

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
April 26, 2016 – POLICY SESSION
Revised April 22, 2016

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

Executive Conference Room
55 South State Street
Third Floor
Clearfield, Utah

6:00 P.M. WORK SESSION

Presentation on The Village Mobile App
Update by Davis County Commissioners
Discussion on Possible Development of Property Located at Approximately 1900 East 700 South

(Any items not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)

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

7:00 P.M. POLICY SESSION

CALL TO ORDER:

Mayor Shepherd

OPENING CEREMONY:

Councilmember Peterson

APPROVAL OF MINUTES:

March 29, 2016 – Work Session

April 12, 2016 – Policy Session

PUBLIC HEARING:

1. **PUBLIC NOTICE TO REVIEW AND ADOPT THE 2016-2017 ONE-YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN**

BACKGROUND: The One-Year Action Plan is necessary for the Clearfield City to qualify for Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development (HUD). The plan covers program years July 1, 2016 to June 30, 2017. A 30-day comment period commenced March 9, 2016 however; no comments were received.

RECOMMENDATION: Review and adopt the 2016-2017 One-Year Community Development Block Grant (CDBG) Action Plan and authorize the Mayor's signature to any necessary documents.

SCHEDULED ITEMS:

2. CITIZEN COMMENTS
3. CONSIDER APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ONE YEAR ACTION PLAN FOR PROGRAM YEAR JULY 1, 2016 TO JUNE 30, 2017.

RECOMMENDATION: Approve the Community Development Block Grant (CDBG) One Year Action Plan for Program Year July 1, 2016 to June 30, 2017 and authorize the Mayor's signature to any necessary documents.

4. CONSIDER APPROVAL OF THE AWARD OF BID FOR THE I-15 INTERCHANGE MONUMENT SIGNAGE

BACKGROUND: The City has gone out to bid twice requesting bids for monument signs on the City's I-15 interchanges. The first time, one bid was received which exceeded the City's budget. The second time the City solicited bids, there were no responses. Consequently, the Community Services Department staff has solicited and collected three quotes from qualified vendors and Eric Howes, Community Services Director, will present a recommendation.

RECOMMENDATION: Approve the award of bid for the I-15 interchange monument signage and authorize the Mayor's signature to any necessary documents.

5. CONSIDER APPROVAL OF A PROCLAMATION DECLARING APRIL 29, 2016 AS ARBOR DAY IN CLEARFIELD CITY

BACKGROUND: Clearfield City will celebrate Arbor Day on Friday, April 29, 2016. The City supports all efforts to plant and protect trees within its boundaries because trees are valuable to the City's environment. Clearfield has received the "Tree City USA" designation for the past 19 years. Community Services Director, Eric Howes, requests the date of April 29, 2016, be officially declared "Arbor Day" in the City of Clearfield.

RECOMMENDATION: Approve the Proclamation officially declaring April 29, 2016 as Arbor Day" in the City of Clearfield and authorize the Mayor's signature to any necessary documents.

6. UPDATE ON THE FISCAL YEAR 2016 FINANCIAL STATUS

COMMUNICATION ITEMS:

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

****COUNCIL MEETING ADJOURN****

Dated this 22nd day of April, 2016.

/s/Kimberly S. Read, Deputy City Recorder

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

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
March 29, 2016

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

VISITORS: There were no visitors.

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

UPDATE ON THE SEWER BACKUP AND GOODWILL POLICY

Summer Palmer, Administrative Services Director, provided information regarding each residence affected by the sewer backup on January 4, 2016. She identified each residence on a City map and explained how the claims had been addressed by the homeowners' insurance companies and by City's insurance. She explained how insurance companies had considered submitted claims specific to depreciation amounts and requested direction on how the City should proceed in moving forward. She reported the remaining expenses to the homeowners totaled approximately \$15,000 and asked the Council's perspective on whether the residents had been made whole and a discussion took place. The Council expressed its desire to pay the difference between the depreciation gap and what was received through the insurance claims made by the homeowners/residents in order to make them "whole." Ms. Palmer suggested that might set a precedent in handling similar claims in the future.

