’ve Got Talent” semi-finals, vendor booths and local reggae musicians The Codi Jordan Band. The Air Force Association/Wounded Airman Program used the event as a fundraiser for their organization.

As is tradition, the morning celebration included the Freedom 5K Run and hometown parade. The festival at Fisher Park included various vendors, food trucks, the “We’ve Got Talent” finals, and a returning performance by country singer Charley Jenkins. The evening ended with the

popular 30 minute fireworks show and a free movie night in the park with a throwback showing of the classic flick “Jurassic Park.”



2015 was a big year for the Clearfield Aquatic Center – they celebrated their 10<sup>th</sup> anniversary on June 5<sup>th</sup> with a well-attended party. They also began the re-branding process, changing their name and logo to better reflect their services – the Clearfield Aquatic & Fitness Center.

For a second year the Clearfield Aquatic & Fitness Center held their highly successful Health Fair/Membership Sale in January, promoted by PR/Marketing through print and social media.

Other City events/programs promoted include the City Council Open Houses, voting in the November election, the City’s new Clearfield Recycles program, Coffee with a Cop, Community Band concerts, the annual Storytelling Festival, Sweat with Your Sweetheart Mini-Triathlon, 3-on-3 Youth Basketball tournament, Easter Egg Hunt and Dive, Community Theater productions, Community Arts programs, Boo-nanza Halloween Spooktacular, Safety Fair, Santa’s Workshop, aquatic programs and swimming lessons, and most adult and youth recreation programs.

## Website

The PR/Marketing division continues to serve as the content administrators for the city website. PR/Marketing is the main contact with vendor Civic Live/Intrafinity. On a daily basis, PR/Marketing makes content updates and/or improvements to the website.



## Intranet

With the new website up and running, the Intranet Committee was created in 2015 to design and launch a new and improved employee intranet. An outside contractor was hired to build and design the site, mirroring that of the City’s website. The committee is working with the department heads to categorize then create and place the content.

## Employee Newsletter

The Employee Newsletter continues to be one of the most useful resources to relay information to our City Staff. The PR/Marketing Division distributes the newsletter on a monthly basis via

City email, but it will be placed on the intranet once that resource becomes available (making the newsletter accessible by all employees, even those without City email). The information in the employee newsletter is valuable and includes human resources reminders and policy and procedures information, the City Manager message, an employee spotlight (or two), wellness tips, employee photos and monthly birthdays, employee promotions and new hires, and more.

### Local First



PR/Marketing rolled out the Local First Utah program this year to our locally owned and operated Clearfield businesses. The year began with a photo shoot with eight business owners, featured in the Clearfield version of the Local First brochure. We held quarterly workshops and invited the businesses to attend. The first two workshops were held at City Hall, and the last two at Lucky Slice Pizza and Burrito Grande.

A mass mailing was sent in July inviting about 750 business owners to register their business with the Local First directory, as the City’s website is linked to this directory. PR/Marketing has also been sending bulk emails, including the City’s e-newsletter to businesses to keep them “in the know,” as well as personal visits. There are currently about 40 businesses registered on the directory, and we continue to feature Local First businesses in the City’s e-newsletter. In conjunction with Local First’s *Shift Your Spending* holiday campaign, a holiday coupon mailer was sent in the December utility bill, with information and coupons from twelve Clearfield businesses. This was offered free to participating businesses. The Local First program has been promoted on the City’s social media platforms, as well. We will continue to support this program in 2016, and will possibly do another coupon mailing in July in conjunction with Local First’s “Independents Week” campaign.

### Community Services Activity Guide

Due to changes in the traditional avenues of distributing Community Services flyers and program information (for recreation, aquatic center and arts), the *Activity Guide*, an e-magazine, was born. This tri-annual guide is available in hard copy, on the city website, via the City’s social media channels, and through direct email. The *Guide* provides one convenient and attractive document (28-30 pages long) to view City facility descriptions (the Aquatic & Fitness Center, the City’s parks and trails), as well as program and event start dates, details, registration deadlines and reminders.

### E-newsletter and Beyond

Building a database for our electronic City newsletter (the “e-newsletter”) has afforded us an additional method of timely communication with our residents. In addition to the e-newsletter, we’ve been able to send bulk emails throughout the year urging residents to vote by mail, attend

the City's Fourth of July events, Meet the Candidates Night and City Council Open Houses, take a Community Development customer satisfaction survey, read the latest *Activity Guide*, and more. We switched from using iContact to MailChimp in October to afford us better design flexibility – especially for mobile devices.

## **Videography and Social Media**

Today's content consumer is increasingly visual – we process visuals faster (60,000 times faster in the brain than text), so videos and graphics have become an integral part of the City's social media efforts in an attempt to attract and engage followers.

In 2015, the PR/Marketing division continued to hone their skills of creating city videos for posting on the website and social media. Three videos were produced in 2015: the Fourth of July, Clearfield University, and Clearfield Recycles. PR/Marketing is continually striving to keep up with the ever-changing social media platforms, providing relevant content to our residents and followers.

## **Annual Report on Administrative Services, Finance, Human Resources, Information Technology & Utility Billing**

Summer Palmer, Administrative Services Director

The Department of Administrative Services consists of the divisions of Finance, Human Resources, Information Technology and Utility Billing. A primary objective of this department is to support programs and services that other departments provide to the residents of the community.

### **Department Overview**

The department has maintained a staff of nine full-time employees, with some part-time help in IT and Utilities. In March our Accountant/Budget Analyst, Jessica Hardy, left the organization. She took with her valuable institutional knowledge that has been difficult to replace. We were fortunate enough to be able to minimize the recruitment time for the position by filling it internally with Lee Naylor, who has worked for the City for ten years and recently graduated with a degree in Accounting. The Finance Division has invested a great deal of time in training and coaching, and we look forward to Lee getting up to speed and taking full ownership of the responsibilities of the Accountant/Budget Analyst position. The Finance Division also utilized a management intern during the summer months, who worked on many projects and was instrumental in getting the Sewer Back-up Assistance Program prepared for Council approval.

Information Technologies reduced headcount from two full-time employees to one full-time and two part-time intern positions this year. We had three interns take advantage of the new internship program: JR Winn, Chris Scott, and Mason Stenquist. It has been a good experience to bring in interns with various skills sets and provide them public sector experience; however, it is clear that IT may need more help than interns are able to provide. We will continue to assess the needs of the organization and may search for a permanent part-time position, or even a full-time position.

### **Finance**

The Division of Finance manages the budget. The fiscal year 2015 (FY15) total budget was just under \$31 million and the approved FY16 budget just under \$32 million. The City submitted the FY16 budget document to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Presentation Award. We have received this award for eight years in a row. Approximately 7,200 purchase orders and 6,600 accounts payable checks are processed every year by the Finance Division.

The Division of Finance coordinated with an outside independent auditor to complete the FY15 audit. The audit resulted in an unqualified, or clean, opinion. This is great news and reflects well on the entire City. The Division of Finance submitted the 2015 Consolidated Annual Financial Report (the "CAFR") to GFOA for the Certificate of Achievement for Excellence in Financial Reporting award and was awarded this achievement in July 2015. The Certificate of

Achievement is the highest form of recognition in the area of governmental accounting and financial reporting. The City has received this award 15 out of the last 17 years. The Division has received the GFOA Outstanding Achievement in Popular Annual Financial Reporting for FY12, FY13 & FY14.

In 2015 the Aquatic Center Sales Tax Bonds were refinanced, which will save the City over \$817k in interest for the remaining twelve years of the bond. Added to 2014's \$98k per year savings from the General Obligation (GO) bond refunding, the total yearly reduction in interest payments is now \$170,000 per year, or \$1.4 million total, over the life of the loans.

In 2015, Finance looked into desktop deposit of checks, but there was not enough efficiency to make it worthwhile. Chip-enabled cards became a new credit card standard and finance worked to ensure the City was in compliance.

