

CLEARFIELD CITY COUNCIL  
AGENDA AND SUMMARY REPORT  
June 28, 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 and Discussion on Better City Economic Development Proposal  
Discussion on the Energy Performance Contract (McKinstry)

*(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 Bush

APPROVAL OF MINUTES:

June 14, 2016 – Policy Session

**PUBLIC HEARING:**

1. **PUBLIC HEARING TO RECEIVE COMMENT ON AMENDING THE 2015/2016 FISCAL YEAR BUDGET**

**BACKGROUND:** State law requires a public hearing before the City Council approves amendments to the City budget. Rich Knapp, Finance Manager, has prepared some proposed amendments for the 2015/2016 fiscal year budget.

**RECOMMENDATION:** Receive public comment.

2. **PUBLIC HEARING ON THE AMENDED FINAL SUBDIVISION PLAT FOR CLEARFIELD VILLA SUBDIVISION LOT 1 LOCATED AT 555 NORTH MAIN (TINS: 14-090-0001, 14-090-0070 and 14-090-0071)**

**BACKGROUND:** Ilgar Kassoumov is requesting an amendment to the Clearfield Villa Subdivision, Lot 1, by combining three lots into a single 0.3790 acre parcel of land. The sites are located at 555 North Main (TINS: 14-090-0001, 14-090-0070 and 14-090-0071). The properties are located in the C-2 (Commercial) zoning district. The Planning Commission considered this request during its meeting on Wednesday, June 1, 2016, and recommended approval.

RECOMMENDATION: Receive public comment.

***SCHEDULED ITEMS:***

3. CITIZEN COMMENTS

4. CONSIDER APPROVAL OF THE AMENDED FINAL SUBDIVISION PLAT FOR CLEARFIELD VILLA SUBDIVISION LOT 1 LOCATED AT 555 NORTH MAIN (TINS: 14-090-0001, 14-090-0070 AND 14-090-0071)

RECOMMENDATION: Approve the amended final subdivision plat for Clearfield Villa Subdivision Lot 1 located at 555 North Main (TINS: 14-090-0001, 14-090-0070 and 14-090-0071) and authorize the Mayor's signature to any necessary documents.

5. CONSIDER APPROVAL OF RESOLUTION 2016R-13 ADOPTING AMENDMENTS TO THE 2015/2016 FISCAL YEAR BUDGET

RECOMMENDATION: Approve Resolution 2016R-13 adopting amendments to the 2015/2016 fiscal year budget and authorize the Mayor's signature to any necessary documents.

6. CONSIDER APPROVAL OF RESOLUTION 2016R-15 ACTING AS THE GOVERNING AUTHORITY OF THE NORTH DAVIS FIRE DISTRICT ADOPTING AND CERTIFYING ITS TAX RATE FOR THE 2016 TAX YEAR

BACKGROUND: The Clearfield City Council acts as the governing authority for the North Davis Fire District (NDFD). The Administrative Control Board of the NDFD desires to adopt the certified tax rate of .001182 for the 2016 tax year for the purpose of funding operating expenses and capital improvements and to provide fire protection, emergency medical and ambulance services and consolidated 911 and emergency dispatch services.

RECOMMENDATION: Approve Resolution 2016R-15 acting as the governing authority of the North Davis Fire District (NDFD) and adopting and certifying a tax rate of .001182 for the Fire District during the 2016 tax year and authorize the Mayor's signature to any necessary documents.

7. CONSIDER APPROVAL OF RESOLUTION 2016R-14 AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN CLEARFIELD CITY AND DAVIS COUNTY FOR A UTAH POLLUTANT DISCHARGE ELIMINATION SYSTEM (UPDES) PERMIT

BACKGROUND: As part of Clearfield City's Utah Pollution Discharge Elimination System (UPDES) permit, the City determined to jointly implement portions of the storm water management plan with Davis County. This Interlocal Agreement enacts the limits, responsibilities and requirements for each party to jointly implement the Storm Water Management Plan.

RECOMMENDATION: Approve Resolution 2016R-14 authorizing an Interlocal Agreement between Clearfield City and Davis County for a Utah Pollutant Discharge Elimination System (UPDES) permit and authorize the Mayor's signature to any necessary documents.

8. CONSIDER APPROVAL OF THE AWARD OF BID TO CIVIL ENGINEERING CONSULTANTS, PLLC (CEC) TO PROVIDE CONSULTANT ENGINEERING SERVICES AND CONFIRM THE CITY MANAGER'S APPOINTMENT OF CEC AS THE CITY ENGINEER

BACKGROUND: Proposals were received from six consultant engineering firms interested in providing engineering services to Clearfield City. The selection committee reviewed the qualifications, experience and fee structures of each firm. The top three firms were invited for a follow-up interview with the selection committee. Civil Engineering Consultants was recommended to be retained as the City's consultant engineers.

RECOMMENDATION: Approve the award of bid to Civil Engineering Consultants, PLLC (CEC) to provide consultant engineering services and confirm the City Manager's appointment of CEC as the City Engineer and authorize the Mayor's signature to any necessary documents.

9. CONSIDER APPROVAL OF THE AWARD OF BID FOR CONSTABLE SERVICES

BACKGROUND: The current contract for constable services will end on June 30, 2016. The City recently completed an RFP (Request for Proposals) process and only one proposal was submitted—by Court Services of Utah, the City's current provider.

RECOMMENDATION: Approve the award of bid for constable services to Court Services of Utah and authorize the Mayor's signature to any necessary documents.

10. CONSIDER APPROVAL OF THE ENERGY SAVINGS CONTRACT WITH MCKINSTRY

BACKGROUND: The City has been working with its Energy Savings Contract (ESCO) partner, McKinstry, to develop a scope of work to upgrade the lighting at City Hall, the Aquatic and Fitness Center and the streetlights within the City to LEDs. The savings from these projects will be used to replace the HVAC system at the Aquatic and Fitness Center. City staff is recommending approving the lighting upgrades and the HVAC replacement, and begin the construction phase pending the Legal Department's review of the contract.

RECOMMENDATION: Approve the Energy Savings Contract with McKinstry for lighting upgrades, the HVAC replacement and begin the construction phase pending the Legal Department's review of the contract and authorize the Mayor's signature to any necessary documents.

11. CONSIDER APPROVAL OF A PROCLAMATION DECLARING THE WEEK OF JULY 1 – JULY 7, 2016 AS INDEPENDENTS' WEEK IN CLEARFIELD CITY

BACKGROUND: Clearfield's core of independently-owned businesses gives back to the community in goods, services, time and talent. Additionally the health of Clearfield's economy depends on support of businesses owned by our friends and neighbors. These local business owners and their employees enrich residents' shopping experiences with their knowledge and reflect a sense of place. The proclamation is a salute to community members and locally owned independently businesses that are integral to Clearfield.

RECOMMENDATION: Approve the Mayor's signature to the Proclamation officially declaring July 1-July 7, 2016 as "Independents Week" in the City of Clearfield.

***COMMUNICATION ITEMS:***

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

**\*\**COUNCIL MEETING ADJOURN*\*\***

Dated this 23<sup>rd</sup> day of June, 2016.

/s/Kimberly S. Read, City Deputy 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.



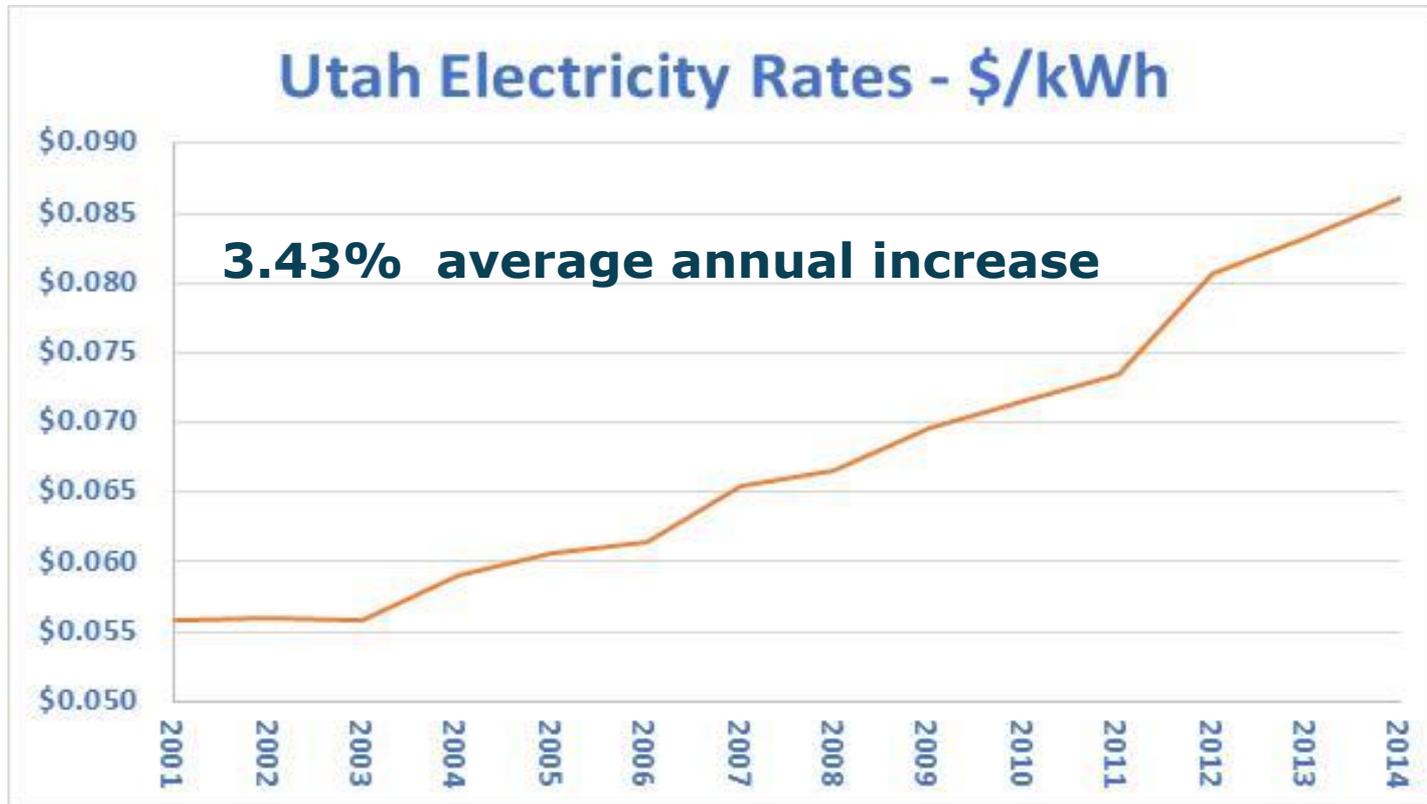
# Energy Performance Contracting Escalation Rates Selection

*Clearfield City – June 16, 2016*

# Why Are Escalation Rates Important?

- 1) McKinstry measures and verifies unit savings
- 2) Utility escalation rates are discussed and agreed upon with Clearfield City
- 3) Unit savings are multiplied by utility rates to calculate dollar savings
- 4) Lower escalation rates are more conservative but increase project finance term
- 5) Use solid data to inform escalation rates: historic market data (EIA), federal forecasting data (EERC), actual utility history (RMP data)