Councilmember Phipps expressed concern some of the affected residents hadn't pursued claims through their own private insurance carriers. Ms. Palmer stated she was also concerned about that and reminded the Council the current policy required the resident to proceed through the claim process with his/her private insurance carrier. She reminded the Council that the City's insurance accepted the claims because it believed the City was responsible in the most recent situation. She remarked the policy regarding those types of claims could reflect language that in instances where the City's insurance company paid on the claim it wouldn't be a requirement for a claim to be submitted to the homeowner's insurance company. She added the policy could still require the claim be processed through the homeowner's private insurance carrier in circumstances where it was determined the City had no responsibility.

Councilmember Bush suggested homeowners would be hesitant to submit a claim to their private insurance company out of fear of a rate increase in the future. Ms. Palmer responded that was a valid concern. Councilmember Benson pointed out the City wouldn't be aware of any previous claims made by homeowners which could also impact why a residents wouldn't want to notify their carrier.

Ms. Palmer explained the documentation process used by the City to support the submitted claims. Councilmember Young inquired if there was any risk the private insurance carriers would request reimbursement from the City's insurance carrier since it was accepting responsibility. Ms. Palmer responded the City's insurance carrier expected subrogation from the private carriers.

Ms. Palmer explained other costs associated with the sewer backup and repair.

Councilmember Young asked if there were measures the City should be taking to mitigate future risk. Scott Hodge, Public Works Director, stated the incident being discussed was caused by silt and sand from a water leak filling the sewer lines and indicated nothing could prevent it from happening again. He emphasized funds were appropriated every year for regular sewer line maintenance but stated nothing could guarantee against future incidents.

Councilmember Young asked how often the City experienced similar issues. Ms. Palmer responded approximately two or three per year. Mayor Shepherd interjected those previous circumstances didn't affect as great a number of property owners as the current instance. Ms. Palmer reminded the Council about a sewer backup experienced in June and explained how that had been resolved.

Ms. Palmer shared three separate possible scenarios and suggested the Council determine how the City should respond to future claims based on the examples. She continued once an incident occurred, staff would assess the situation and place it in one of the three categories to make a determination on how the claim should proceed. She reminded the Council that staff recently included an education mailer in the utility bill identifying those items which shouldn't be disposed in the sewer lines.

Ms. Palmer cautioned the Council regarding possible future claims denied by the City's insurance carrier due to lack of evidence of liability on behalf of the City. She explained if a similar situation took place and the claims were denied by the City's insurance carrier the costs to the City could be extensive. She reported the costs to make the residents whole for the most recent incident was between \$260,000 and \$400,000 and a discussion took place. The Council concluded education would be a key component for informing residents what responsibility was theirs to ensure coverage from their insurance companies.

Ms. Palmer clarified the Council had directed her to pay the remaining expenses in order to make residents whole regarding the most current incident. She continued staff would draft a policy based on the following: fault, no-fault, possible liability; when fault was involved consider a "make whole" scenario identifying specific expenses. Mayor Shepherd asked to include the requirement for residents to file a claim with their homeowner's insurance providers.

DISCUSSION ON PROCLAMATIONS

Mayor Shepherd explained the City received requests for the Council to approve a proclamation declaring an honorary day for varying organizations. He suggested the Council determine requirements for approving proclamation and solicited direction from the Council and a discussion took place.

Councilmember Phipps believed the Council should express its support of organizations located in Clearfield or benefitting Clearfield residents. Mayor Shepherd suggested the City should consider whether the City would want its name associated with the organization. Councilmember Young suggested the organization/benefit should fit within the vision of the City. The Council expressed agreement with those ideas and Mayor Shepherd directed staff to proceed with that policy.

DISCUSSION ON THE DAVIS COUNTY LIBRARY – CLEARFIELD BRANCH

Eric Howes, Community Services Director, stated he had been asked to contact Davis County to determine its future plans for libraries and learned the County was in the process of assembling a new Capital Improvement Plan. He reported he then drafted a letter expressing the City's interest in having a new upgraded library within its boundaries.

Councilmember Bush inquired if the City would need to help facilitate a new library. Mayor Shepherd explained the City might need to partner with the County in determining a location. Councilmember Phipps inquired if the City was competing against other entities in getting a new library, and if so, he suggested the City would need to make its case stronger with a follow up letter. A discussion took place regarding possible locations for a library within the County and City. The Council directed Mr. Howes to draft a new letter with a more active tone.