In 2015 new revenue sources were added to improve City services and achieve long term sustainability. In April 2015, the City started collecting a local option sales tax, PARAT. This will bring in about \$180,000 per year for parks, arts, recreation, aquatics, and trails. The Council also went through a truth in taxation process to hold the property tax rate the same as last year, increasing revenue by \$220,000. Beginning in April 2015, the City began investing with Zions Capital Advisors instead of solely using the State investment pool. The rate of return has maintained at least double the amount of the State pool and has resulted in a yearly projected additional amount of \$102,000.

## Utility Billing

Utility Administration manages the utility accounts for the City and also acts as cashiers. At the end of FY15 the City had 5,836 residential accounts, 560 commercial accounts and 289 multi-unit accounts for 6,697 total accounts. On a monthly basis this Division organizes meter reads and prepares and issues bills to each of these account holders. In addition, it collects and receipts all billings due to the City—in excess of \$15,000,000 in 2015.

In 2015 the City solicited proposals for garbage and recycling collection. Waste Management was awarded a five-year contract and the price to the City was reduced to 2013 levels. As a result the City was able to cut the first can rate to our customers by \$0.50. The City also implemented curbside single stream recycling in September. The participation rate at year end was about 65% of eligible accounts. Recycling will prolong the use of the landfill and delay a massive and inevitable cost increase associated with transferring the waste elsewhere. The City also began a rate study for water, sewer, and storm drainage to determine appropriate rates for the future.

## Information Technology

The Division of Information Technology manages all of the City's computing technology, such as networking, hardware, software, internet and phone services. In late 2014 we hired Terrence Jackson as our new IT Manager. One of his main focuses has been to improve the stability and usability of all our systems. Clearfield City Information Technology currently manages:

- 52 Servers
  - 7 Physical Servers including the Virtual hosts
  - 45 Virtual Servers
- 251 Phones
  - 151 desk phones throughout the city
  - 100 current lines with Verizon (laptops/tablets and phones)
- 143 laptops and desktops

This year, despite multiple staffing changes, IT was able to move forward and complete a number of vital projects.

The IT Division dedicated a lot of time this year to upgrading the technology in our Police Department. The Spillman server was upgraded to the latest version and a subsequent software upgrade is scheduled for the beginning of FY17. In addition, we replaced over 40 laptops for our officers and Police Department staff. We also migrated to a new storage solution that gives us the stability and the space necessary to hold the police video that we are generating. We also implemented a new VPN (Virtual Private Network) solution that gives us better security and compliance with BCI.

Another large project was the replacement of our point-to-point wireless for the City Building, Public Works, and the Aquatic and Fitness Center. This should improve the reliability and use of the system citywide. We also assisted the Community Services Department in the move from E-Trak to their new RecPro software.

Our phone system was also upgraded to be able to support Windows 8 and 10. This also fixed several bugs that were known in the software and got us ready to move to a new phone connection.

This year we also decommissioned several Windows 2003 servers and installed new physical servers. This allows for better support in our applications and virtual servers. We are now able to give the virtual servers the needed hardware to make them run correctly.

At the end of the year we were also wrapping up implementation of new WiFi and audio and video streaming in the Council Chambers.

Despite Geographic Information Systems (GIS) being moved to a limited, part-time function, much progress was made to keep the system updated. Of note are the following completed projects:

- Mapped and verified most of the water and sewer lines
- Added most of the storm water system to our maps
- Added several map layers to the internet for use by the public
- Verified and updated General Plan Future Land Use Map

## Human Resources

Human Resources oversees and directs all of the personnel activities for the City including recruiting and selections, performance management, compensation and benefits, coaching and training, employee engagements, organizational development, policy administration and legal compliance.

### 2015 HR Numbers

\$6,923,464	Total payroll dollars paid to employees
\$1,056,600	Medical, dental and vision premiums paid by the city
97	Current full-time employees
223	Current part time employees
573	Performance reviews processed and approved
16,302	Hits to the employment page of the website
794	Applications processed
68	Positions opens
116	Offers made to prospective employees
110	New Hires brought onboard (17 full-time and 93 part-time)
99	Terminations processed (19 full-time and 80 part-time)
24	Worker's compensation, auto accident and property damage claims filed

### Turnover Rate

Every month we record our turnover rate for the full-time employees each department. We calculate the turnover rate by dividing the total number of employees at the end of the month. At the end of the year we calculated a total annual turnover rate of 20% as shown below. These departures represent employees who have left the organization for various reasons. These reasons include retirement and resignation (voluntary terminations), as well as those who left at our request (involuntary termination). They can also be categorized as healthy or unhealthy turnover. Ultimately these numbers provide perspective as we review them to assess what we can do to decrease any unwanted, unhealthy turnover moving into the next year.

2015	Community Services			Public Works			Community Development			Police			Administrative Services			Executive			City		
	Total Number of Employees	Termed Employee	Rate	Total Number of Employees	Termed Employee	Rate	Total Number of Employees	Termed Employee	Rate	Total Number of Employees	Termed Employee	Rate	Total Number of Employees	Termed Employee	Rate	Total Number of Employees	Termed Employee	Rate	Total Number of Employees	Termed Employee	Rate
Monthly Average	17	0.25	1.46%	15	0.25	1.65%	4	0.08	2.17%	42	0.58	1.40%	9	0.17	1.83%	9	0.25	2.86%	96	1.58	1.66%
Total Turnover Rate	17	3	17%	15	3	20%	4	1	26%	42	7	17%	9	2	22%	9	3	34%	96	19	20%

### Benefits

The City currently pays 91% of the cost of our full-time employees' medical, dental and vision insurance. URS contributions held steady this year at 18.47% for public employees and 34.04% for public safety employees.

This year we negotiated a low 3.2% increase with our medical provider, PeHP. One of the key parts of this negotiation was the concession PeHP made to provide renewal on our two plans separately. Because our High Deductible Health Plan (HDHP) option performed so well in the year prior, it actual had a -.02% renewal which balanced out a large 4.4% increase on our

traditional plan, for a combined 3.2% increase over all. Because the HDHP now costs the City less than the traditional plan (and is practically free for employees to carry), we were able to shift the cost savings back to the employees by increasing their Health Savings Account (HSA) by the difference between the two plans.

## Projects

The Safety Committee completed the first full year of its charter. The Committee spent the first part of the year training all the Departments on the new Safety Point Policy. According to the policy, employees who fail to observe preferred safety practices or commit Safety Violations, and/or whose actions result in Motor Vehicle Accidents, Injuries/Illnesses, or Property Damage, as determined by the Safety Committee, are assessed Safety Points. The Safety Committee reviewed a number of accidents this year during monthly meetings. In addition to accident review, the committee members were also responsible for providing monthly safety training to each of their respective departments. A main objective of the Safety Committee is to reduce accidents and workplace injuries. As we completed our renewal for Workers Compensation we saw signs that our safety focus is making an impact. Lower payroll dollar estimates and a reduced Experience Modification Number (due to a low number of claims) garnered a 13% reduction to our annual premium.

## Misc.

We provided and/or conducted training opportunities for various Departments this year. Specifically, we provided customer service training at the Community Services Department's Spring In-service Meeting and conducted "The OZ Principles" training in our Department that will be repeated for the Public Safety Department next year. In addition, we arranged for employees from the Community Services Department and the Public Works Department to attend the iWorq training in Logan this year to learn more about the set up and implementation of the system.

The RFP for the compensation study was completed this year and we had the first meeting with our contractor, McGrath Consulting Group. The study will include an internal and external analysis of our overall compensation and benefits and will result in a recommendation for a new sustainable salary structure this spring.

## Annual Report on Community Services, Aquatic Center, Parks and Recreation

Eric Howes, Community Services Director

### Administration

- Managed the completion of the Clearfield Community Arts Center exterior renovation project including soffit improvements, complete window replacement, the addition of a new wall sign, and the renovation of both the west and north entrances.
- Coordinated and managed the construction of the SR-193 Landscaping Project with Syracuse and West Point Cities and nine separate landscaped areas. Completed all of these projects under budget leaving Clearfield City with an excess of more than \$77,000 for additional landscaping projects along the new highway corridor.
- Completed the asbestos abatement and demolition of the Youth Resource Center, paving the way for new park at Mabey Pond to enhance usage of the pond as a fishing area.
- Replaced our departmental recreation management software from eTrak-Plus to RecPro. Staff entered over 5,000 memberships by hand and completed the project ahead of schedule.
- Completed the bid process for the carpet replacement in the Police Department and managed the project through to completion.
- Requested warranty replacement of all of the carpet in the city office building and managed the installation process, saving the City approximately \$120,000.
- Designed the new irrigation system for Steed Park in-house, completed the bid process, and initiated the construction phase of the complete renovation of this troublesome irrigation system.
- Prepared the PARAT tax master plan for City Council approval.
- Re-bid the 4<sup>th</sup> of July fireworks display for the 2016-2020 celebrations.
- Re-bid the Janitorial Services maintenance services for all City buildings.
- Installed power connections in the front lawn of the Clearfield Municipal and Justice Building and provided additional holiday decorations.

