

CLEARFIELD CITY COUNCIL MEETING MINUTES
WORK SESSION
May 3, 2022

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Tim Roper	Mayor Pro Tem
PRESENT:	Kent Bush Nike Peterson Vern Phipps	Councilmember Councilmember Councilmember
ATTENDING VIA TEAMS:	Karece Thompson	Councilmember
EXCUSED:	Mark Shepherd	Mayor
STAFF PRESENT:	JJ Allen	City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Adam Favero	Public Works Director
	Braden Felix	City Engineer/PW Deputy Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant
	Nancy Dean	City Recorder
	Joannie Strong	Deputy City Recorder
ATTENDING VIA TEAMS:	Summer Palmer	Assistant City Manager

Mayor Pro Tem Roper called the meeting to order at 6:56 p.m.

DISCUSSION ON THE FISCAL YEAR 2023 (FY23) BUDGET

Rich Knapp, Financial Manager, presented the tentative budget for the Fiscal Year 2023 (FY23), indicating that the Council would need to consider its adoption in the Policy Session scheduled for May 10, 2022. He reviewed the changes to the budget since the last meeting which included the following:

- An increase of \$13,750 for automatic license plate readers (LPR) – 5 Cameras with a yearly cost of \$2,500 per camera
- A \$31,000 decrease in dispatch landline
- A \$40,000 decrease in dispatch software annual maintenance

There was a discussion about what automatic license plate readers were and how the number of cameras needed was determined. Chief Bennet explained the location of the readers was the determining factor for the number of cameras needed and that the readers would help identify stolen vehicles, and vehicles associated with criminal activity. JJ Allen, City Manager, expressed his concern with the escalation of the operating budget and was only comfortable with new requests if there would be an offset in expenditures. Chief Bennett reviewed the cuts he would be making to offset the cost.

Mr. Knapp also explained that it might be necessary to roll the purchase of vehicles from Fiscal Year 2022 (FY22) to FY23 since they might not arrive until the fall. He then covered the garbage and recycling collection rates noting an 11 percent increase to the City from Waste Management in July 2022. Mr. Knapp presented the current charges for trash containers, clean-up dumpsters, and recycling. There was a discussion surrounding the cost of the service to the City and a need to cover administrative costs in the rate as well. There was consensus that the proposed changes to the rates beginning July 1, 2022, would be set as follows:

	Current Charge	Proposed Charge
First Trash Container	\$16.75	\$16.75
Additional Trash Container	\$10.00	\$10.50
Clean-up Dumpsters	\$100	\$134
Recycling 0% to 74%	\$4.95	\$5.50

Following the discussion surrounding the rates, Mr. Knapp covered information needed for the budget which was still pending:

- Property tax
- Health insurance
- Liability & property insurance
- North Davis Fire District (NDFD) dispatch services contract
- Personnel requests
- Compensation adjustments

A discussion ensued regarding property tax revenue and the cost of health insurance. Mr. Allen stated more information would be provided on property tax revenue when it became available in June. Mr. Knapp mentioned that the health insurance was currently estimated to be a 20 percent increase.

Mr. Allen reviewed new staff requests that included:

- Two Utility Maintenance Specialists - \$144,000
- Patrol Officer - \$98,000
- Full Time Dispatch - \$50,000 (net)
- Conversion from part time to full time for the following:
 - IT Specialist in the Police Department - \$50,000 (net)
 - Utility Maintenance Specialist - \$41,000 (net)
 - Administrative Assistant in Community Services - \$42,000
 - Marketing Coordinator in Community Services - \$42,000

- Mental Health Officer - \$98,000

He noted that the positions were not plugged into the budget yet and anticipated adopting the tentative budget next week excluding those items.

There were no additional questions surrounding the tentative budget.

Councilmember Phipps moved to adjourn the work session and reconvene as the CDRA in work session at 7:43 p.m., seconded by Councilmember Peterson. The motion carried upon the following vote: Voting AYE – Councilmembers Bush, Peterson, Phipps, and Roper. Voting NO – None.

The meeting reconvened at 7:44 p.m.

**APPROVED AND ADOPTED
This 24th day of May 2022**

/s/ Mark R. Shepherd, Mayor

ATTEST:

/s/ Nancy R. Dean, City Recorder

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, May 24, 2022.

/s/ Nancy R. Dean, City Recorder