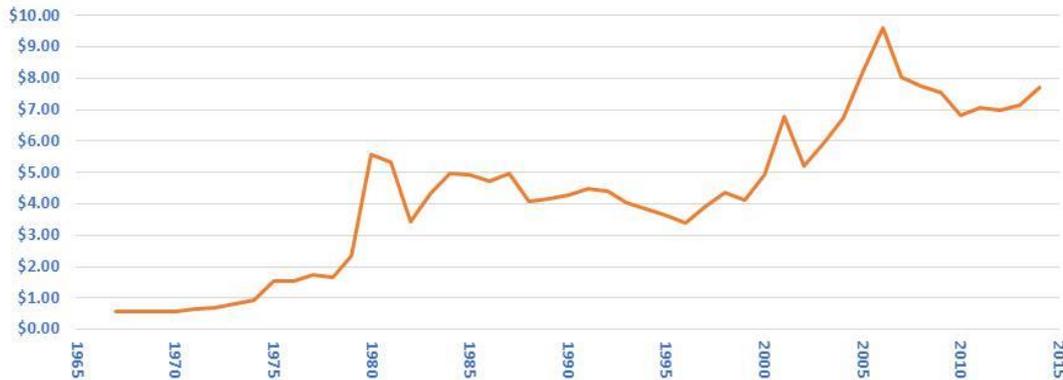
# Utah Historical Electrical Rates



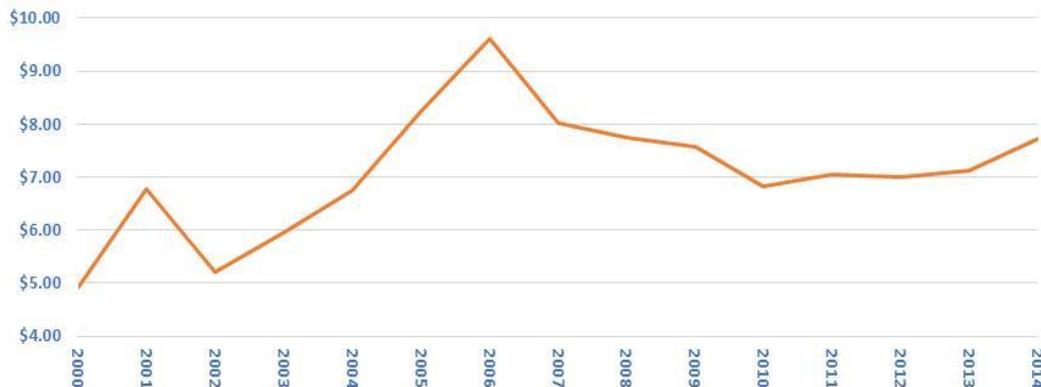
Source: US Energy Information Administration

# Utah Historical Natural Gas Rates

Utah Natural Gas 49 Year Rates - \$/Dth



Utah Natural Gas 14 Year Rates - \$/Dth



- 7.97% average annual increase over last 48 years
- 5.38% average annual increase over last 15 years
- 2.73% average annual increase since 2010

Source: US Energy Information Administration

# Clearfield Electric Rate Increases

Sept. 2012 Electrical Use (kWh) Rate Analysis		
Description	Charge/Unit	\$/Unit
Basic Charge	Fixed	Fixed
Demand Charge	\$ -	\$ -
Energy Charge	\$ 0.035439	\$ 0.03544
Renewable Energy Credit	-0.23%	\$ (0.00008)
Energy Balancing Account	1.04%	\$ 0.00037
Customer Efficiency Services	3.26%	\$ 0.00116
Customer Efficiency Srvs Offset	-0.41%	\$ (0.00015)
Municipal Energy Sales/Use Tax	6.00%	\$ 0.00221
<b>Total \$/kWh</b>		<b>\$ 0.038958</b>

June 2016 Electrical Use (kWh) Rate Analysis		
Description	Charge/Unit	\$/Unit
Basic Charge	Fixed	Fixed
Demand Charge	\$ -	\$ -
Energy Charge	\$ 0.038127	\$ 0.03813
Renewable Energy Credit	-0.37%	\$ (0.00014)
Energy Balancing Account	1.80%	\$ 0.00069
DSM Charges	4.07%	\$ 0.00157
Municipal Energy Sales/Use Tax	6.85%	\$ 0.00276
<b>Total \$/kWh</b>		<b>\$ 0.043003</b>

# Clearfield Electric Rate Increases

<b>Electrical Demand (kW) Rate Analysis</b>		
Description	Charge/Unit	\$/Unit
Basic Charge	Fixed	Fixed
Demand Charge	\$ 16.840000	\$ 16.840000
Energy Charge	\$ -	\$ -
Renewable Energy Credit	-0.23%	\$ (0.03873)
Energy Balancing Account	1.04%	\$ 0.17514
Customer Efficiency Services	3.26%	\$ 0.55343
Customer Efficiency Srvs Offset	-0.41%	\$ (0.0696)
Municipal Energy Sales/Use Tax	6.00%	\$ 1.04761
<b>Total \$/kW</b>		<b>\$18.50785</b>

<b>Electrical Demand (kW) Rate Analysis</b>		
Description	Charge/Unit	\$/Unit
Basic Charge	Fixed	Fixed
Demand Charge	\$ 18.660000	\$ 18.660000
Energy Charge	\$ -	\$ -
Renewable Energy Credit	-0.37%	\$ (0.06904)
Energy Balancing Account	1.80%	\$ 0.33588
DSM Charges	4.07%	\$ 0.77032
Municipal Energy Sales/Use Tax	6.85%	\$ 1.34926
<b>Total \$/kW</b>		<b>\$ 21.04642</b>

# Clearfield Electric Rate Increases

	Total \$/kWh	Total \$/kW
Sept 2012	\$ 0.03896	\$ 18.51
June 2016	\$ 0.04300	\$ 21.05
Difference	\$ 0.00405	\$ 2.54
<b>% Increase</b>	<b>10.4%</b>	<b>13.7%</b>
<b>Compound Annual Average Growth Rate</b>	<b>2.67%</b>	<b>3.49%</b>

# Forward Looking Escalation

File Help

Percent of Energy Cost Savings

Fuel Type	Weight (%)
Coal	0
Distillate Oil	0
Electricity	100
Natural Gas	0
Residual	0
<b>Total</b>	<b>100</b>

Fuel Rate Information

Location:

Sector:  Commercial  
 Industrial

Performance Period

Start Date:

Duration:

Carbon Pricing Policy

PolicyOption:

Annual Energy Escalation Rate

Inflation Rate (%):

Real: 0.57

Nominal: 2.68

File Help

Percent of Energy Cost Savings

Fuel Type	Weight (%)
Coal	0
Distillate Oil	0
Electricity	0
Natural Gas	100
Residual	0
<b>Total</b>	<b>100</b>

Fuel Rate Information

Location:

Sector:  Commercial  
 Industrial

Performance Period

Start Date:

Duration:

Carbon Pricing Policy

PolicyOption:

Annual Energy Escalation Rate

Inflation Rate (%):

Real: 2.35

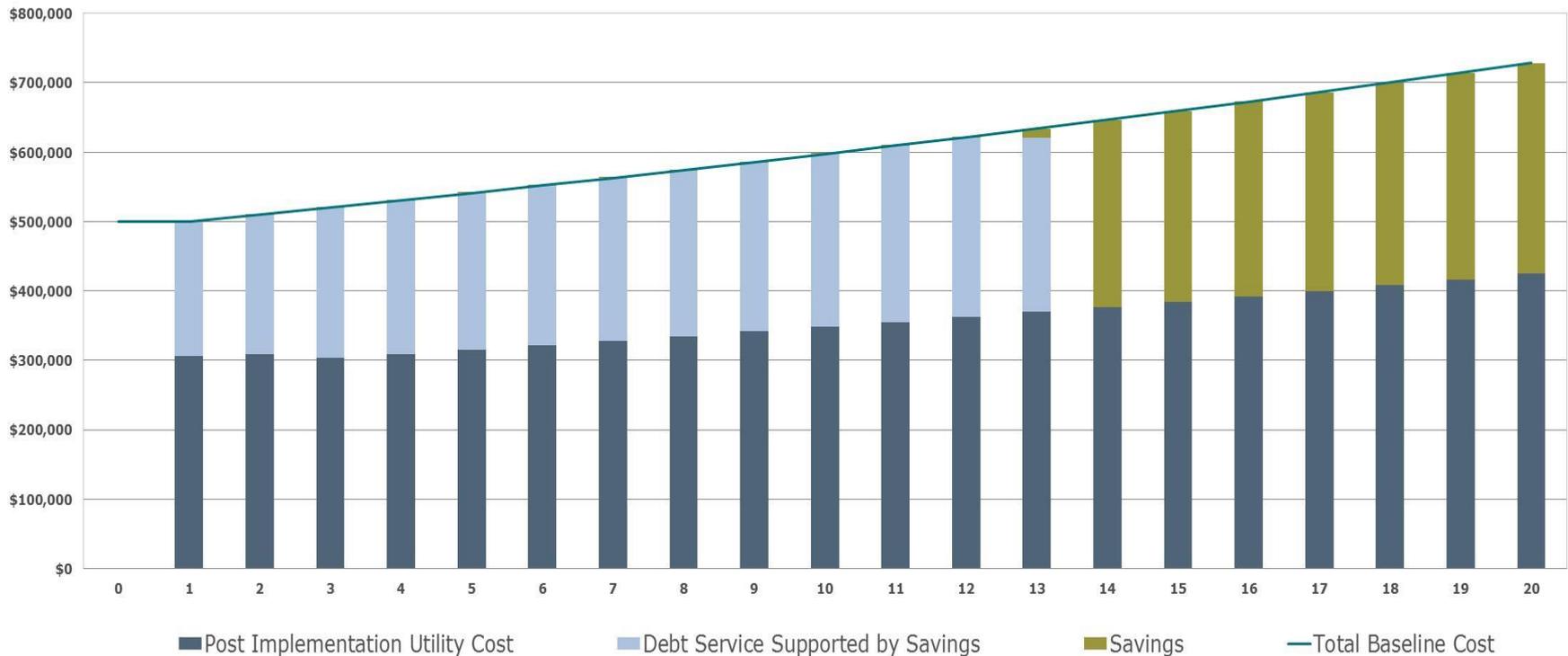
Nominal: 4.50

# Effect of Escalation on Project Financing Term

Electric Escalation Rate	Natural Gas Escalation Rate	Total Interest Payments	Project Finance Term
2.68%	4.50%	\$397,977	~11 yrs 7 mos
1.68%	3.50%	\$412,539	~12 yrs 3 mos
1.68%	2.00%	\$420,060	~ 12 yrs 6 mos
2.68%	2.00%	\$407,764	~12 yrs 0 mos
1.00%	1.00%	\$433,698	~13 yrs 2 mos

# Graphical Cash Flows

PROJECT SAVINGS V. BASELINE



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# Options

## Option 1 – Move forward with the proposed scope of work

### Pros

- Entire scope done together
- Risks of the projects are shared with McKinstry because of the performance guarantees
- Replace the HVAC at the CAFC and stays budget neutral
- Time – The project is managed by McKinstry, allowing staff to work on other projects simultaneously
- The HVAC replacement resolves a high concern in the facilities division
- “Resets” the life span of the HVAC at the CAFC
- The HVAC replacement is designed for a pool environment versus the current system

### Cons

- The city will have to borrow the funds for the project
- The savings from the lights could go towards other items in the city
- The new equipment could have issues and require more maintenance than expected
- Potentially replacing some items that still have a useful life
- The annual shutdown at the CAFC will need to be extended or shutdown twice

# Options

## Option 2 – Move forward with the lighting only

### Pros

- The city would have to borrow less and be able to pay the loan back sooner
- Risks of the projects are shared with McKinstry because of the performance guarantees
- Time – The project is managed by McKinstry, allowing staff to work on other projects simultaneously
- The savings can be used for other items in the city
- Not as much risk because the lighting is a simpler project

### Cons

- The city will have to borrow the funds for the project
- The savings from the lights would not pay for the HVAC replacement
- There would be no performance guarantee with the HVAC
- The new equipment could have issues and require more maintenance than expected
- Staff time needed to RFP, contract, and manage the HVAC project in the future
- Increased costs to replace the HVAC
- Additional wear and tear on the other systems of the building
- Delayed gas savings with the HVAC