### Aquatic and Fitness Center

- Introduced a new name and logo for the Clearfield Aquatic & Fitness Center:



- Celebrated the ten year anniversary of the center on June 5<sup>th</sup> with old and new friends. We had a great party with lots of swag, fun games, refreshments, a balloon drop, a climbing iceberg in the pool, wiggle car races, new HD TV's in the fitness center, and lots more. We had a great turnout and renewed old friendships and made many new friends.



- National Senior Health and Fitness Day – We partnered with Davis County Health Department to celebrate seniors on May 27<sup>th</sup> with a wonderful health and fitness fair.
- Implemented a new recreation software program (RecPro) in September.
- Opened “The Wave,” a new concession stand in September and have increased revenue each month since opening.
- Completed the annual shut down for maintenance from August 30<sup>th</sup> to Sept. 4<sup>th</sup>. Some of the tasks accomplished were:
  - Draining both pools and cleaning and repairing tile
  - Replacing lights in natatorium
  - Locker rooms cleaned and repaired
  - HVAC repairs
  - Leisure pool pump leak repair
  - New carpeting
  - Donna’s office painted
  - Pool deck pressure washed
  - Upstairs floor cleaned and equipment rotated
  - Group fitness room floor resealed
- Went back to the future for the Halloween Boo-nanza with some great new additions such as a zip line in the natatorium, a live band in the gym, food trucks, a mechanical bull, and a real DeLorean out front.
- The Clearfield City Aquatic Team (CCAT) accomplished great things in 2015. We have 30 gold swimmers who collectively broke multiple records throughout the year.
- The swim lesson program was very successful. Approximately 4,000 participants are safer in the water.
- We added many new merit badges to our scouting program this past summer.



- Our pickleball leagues are at capacity with a wait list and open play nights have been packed. We have added extra open play nights, had pickleball rentals and hosted a tournament on Thanksgiving weekend.
- The Starfish Academy, Clearfield Aquatic & Fitness Center's new preschool, began in September. This is a great program that meets during the off peak times at the center. One focus of this program is to teach children about health and fitness at an early age. We are also offering "add-on" classes that introduce this age group to fitness activities.

## Facilities

- Maintained all City facilities (more than \$27 Million worth) with 2.5 employees.
- Managed all of the projects completed during the Aquatic Center shutdown.
- Oversaw numerous remodeling and painting projects at City Hall including the briefing and ammo room renovations in the Police Department and converting the Finance Division's file room into a Break Room.
- Completed major facility repairs to the soffit on the east side of City Hall and repaired critical damage to air handler motorized louvers and the fire suppression sprinkler line that froze and burst due to high winds and sub-zero temperatures at the end of December 2015.
- Completed major upgrade work on the UPS electrical system including the addition of a by-pass switch, new capacitors and 12 volt batteries.
- Dedicated computer and new updated software installed for the building security system.

## Parks and Open Space

- Combined the Parks and Ballfields and Cemetery and Open Space Divisions into the Parks & Open Space Division with Adam Favero as the Division Manager to improve efficiency.
- Repaired numerous issues of vandalism at various parks.
- Converted parking lot lights at Fox Hollow Park to 120 volt 85 watt LED lamps controlled by a simple photo cell and added rocks around the pine trees.
- Initiated the installation of the new sprinkler irrigation system at South Steed Park.
- Brought in new soil and laser-leveled the ball fields at Steed Park.
- Installed a French drainage system in ball field #3 at Steed Park.
- Installed a 4" RPZ back flow preventer for the SR-193 Landscaping project.
- Cleaned the Mabey Pond area and installed the pond aeration equipment.
- Assisted with 12 successful Eagle Scout projects.
- Cleaned up and removed the infield lips from all three fields at Steed Park.
- Installed a new sprinkler irrigation system at the cemetery as a joint project between the Cemetery and Open Space Division, the Public Works Department, and Turf Sprinkler Company.
- Implemented a block grid layout system for the cemetery. The blocks will help family members find their loved ones more easily and increase operational efficiency.

- Relocated the 22'x12' storage shed that originally resided at Mabey Pond to the cemetery.
- Performed a total clean-up of the Center Street Bridge area on the west side of the train tracks.
- Implemented a new work order and project tracking software (iWorq).
- Updated the irrigation system and placed new bark at the community garden.
- Worked with the Department of Natural Resources to install grass netting for revegetation at Steed Pond.
- Hosted the annual Arbor Day celebration:
  - Worked with the Clearfield branch of the Davis County Library to provide story time for kids
  - Planted trees with the kids
- Organized and hosted take pride in Clearfield day.
  - Placed additional soft fall in the playgrounds at Fox Hollow and Island View Parks
  - Assisted with the cleanup of several residential properties
- Coordinated a volunteer project with Albion Labs at Bicentennial Park. They completed the following projects:
  - Horseshoe pit renovation
  - Trimmed up trees and grasses on park hillsides
- Worked on the Public Works Facilities Upgrade Improvement Project.



## Recreation

- Implemented weekly registration trainings for cashiers at the Clearfield Aquatic and Fitness Center.
- Hired a new recreation programmer and completed training for the position.
- The Clearfield Community Band held four concerts.
- The Clearfield Community Choir held a Christmas concert and will have four concerts in 2016.
- Held the 9<sup>th</sup> Annual Storytelling Festival on January 24<sup>th</sup>.
- The Community Theater held three shows throughout the year:
  - The winter play, “Xanadu,” sold out every showing
  - Shrek Jr. auditioned 117 children and held eight shows (seven of which sold out)
  - “Bye Bye Birdie” played in the fall
- Developed a ticket sales system to sell tickets using e-TrakPlus and a Google document to track sales.
- Showtime Choir had a wonderful performance August 14<sup>th</sup>.
- Home School Theater performed “Into the Woods” on October 24<sup>th</sup> in the Little Theater.
- The Jr. Jazz Basketball program included 680 children, an increase of 40 players from last year.

- Our competitive basketball leagues included 64 teams in the spring league.
- Recreate in the Park included 120 participants.
- Offered Volleyball, Football, CBA skills camp, and the Clearfield High School basketball camp.
- Held a Golden Spike ASA girls fast pitch tournament.
- Sponsored the Wasatch Front Football League (WFFL), which had 170 athletes and nine teams.
- Created and entered three floats in the 4<sup>th</sup> of July parade.
- Held the annual 4<sup>th</sup> of July Freedom Run (189 participants).
- The Movie in the Park event drew an attendance of over 350 people.
- Assisted with the coordination of the “We’ve Got Talent” event.
- Developed a new facility rental fee schedule for the Clearfield Community Arts Center and City Hall.

## Annual Report on Legal Services

Stuart E. Williams, City Attorney

### Department Overview

The Legal Department went through a major restructure in 2015, as well as incurred a number of significant personnel changes. After more than 30 years working for the City, the Division's administrative assistant announced her intentions to retire in early 2015. Subsequent to her retirement, the Legal Department was restructured with the intent to increase the level of services at a reduction of overall costs to the City. This was accomplished by ending the City's relationship with a contract prosecutor and using the salary savings from the empty administrative support staff position, along with the costs associated with the contract prosecutor, to create and hire an Assistant City Attorney (ACA) position. The ACA position was filled by Jake Fordham in April 2015. Mr. Fordham provides all prosecutorial services, as well as assists the City Attorney on a number of selected civil matters. A portion of the Legal Department's support staff duties are now being performed through support staff personnel within the Administrative Division and Police Department.