DISCUSSION ON A PROPOSED STREET LIGHT AUDIT

Eric Howes, Community Services Director, reminded the Council that the City had been working with McKinstry to complete an energy performance audit and reported a component of that was

specific to the City's street lights. He explained the City would need to determine if it wanted existing street lights to be replaced with LED, a more efficient energy use, and reported the City had received a new list which reflected sixty-six percent of the city's street lights were currently owned by Rocky Mountain Power. He clarified the City's power bill included power, maintenance and profit from the lights/poles located within the City. He indicated if the City purchased the lights it would cost the City approximately one third of the current costs associated with the street lights. He explained the requirements included an audit of the number of lights/poles of Rocky Mountain Power prior to purchasing the lights and reviewed the estimated costs. He emphasized if the Council wanted the City to move forward with the purchase a decision would need to be made soon. He announced the purchase costs would be approximately \$430,000 and the cost recovery of that from the energy savings was just under five years with a maintenance fund built in. Councilmember Benson verified the poles would remain the same but the light fixture would be changed. Mr. Howes responded the long term goal would be to replace the existing fixtures with LED and explained the maintenance plan.

Mr. Howes asked the Council if it was comfortable with contacting Rocky Mountain Power to complete an audit at an approximate cost of \$10,000. Mr. Howes explained what would be included in the audit and stated it would take five months to complete and the Council discussed whether to complete the audit at this time.

The Council directed staff to move forward in requesting the audit with Rocky Mountain Power. Mr. Lenhard stated a budget amendment would be required for the expenditure.

The Council took a break at 7:10 p.m.
The meeting resumed at 7:15 p.m.

DISCUSSION ON THE 2016/2017 FISCAL YEAR BUDGET

Adam Lenhard, City Manager, announced there would be several work sessions specific to the FY 2017 budget and explained staff had been working daily to close the gap between requested expenditures and projected revenues. He mentioned staff was still working with limited revenues and had prioritized the requested projects based on direction received from the Council.

Rich Knapp, Finance Manager, shared an outline of the items which would be discussed during the meeting:

- All Funds Budget Summary
- General Fund Unrestricted Balance (Reserves)
- Major Operational Expense Changes
- Debt
- Revenues
- Capital Expenditures

He explained the purpose of budgeting and shared the budget summary of all funds highlighting the following:

- Healthy reserves in all funds to assist with the public works shops facility project.
- Funds from the general fund would be transferred for capital projects.

- The City's unrestricted fund balance exceeded the allowed 25 percent.
- He shared an illustration reflecting a historic summary of General Fund revenues.
- He reviewed the FY17 sources of revenue, proposed expenditures and operation costs specific to the General Fund
- He explained the GFOA (Government Finance Officers Association) recommendation of having no less than two months of operating revenues in unrestricted fund balance and a discussion took place regarding how much unrestricted fund balance the City should have.

Summer Palmer, Administrative Services Director, reviewed personnel expenditures:

- Personnel changes - Mr. Lenhard further explained the need for some of the personnel changes pointing out the need for a staff engineer.
- Medical benefit premium increase of approximately 5.3 percent.
- Compensation - Ms. Palmer stated a 2.5 percent merit increase was included in the draft budget and informed the Council that the consulting firm had recommended appropriating \$100,000 toward market adjustments. Mr. Lenhard emphasized the final direction relative to compensation would come from the Council following the consultant's detailed presentation sometime in May. Ms. Palmer stressed the completed market analysis was very good.
- Travel and training.

Mr. Knapp reviewed the Outstanding Debt History and Ratings specific to the following:

- GO Bond
- Debt Retirement of the five obligations - Mr. Lenhard pointed out the City had made excellent progress and believed the City would always have debt because revenues didn't always allow opportunities to cash fund projects.
- Bond ratings.
- Top revenue sources for all funds.
- General Fund revenues.
- General Fund historical summary and reviewed differences from the previous budget year.