# Options

## Option 3 – Not doing any of the projects

### Pros

- The city would defer when money would need to be borrowed
- Facilities would operate as they currently are
- City would continue to maintain current equipment through their full lifespans

### Cons

- Lighting in the natatorium will still need to be addressed soon
- Unable to realize any cost savings through increased energy efficiency
- The City would still owe McKinstry for the price of the audit
- Any future lighting or HVAC improvements would not have a performance guarantee
- Staff time needed to RFP, contract, and manage the projects in the future
- Increased costs to replace the proposed items in the future
- Additional wear and tear on the other systems of the building
- Projects will be funded through borrowing or capital funds

# Thank You!





# City of Clearfield Final Project Summary



Published On: 6/14/16

Professional Services				
1	Design / Engineering - Lighting	Lump	6% of Direct Lighting Costs	\$ 30,364
2	Design / Engineering - MEP	Lump	9% of Direct Non-Lighting Costs	\$ 79,468
3	Commissioning	Lump	3% of Direct Costs	\$ 41,672
4	Construction Management	Lump	6% of Direct Costs	\$ 83,343
5	Construction-Period M&V	Lump	2% of Direct Costs	\$ 27,781
<b>Total Professional Services Costs</b>				<b>\$ 262,628</b>

Direct Construction Costs							
	ECM Name	Mechanical	Electrical	BAS	Lighting	Other	Total
6	03.03-CAC HVAC Improvements	\$ 566,757	\$ 58,459	\$ 23,935	\$ -	\$ 85,108	\$ 734,259
7	04.03-CAC Controls Upgrade - Improvements	\$ -	\$ -	\$ 39,428	\$ -	\$ 1,155	\$ 40,583
8	09.02-CHPD Building Lighting Improvements	\$ -	\$ -	\$ -	\$ 115,757	\$ 3,473	\$ 119,230
9	09.03-CAC Building Lighting Improvements	\$ -	\$ -	\$ -	\$ 119,027	\$ 3,571	\$ 122,598
10	09.04-CW Street Lighting Improvements	\$ -	\$ -	\$ -	\$ 271,289	\$ 13,350	\$ 284,639
11	Site Supervision - Labor, travel, lodging, meals						\$ 77,494
12	Site Conditions - safety barriers, dumpsters, etc.						\$ 10,250
<b>Total Direct Construction Costs</b>		<b>\$ 566,757</b>	<b>\$ 58,459</b>	<b>\$ 63,363</b>	<b>\$ 506,074</b>	<b>\$ 106,657</b>	<b>\$ 1,389,054</b>

Contingency				
13	McKinstry Contingency	%	3.50%	\$ 48,617
14	Clearfield Contingency	%	1.50%	\$ 20,836
<b>Total Contingency</b>				<b>\$ 69,453</b>

<b>Subtotal Project Cost</b>	<b>\$ 1,721,135</b>
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Overhead & Profit				
15	Overhead	%	10.00%	\$ 172,113
16	Profit	%	8.00%	\$ 137,691
<b>Total Overhead and Profit</b>				<b>\$ 309,804</b>

Directed Engineering Study	\$ 30,000
Payment and Performance Bond (1%)	\$ 20,309
<b>Total Project Cost</b>	<b>\$ 2,081,248</b>
Pole Purchase Allowance	\$ 332,750
<b>Total Financed Amount</b>	<b>\$ 2,413,998</b>

Confidential and Proprietary

## Implementation Services Activities Definitions

### Design/Engineering

- Develop designs, specifications
- Size equipment
- Produce stamped drawings
- Code review and coordination with code official
- Can Include mechanical, electrical, structural, and architectural design
- Updating of energy models based on final Development of and processing of rebate and grant applications
- Site inspections of installation
- Review of submittals
- Responding to RFIs

### Commissioning

- Develop commissioning plan, pre-functional test procedures, and functional test procedures
- Review and comment on design documents
- Executing pre-functional testing
- Executing functional testing
- Re-testing as required
- Site inspections of installation
- Responding to RFIs
- Maintain issue tracking log
- Publish final commissioning report

### Construction Management

- **Construction Management**
  - Manage subcontractors, subcontracts, and subcontractor invoices
  - Manage construction budget
  - Manage McKinstry site supervisors, project coordinators, and project engineers
  - Manage and update construction schedule
- **Pre-Construction**
  - Construction management services during project development: Bid solicitations, design review for constructability, etc.
- **Project Engineering**
  - Support construction management during construction to ensure construction meets design
  - 3<sup>rd</sup> party inspections of work
- **Construction Completion**
  - Commissioning
  - Construction Measurement and Verification
  - Post-Implementation Report (PIR) developed, reviewed and submitted
- **Other Construction Activities**
  - Site visits
  - Client meetings
  - Senior level supervision of McKinstry engineering and construction staff
  - 3<sup>rd</sup> party reviews
  - Administration support
  - Legal Review
  - Accounting services
  - Printing/copying/binding
  - Office supplies
  - Oversee execution of safety plan
  - Develop and manage quality control plan
  - Process change orders
  - Manage RFIs
  - Lead weekly Owner meetings
  - Resolve construction issues
  - Additional project development services
  - Pre-Con site visits
  - Develop subcontracts
  - Develop construction schedule
  - Engineering (mechanical, energy, etc.,) analysis of field modifications
  - Submittal review to ensure energy savings
  - Operations and Maintenance manuals
  - Printing/copying/binding close-out documentation
  - Facility managers, maintenance staff training
  - Business travel and meals
  - Permits
  - Insurance
  - Performance and Payment (P&P) bonds
  - Incentives processing
  - Process warranty claims
  - Dispatch and manage warranty repairs
  - Purchase materials not covered by manufacturer's warranty

### Construction Period M&V

- Track changes that may occur during construction
- Update energy models as necessary
- Perform post-construction inspection of installation
- Issue post-construction M&V report
- Lead post-construction M&V phase kickoff meeting

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 P.M. POLICY SESSION  
June 14, 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
	Spencer Brimley	Development Services Manager
	Greg Krusi	Police Chief
	Curtis Dickson	Community Services Deputy Dir.
	Summer Palmer	Administrative Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant/Budget Analyst
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder
EXCUSED:	Eric Howes	Community Services Director

VISITORS: Stephen Stanko – Utah Department of Agriculture & Food, Richard Homer – Davis County Beekeepers Association, Carl Marchant, Denise Hunsaker – Wasatch Beekeepers, Owen Parry – Wasatch Beekeepers, Rodney Marchant – Davis Beekeepers, Derrin Wissel – Davis Beekeepers, Robin Hamilton – Davis Beekeepers, Anna Wissel – Davis Beekeepers, Jerome Curran, Morgan Roberts, Ellen Middaugh – Davis Beekeeping, Andrew Smith – Davis Beekeeping, Bob Bercher, John Williamson, Dan & Lori Nelson – Davis County Beekeepers Association, Mike & Celise Herlin – Davis Beekeeping, Steve Silvester, Belle Silvester, M. Clint Bisbee, Dave Bouwhuis, Shirley

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 the Public Hearing or Citizen Comments there were forms to fill out by the door.

Councilmember Benson conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE MAY 10, 2016 AND MAY 17, 2016 WORK SESSIONS AND THE MAY 24, 2016 POLICY SESSION

**Councilmember Benson moved to approve the minutes from the May 10, 2016 and May 17, 2016 work sessions and the May 24, 2016 policy session 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.**

PUBLIC HEARING TO RECEIVE COMMENT ON THE 2016/2017 FISCAL YEAR BUDGET

Utah Code required cities to hold a public hearing regarding the adoption of the upcoming fiscal budget. The City staff had prepared and submitted to the Council a balanced tentative budget for the fiscal year 2016/2017 which would begin July 1, 2016 and end June 30, 2017. The submitted tentative budget was adopted on May 10, 2016 and included all funds.

Rich Knapp, Finance Manager, reminded the Council discussions regarding the 2016 budget began in January and a tentative budget had been approved in May. He announced the City would be holding Truth in Taxation which allowed the budget to be approved on August 9, 2016. He reviewed the following highlights of the proposed budget:

- Transportation revenue association with Proposition 1
- Increases in sales, gas and property taxes
- Merit increases
- Health insurance increase
- Wage increase identified in compensation study
- Personnel changes

He reported the City was healthy and reviewed Capital Expenditures.

- Public works maintenance and operations center phase II
- 700 South (1000 West to 1500 West) reconstruction
- Steed Park electrical upgrades
- Street maintenance
- Customer service center

He reviewed the items which had changed since approval of the tentative budget:

- Cancellation of Questival
- “Line of Duty” trust fund
- Traffic study at 1000 East near Clearfield High
- No increase for Liability Insurance
- Fleet changes for vehicle rental
- Public hearing for the water funds transfer. He announced that public hearing was part of the budget public hearing. He explained the State required the City to recognize its accounting for the water used by the City.

Councilmember Peterson asked what percentage of funds was in unreserved fund balance. Mr. Knapp responded approximately eighteen percent.

Councilmember Phipps asked about the PARAT Tax. Mr. Knapp responded the budget included revenue of approximately \$200,000 and mentioned specific expenditures had not yet been identified.

Mayor Shepherd opened the public hearing at 7:10 p.m.

Mayor Shepherd asked for public comments.

There were no public comments.

**Councilmember Peterson moved to close the public hearing at 7:11 p.m. seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.**

#### CITIZEN COMMENTS

Anna Wissel, resident, requested the Council consider making an ordinance change specific to beekeeping. She believed neighborhood beekeeping was a great asset for the environment and believed the zoning restriction was prohibitive. She mentioned there were neighboring cities more densely populated which had adopted a more current beekeeping ordinance.

Denise Hunsaker, 1472 S 900 W, SLC, announced she had been a beekeeper for six seasons and was an active member of the Wasatch Beekeepers Association of Utah. She reported she had hives in her back yard and lived near downtown Salt Lake. She believed the City's current ordinance had been passed without adequate research and information. She suggested if the Council understood the importance of beekeeping within City limits it would appreciate their value to neighborhoods and suggested the bees were essential for pollination of fruit, vegetable and flower gardens. She stated bees will swarm during "swarm season" and without trained qualified beekeepers to take care of the swarms the public would panic. She requested the City reconsider its ordinance against beekeeping.

Councilmember Bush asked how Salt Lake City regulated bees. Ms. Hunsaker responded a representative from the Department of Agriculture was present and could respond to that question.

Steve Stanko, stated he was in attendance in an official capacity of the Utah Department of Agriculture and Food. He reported he was an inspector with the department and reported honeybees were the backbone of pollination services and were critical to the State's agriculture resources. He announced the Utah Department of Agriculture and Food was encouraging the City to adopt an ordinance which would allow for residential beekeeping. He suggested honeybees could safely be kept in urban environments and encouraged municipalities to adopt science based common sense rules. He continued ordinances which were too restrictive had unintended consequences which were peril to human health. He shared statistics specific to aggressive bees based on surveys and inspections. He expressed his opinion restrictive ordinances encouraged "hiding" from inspection programs and monitoring of hives.

Mayor Shepherd inquired how other cities had regulated beekeeping in their cities. Mr. Stanko reported Salt Lake City didn't require additional registration with the City, they only required the beekeepers be registered with the Department of Agriculture, which was already required per State Law.

Councilmember Peterson reported there were some Davis County cities which had patterned their beekeeping ordinance after Salt Lake City's which referred to the State's regulations.