In October of 2015, Brian Brower, the City Attorney, was nominated by a selection committee and ultimately appointed as the Clearfield City Justice Court Judge. Although Judge Brower took with him a great deal of institutional knowledge after having served as the City Attorney for the prior eight years, the City is fortunate to now have his professionalism and high degree of the ethics sitting on the bench in the Clearfield City Justice Court. Stuart Williams replaced Judge Brower as the City Attorney in November 2015.

### Civil Highlights:

- Continued management of multiple pending civil lawsuits involving the City.
- Participated in a more effective role in legislative issues during 2015 session, and actively participated in the Land Use Task Force with the Utah League of Cities and Towns (ULCT) and the Property Rights Coalition.
- Continued training program with Police Department personnel to address current legal and risk management issues.
- Worked with the Police Department to review parking-related enforcement issues and began drafting the necessary ordinances to create the civil enforcement of parking violations.
- Worked with the Police Department to review code enforcement issues and began drafting the necessary ordinances to create the civil enforcement of code violations.
- Worked with the City Recorder to facilitate the appropriate responses to complex GRAMA requests.
- Drafted or reviewed/approved 43 contracts for the City.
- Drafted or reviewed/approved 20 ordinances and 30 resolutions for consideration by City Council and/or CDRA.

- Worked with City Management and Administrative Services to update several polices in the City's Policy & Procedures Manual.
- Reviewed approximately 30 criminal background histories and applied City's policy for prospective employees/volunteers to ensure compliance.
- Participated in all necessary meetings to provide legal counsel to and advocate on behalf of the Mayor, City Council, and City officers, and to support municipal operations, programs and community policies.

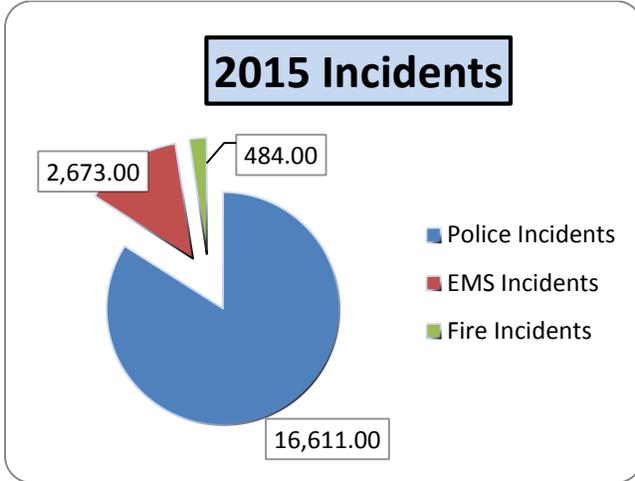
## **Criminal Prosecution:**

- Provided all in-house prosecutorial services for the Class B and C Misdemeanors and infractions alleged to have occurred within the jurisdictional boundary of the City.
- Improved the paperless criminal file creation and maintenance system within the Legal Department.
- Represented the City in the Justice Court in the following number of hearings:
  - 901 Pre-trial Conferences
  - 123 Bench trials
  - 13 Restitution Hearings
  - 4 Law & Motion or Suppression Hearings
- Represented the City in all appeals arising out of criminal cases within the Justice Court at the Second District Court.
- Continued active involvement in the Utah Prosecution Council.

## **Continuing Legal Education:**

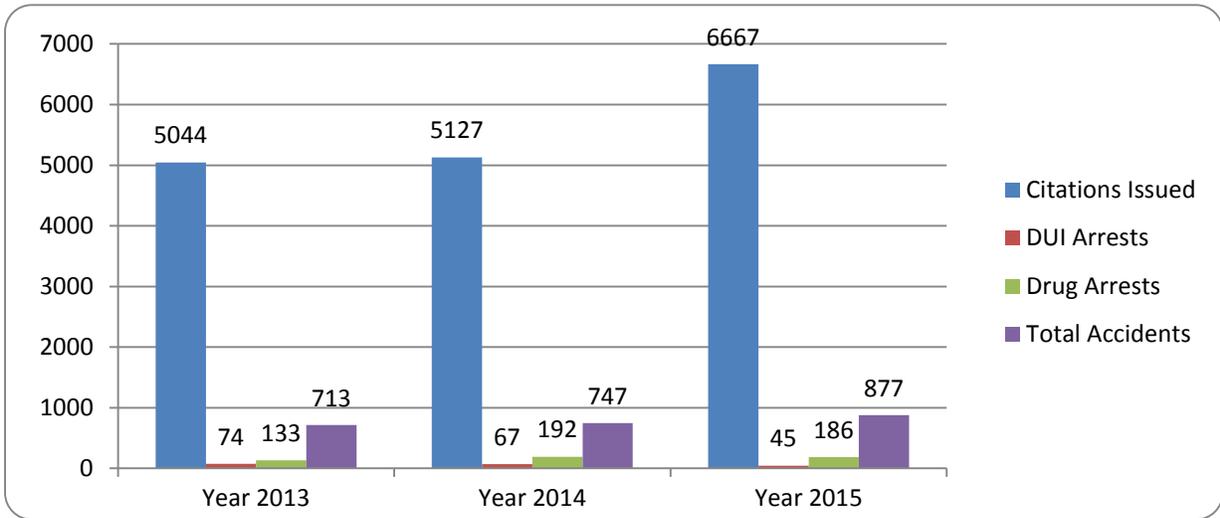
- Attended the Utah Municipal Attorneys Association annual training conference and the Government Civil Practice annual training conference put on by the State of Utah.
- Attended the Utah Municipal Prosecutors Conference annual training.
- Attended the International Municipal Lawyers Association annual conference.

**Annual Report on Public Safety**  
Greg Krusi, Police Chief



The **Communications Center** handled 296,974 radio log entries, 26,550 dispatch calls and 72,755 total phone calls during 2015

**Total Traffic Stops in 2015 = 6,943**  
(No traffic division during 2015)



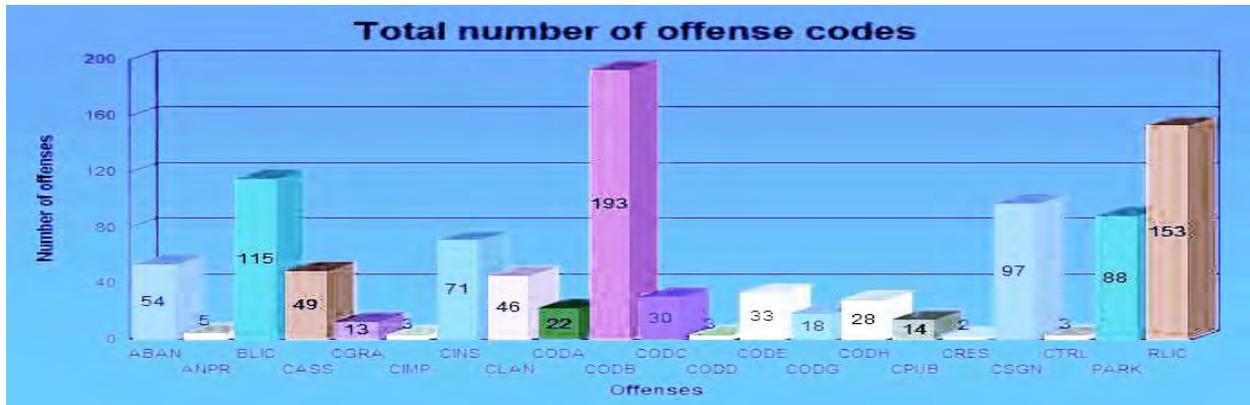
## CODE ENFORCEMENT

The Code Enforcement Division assisted the patrol division with crossing guard duties. The division also participated in the community outreach programs during the year. Throughout 2015 code concentrated on main thoroughfare enforcement, sign enforcement, and following up with on-line complainants. Both officers assisted the patrol and detective divisions with high profile cases such as Spanish translation and graffiti investigations.