Mr. Knapp reminded the Council a rate study was needed and indicated those results could change the revenue figures. He also reviewed

- Sales Tax collection percentages.
- Energy Use Tax - Mr. Lenhard explained the purpose of the energy use tax to the Council and how it allowed the energy provider to pay its share for using public right of way to operate a private enterprise.
- Property tax.
- Governmental Revenue specific to the Aquatic Center.
- Fines/Forfeitures.
- Enterprise Revenues – water and sewer charges.

He asked if the Council had any questions related to revenues and there were none.

Mr. Knapp reviewed figures related to street funding and shared a comparison from FY16 to FY17. He announced the City had identified one large road reconstruction project (700 South, 1000 West to 1500 West) to be completed in the upcoming budget year. Mr. Lenhard emphasized the City had made significant headway related to street/road maintenance and expressed his opinion the new revenues would be a great improvement. Scott Hodge, Public Works Director, pointed out the City would be trying new products specific to maintenance to prolong the life of the City's roads in the upcoming budget year.

Mr. Knapp reviewed the Major New Capital Projects:

- Maintenance and Operation Center Phase II
- 700 South, 1000 West-1500 West
- Financial & Community Development Software Upgrade - Councilmember Young inquired if current processes would need to be modified with new software implementation. He suggested the City look at what the software product could do and determine if it met all the needed goals and then determine from that point whether it would change processes. Terrence Jackson, IT Manager, explained all software packages being considered would require process changes and would also require additional training and conversion time for specific departments. He continued based on that the new software wouldn't go live until around the first of next year.
- Storm Project – Freeport “H” Street, 3rd Street to 5th Street
- Steed Ball field Electrical
- Customer Service Center to consolidate “front counter” functions - Mr. Lenhard mentioned there were still some items to consider specific to how the Court could be incorporated. He also mentioned the 311 phone system previously discussed might not be right based on the size of the City. He stated the space for the Customer Service Center had already been identified. He also mentioned there was also a personnel component for consideration. Ms. Palmer mentioned the identified employees for the Customer Service Center had already been included in discussions with the consultants completing the compensation analysis regarding their benchmarking for the responsibilities specific to the new “Customer Service” positions.

Mr. Knapp reviewed the unfunded projects:

- Natatorium lights (aquatic center pool lights)
- Play pool structure
- Street lights LED
- Building maintenance “set aside”

Mr. Lenhard pointed out the Council could choose to fund any of these items by using fund balance.

Mr. Knapp reviewed Capital Expenditures from the General Fund specific to each department and discussions took place regarding the following:

- IT – 4 in-car camera replacements for Police: desktop replacements: networking phase I
- He reviewed the items specific to Interdepartmental Service which included: machinery & equipment and vehicle replacement – articulating tractor, tack oil machine with trailer, 3 police interceptors, F-250, dump and plow/sander, F-350 truck, F-250 truck.

- Buildings & Plants – Arts Center Architectural design, City Hall water heaters, holiday lighting
- Parks – bridge planters
- Open Space – 200 S 50 E vault landscaping, Canal Trail resurfacing, Rail and Canal Trail landscaping, Rail Trail resurfacing - Mr. Knapp mentioned any of those items specific to Open Space could be funded using PARAT tax revenues as opposed as the General Fund.
- Aquatic Center – diving board, leisure pool spa system controllers
- Cemetery – lighting the flag pole area, sprinkler laterals, trailer - Mr. Knapp explained the cemetery expenditures would be funded by using the perpetual cemetery fund care.
- Parks Capital Projects – Island View design, Steed ball field lights, Trails Master Plan, Trainwatch playground - A discussion took place regarding Trainwatch Park and the proposed playground structure.

Mr. Knapp reviewed the following Capital Projects:

- Buildings – Customer Service Center and the Maintenance and Operations Center (Public Works/Parks facilities)
- Streets
- Open Space – SR 193 Landscaping near 200 South Trail & Center Street
- CDBG project – 350 West Project

Mr. Knapp reviewed expenditures related to Enterprise Funds.

Mr. Lenhard asked if the Council had any concerns regarding items/projects which should be readdressed by staff regarding possible funding. Councilmember Bush inquired about the gateway signage. Mr. Howes responded he was still in the process of soliciting bids.

Mayor Shepherd mentioned a future discussion would need to take place identifying projects for the use of PARAT Tax funding.