Councilmember Young inquired about the State regulations. Mr. Stanko responded the primary focus of the state regulations were related to honeybee health as opposed to regulating nuisance issues such as designating the allowable number of hives allowed per property or identifying a water source. He further explained how designating a water source would be a good idea for residential beekeeping and indicated the State encouraged cities include language pertaining to that in their ordinance. He emphasized the State regulated temperament which didn't allow for aggressive bees and stated if those bees were identified via inspection, they were required to "re-queen" the hive and explained that process. He pointed out the State would work with the beekeeper in assisting with corrective measures as well as additional follow-up. He indicated all City health and nuisance regulations would also be applicable. He added the State required beekeepers to be registered with the Department of Agriculture as well as keeping an apiary of bee colonies which also had their own regulations. He emphasized inspections took place which ensured bees were in good health as well as determining compliance.

Mayor Shepherd responded the City would be addressing its beekeeping ordinance in the near future. Adam Lenhard, City Manager, clarified the City currently allowed beekeeping in its Agricultural zone and prior to 2009 wasn't addressed by ordinance. He reported beekeeping was allowed as a conditional use in the Agricultural Zone in 2009. He indicated this past legislative session legislation was proposed specific to beekeeping and reviewed the process and announced any recommendation would come through the Planning Commission. He introduced Spencer Brimley, Development Services Manager, and suggested interested individuals visit with him and announced the City would continue to move forward regarding the beekeeping ordinance.

Richard Homer, resident, Davis County Beekeeper's Association, distributed a handout reflecting neighboring ordinances and suggested the City implement an ordinance allowing residential beekeeping. He announced the Association had been instrumental in changing Layton City's ordinance and stated he would like to be involved with Clearfield City's process and indicated he would be in contact with Mr. Brimley. He reported on his experience with beekeeping and believed a hive could be kept appropriately in a backyard and indicated they only sought out pollen. He reported on Layton and Salt Lake City's ordinances and the benefits to neighborhoods.

Mr. Homer reported the need for the honeybees in the local area and suggested residential beekeepers need to be educated. He believed the State of Utah did an excellent job in regulating beekeepers and expressed concern regarding the lack of beehives in the local area. He suggested local beehives would result in flourishing gardens and fruit trees and believed educating residents was essential to successful neighborhood beekeeping.

David Bouwhuis, resident, shared his personal experience specific to the declining of the honeybee population locally and nationwide. He expressed concern with the hive collapse. He expressed a desire for education on behalf of the beekeeper and believed the hobby beekeepers would be instrumental in saving the bee population. He expressed confidence in Utah State's efforts in regulating bee colonies. He stated he had attempted to catch swarms of bees and reported he didn't get any activity on those located in Clearfield City and encouraged the hobby of beekeeping.

Jerome Curran, resident, expressed concern regarding required setbacks and height restrictions specific to garages. He explained how his home was situated on his property and indicated the current setback didn't allow for him to build a garage because of the required distance from the property line. He pointed out accessory buildings, sheds, were allowed to be constructed on the property line and many of barnlike sheds exceeded the height requirement. He reported on several of his neighbor's garages and believed there were inconsistencies of what was allowed. Mayor Shepherd suggested any ordinance change would need to proceed through the Planning Commission. Mr. Curran expressed displeasure at being required to pay an additional \$250 application fee to proceed through the Planning Commission and suggested there should be a simpler process.

Mr. Lenhard explained any accessory (detached) building, such as a shed, below 10 feet in height could be located two feet from the property line; anything taller than 10 feet tall would need to be eight feet off the property line. Mayor Shepherd informed Mr. Curran if he wanted to make a change for the entire city, such as an ordinance change, he should proceed through the Planning Commission but if he wanted something specific to his property, he should apply for a variance.

Councilmember Bush pointed out an ordinance change would also require public hearings. Mayor Shepherd emphasized the ordinance change would be a lengthy process and reviewed timing since the Planning Commission met only once a month as well as noticing requirements specific to public hearing notices with Mr. Curran. He suggested Mr. Curran visit with Mr. Brimley to further clarify the process and timing.

#### APPROVAL OF RESOLUTION 2016R-10 AUTHORIZING THE INTERLOCAL AGREEMENT WITH DAVIS COUNTY TO PROVIDE ANIMAL CONTROL SERVICES

Davis County provided animal control services for the City under the direction of the Animal Control Director. The Interlocal Agreement was effective until December 31, 2020 and may be extended by approval of both parties in writing to the Agreement.

Adam Lenhard, City Manager, explained there were three components associated with the new Agreement:

- Usage fee
- Wildlife fee
- Capital Improvement fee

He reviewed changes to the Interlocal agreement and stated the total amount for this fiscal year was \$97,000. He reported staff had reviewed the agreement and was recommending approval.

**Councilmember Young moved to approve Resolution 2016R-10 authorizing the Interlocal Agreement with Davis County to provide animal control services 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 REVISED STORM WATER SYSTEM CAPITAL FACILITY PLAN FOR CLEARFIELD CITY

The Storm Water System Capital Facility Plan was a city wide report to assist the City in planning and prioritizing capital improvement projects to the City's storm drainage system and to identify potential funding sources. The current Storm Water Capital Facility Plan was approved in August 2009.

Scott Hodge, Public Works Director, explained the Plan identified specific capital projects related to the City's storm water system. He informed the Council staff had recently reviewed the current plan which was approximately five years old and removed completed projects and added additional identified projects to The Plan. He reported the new plan now included 35 identified projects totaling approximately eleven million dollars. He added the new Plan encompassed twenty years; however, this Plan would also need to be revised in another five years. Mr. Lenhard explained six of the first identified projects had been included in the City's three year plan so fiscal years had been identified for completion. Councilmember Phipps asked what would happen with the Plan if an unanticipated event took place. Mr. Hodge responded the Plan should be considered something of a "road map" which would allow staff to readdress immediate needs if needed.

**Councilmember Peterson moved to approve the revised Storm Water System Capital Facility Plan for 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 TO KAPP CONSTRUCTION TO COMPLETE THE WORK FOR THE 350 WEST COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) IMPROVEMENT PROJECT

Bids were received from two construction companies for the 350 West Street Community Development Block Grant (CDBG) Project. The scope of work for the project would replace the existing six inch culinary water line with an eight inch waterline, install new fire hydrants, replaced the existing sanitary sewer pipeline with an eight inch sewer pipeline and install a new fifteen inch storm drain pipeline. The existing curb, gutter and sidewalk on 350 West Street from 300 West to 2300 South would be removed and replaced and new asphalt pavement would be installed on 350 West Street. The lowest responsible bid was received from Kapp Construction with the bid amount of \$581,855.50.

Scott Hodge, Public Works Director, explained two bids were submitted for this project and announced Kapp Construction was the lowest bid. He recommended awarding the project to Kapp Construction with a bid amount of \$58,855.50. He reported Kapp Construction had completed a project last year and expressed confidence in their abilities to complete this project.

**Councilmember Phipps moved to approve the award of bid for the 350 West Street Community Development Block Grant (CDBG) Improvement Project to Kapp Construction for the bid amount of \$581,855.50 and approve funding for the project for the bid amount of \$581,855.50 with contingency and engineering of \$52,854.50 for a total project cost of \$634,710 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 RESOLUTION 2016R-12 AUTHORIZING AN INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY AND THE MILITARY INSTALLATION DEVELOPMENT AREA (MIDA) FOR MUNICIPAL SERVICES AGREEMENT

The Military Installation Development Authority (MIDA) was an independent, nonprofit, separate body corporate and politic of the State of Utah. It had created the Falcon Hill Project Area which was located on the west side of Hill Air Force Base (HAFB). MIDA had authority to contract with another entity to provide necessary municipal services for the project area. The City was willing to provide some of those services as agreed upon. The MIDA board approved the Interlocal Agreement on June 4, 2013.

JJ Allen, Assistant City Manager, announced the City had been providing municipal services, such as police response, snow plowing, business licensing, etc. to the Falcon Hill Project Area at HAFB. He announced the current interlocal agreement would expire at the end of June and stated the city was required to approve a new agreement. He reviewed the identified changes:

- Annual pricing increases
- Clarification of how business licensing applications would be processed
- Extends the terms from three years to five years, and allows for some renewals
- Allows the parties to incorporate changes to the service area or pricing schedule without negotiating a new agreement

Councilmember Phipps clarified the agreement was flexible to accommodate for new growth in the service area. Mr. Allen responded that was specifically addressed in Section 16 of the Agreement.

**Councilmember Young moved to approve Resolution 2016R-12 authorizing the Interlocal Agreement with the MIDA (Military Installation Development Area) to provide municipal services for the Falcon Hill Project Area 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.**

Mayor Shepherd mentioned MIDA would be meeting on Tuesday, June 21, 2016.

### APPROVAL OF THE CLASSIFICATION AND COMPENSATION STUDY EXECUTIVE REPORT AND BUDGET

The City contracted with McGrath Human Resource Group to conduct an employee classification and compensation plan study. The executive report and its subsequent budget had been presented to the City Council for its consideration.

Summer Palmer, Administrative Services Director, reminded the Council of those items discussed during previous work sessions included in the Report and asked if there any questions. Councilmember Phipps commented the Study and subsequent Report were well done and mentioned he liked making decisions based on hard facts. Mayor Shepherd stated the process was thorough and indicated he was impressed with the consultants and their work. Councilmember Young stated McGrath had done a great job completing the Study. He stated it was a balancing act taking care of employees while at the same time considering taxpayer's interest. Councilmember Peterson expressed appreciation to staff in addressing concerns and questions of the Council during the process. Councilmember Benson also expressed appreciation to staff for answering her questions during this process.

Ms. Palmer clarified their approval would implement the recommendations for this year as well as future years specific to the Policy and Procedure Manual in addition to pay schedule and indexes. She stated the compensation number was also included in this report.

**Councilmember Benson moved to approve the Classification and Compensation Study Executive Report and budget 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 he had attended and presented at Boys' State at Weber State University.
2. Expressed appreciation to those who attended the Memorial Day ceremony hosted by Syracuse City to honor local Veterans and suggested the City consider hosting its own event.
3. Reported he had attended Clearfield High's graduation ceremony and mentioned there was a significant amount of money awarded in scholarships. He mentioned Eric Howes' son had scored a 35 on the ACT and had accepted a full ride scholarship to BYU.
4. Announced he had participated in Inactivation Ceremony of the 388<sup>th</sup> EMS and CMS Groups which were combined to become the 388<sup>th</sup> Maintenance Squadron. He added with the addition of the F-35 aircraft coming to HAFB fewer individuals were needed.

#### ***Councilmember Benson***

1. Commented on the great information provided during the meeting regarding bees and mentioned her fruit trees had no fruit on them. She was glad to learn and obtain provided information.
2. Announced We've Got Talent auditions were taking place on Friday, June 24, 2016, at North Davis Junior High, beginning at 7:00 p.m. She stated there would be no semi-finals, only finals

announced during the Fourth of July festivities on the Fourth. Mayor Shepherd requested she stop by and solicit participants from Rocky Mountain Tumbling gymnastic studio.

3. Stated she was also supportive of a Memorial Day Ceremony.

#### ***Councilmember Bush***

1. Stated he would also support a Memorial Day event recognizing area Veterans.

2. Mentioned he was glad to see so many residents in attendance during this evening's meeting.

3. Reported the Kiwanis Club had presented Freedom Leadership and Hope of America awards at the end of the school year to students at several schools. He wished more schools within the City participated in those programs.

4. Reminded the Council of the North Davis Sewer District facility open house this Friday, June 17, 2016, from 10:00 a.m. to 2:00 p.m. He reported it was an interesting and complicated operation to process the sewage and encouraged attendance.

5. He inquired if any members of the Council were participating in the water tour scheduled for tomorrow, Wednesday, June 15, 2016.

#### ***Councilmember Peterson***

1. Reminded the Council the assembling of the Fourth of July Parade float would be taking place on Saturday, June 18, 2016, beginning at 8:00 a.m. at the City's Public Works facility.