Total cases handled by code officers in 2015: 1,143  
 Total cases specific to code violations: 767  
 Total number of abatements: 9  
 Total number of liens: 7  
 Outstanding liens: 12 (including 2014 pending liens)

### Code Enforcement Division Statistics:



- BLIC - business license
- CODA - Nuisance, vegetation
- CODC- Nuisance, waste
- CODF- Nuisance, weeds / health
- CODH- Nuisance, vehicle
- CFIR - Fire hazard
- ANPR - Animal problem
- PARK - Parking ordinance
- CODW - Water and sewer
- CSID - Sidewalk clear
- CASS - Assist officer
- CIMP - Code impound
- CPRO - Probation violation
- CRES - Restoration permit
- CABT - Property abatement
- CODD - Nuisance, fire hazard

- RLIC - Rental license
- CODB - Nuisance, weeds
- CODE - Nuisance, contamination
- CODG - Nuisance, scrap metal
- CGAR- garbage can removal
- CRCY - Recycle
- CGRA - Graffiti removal
- CPUB - Public way
- CLAN - Land use / clear vision / pools
- CSGN - Sign violation
- CBIK - Bicycle recovery
- CINS - Code inspection
- CTRL - Code trailer use
- ABAN - Abandoned vehicle
- CGRA - Code graffiti

**Code Division case clearance percentages:**

*(The clearance report does not include the patrol division assist cases that were closed).*

*Compliance: 97%*

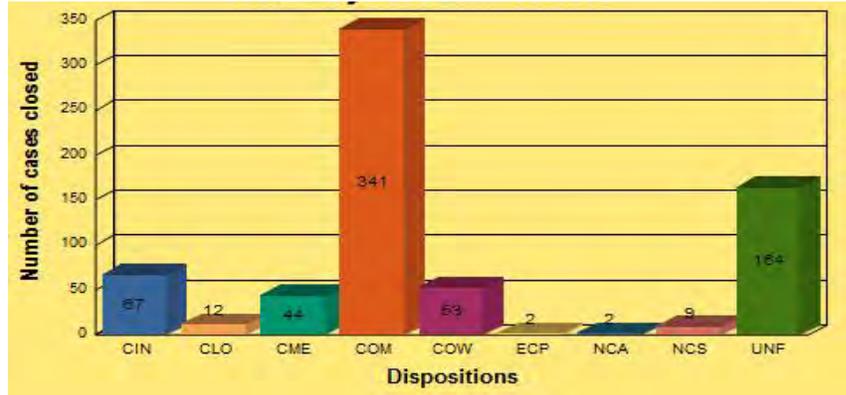
*Summons: 1%*

*Arrest Citation: .03%*

*Prosecution declined: .03%*

*Other: 1.9%*

- COM - Compliance
- CME - Compliance w/ extension
- COW - Ordinance warning
- NCA - Arrest (citation)
- NCS - Arrest (summons)
- UNF - Unfounded
- CIN - Inspection
- CRE - Restoration permit
- NRR - No Report Required



**INVESTIGATIONS DIVISION**

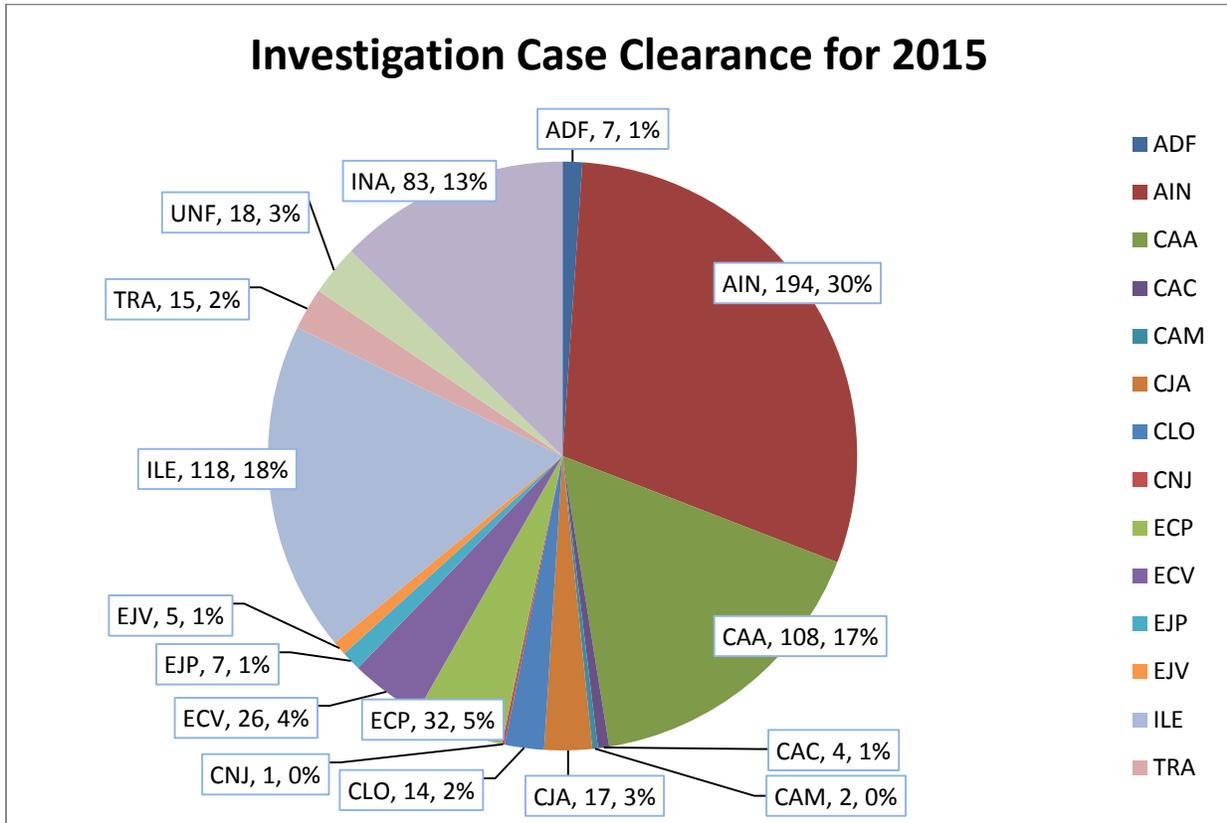
The Investigation Division coordinated and maintained the sex offender registry and made 64 address checks during 2015.

Detectives were assigned to work in North Davis Junior High and Clearfield High School and assist with teaching classes, assisting school administration, patrolling school grounds and providing security at school events.



**In 2015, a total of 651 cases were assigned to detectives for further investigation.**

**ICAC (Internet Crimes Against Children)** Investigations Division handled 16 cases in Clearfield and assisted with others in surrounding communities.



AIN – Active Investigation  
 CAA – Closed Adult Arrest  
 CAM – Closed Adult Arrest (multi-clearing)  
 CJA – Cleared Juvenile Arrest  
 CNJ – Cleared Adult No Arrest  
 ECV – Cleared Adult Victim Uncooperative  
 EJV – Cleared Juvenile Victim Uncooperative  
 INA – Inactive

ADF – Active Dead File  
 CAC – Closed Adult Arrest (count arrest case)  
 UNF - Unfounded  
 CLO – Closed Case  
 ECP – Cleared Adult Prosecution Declined  
 EJP – Cleared Juvenile Prosecution Declined  
 ILE – Inactivated Lack of Evidence  
 TRA – Transferred to Other Agency

## Volunteers

The Citizen Patrol program donated over 470 hours of volunteer time and patrolled 2,478 miles. The Community Emergency Response Team (CERT) volunteers and Amateur Radio Operators put in over 300 volunteer hours during 2015.



**Evidence Property & Transports**

The following is a representation of the items handled in the evidence room:

Evidence in Storage	1180 items
Evidence Released/Destroyed	1083 items
Found Property	161 items
Donated	49 items
Total Items Handled	2473 items

These figures represent an I/D ratio of .844 (1341/1132). For every one item that came into the evidence room, .84 was released, destroyed or donated.

110 trips were made to county and state lab to transport evidence on criminal cases during 2015.

**Grants**

**JAG (Justice Assistance Grant)** – Grant award of \$6,955 will be used to purchase a commercial grade shredder for records destruction. The remaining money will be used to purchase TACMED kits for our officers. These kits will be in the vehicles so officers will have needed medical equipment to use for personal first aid in crisis scene.