The meeting adjourned at 8:54 p.m.

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
April 12, 2016

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

VISITORS: Bob Bercher – Vietnam Veterans of America (VVA), Robert Porter – VVA, Rachal Ploharz – Weber State University SignPost, Dennis Howland – VVA, Barry Carr – VVA, Jim Dooley – VVA, Tom Montez – Vietnam Vet Chapter 1079, Catherine Murray, Matthew Kennaley, Joseph Kennaley, Katy Packer, Maeley Rogers, Brooke Facer – Weber State University

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

Mayor Shepherd informed the citizens present that if they would like to comment during Public Hearings or Citizen Comments there were forms to fill out by the door.

Councilmember Benson conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE JANUARY 29, 2016 WORK SESSION, THE FEBRUARY 9, 2016 WORK SESSION, THE MARCH 8, 2016 POLICY SESSION AND THE MARCH 15, 2016 AND MARCH 17, 2016 WORK SESSIONS

Councilmember Peterson requested a change to her comments on page 5 of the January 29, 2016 work session minutes. She indicated her comments should reflect, “*the collaborative process of*

networking businesses had helped three small, local businesses to expand their clientele and grow their businesses.”

Councilmember Phipps moved to approve the minutes from the January 29, 2016 work session as amended and the February 9, 2016 work session, the March 8, 2016 policy session, and the March 15, 2016 and March 17, 2016 work sessions as written, seconded by Councilmember Bush. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

LEGISLATIVE UPDATE BY SENATOR JERRY STEVENSON

Senator Jerry Stevenson complimented staff and elected officials for the way in which the City operated. He expressed appreciation to the veterans in attendance at the meeting and complimented them for the things they did which benefitted the community. He spoke to the MIDA (Military Installation Development Authority) development taking place on HAFB (Hill Air Force Base) and other things happening on the Base. He announced a new software building would be built on the base which would be the foundation of opportunities to benefit local communities.

He informed the Council that one of the items he had been involved with during the past legislative session was a Resolution which would allow for the expansion of the bombing range in the west desert allowing for the shift of some school trust land property to the Federal Government. He pointed out the proposal would help the F-35 program to move forward at HAFB and ensure the program would remain within the United States. He believed Senator Hatch’s bill would move through the Senate and the House and ultimately come before the State Legislature next year for approval. He mentioned the possibility of another BRAC (Base Realignment and Closure) round and believed the things accomplished at HAFB would ensure its continued safety.

He announced over fifteen billion dollars had been designated for education by the Legislature. He reported he was the Vice-Chair of Appropriations in the Senate and appreciated the City’s participation in the Utah League of Cities and Towns.

He expressed his opinion government in Davis County worked better than anywhere else in the State. He stated he enjoyed working with Clearfield City representatives. He expressed appreciation for the opportunity to address the Council and asked if there were any questions from the Council.

Councilmember Peterson asked what the Resolution number was or the name of the Resolution he spoke previously about. Senator Stevenson believed it was related to Senate Bill 82.

Senator Stevenson commented Representative Curt Oda had announced he wouldn’t be seeking re-election next year and stated his presence would be missed.

Mayor Shepherd expressed appreciation to Senator Stevenson for his attendance and update.

VIETNAM VETERANS' MEMORIAL WALL PROJECT

Bob Bercher, resident and representative for Utah Vietnam Veterans of America Chapter 1079, explained the local chapter would like to permanently bring a replica of the Vietnam Memorial wall in Washington DC to Utah which contained the names of more than fifty eight thousand individuals killed or missing in action from the Vietnam conflict. He introduced Dennis Howland, President of the Vietnam Veterans' State Council. Mr. Howland announced 2016 marked the 50th anniversary of the Vietnam War. He mentioned recent legislation had designated Interstate 84 as Vietnam Veterans Highway and Interstate 80 as Purple Heart Trail. He expressed appreciation for the opportunity to address the Council and reminded the Council he had attended a meeting in March 2013 when the City issued a proclamation honoring the service of Utah's Vietnam Veterans.