#### ***Councilmember Phipps***

1. Mentioned he had attended Boys' State in 1975 and announced he had been elected as the Recorder.

2. Requested in addition to a Memorial Day ceremony suggested the City proceed with a Veteran's Monument.

3. Expressed appreciation to the mid-year planning session (work session) which took place on Thursday, June 9, 2016.

4. Reported he had attended Land Use training in Salt Lake City this past week.

#### ***Councilmember Young***

1. Expressed agreement with previous suggestions regarding Clearfield City implementing its own Memorial Day celebration recognizing Veterans from Clearfield.

2. Announced mosquito abatement was in force and informed residents they could request their neighborhood be "fogged" if they were hosting a special event and explained the process.

### **STAFF REPORTS**

#### ***Adam Lenhard, City Manager***

1. Directed Curtis Dickson, Community Services Deputy Director, to implement a Memorial Day ceremony next year.

2. Announced his monthly report was completed and stated he would send it out later tonight.

3. He expressed appreciation to the Council for their support to the employees. He complimented staff in the professional, competent way they render service to the residents of the City.

4. Apologized for the conflict regarding the Summer Party and We've Got Talent auditions both being scheduled for Friday, June 24, 2016.

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

- No meeting next week, Tuesday, June 21, 2016
- Policy session on Tuesday, June 28, 2016
- No meeting scheduled for Tuesday, July 5, 2016

Reminded the Council the Employee Summer Picnic was scheduled for Friday, June 24, 2016 and requested RSVP to Kim Read, Deputy City Recorder.

There being no further business to come before the Council, **Councilmember Bush moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency (CDRA) at 8:15 p.m., seconded by Councilmember Benson. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, Peterson, Phipps and Young. Voting NO – None.**

*\*\*The minutes for the CDRA are in a separate location\*\**

DRAFT

# Staff Report

**To:** Mayor Mark Shepherd and City Councilors  
**From:** Rich Knapp, Finance Manager  
**Date:** June 21, 2016  
**Re:** Fiscal Year 2016 June Budget Amendments



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## Recommended Action

Staff recommends the City Council approve the FY 2016 budget amendments.

## Description / Background

The attached table below lists actual and proposed expenditures that do not have or exceed FY 2016 budget authority and require budget amendments as allowed by Utah Code Title 10 Chapter 6 Section 124 to 129.

The proposed General Fund amendments use unrestricted fund balance for a total of \$19,058.

The first three amendments are police related grants. The Rocky Mountain Power street light audit is one of the steps to the city purchasing the remaining street lights and converting the lights to LED.

The Weber Basin additional water overage is in addition to the March 8 amendment of \$45,430. The original bill was incorrect.

## List of Attachments

- FY2016 Budget Amendment Items June 28, 2016 Worksheet

FY2016 Budget Amendment Items June 28, 2016

Fund Division	Division #	Account	Expense Account Title	Expense Adjust	Description	Source Account	Source Account Title	Source Adjustment
<b>General Fund</b>								
Police Admin	104211	625002	Equipment Purchases	6,955	JAG Grant Expenses		State Grants	6,955
Police- Patrol & Inv.	104212	612101	Overtime	16,747	Metro Narcotics		Metro Narcotics Grant	16,747
Police- Patrol & Inv.	104212	625002	Equipment Purchases	5,000	For Five body cams		State Grants	5,000
Community Services	104511	673001	CP-Project	13,058	Rocky Mountain Power- Street Light Aduit		Fund Balance	13,058
Planning & Zoning	104641	631006	Contracted Services	6,000	Unanticipated Engineering for Grant		Fund Balalnce	6,000
Total New Use of Fund Balance Items				19,058				
Total New Source Items				28,702				
Total Reallocation of Current Budget Items				0				
Total General Fund Amendments				<u>47,760</u>				

**Water Fund**

Water Operations	515101	662001	Misc Services	102,000	Weber Basin Water Additional Overage - 700 S Broken Pump		Fund Balance	102,000
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**G.O. Bond Fund**

Interest Expense	31	681002	Interest Expense	600	Debt Service-Interest Portion		Enterprise Fund Transfer	600
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# City Council

## STAFF REPORT

**TO:** Mayor Shepherd, City Council, and Executive Staff

**FROM:** Spencer W. Brimley, MRED  
Development Services Manager  
[Spencer.Brimley@clearfieldcity.org](mailto:Spencer.Brimley@clearfieldcity.org) (801) 525-2785

**MEETING DATE:** June 28, 2016

**SUBJECT:** Public Hearing, Discussion, and Possible Action on **FSP 1605-0003**, a request by Ilgar Kassoumov to amend the Clearfield Villa Subdivision, Lot 1, by combining three lots into a single 0.379 acre parcel of land. The sites are located 555 N. Main Street (TIN: 14-090-0001, TIN: 14-090-0070 and 14-090-0071). The properties are located in the C-2 (Commercial) zoning district.

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### RECOMMENDATION

Move to approve, as conditioned, **FSP 1605-0003**, a request by Ilgar Kassoumov to amend the Clearfield Villa Subdivision, Lot 1, and create a 0.379 acre parcel of land, based on findings and discussion in the staff report

#### Planning Commission Recommendation:

Clearfield City Planning Commission, at their meeting on Wednesday, June 1, 2016, recommended **approval** to the City Council of FSP 1605-0003, a request by Ilgar Kassoumov to amend the Clearfield Villa Subdivision, Lot 1, by combining three lots into a single 0.379 acre parcel of land.

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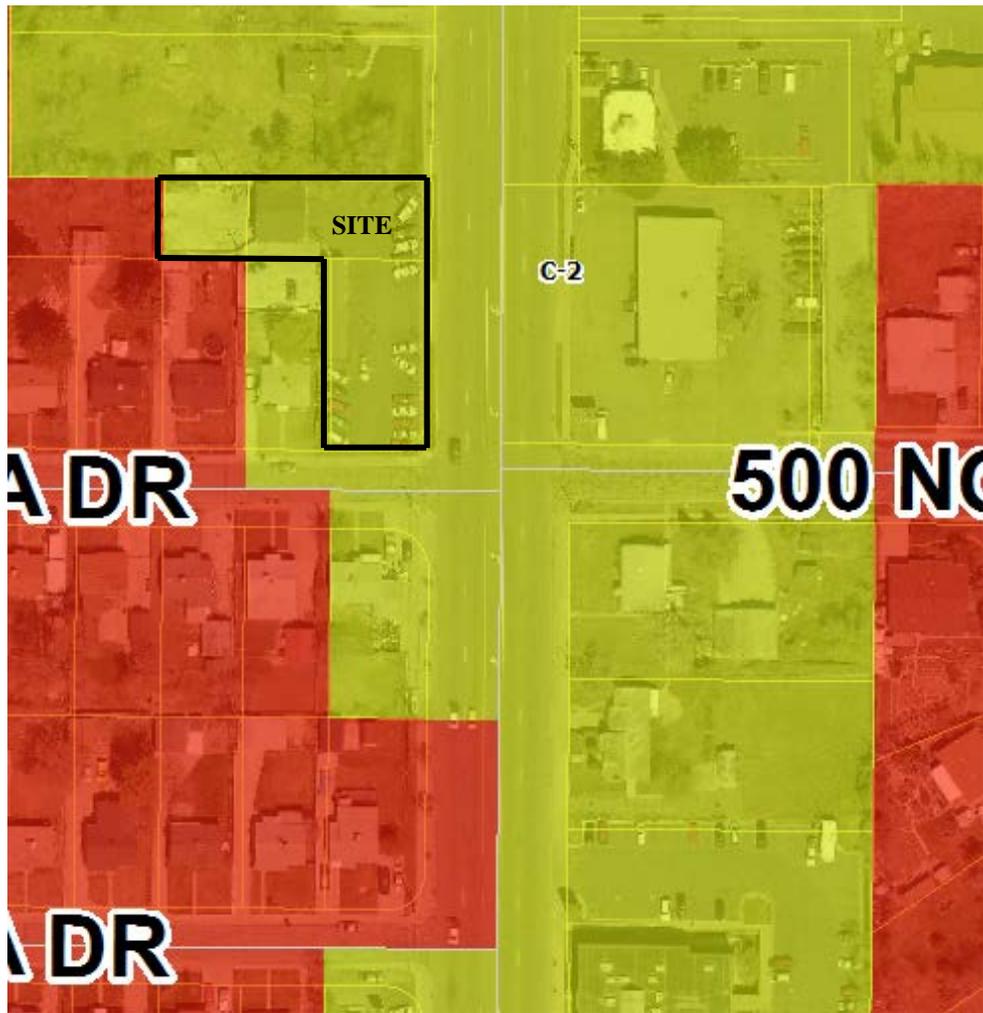
### PROJECT SUMMARY

Project Information	
Project Name	Clearfield Villa Amended Subdivision
Site Location	555 N. Main Street
Tax ID Number	14-090-0001, TIN: 14-090-0070 and 14-090-0071
Applicant and Property Owner	Ilgar Kassoumov
Property Owner	Ilgar Kassoumov
Proposed Actions	Amended Plat/Lot Consolidation
Current Zoning	C-2 Commercial
Master Plan Land Use	Commercial
Gross Site Area	0.379 acres (combined acreage)

Surrounding Properties and Uses:		Current Zoning District	Comprehensive Plan Land Use Classification
North	Single Family Dwelling	C-2 (Commercial Zone)	Commercial

East	C&M Tires	C-2 (Commercial Zone)	Commercial
South	Single Family Residence	C-2 (Commercial Zone)	Commercial
West	Single Family Residence	C-2 (Commercial Zone)	Commercial

**Vicinity Map**



**ANALYSIS**

**Background**

This request is to amend the Clearfield Villa Subdivision for the purposes of combining 3 lots, one of which is Lot 1 of the Clearfield Villa Plat. This request will provide a larger parcel for the automobile

sales lot that was approved by the Planning Commission in November of 2015. The applicant has purchased all three parcels, and has prepared a plat to amend the subdivision and consolidate the lot lines and avoid any non-conformities in the proposed subdivision.

**General Plan and Zoning**

The parcel is General Planned and zoned Commercial. The proposed amended plat is consistent with both the General Plan and zoning for the City.

**Plat Amendment Review**

The plat has been reviewed and approved by the appropriate agencies. The City Engineer and Public works office have reviewed the plat and are recommending approval of the plat as proposed. Staff has reviewed the proposed plat amendment and consolidation and is recommending approval of the plat to the Council, after receiving approval of the Preliminary Plat and a recommendation of approval from the Commission for the final plat.

**Public Comment**

No public comment has been received to date.

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**CONDITIONS OF APPROVAL**

- 1) Applicant will be required to develop the site in compliance with Clearfield City Code and the land use approval provided to the applicant for CUP-SP 1510-0004. Applicant must obtain site plan approval for the additional property.
- 2) The applicant shall install a fence in accordance with section 11-11B-12 of the Clearfield City Code on the western boundary of the subdivision, prior to the plat being recorded. This requirement provides separation for residential zones and uses from any commercial uses.
- 3) The applicant is responsible for the replacement or repair of deteriorated, damaged or missing surface improvements surrounding the perimeter of the subdivision. This includes, but is not limited to curb and gutter, sidewalk, landscaping park strip improvements, driveways, etc.
- 4) All work on the state highway (Main Street) will need Utah Department of Transportation written approval forwarded to the City, i.e. changes to driveway approaches and any additional utility connections.
- 5) The applicant shall provide proof of having obtained and of having maintained, as may be periodically requested by the City, all applicable local, state, and federal permits.