**SAFG (State Asset Forfeiture Grant)** – Purchased and received the SafePace 100 Compact Entry-Level Speed Sign for our \$3,500.00 grant awarded in FY2015. It is currently posted on the Center Street Bridge just west of the Clearfield City Building.

**ICAC (Internet Crimes Against Children)** – Grant award of \$12,598.00 used for overtime, training, equipment, and supplies. ICAC officer will attend training in April 2016 in Atlanta, GA, purchase computer equipment as needed, and pay for the monthly Wi-Fi data plan with this grant money.

**EASY (Eliminate Alcohol Sales to Youth)** – Compliance checks continued at retailers that sell alcohol within the city. The EASY quarterly grant was utilized during 2015 and \$2,625.15 was reimbursed for time spent for these enforcement shifts and administrative costs. Those who sold to minors during these compliance checks were cited and business owners/managers notified.

**(BJA) Bureau of Justice Assistance’s Bulletproof Vest Partnership program** – We were approved for five replacement vests in 2015. The awarded funds of \$1830.77 will need to be used in addition to the remaining FY14 money of \$657.08 by August of 2016. This grant will match or fund about 50% of our replacement costs for new vest purchases.

## Records

Fingerprint services provided during 2015 generated \$5,410 in revenue. There was \$9,195 in receipts for report requests and numerous reports were provided at no charge to the involved parties. Public background checks fees totaled \$2,145 for 143 individuals who received this service. Registered sex offenders complete their bi-annual registrations with our records clerks who assisted with several updates in addition to these bi-annual appointments. During 2015, \$1,000 was collected for the 40 sex offenders who paid their \$25 annual fee.

## Emergency Services



Emergency Services held CERT (Community Emergency Response Team) training classes in the spring of 2015. There were 8 citizens trained; the fall class was cancelled due to lack of participants.

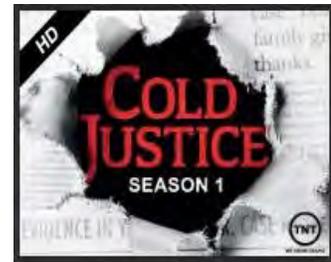
<http://www.citizencorps.gov/cert/>

## Miscellaneous



The “**Coffee with a Cop**” project, part of the community policing policy of the Department, was initiated in 2014. During 2015 Clearfield PD hosted four events: at Falcon Hill’s Starbucks on June 24<sup>th</sup>, Grounds For Coffee on July 8<sup>th</sup>, Carl’s Jr. on August 15<sup>th</sup>, and McDonald’s on September 16<sup>th</sup>.

A serial rapist victimized several Clearfield residents in the early 90’s and again in the early 2000’s. Clearfield Police Department was able to obtain DNA from a couple of the cases which was matched to rapes in Ogden, Layton, Rock Springs, and Laramie, Wyoming. The perpetrator of these cases has yet to be found.



Clearfield Police Department joined with a TNT television show called “Cold Justice” in attempts to gather additional information which we hope will lead to the arrest of the suspect or at least provide closure for the victims.

Producers and film crews from Cold Justice were here from June 8<sup>th</sup> through the 22<sup>nd</sup> filming and working with us on some new leads. This show aired on September 11, 2015. Our phone bank was set up in the briefing room for additional phoned tips. The show’s producers tested twelve DNA samples and three rape kits at their own expense.



The Police Department hosted the **Night out Against Crime** event. This was held on August 4<sup>th</sup> at Barlow Park and featured Airmed, Layton K9, DCSO Bear Car vehicle, Clearfield Armadillo, Clearfield Motors demonstration, Clearfield T3, North Davis Fire District, Citizen Patrol, Dispatch, and Code Enforcement, as well as a local band. Many residents were in attendance and it was wonderfully organized by the Investigation Division.

The **Briefing Room** got a facelift during 2015. Carpet, walls, and big screen TV were updated.



New **carpeting** throughout the Police Department and a work station area in the patrol room were new additions for 2015.

**Beards for Charity** – Several Clearfield Officers joined other agencies in the county to raise money for needy children in Davis County. A donation of \$20 per month for these participating officers was collected and they were able to grow beards during the months of October & November. A check was presented to Davis Education Foundation totaling \$6,602.00 that was earned during this charity event.



**Class A Uniforms** were re-designed and many officers began purchasing the new uniform with the additional funds given during FY2016 for uniform allowance. We appreciate our Honor Guard for working on this project.



## PERSONNEL

In 2015, Officer Russ Helm retired, four officers left the public safety field, and one officer went to another agency.

Promotions: Chris Ferreira, PO II – January 2015

Scott Manookin, Corporal – April 2015  
Ryan Wong, PO II – July 2015

Transfer: Brookelyn Carlson from Recreation to Dispatch – February 9  
Colby Rasmussen recruited from Public Works to Police Officer – April 28  
Wendy Page from Records to Administrative Assistant – August 10  
Cierra Mullins from Court to Records – September 9

New Hires: Drake Hamm – February 27  
Adam Schenk – March 16  
Ty Berger PT – June 5  
Jeromy Jackson PT – June 25  
Aaron Gerdeman – June 25  
Devon Anderson – October 5  
Craig Hogan - November 17

Resignations: Rudy Hernandez – March 21  
Adam Schenk – April 20  
Shawn Ray – May 22  
Mike Stewart – August 18  
Cathy Keindl – July 23  
Aaron Gerdeman – August 18  
Melanie Williams – August 18  
Katie Collins – September 29  
Craig Hogan – December 30

## Annual Report on Public Works Department

Scott Hodge, Public Works Director

The Clearfield Public Works Department is responsible for the operation and maintenance of streets, the culinary water system, sanitary sewer collection and discharge system, and the storm water management program and collection system. Public Works also maintains the City fleet vehicles and equipment and manages the engineering division.

### Personnel

Nate Vandenberg, Utility Maintenance Worker II, left employment with the City in February 2015 to attend school at Utah State University. Colby Rasmussen, Utility Maintenance Worker I, left the Department in April 2015 to accept employment with the Police Department. Tom Powers, Utility Maintenance Worker I, left the city in July 2015 to accept employment with the South Ogden Police Department. Jane O'Neil resigned as Secretary in August 2015 and Peter Hawkins resigned as Apprentice Mechanic in March 2015.

During May 2015 our Public Works Operations Manager, Kim Dabb, resigned. Subsequently, the Public Works Department was restructured, eliminating the Operations Manager position and creating a third superintendent position over Storm Water/Fleet. Two foreman positions were added (one in the Streets Division and one in the Water Division) and filled by John Wallace and Thadd Layton.

Jeff Moyes was promoted to Master Mechanic after receiving the necessary certifications. Jose Carrillo was promoted to Utility Maintenance Worker IV and Travis Terry was promoted to Utility Maintenance Worker II. At the end of 2015, the following individuals are employed in the Public Works Department:

Scott Hodge, Public Works Director  
Mark Baird, Water and Waste Water Superintendent  
Brad Wheeler, Road Superintendent  
Dan Schuler, Storm Water/Fleet Superintendent/Public Works Inspector  
Kelsey Johnson, Administrative Assistant  
Thadd Layton, Streets Foreman  
John Wallace, Water Foreman  
Jose Carrillo, Utility Maintenance Worker IV  
Travis Terry, Utility Maintenance Worker II  
Tylan Worthen, Utility Maintenance Worker I  
Nate Reiva, Utility Maintenance Worker I  
Garrett Rollheiser, Utility Maintenance Worker I  
Dan Ross, Utility Maintenance Worker I  
Alan Murphy, Master Mechanic  
Jeff Moyes, Master Mechanic

## Capital Improvement Projects

### Street Maintenance

#### Roads that were chip sealed with a fog coat:

50 South, 550 East to end of cul-de-sac  
700 East, 1000 South to Cemetery  
225 North, 500 West to 400 West  
400 West, 180 North to 300 North  
400 West, 150 North to 75 North  
75 North, 500 West to 400 West  
50 West, 1980 South to 2200 South  
2100 South, 50 West to end of cul-de-sac  
100 West, 2200 South to 2300 South & cul-de-sac  
150 West, 2140 South to end of cul-de-sac  
1000 South, 550 East to State Street  
275 North, 500 West to end of cul-de-sac  
180 North, 500 West to 400 West  
100 North, 500 West to end of cul-de-sac  
150 North, 500 West to 400 West  
100 North, 400 West to 360 West  
2050 South, 50 West to end of cul-de-sac  
2200 South, South Main to 150 West  
2300 South, South Main to 250 West  
2400 South, 350 West to 500 West

This work was completed by Consolidated Paving and Concrete Inc. The contractor also installed a slurry seal on the cemetery roads. The chip and seal surface treatment covered approximately 57,300 square yards and was equal to 2.71 miles. The total cost to chip and seal was \$146,339.