Mr. Howland announced the replica would be placed at the north end of Layton Commons Park and would take up a large portion of the park behind the bowery. He indicated it would be approximately eighty percent of the size of the wall in Washington DC and would contain all 58,000 names, as well as adding additional names on a yearly basis. He suggested visitors would come to the area with the purpose of seeing the replica and tourism dollars would be recognized by neighboring communities. He also believed the wall would have educational value by teaching the youth of the area the value of their freedoms. He announced there would be fundraisers taking place to assist in bringing the permanent replica to the area.

Mayor Shepherd expressed appreciation to those veterans attending the meeting and for everything they did for the benefit of the community.

Mr. Dennis Howland presented Mayor Shepherd with a commemorative book.

Mayor Shepherd commented he had the opportunity to be in attendance when Davis County unveiled the two road signs honoring veterans.

CITIZEN COMMENTS

Karece Thompson, resident and Vice Chair of the Davis County Republican Party for Clearfield Five and County Delegate, expressed appreciation to the Vietnam veterans attending the meeting. He announced his interest in attending the meeting was specific to Everyone Matters Day. He stated diversity had significantly grown within the area and stated Everyone Matters Day was important to the Community as it encouraged acceptance and welcoming of new residents. He mentioned he was in attendance representing Job Corps and announced students from the Center were willing to volunteer to help with events and project in the City.

Mayor Shepherd expressed appreciation for Mr. Thompson's comments.

APPROVAL OF THE PROCLAMATION DECLARING APRIL 12, 2016 EVERYONE MATTERS DAY IN CLEARFIELD CITY

Clearfield City residents were comprised of a diverse population in which some individuals might experience judgment and discrimination based on numerous factors. Discrimination and bullying had direct effects on the physical, emotional, mental and financial well-being of an individual and therefore affected the health and well-being of society. The City desired to celebrate its diversity and encourage all residents to recognize others' contributions and unique individuality.

Mayor Shepherd explained the things the City had done to emphasize Everyone Matters Day in accepting and celebrating individual differences and uniqueness. He shared some examples of his experiences in visiting different elementary schools and PARC (Pioneer Adult Rehabilitation Center) and shared a video with the Council. He expressed his opinion Clearfield City was probably the most diverse City in the State and reported Clearfield was the only City from the State of Utah participating by adopting the Proclamation. He shared a personal example regarding his uniqueness and read the proclamation.

Councilmember Young moved to approve the Proclamation declaring April 12, 2016 Everyone Matters Day in Clearfield City and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF THE AWARD OF BID FOR THE FREEPORT 3rd STREET SANITARY SEWER IMPROVEMENT PROJECT TO WHITAKER CONSTRUCTION

Bids were received from three construction companies for the Freeport 3rd Street Sanitary Sewer Improvement Project. The scope of the work for the project was to increase the sanitary sewer pipe size from 10-inch to 15-inch on 3rd Street, from "E" Street to "G" Street. The lowest responsible bid was received from Whitaker Construction with the bid amount of \$330,033 but when combined with engineering fees the project costs exceed the budgeted funds. The City Engineer and Public Works staff recommended reducing the scope of work to bring the project costs within budget.

Scott Hodge, Public Works Director, explained the bid process and the scope of the project. He mentioned since the project had been scaled back to meet budget constraints, it would be an ongoing project to replace the sewer line east of G Street. He mentioned the sewer line ran underneath the Davis School District's building and explained as the improvements were completed in the next phase the second line would be activated because the current line was at capacity.

Councilmember Young requested clarification if it was the City's original intent to complete the project in two phases. Mr. Hodge responded it would probably take 3 or 4 phases to continue the replacement to the east boundary.

Councilmember Peterson moved to approve the award of bid for the Freeport 3rd Street Sanitary Sewer Improvement Project to Whitaker Construction for the revised reduced scope of work bid amount of \$286,666 and approve funding for the project for the bid amount of \$286,666 with contingency and engineering costs of \$62,334 for a total project cost of \$349,000 and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

APPROVAL OF THE REAPPOINTMENT OF ADAM LENHARD AS THE CITY MANAGER

Pursuant to § 1-7-3 of the Clearfield City Code, the City Manager's term of employment may be renewed by the City Council at any time. The Mayor and Council desired to reappoint Adam Lenhard as the City Manager for a three-year term.

Mayor Shepherd announced it was time to renew Adam Lenhard's contract and pointed out the contract was the same as what was currently in place.