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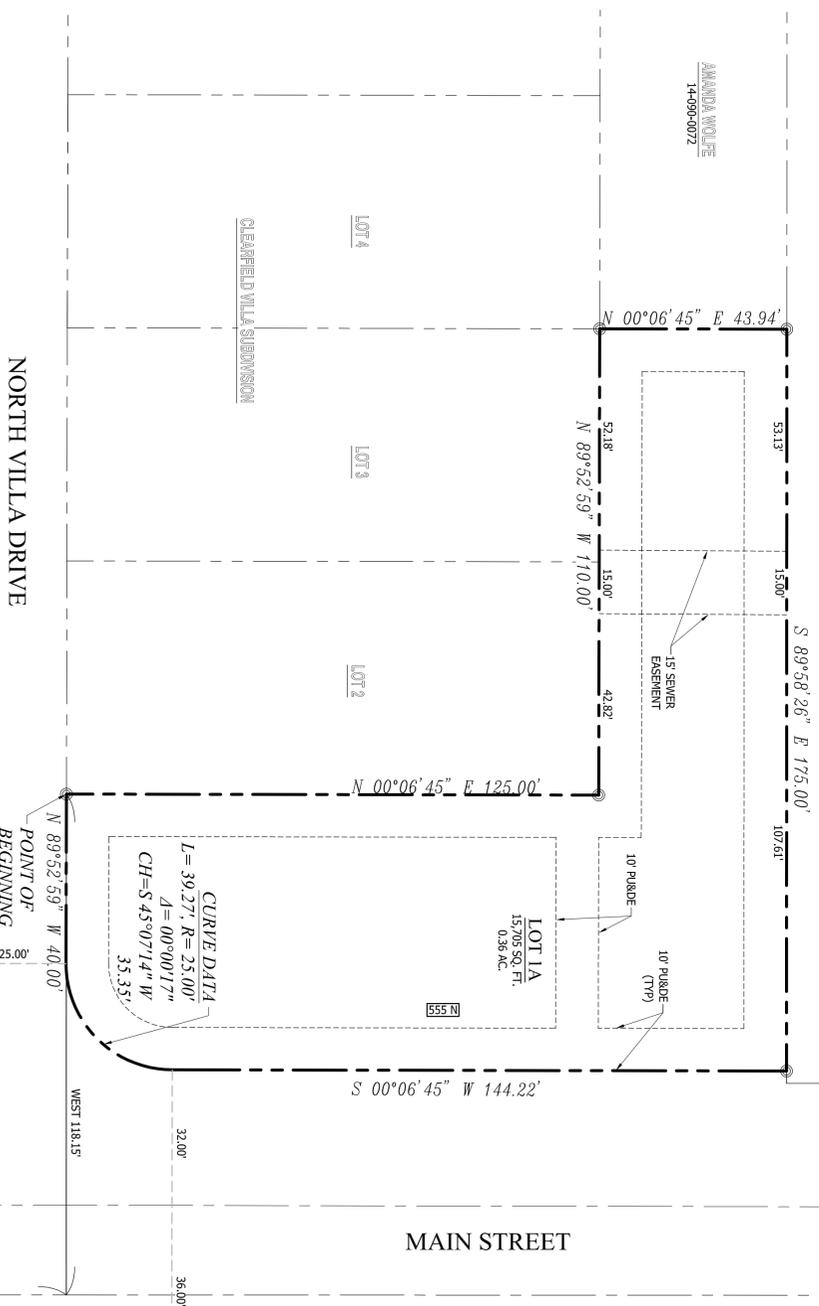
**ATTACHMENTS**

1. Final Amended Plat

**CLEARFIELD VILLA SUBDIVISION AMENDED**

LOCATED IN THE SOUTHEAST QUARTER OF SECTION 35,  
TOWNSHIP 5 NORTH, RANGE 2 WEST, S.L.B.&M.,  
CLEARFIELD CITY, DAVIS COUNTY, UTAH

SOMYA GALE BRAM  
14-071-0040



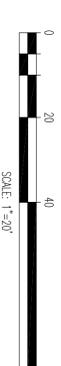
EAST QUARTER CORNER OF  
SECTION 35, TOWNSHIP 5  
NORTH, RANGE 2 WEST,  
SALT LAKE BASE & MERIDIAN

MAIN STREET

**CURVE DATA**  
L = 39.27', R = 25.00'  
Δ = 00°00'17"  
CH = S 45°07'14" W  
35.35'

POINT OF  
BEGINNING

SOUTHEAST CORNER OF  
SECTION 35, TOWNSHIP 5  
NORTH, RANGE 2 WEST,  
SALT LAKE BASE & MERIDIAN



- LEGEND**
- PROPERTY LINE
  - LOT LINE
  - CENTER / SECTION LINE
  - STREET RIGHT-OF-WAY LINE
  - EASEMENT LINE
  - ADJACENT PROPERTY LINE
  - ◆ CENTERLINE MONUMENT
  - ◆ SECTION CORNER
  - ◆ PUBLIC UTILITY & DRAINAGE EASEMENT
  - SET 5/8" REBAR WITH A ORANGE PLASTIC CAP, OR NAIL & WASHER STAMPED PINNACLE 191517

**CITY ATTORNEY'S APPROVAL**  
APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE  
CLEARFIELD CITY ATTORNEY: \_\_\_\_\_  
CLEARFIELD CITY ATTORNEY

**PLANNING COMMISSION APPROVAL**  
APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE  
CLEARFIELD CITY PLANNING COMMISSION: \_\_\_\_\_  
CLEARFIELD CITY PLANNING COMMISSION

**CITY ENGINEER'S APPROVAL**  
APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE  
CLEARFIELD CITY ENGINEER: \_\_\_\_\_  
CLEARFIELD CITY ENGINEER

**CITY COUNCIL APPROVAL**  
APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE  
CLEARFIELD CITY COUNCIL: \_\_\_\_\_  
ATTEST:  
CLEARFIELD CITY RECORDER \_\_\_\_\_ CLEARFIELD CITY MAYOR

**UTILITY COMPANY APPROVAL**

ROCKY MOUNTAIN POWER \_\_\_\_\_ DATE \_\_\_\_\_  
QUESTAR GAS \_\_\_\_\_ DATE \_\_\_\_\_  
CENTURYLINK \_\_\_\_\_ DATE \_\_\_\_\_

**PINNACLE**  
Engineering & Land Surveying Inc.  
2720 North 350 West, Suite 4108 Phone: (801) 773-1910  
LAYTON, UT 84041 Fax: (801) 773-1925

**DAVIS COUNTY RECORDER**  
ENTRY NO. \_\_\_\_\_ FILED FOR RECORD  
PAID \_\_\_\_\_ AND RECORDED THIS \_\_\_\_\_ PAGE  
DAY \_\_\_\_\_ OF \_\_\_\_\_ IN BOOK \_\_\_\_\_ AT  
\_\_\_\_\_ DEPUTY RECORDER

**SURVEYOR'S CERTIFICATE**

I, STEPHEN J. FACKRELL DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR AND THAT I HOLD LICENSE NO. 191517 IN THE STATE OF UTAH. I HAVE PERSONALLY CONDUCTED A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAN AND BE A PORTION OF THE CLEARFIELD VILLA SUBDIVISION AMENDED. I HAVE RECORDED THIS PLAN AND BE DESCRIBED BELOW, AND HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS, HEREAFTER TO BE KNOWN AS CLEARFIELD VILLA SUBDIVISION AMENDED AND THAT THE SAME HAS BEEN CORRECTLY SURVEYED AND STAKED ON THE GROUND AS SHOWN ON THIS PLAN. I FURTHER CERTIFY THAT ALL LOTS MEET FRONTAGE WIDTH AND AREA REQUIREMENTS OF THE APPLICABLE ZONING ORDINANCES.

**BOUNDARY DESCRIPTION**

BEGINNING AT THE SOUTHEAST CORNER OF LOT 2, CLEARFIELD VILLA, SAID POINT BEING LOCATED NORTH 09°01'34" EAST ALONG SECTION 1150.94 FEET AND WEST 118.15 FEET FROM THE SOUTHWEST CORNER OF SECTION 25, TOWNSHIP 5 NORTH, RANGE 2 WEST, SALT LAKE BASE & MERIDIAN, AND RUNNING THENCE NORTH 0°09'45" EAST 15.00 FEET TO THE POINT OF BEGINNING OF THE CURVE; THENCE ALONG THE CURVE AS SHOWN ON THIS PLAN; THENCE SOUTH 89°58'26" EAST 175.00 FEET; THENCE SOUTH 0°06'45" WEST 144.22 FEET TO A POINT OF CURVATURE; THENCE 39.27 FEET ALONG THE ARC OF A 25.00 FOOT RADIUS CURVE TO THE RIGHT THROUGH A CENTRAL ANGLE OF 00°00'17" (CHORD BEARS SOUTH 45°07'14" WEST 35.35 FEET); THENCE NORTH 89°52'59" WEST 40.00 FEET TO THE POINT OF BEGINNING.  
CONTAINS: 15,705 SQ. FT. / 0.36 AC.

DNE \_\_\_\_\_ STEPHEN J. FACKRELL  
LICENSE NO. 191517

**OWNER'S DEDICATION**

I, THE UNDERSIGNED OWNER OF THE HERON DESCRIBED TRACT OF LAND, HEREBY SET APART AND SUBDIVIDE THE SAME INTO LOTS AND STREETS AS SHOWN ON THIS PLAN, HEREAFTER KNOWN AS CLEARFIELD VILLA SUBDIVISION AMENDED.  
IN WITNESS WHEREOF \_\_\_\_\_ HAVE HEREBY SET \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

ILGAR KASSIMOV \_\_\_\_\_ LEONID LEVIN

**ACKNOWLEDGMENT**

STATE OF UTAH )  
COUNTY OF DAVIS )  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 20\_\_\_\_ PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, IN AND FOR SAID COUNTY OF DAVIS IN SAID STATE OF UTAH, ILGAR KASSIMOV AND LEONID LEVIN, THE SIGNERS OF THE ABOVE OWNERS DEDICATION, (2) IN NUMBER, WHO DULY ACKNOWLEDGED TO ME THAT \_\_\_\_\_ SIGNED IT FREELY AND VOLUNTARILY AND FOR THE USES AND PURPOSES THEREIN MENTIONED.

MY COMMISSION EXPIRES: \_\_\_\_\_ NOTARY PUBLIC  
RESIDING IN DAVIS COUNTY

**CLEARFIELD VILLA SUBDIVISION AMENDED**  
LOCATED IN THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 5 NORTH,  
RANGE 2 WEST, S.L.B.&M.,  
CLEARFIELD CITY, DAVIS COUNTY, UTAH

**CLEARFIELD CITY RESOLUTION 2016R-13**

A RESOLUTION APPROVING AND ADOPTING  
AMENDMENTS TO THE 2015/2016 BUDGET AND  
APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH  
THEREIN

WHEREAS, Clearfield City is nearing the end of its budget period which began on July 1, 2015 and ends on June 30, 2016; and

WHEREAS, the City Council has approved some expenditures that were not included in the original budget; and

WHEREAS, Utah state code allows the City Council to make adjustments to the budget; and

WHEREAS, proper notice of the public hearing for this matter was given; and

WHEREAS, Clearfield City has considered and approved those amendments.

NOW, THEREFORE, be it resolved by the Clearfield City Council that the amendments to the Clearfield City budget beginning July 1, 2015 and ending June 30, 2016 as set forth in Exhibit "A" which is attached hereto and incorporated herein by this reference are authorized and approved.

The Mayor is authorized to sign any documents reflecting those amendments.

Passed and adopted at the Clearfield City Council meeting held on Tuesday, June 28, 2016.

Dated this 28<sup>th</sup> day of June, 2016.