#### 400 East Street Reconstruction Project

While Consolidated Paving and concrete Inc. was under contract to chip and seal several streets, the company also reconstructed 400 East Street from 1700 South to 1850 South. The existing asphalt and road base material was removed approximately 18 inches deep, and a soil stabilizing grid was installed with new road base and four-inch thick asphalt. Total cost for this project was \$177,614.

#### Check Valve Stations Installations

Brinkerhoff Excavation installed pre-assembled vaults with check valves and piping on the water mains at 985 West 25 South and at 25 East 1950 South. The total cost of the project including engineering, construction, and road repairs was \$69,140.



### Freeport 5<sup>th</sup> Street Waterline Replacement

Kapp Construction completed the installation of a 10-inch water line in 5<sup>th</sup> street from “H” Street to “J” Street in the Freeport Center. By installing this new section of water line, the city was able to terminate using a 10-inch water line on the west side of Building J-5 that was leaking under a railroad track spur line. The cost for engineering this project was \$13,873.45 and the construction cost was \$71,024.10, bringing the total cost for the project to \$84,897.55.

### 550 East Roadway Improvement Project

Brinkerhoff Excavation replaced utilities and widened the 550 East roadway from State Street to 1000 South. New culinary water and sanitary sewer pipelines were installed; sections of the existing irrigation pipeline and storm drainage system were improved; curb, gutter and sidewalk was installed to fill in the missing sections and new asphalt paving was installed. The cost of the project was \$528,185.32.

### 400 West CDBG Project

Kapp Construction and Development completed all of the improvements for this project on 400 West from 2300 South to 2225 South. A new 8-inch culinary water, 8-inch sanitary sewer and 15-inch storm drain pipelines were installed and connected; and new curb, gutter, sidewalk and asphalt pavement were installed. The construction costs were \$480,880; with engineering and other miscellaneous costs the project’s total cost was \$514,617. The City used \$170,182 of Community Development Block Grant (CDBG) funding.



### 700 South Well Pump Motor

During one of the early spring wind storms the 700 South Well transformer poles and platform caught on fire. The fire caused the wiring to short, which has affected the well pump motor. The well pump motor was inspected in June and in July was removed by Delco Western and sent to be evaluated to determine why the motor was not working. The City is still waiting for results of the evaluation.

### 18-Inch Transmission Waterline Project

Leon Poulsen Construction installed a new 18-inch water line at Legend Hills for the AAA building parking lot. The total cost to install the 18-inch pipeline was \$69,078.50.



### Bruce Street Water and Sewer Improvement

Kapp Construction and Development replaced the asphalt pavement, all of the sanitary sewer piping and manholes, and installed a new water main line and water service laterals on Bruce Street from 300 North to 385 North and on Bruce Circle. Due to construction damage, 300 feet of the curb, gutter and sidewalk on the west side of the street was also replaced. The total cost for this project was \$186,824.84.

### Public Works/ Parks Facility Improvement Project Phase 1

Axis Reclamation and Construction completed Phase 1A, which included relocating the parks storage building, salt storage building and sander rack, and constructing foundations for the two new buildings which were completed in October and inspected November 2015.

Phase 1B construction plans were completed for the design to build the new road from South Main Street east to Jennmar with relocation of the water, sewer and storm drain utility lines; installation of new fencing around the perimeter of the Public Works and Parks site area, and installation of the curb, gutter, and sidewalk on the east side of South Main street through the project area. The relocation of the fencing for the property line adjustment with Jennmar is still on hold waiting for Jennmar to approve the sale agreement. Phase 1B contract was advertised and the bid was awarded to Brinkerhoff Excavating in the amount of \$585,989.45.



### Public Works/Parks Facility Improvement Project Phase 2

The Request for Proposals (RFP) was prepared and released on BidSync for interested consultants to submit proposals to the City for new Public Works Administration and Parks/Cemetery Maintenance Building. The City received eight proposals.

## Fleet Equipment and Vehicle Purchases

### Police Department

Three – Ford Taurus Interceptor patrol sedan	\$102,528
One – Ford F-150 Code Enforcement	\$31,050
One – Ford F-150 Assistant Chief	\$34,451
One – Ford Fusion (Replaced totaled vehicle)	\$28,149

### Community Services Department

One – Walker Mower 60” deck with broom and snowplow blade	\$16,113
One – Ford F-350 utility truck	\$29,747
One – Toro 11 foot Gang Mower	\$60,920
One – John Deer 310SL Backhoe (Replaced Cat Backhoe) <i>Lease</i>	\$891

### Public Works Department

Two – Ford F-250 trucks	\$64,968
One – Ford F550 utility truck with plow	\$58,841
One – Tire balance machine	\$8,992

## Miscellaneous Projects

In February the street crew installed an electronic speed limit sign on the west side of the Center Street Bridge for west bound traffic.

In March a grant application for the State Pedestrian Safety Sidewalk program was submitted and the City was approved to receive funding from Utah Department of Transportation Region One to install curb, gutter and sidewalk on the south side of 300 North Street from 825 West to 985 West.

In May the city had iWorq inventory the City streets and assess the pavement condition of each street segment. The pavement assessment indicated that the commitment the City Council has made over the past few years to improve the overall street pavement condition is working.

## Clearfield City Council Actions for the Year 2015

### **January 13, 2015**

The Council accepted Clearfield City's draft Comprehensive Annual Report (CAFR) for the year ending June 30, 2014.

The Council approved Resolution 2015R-01 encouraging the State of Utah to address comprehensive transportation funding.

Rich Knapp, Administrative Services Director, presented financial reports to the Council regarding the update on FY15 financial status.

### **January 27, 2015**

Mayor Shepherd recommendation to reappoint Nike Peterson and Robert Allen to the Planning Commission for terms which would expire in February 2020. The Council approved and consented to the Mayor's appointments to the Planning Commission.

### **February 6, 2015**

The City Council held their annual budget retreat.

### **February 10, 2015**

The Council appointed Devin Prouty to fill the vacancy on the Parks and Recreation Commission with a term expiring December 2015.

The Council approved (as conditioned by the Planning Commission) the Final Subdivision Plat for a two-lot subdivision located at 1039 West and 1045 West 700 South.

The Council approved Resolution 2015R-03 authorizing an amendment to the Interlocal Agreement with Davis County for providing Animal Control Services in Clearfield.

The Council approved the award of bid to Brinkerhoff Excavating to construct and install check valve stations at 985 West 25 South and 25 East 1950 South on the culinary water system

### **February 24, 2015**

The Council approved the award of bid to Brinkerhoff Excavation to perform the work for the 550 East Roadway Improvement Project.

The Council approved award of bid to Kapp Construction and Development Company Inc. to construct a 10-inch waterline in the Freeport Center between Buildings J-5 and J-6.

## **March 10, 2015**

The Council approved Resolution 2015R-06 authorizing the disposition of property located at 70 South Depot Street, more commonly known as Clearfield Auto Parts.

The Council approved Resolution 2015R-05 authorizing a Real Estate Exchange Agreement for property located at or near 497 South Main with Summit Realty Company (Jennmar Corporation) to better facilitate the expansion and improvement of the City's Public Works' facilities complex.

The Council approved the award of bid to Kapp Construction and Development to conduct the work for the Bruce Street Water and Sewer Improvement Project.

## **March 24, 2015**

The Council approved the DeMolay Proclamation declaring the month of March 2015, DeMolay month in Clearfield City.