Councilmember Phipps mentioned wherever he went representing the City comments were made regarding the leadership of Mr. Lenhard and JJ Allen, Assistant City Manager. Mayor Shepherd stated similar comments had been made to him by other mayors.

Councilmember Benson moved to reappoint Adam Lenhard as the City Manager and authorize the Mayor's signature to any necessary documents, seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.

COMMUNICATION ITEMS

Mayor Shepherd

1. Informed the Council that he had participated on Meals on Wheels with Senator Lee and served lunch to seniors attending the Senior Citizens Center.
2. Reported the North Davis Fire District's budget was almost complete.
3. Announced he had attended the Circle's Group, a mentoring group assisting the unemployed and impoverished.
4. Mentioned some concerns and issues regarding Job Corps and indicated he had been there multiple times discussing the issue with its leadership and the media.
5. Reported he had the opportunity to visit and tour the Davis County Jail facility with representatives from HAFB (Hill Air Force Base) to gain an understanding of protocol when an enlisted individual is picked up.
6. Announced he had participated with several employees in the Questival event in Salt Lake and mentioned it had been a wonderful and exhausting experience. He stated there were over 3500 participants consisting of 748 teams. He stated one of the City's teams had placed 151 out of 748 teams and indicated the event was a "doing good" activity and explained how the winners were determined.
7. Reported sponsorships were coming in for the Fourth of July.

Councilmember Benson – nothing to report.

Councilmember Bush

1. Stated he had enjoyed attending the Utah League meetings April 6-8, 2016.
2. Reported he had attended the UDOT (Utah Department of Transportation) meeting on Monday, April 11, 2016, at which time updates were provided regarding its projects. He indicated the SR 193 extension from 2000 West to 3000 West had been moved up and was now in the design phase.
3. Announced the Kiwanis Club of Clearfield was in the process of changing its name to the Kiwanis Club North Davis. He indicated a membership drive would be taking place within neighboring communities.
4. Shared a visual illustration identifying the NDS (North Davis Sewer District) bio-solids pad in western Weber County and shared specifics related to improvements at the District.

Councilmember Peterson – nothing to report.

Councilmember Phipps – commented on the Utah League meetings and expressed his opinion it had been beneficial to attend.

Councilmember Young – nothing to report.

Adam Lenhard, City Manager - thanked the Council for his reappointment as City Manager and stated it was his honor to work for Clearfield City. He mentioned he took his responsibilities very seriously and also expressed appreciation to the Council for the opportunity to work with the staff.

STAFF REPORTS

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

- Tuesday, April 19, 2016 – Neighborhood Open House and budget work session
- Tuesday, April 26, 2016 – Davis County Commissioners would participate in a work session and part of the policy session.
- Adoption of the Tentative budget was scheduled for May.
- Joint meeting with the Planning Commission on Tuesday, May 17, 2016.

Councilmember Benson moved to adjourn the regular session and reconvene in a work session at 8:00 p.m., seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Jones, LeBaron and Young. Voting NO – None.

Executive Summary

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

1. *Introduction*

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

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

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

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

Consolidated Plan Priority Needs:

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

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

3. *Evaluation of past performance*

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

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

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

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

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

5. Summary of public comments

(ADD COMMENTS IF/IF NOT RECEIVED.)

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

(ADD COMMENTS IF/IF NOT RECEIVED.)

7. Summary

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

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator		Community Development

Table 1 – Responsible Agencies

Narrative

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

Consolidated Plan Public Contact Information

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

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

1. Introduction

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

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

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

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

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

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

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

The City of Clearfield does not receive ESG funds.

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

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

Refer to table 2 below.

Table 2 – Agencies, groups, organizations who participated

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

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

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

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

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

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

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

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

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

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

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

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

Summarize citizen participation process and how it impacted goal-setting

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

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

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

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

Citizen Participation Outreach

See table 4 below.