ATTEST

CLEARFIELD CITY CORPORATION

\_\_\_\_\_  
Nancy R. Dean, City Recorder

\_\_\_\_\_  
Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

**RESOLUTION 2016R-15**

**A RESOLUTION OF THE CLEARFIELD CITY COUNCIL ACTING AS THE GOVERNING BODY OF THE NORTH DAVIS FIRE DISTRICT ADOPTING AND CERTIFYING A TAX RATE TO THE DAVIS COUNTY CLERK-AUDITOR AND THE BOARD OF COUNTY COMMISSIONERS OF DAVIS COUNTY FOR PROPERTY LOCATED WITHIN THE DISTRICT FOR THE 2016 TAXABLE YEAR**

**WHEREAS**, the Clearfield City Council ("Council") acted as the Governing Body for the purpose of creating the North Davis Fire District ("District") as a Special Service District in accordance with the Utah Special Service District Act §§ 17D-1-101 et seq. Utah Annotated, 1953 (the "Act"); and

**WHEREAS**, the Council created the Administrative Control Board in accordance with the provisions of §17D-1-301 of the Act and delegated to the Administrative Control Board the power to act as the governing authority of the District; and

**WHEREAS**, the Council cannot lawfully delegate to the Administrative Control Board the power to levy a tax on the taxable property within the District and the Council retains the power and duty to levy a tax on the taxable property within the District; and

**WHEREAS**, the Administrative Control Board desires to have the Council, as the Governing Body of the District, establish a certified tax rate for the 2016 taxable year at a rate of .001182 per dollar of taxable value on all taxable property within the District, in addition to all other taxes levied or imposed on such property within the District for the purpose of funding operating expenses and capital improvements and to provide fire protection, emergency medical and ambulance services and consolidated 911 and emergency dispatch services within the District; and

**WHEREAS**, the Administrative Control Board has passed and adopted its Resolution No. 2016R-15 on June 28, 2016, requesting that the Council adopt a Resolution certifying a tax rate of .001182; and

**WHEREAS**, a regular meeting was duly noticed and held at which time the Council considered the certified tax rate for the District.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CLEARFIELD CITY COUNCIL:**

**Section One: CERTIFIED TAX RATE ESTABLISHED**

That the Certified Tax Rate on all taxable property lying and being within the district boundaries of the North Davis Fire District for the 2016 taxable year be, and the same is hereby fixed, set and established at a rate of .001182.

**Section Two: CERTIFIED COPIES OF RESOLUTION TO COUNTY OFFICIALS**

That the City Recorder of Clearfield City is hereby authorized and directed forthwith to certify a copy of this Resolution and forward and direct one copy each to the Davis County Clerk-Auditor and the Davis County Board of Commissioners in Farmington, Utah.

**Section Three: LEVY, COLLECTION AND REMITTANCE OF TAXES**

The Clearfield City Council requests that the Board of Commissioners of Davis County include this Certified Tax Rate in its levying process for property taxes for the 2016 taxable year and that such tax be extended and collected in the manner provided by law for the collection of general county taxes and that the proceeds thereof, as collected, be turned over to the treasurer of the North Davis Fire District and that said taxes in all respects be collected and delivered to the North Davis Fire District according to law.

**Section Four: EFFECTIVE DATE**

This Resolution shall be effective immediately upon passage and adoption.

**PASSED AND ADOPTED** by the Clearfield City Council this 28<sup>th</sup> day of June, 2016.

CLEARFIELD CITY CORPORATION  
a Utah Municipal Corporation

\_\_\_\_\_  
Mark Shepherd  
Mayor

ATTEST:

\_\_\_\_\_  
Nancy Dean,  
City Recorder

Vote of the Council

Ayes:

Nays:

**RESOLUTION NO. 2016R-6**

**A RESOLUTION REQUESTING THAT THE  
CLEARFIELD CITY COUNCIL AS GOVERNING  
BODY ADOPT A RESOLUTION CERTIFYING  
A TAX RATE FOR THE NORTH DAVIS FIRE DISTRICT  
TO THE DAVIS COUNTY CLERK-AUDITOR FOR  
THE 2016 TAXABLE YEAR AND PROVIDING FOR  
AN EFFECTIVE DATE**

**WHEREAS**, the North Davis Fire District ("District") is a Special Service District created pursuant to and in accordance with the Utah Special Service District Act, §§ 17D-1-101 et seq. Utah Code Annotated, 1953 (the "Act"); and,

**WHEREAS**, the Clearfield City Council is the Governing Body defined in the Act which initially created the District; and,

**WHEREAS**, the Governing Body created the Administrative Control Board in accordance with the provisions of § 17D-1-301 of the Act and delegated to the Administrative Control Board the power to act as the Governing Body of the District; and,

**WHEREAS**, the Governing Body cannot delegate to the Administrative Control Board the power to levy a tax on the taxable property of the District; and

**WHEREAS**, the Governing Body retains the power and duty to levy a tax on the taxable property of the District; and,

**WHEREAS**, a Special Tax Election was held in the District on November 8, 2005 at which time the voters of the District authorized assessment of an annual tax at a rate not to exceed .001400 per dollar of taxable value on all taxable property within the District, in addition to all other taxes levied or imposed on such property within the District for the purpose of funding operating expenses and capital improvements and to provide fire protection, emergency medical and ambulance services and consolidated 911 and emergency dispatch services within the District; and,

**WHEREAS**, the Utah State Tax Commission issued a Decision and Order on September 25, 2012 in Appeal No. 12-2294 interpreting §59-2-914(3) Utah Code Annotated, 1953 and approving a certified tax rate for the District in the amount of .001467; and,

**WHEREAS**, the Administrative Control Board desires to establish a certified tax rate for the 2016 taxable year at a rate of .001182; and

**WHEREAS**, a regular meeting was duly noticed and held accordingly at which time a proposed certified tax rate for the District was considered by the Administrative Control Board;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE ADMINISTRATIVE CONTROL BOARD OF THE NORTH DAVIS FIRE DISTRICT**, as follows, to wit:

**Section One:**                    **DETERMINATION OF CERTIFIED TAX RATE**

After review and study of the budgetary needs and requirements of the District and considering approval of the voters within the District at the Special Tax Election and the Decision and Order of the Utah State Tax Commission dated September 25, 2012, the Administrative Control Board has determined that the certified tax rate of .001182 on all taxable property lying and being within the corporate boundaries of the North Davis Fire District for the 2016 taxable year is necessary and desirable.

**Section Two:**                    **REQUEST TO GOVERNING BODY**

The Administrative Control Board requests that the Clearfield City Council, as the Governing Body for the North Davis Fire District, adopt a Resolution declaring that the certified tax rate on all property lying and being within the corporate boundaries of the North Davis Fire District for the 2016 taxable year be fixed, set and established as .001182. A copy of the proposed Resolution to be adopted by the Governing Authority is attached hereto as Exhibit A.

**Section Three:**                    **RESOLUTION TO COUNTY OFFICIALS**

That upon adoption of the Resolution establishing the certified tax rate by the Governing Body that the City Recorder be authorized and directed forthwith to certify copies of said Resolution and to forward and direct one copy each to the Davis County Clerk-Auditor and the Board of County Commissioners of Davis County.

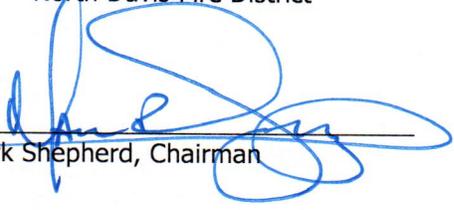
**Section Four:**                    **EFFECTIVE DATE**

This Resolution shall be effective immediately upon passage and adoption

**PASSED AND ADOPTED** by the Administrative Control Board of the North Davis Fire District this 19th Day of May, 2016.



North Davis Fire District

By:   
Mark Shepherd, Chairman

ATTEST:

  
Misty Rogers, District Clerk

View Data Entry Reports Forms Administration

County 06\_DAVIS Entity 4110\_NORTH DAVIS FIRE DISTRICT Tax Year 2016

## Tax Rate Summary

(693) SSD

**Preliminary Data**

Certified Rates Set by Auditor	Proposed Rates Approved by County	Proposed Rates Approved by State OK to Print	Rates Finalized
--------------------------------	-----------------------------------	--	-----------------



	Current	Prior Year End	CY - PYE	% Change	BOE Adjustment	Certified Tax Rate Value Adjustments	Value Adj
Real	1,598,946,302	1,527,349,140	71,597,162	4.69%		-4,455,963	71,236,057
Personal*	343,487,333	320,767,686	22,719,647	7.08%	CY Value Adj by BOE	1,852,809,660	0
Central	82,961,776	83,474,751	-512,975	-0.61%	5 Year Avg Coll Rate CY/PYE	92.32 / 91.8	0
Total Value	2,025,395,411	1,931,591,577	93,803,834	4.86%	Proposed Tax Rate Value	1,710,513,878	71,236,057
CDRA R/CA	147,017,164	130,579,395	16,437,769	12.59%			Annex Adj
CDRA Personal*	30,024,550	34,491,313	-4,466,763	-12.95%	New Growth: Calculated	10,596,771	0
Total CDRA	177,041,714	165,070,708	11,971,006	7.25%	5 Year Avg Coll Rate CY	92.32	0
Semiconductor*	0	0	0	0.00%	New Growth: CTR Calculation	9,782,939	0
Total Value-CDRA-SCME	1,848,353,697	1,766,520,869	81,832,828	4.63%	Certified Tax Rate Value	1,700,730,939	Accounting Period
							Fiscal

\* "Personal" and "CDRA Pers" show Year-End values only and are one year earlier than Real and Centrally Assessed values.

NOTES

Budget Code	Budget Name	Date of Election	Rate Limit	Code from Utah Annotated	Maximum By Law	Calculated Certified Tax Rate	Auditor's Certified Tax Rate	Proposed Tax Rate	Auditor's Certified Revenue	Requested Revenue
70	Fire Protection	09/14/2004	0.001400	\$17D-1-105	voted	0.001182	0.001182	0.001182	2,021,827	2,021,827
	Total Tax Rate					0.001182	0.001182			

CLEARFIELD CITY RESOLUTION 2016R-14

A RESOLUTION APPROVING AN INTERLOCAL AGREEMENT BETWEEN DAVIS COUNTY AND VARIOUS OTHER LOCAL MUNICIPALITIES (INCLUDING CLEARFIELD CITY) REGARDING A UTAH POLLUTANT DISCHARGE ELIMINATION SYSTEM (UPDES) GENERAL PERMIT.

WHEREAS, the both Clearfield City (the “City”) and Davis County (the “County”) are “public agencies” as defined under the Utah Interlocal Cooperation Act and are therefore authorized to enter into agreements with each other for joint or cooperative action; and

WHEREAS, the Environmental Protection Agency (EPA) has published its “Final Rule” setting forth the National Pollutant Discharge Elimination System (NPDES) permit application rules and regulations for storm water discharges from Small Municipal Separate Storm Sewer Systems (“Small MS4’s”); and

WHEREAS, the State of Utah, through its Department of Environmental Quality, Division of Water Quality (DWQ), has statutory authority to issue pollutant discharge elimination system permits for the State of Utah pursuant to the rules and regulations of the Utah Pollutant Discharge Elimination System (UPDES); and

WHEREAS, the rules and regulations provide that where more than one public entity owns or operates the Small MS4’s within a geographic area, such operators may jointly implement a portion of the storm water management plan for the area; and

WHEREAS, the State of Utah has issued an UPDES General Permit, Permit No. UTR 090000 (the “Permit”), for Small MS4’s in the state, a copy of which Permit is attached to the Interlocal Agreement (the “Agreement”) as Exhibit “A”; and

WHEREAS, the City and County are willing to jointly implement a portion of their storm water management plans together under the Permit; and

WHEREAS, the Parties now desire to enter into the Agreement setting forth their present understanding as to their respective responsibilities with regard to their participation as permittees under the Permit.

NOW, THEREFORE, be it resolved by the Clearfield City Council that the attached Interlocal Cooperation Agreement between the County and various other local municipalities in Davis County, including Clearfield City, is hereby approved and the Mayor is authorized to execute the Agreement on behalf of the City.