The Council approved the Mayor's signature to the Proclamation expressing support designating March 29<sup>th</sup> as "Vietnam Veterans Day" in Utah.

CDBG (Community Development Block Grant amendments for the FY14 and FY15 program years. A 30-day comment period began.

The Council approved the award of bid to Kapp Construction and Development to conduct the work for the 400 West Street CDBG Improvement Project.

## **April 7, 2015**

City Council open house for Holt Elementary school neighborhood.

## **April 14, 2015**

The Council approved Ordinance 2015-05 authorizing the rezones for properties located at approximately 50 South Depot, 70 South Depot and 145 South Depot, more commonly known as Clearfield Center, from C-2, Commercial, to D-R, Downtown Redevelopment.

The Council approved the Final Subdivision Plat for Ironwood Development, LLC, located at approximately 850 South 490 East.

## **April 28, 2015**

The Council denied Ordinance 2015-06 authorizing the proposed rezone for property located at approximately 1365 West 25 North from R-1-8 (Residential) to A-1 (Agricultural).

The Council denied Ordinance 2015-09 authorizing a proposed amendment to the General Plan's Future Land Use Map to change the Future Land Use Category for property located at approximately 880 South State Street from Commercial to Residential.

The Council denied Ordinance 2015-07 authorizing the proposed rezone for property located at approximately 880 South State Street from C-2 (Commercial) to R-3 (Residential).

The Council approved the Final Subdivision Plat for property located at approximately 938 South 2000 East.

The Council approved Resolution 2015R-11 authorizing the revised Master Development Agreement (MDA) between the City, the property owner and the developer for the Clearfield Station project.

## **May 12, 2015**

The Council officially declared July 1-July 7, 2015 as "Independents Week" in support of local, independently-owned businesses.

The Council approved Resolution 2015R-10 adopting the Five-Year Community Development Block Grant (CDBG) Consolidated Plan.

The Council approved the proposed Community Development Block Grant (CDBG) Amendments for the FY14 and FY15 Program Years.

## **May 13, 2015**

City Council open house for South Clearfield and Hill Field Elementary School neighborhoods.

## **May 26, 2015**

The Council denied Ordinance 2015-06 authorizing the proposed rezone for property located at approximately 850 West 1600 South from (C-2) Commercial to (R-3) Residential.

The Council approved Ordinance 2015-10 authorizing the proposed rezone for property located at approximately 837 West 300 North from (A-1) Agricultural to (R-1-8) Residential.

The Council approved the street vacation of 550 South, the relocation of the 550 South right-of-way, and the final subdivision plat for property located at 497 South Main.

The Council approved the Development Agreement for the Rosenberg Subdivision located at approximately 938 South 2000 East with modifications as stated by staff.

The Council approved an Amendment to the License Agreement with the US Air Force for monitoring wells.

## **June 2, 2015**

City Council open house for Wasatch Elementary School neighborhoods.

## **June 9, 2015**

The Council approved the award of bid to Consolidated Paving and Concrete Inc. to perform the work for the 2015 Roadway Maintenance Project.

The Council approved and adopted the Findings, Conclusions and Determination of the Appeal Authority regarding the Planning Commission's decision to grant a Conditional Use Permit and Site Plan approval (CUP-SP 1503-0004) for Staker & Parsons Companies on property located at 690 West 1700 South.

## **June 23, 2015**

The Council approved Resolution 2015R-13 adopting amendments to the FY15 budget.

The Council approved Resolution 2015R-14 supporting a 0.25% local option general sales tax which would be dedicated to funding transportation improvements as authorized by House Bill 362 (2015), encouraging Davis County to submit the proposal to voters in November 2015.

The Council approved Resolution 2015R-15 authorizing the issuance and sale of not more than \$9,950,000 Aggregate Principal amount of Sales Tax Revenue Refunding Bonds, Series 2015.

## **July 28, 2015**

The Council approved Ordinance 2015-13 approving the zoning text amendments to Title 11, Chapters 3 and 14, Definitions and Off Street Parking and Loading, amending parking lot standards and creating standards for parking garages with the addition of changing the parking structure ordinance to require a minimum stall size of nine feet wide by 18 feet deep.

The Council approved the award of bid for the Public Works and Parks Facilities Upgrade – Phase 1A Improvement Project to Axis Reclamation and Construction.

## **August 4, 2015**

The Council ratified the Mayor's appointment of Brian Brower as Clearfield City's Justice Court Judge.

## **August 11, 2015**

The Council approved Resolution 2015R-16 setting the tax rate for all real and personal property in Clearfield at 0.0018.

The Council approved Resolution 2015R-17 adopting the fiscal year budget for 2015/2016.

Rich Knapp, Administrative Services Director, updated the Council on the FY15 end-of-year status.

## **August 25, 2015**

The Council approved the adoption of Resolution 2015R-22 of the City Council of Clearfield City, Utah, authorizing the issuance and sale of its Federally Taxable Convertible to Tax-Exempt Sales Tax Revenue Refunding Bonds, Series 2015 in an aggregate principal amount not to exceed \$9,950,000; delegating to certain officers of the City the power to approve the final terms and provisions of the Sales Tax Revenue Refunding Bonds, Series 2015 within certain parameters previously adopted by a Resolution of the City; and related matters.

The Council approved Ordinance 2015-15 approving the General Plan Amendment amending the Streets Master Plan and Transportation Map.

The Council approved the Final Subdivision Plat for West Square located at 850 South 490 East, as conditioned and recommended by the Planning Commission.

## **September 8, 2015**

The Council approved Resolution 2015R-23 authorizing the disposition of real property for the West Square Project located in the vicinity of 850 South 490 East.

The Council approved Resolution 2015R-24 authorizing the disposition of real property for the Sandridge Luxury Apartments Project located in the vicinity of 50 South Depot, 70 South Depot and 145 South Depot.

The Council approved the award of bid to Huskie'z Landscaping for the Steed Park irrigation project.

## **September 22, 2015**

The Council approved Ordinance 2015-16 authorizing the rezone of property located at 1760 South Main Street from (C-2) Commercial to (PF) Public Facilities.

The Council approved Resolution 2015R-25 expressing support for the Davis School District Bond election.

The council approved the Community Development Block Grant (CDBG) Consolidated Annual Performance Evaluation Report.

The Council approved Ordinance 2015-17 enacting a temporary land use regulation regarding pawn and secondhand businesses.

## **October 27, 2015**

The Council made the presentation of the Yard of the Year Award. The 2015 Yard of the Year winner was Jacob and Cynthia Kurian. The runners-up were Duane Stoker and Diane Stapley.

The City Council held a public hearing to receive comment and approved amendments to the FY16 budget.

The City Council approved the City Manager's appointment of Stuart Williams as the City Attorney.

The City Council approved the award of bid to Leon Poulsen Construction for the 18-inch Transmission Waterline Project.

## **November 10, 2015**

The City Council approved a request to waive Land Use Application Fees for Syracuse City relative to the development of a trailhead at approximately 1400 West 700 South.

The City Council canvassed the results of the Municipal General Election held on November 3, 2015.

## **December 10, 2015**

Nike Peterson was recognized for her Service as a Member/Chair of the Planning Commission.

The City Council held a public hearing to receive public comment and approved amendments to Title 11, Chapters 1, 2, 4, 5, 6, 11, 13, 14 – Minor Amendments, Appeal Authority and Outdoor Storage.

The City Council approved the West Square Development Agreement with Ironwood Development Group.

The City Council approved the Depot Street Reimbursement Agreement with Ironwood Development Group.

The City Council approved amendments to the Consolidated Fee Schedule relating to building rental fees.

The City Council approved the Findings, Conclusions and Determination of the Appeal Authority Regarding the Planning Commission's Decision to issue a Conditional Use Permit (CUP 1509-0003) for Damon Pearson on behalf of Pearson Specialties LLC on property located at 1964 South 275 East.

The City Council approved the award of bid to Brinkerhoff Excavating for the Public Works and Parks Facilities Upgrade Phase 1B.

The City Council approved Resolution 2015R-30 authorizing the North Davis Fire District (NDFD) annexation of certain property within the Falcon Hill development.