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

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

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

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

Expected Resources

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

Introduction

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

Priority Table

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

Table 5 - Expected Resources – Priority Table

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

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

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

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

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

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

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

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

Annual Goals and Objectives

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

Goals Summary Information

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

Table 6 – Goals Summary

Goal Descriptions

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

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

Table 7 – Goal Descriptions

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

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

Extremely Low -Income: 5

Low-Income: 5

Moderate-Income: 5

AP-35 Projects – 91.220(d)

Introduction

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

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

Projects

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

Table 8 – Project Information

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

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

Projects

AP-38 Projects Summary

Project Summary Information

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

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

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

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

AP-50 Geographic Distribution – 91.220(f)

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

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

Geographic Distribution

Target Area	Percentage of Funds
n/a	n/a

Table 9 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

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

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

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

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

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

Discussion

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

AP-60 Public Housing – 91.220(h)

Introduction

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

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

Introduction

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

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

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

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

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

Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

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

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

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

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

Introduction

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

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

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

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

AP-85 Other Actions – 91.220(k)

Introduction

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

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

Actions planned to address obstacles to meeting underserved needs

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

Actions planned to foster and maintain affordable housing

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

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

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

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

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

Actions planned to develop institutional structure

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

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

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

Program Specific Requirements

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

Introduction

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

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

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

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

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

Other CDBG Requirements

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



Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, _____, Mayor of the City of _____, do hereby proclaim _____ as

Arbor Day

In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this _____ day of _____
 Mayor _____

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
April 26, 2016 – POLICY SESSION

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

Executive Conference Room
55 South State Street
Third Floor
Clearfield, Utah

6:00 P.M. WORK SESSION

Presentation on The Village Mobile App
Update by Davis County Commissioners
Discussion on Possible Development of Property Located at Approximately 1900 East 700 South

(Any items not fully addressed prior to the Policy Session will be addressed in a Work Session immediately following the Policy Session)

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

7:00 P.M. POLICY SESSION

CALL TO ORDER:

Mayor Shepherd

OPENING CEREMONY:

Councilmember Peterson

APPROVAL OF MINUTES:

March 29, 2016 – Work Session

April 12, 2016 – Policy Session

PUBLIC HEARING:

1. **PUBLIC NOTICE TO REVIEW AND ADOPT THE 2016-2017 ONE-YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN**

BACKGROUND: The One-Year Action Plan is necessary for the Clearfield City to qualify for Community Development Block Grant (CDBG) funds through the Department of Housing and Urban Development (HUD). The plan covers program years July 1, 2016 to June 30, 2017. A 30-day comment period commenced March 9, 2016 however; no comments were received.

RECOMMENDATION: Review and adopt the 2016-2017 One-Year Community Development Block Grant (CDBG) Action Plan and authorize the Mayor's signature to any necessary documents.

SCHEDULED ITEMS:

2. **CITIZEN COMMENTS**

3. CONSIDER APPROVAL OF THE AWARD OF BID FOR THE I-15 INTERCHANGE MONUMENT SIGNAGE

BACKGROUND: The City has gone out to bid twice requesting bids for monument signs on the City's I-15 interchanges. The first time, one bid was received which exceeded the City's budget. The second time the City solicited bids, there were no responses. Consequently, the Community Services Department staff has solicited and collected three quotes from qualified vendors and Eric Howes, Community Services Director, will present a recommendation.

RECOMMENDATION: Approve the award of bid for the I-15 interchange monument signage and authorize the Mayor's signature to any necessary documents.

4. CONSIDER APPROVAL OF A PROCLAMATION DECLARING APRIL 29, 2016 AS ARBOR DAY IN CLEARFIELD CITY

BACKGROUND: Clearfield City will celebrate Arbor Day on Friday, April 29, 2016. The City supports all efforts to plant and protect trees within its boundaries because trees are valuable to the City's environment. Clearfield has received the "Tree City USA" designation for the past 19 years. Community Services Director, Eric Howes, requests the date of April 29, 2016, be officially declared "Arbor Day" in the City of Clearfield.

RECOMMENDATION: Approve the Proclamation officially declaring April 29, 2016 as Arbor Day" in the City of Clearfield and authorize the Mayor's signature to any necessary documents.

5. UPDATE ON THE FISCAL YEAR 2016 FINANCIAL STATUS

COMMUNICATION ITEMS:

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

****COUNCIL MEETING ADJOURN****

Dated this 21st day of April, 2016.

/s/Kimberly S. Read, Deputy City Recorder

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