Dated this 28<sup>th</sup> day of June, 2016

CLEARFIELD CITY CORPORATION

BY: \_\_\_\_\_  
Mark R. Shepherd, Mayor

ATTEST:

BY: \_\_\_\_\_  
Nancy R. Dean, City Recorder

VOTE OF THE COUNCIL

AYE:

NAY:

**2016 INTERLOCAL COOPERATION AGREEMENT  
BETWEEN DAVIS COUNTY CITIES AND  
DAVIS COUNTY  
FOR  
UPDES GENERAL PERMIT**

THIS AGREEMENT (Agreement) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the following parties: DAVIS COUNTY, a body corporate and politic of the State of Utah, and the following cities, each of which is a municipal corporation of the State of Utah: BOUNTIFUL, CENTERVILLE, CLEARFIELD, CLINTON, FARMINGTON, FRUIT HEIGHTS, KAYSVILLE, LAYTON, NORTH SALT LAKE, SOUTH WEBER, SUNSET, SYRACUSE, WEST BOUNTIFUL, WEST POINT and WOODS CROSS(Parties).

WITNESSETH:

WHEREAS, the parties are “public agencies” and are authorized by the *Utah Interlocal Cooperation Act*, §11-13-101, *et seq.*, *Utah Code Annotated*, to enter into agreements with each other for joint or cooperative action; and

WHEREAS, the Environmental Protection Agency (EPA) has published its “Final Rule” setting forth the National Pollutant Discharge Elimination System (NPDES) permit application rules and regulations for stormwater discharges to municipal separate storm sewer systems; and

WHEREAS, the State of Utah, through its Department of Environmental Quality, Division of Water Quality (DWQ), has statutory rulemaking authority and authority to issue pollutant discharge elimination system permits within the State of Utah pursuant to the rules and regulations of the Utah Pollutant Discharge Elimination System (UPDES); and

WHEREAS, the State of Utah has issued a General Permit for Discharges from Small Municipal Separate Storm Sewer Systems, Permit No. UTR 090000 (Permit), to each party of this Agreement, which Permit is incorporated herein by this reference; and

WHEREAS, the rules and regulations provide that more than one entity may jointly implement activities to comply with UPDES permit requirements under Section 4.3 of the General Permit for Discharges from Small Municipal Separate Storm Sewer Systems; and

WHEREAS, the parties are willing to jointly implement activities to fulfill a portion of the UPDES permit requirements; and

WHEREAS the parties desire to enter into this Agreement setting forth their present understanding as to their respective responsibilities with regard to their participation as permittees under their Permit.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

1. Compliance with Permit. As permittees, the parties agree to jointly implement and enforce within their own jurisdictions, their respective responsibilities for complying with the Permit requirements including but not limited to, those responsibilities and requirements set forth in Parts 4.0, 5.0, and 6.0 of the Permit.

2. Administration of Agreement. The administration of this Agreement shall be done by the public works directors of each party, or their official designee, constituting the Davis County Storm Water Coalition (Coalition). Each party will have one voting right. No separate legal entity is created by the terms of this Agreement.

3. Costs. The parties agree that each party shall be responsible to pay for those costs relating to their own stormwater systems, and that the parties shall reimburse each other for expenses incurred in providing services for each other as may be agreed by the parties concerning the various tasks and responsibilities required under the Permit

4. Joint Cooperation. As reasonably necessary, the parties agree to assist each other in providing and sharing information, drawings, plans, data, etc., which are required to comply

with the requirements set forth in the Permit. The specific activities that the parties agree to assist each other in are set forth as follows:

- a. Jointly purchase educational and training materials, as determined by the Coalition, for distribution to:
  - i. Residents
  - ii. Institutions, industrial and commercial facilities
  - iii. Developers and contractors (construction)
  - iv. Municipal Separate Storm Sewer System (MS4) owned or operated facilities
- b. Use the Coalition as a county-wide committee to:
  - i. Train personnel
  - ii. Create partnerships
  - iii. Obtain input and feedback from special interest groups
- c. Annually contribute updated storm drain system information for county-wide mapping purposes
- d. Jointly prepare and promote model ordinances, updates and standards that addresses:
  - i. Illicit discharges
  - ii. Construction site storm water runoff
  - iii. Long-term storm water management
- e. Jointly arrange for and provide education about hydrologic methods and criteria for selecting and sizing post-construction BMPs
- f. Jointly participate to develop draft Standard Operating Procedures
- g. Jointly evaluate, identify, target and provide educational materials and

outreach to address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges

5. Term of Agreement. The parties agree that the duration of this Agreement shall commence upon entry and shall continue in effect for the term of the Permit (which expires at midnight, February 28, 2021) and for an additional 120 days from the effective date of the renewal of the Permit by the Division.

6. Property. In the event that any property is acquired by the parties jointly for the undertaking, and paid for by them, then it shall be divided as the parties' representatives shall agree, or if no agreement is reached, then it shall be divided according to their respective payments for property, or if it cannot be practically divided, then the property shall be sold and the proceeds divided according to the parties' proportionate share of the purchase of the item of property. If property is purchased at one party's sole expense in connection with this Agreement, then the property so purchased shall be and remain the property of the party which purchased it.

7. Entire Agreement. This Agreement embodies the entire agreement between the parties and it cannot be altered except in a written amendment which is signed by the parties.

8. Governmental Immunity. The parties recognize and acknowledge that each party is covered by the Utah Governmental Immunity Act, as set forth in *Utah Code Ann.* §§ 63G-7-101, *et seq.*, as amended, and nothing herein is intended to waive or modify any and all rights, defenses or provisions provided therein. Officers and employees performing services pursuant to this Agreement shall be deemed officers and employees of the party employing their services, even if performing functions outside of the territorial limits of such party and shall be deemed officers and employees of such party under the provisions of the Utah Governmental Immunity Act. Each party shall be responsible and shall defend the action of its own employees, negligent

or otherwise, performed pursuant to the provisions of this Agreement.

9. No Third Party Benefits. This Agreement is not intended to benefit any person or entity not named as a party hereto.

10. Severability. If any provision of this Agreement is determined by a court to be invalid or unenforceable, such determination shall not affect any other provision hereof, each of which shall be construed and enforced as if the invalid or unenforceable portion were not contained herein. Such invalidity or unenforceability shall not affect any valid and enforceable application thereof, and each such provision shall be deemed to be effective, operative and entered into in the manner and to the full extent permitted by applicable law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the day and year first above written.

*[Signature Pages to Follow]*

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

DAVIS COUNTY

By: \_\_\_\_\_  
John Petroff, Jr., Chair  
Davis County Commission

ATTEST:

\_\_\_\_\_  
Curtis Koch  
Davis County Clerk/Auditor

Approved as to Form:

\_\_\_\_\_  
Office of Davis County Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF BOUNTIFUL

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF CENTERVILLE

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF CLEARFIELD

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF CLINTON

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF FARMINGTON

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF FRUIT HEIGHTS

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF KAYSVILLE

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF LAYTON

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF NORTH SALT LAKE

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF SOUTH WEBER

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF SUNSET

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF SYRACUSE

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF WEST BOUNTIFUL

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date\_\_\_\_\_

CITY OF WEST POINT

By:\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement  
between Davis County and Davis County Cities  
for UPDES General Permit**

Date \_\_\_\_\_

CITY OF WOODS CROSS

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

# Staff Report



To: Mayor Shepherd and City Council Members  
From: JJ Allen, Assistant City Manager  
Date: June 21, 2016  
Re: Constable services award of bid

---

## **I. RECOMMENDED ACTION**

Approve the award of bid to Court Services of Utah, and authorize the Mayor's signature to any necessary documents.

## **II. DESCRIPTION / BACKGROUND**

The current contract for constable services (bailiff, warrant service, prisoner transports, and paper service) will end on June 30, 2016. The City recently issued a request for proposals, and only one proposal was submitted—by our current provider, Court Services of Utah. Since Court Services of Utah began serving Clearfield in January 2012, we have been generally pleased with their performance. Constable services are not easily provided, so there are occasional concerns. However, Constable Bringhurst has been responsive to us when we have brought those concerns to his attention.

## **III. FISCAL IMPACT**

Court Services of Utah will charge \$25 per hour, per bailiff—an increase over the current \$23 per hour rate that has been in place since 2012. Prisoner transports will see no increase—\$35 round trip per person (for Davis and Weber jails). Warrant service will also continue at the same rate—\$50 per warrant served (arrested and booked into jail, or bail collected) and \$25 for warrants cleared as a result of the constable's action (bail posted at the Court, or surrender after contact).

The amounts included in the FY17 budget should be sufficient for these rates.

## **IV. SCHEDULE / TIME CONSTRAINTS**

With the current contract set to end on June 30, 2016, it is necessary to take action and have arrangements in place for the beginning of July.

## **V. LIST OF ATTACHMENTS**

- Proposal from Constable Larry Bringhurst / Court Services of Utah

**CLEARFIELD CITY**  
**JUSTICE COURT SECURITY AND**  
**PRISONER TRANSPORT**

**RFP No 2016B-09**



**SUBMITTED BY:**

**CONSTABLE LARRY C. BRINGHURST**

**Constable Bringhurst LLC**

**Due Date: June 8, 2016**



**CONSTABLE LARRY C. BRINGHURST**  
60 East Claybourne Ave. #B  
South Salt Lake City, Utah 84115  
385-218-2389

## **COVER LETTER**

I, Constable Larry C. Bringhurst, submit this proposal in response to Clearfield City Corporation RFP 2016B-09, Justice Court Security and Prisoner Transport

Constable Larry Bringhurst, owner of Court Services of Utah LLC

60 East Claybourne Ave.  
South Salt Lake City, Utah 84115  
385-218-2389

This proposal includes references and points of contact. Additional office staff, including process servers, are available to serve the needs of Clearfield City Corporation and Justice Court.

This proposal meets all requirements of the RFP issued by Clearfield City Corporation

I, Larry C. Bringhurst, agree to the terms and conditions set forth in the proposal. I agree to work with Clearfield City Corporation and Clearfield Justice Court to adjust the terms and conditions if and when it becomes necessary to do so.

---

Constable Larry C. Bringhurst

# **I QUALIFICATIONS**

## **CONSTABLE'S QUALIFICATIONS**

### Constable Larry C. Bringhurst

- ❑ Received appointment as a Constable upon retirement from the Salt Lake County Sheriff's Office on March 1, 2001. Reappointed in 2007 and again in 2012. [A copy of the letter of 2012 appointment to the position of Constable is attached).
- ❑ Certified peace officer through Utah Peace Officer Standards and Training.
- ❑ Sole owner of Court Services of Utah LLC. Office provides Bailiff services in Salt Lake and Davis County (Clearfield City). Service of Criminal and Civil warrants throughout the State of Utah. Through professional contacts and associations, Constable Bringhurst provides process service nationwide.
- ❑ Forty-seven (47) years experience in law enforcement and constable services; worked in the Salt Lake County Sheriff's Office for 26 years, retiring in February 2001 at the rank of Lieutenant. I supervised the Air Support Unit, Special Operations Division, SWAT, and South Patrol Division.
- ❑ Responsible for managing the budget for each division to which assigned.
- ❑ Responsible for managing the law enforcement contracts for the cities of Draper, Riverton, Herriman and Bluffdale.

### **Educational Background:**

<u>Westminster College</u>	1995	B.S. Degree in Business.
<u>F.B.I. National Academy</u>	1998	(A 13-week intensive training program for law enforcement administrators)

## PROPOSAL CONTENT

1. Court Services of Utah will provide the services to Clearfield City as specified in the RFP.

Two bailiffs will be assigned to the court on Tuesday, Wednesday and half day on Thursday. One bailiff will be provided for the Small Claims calendar as requested.

Prisoners will be transported to and from the court by one of the bailiffs assigned to the court. Transports will be done prior to the start of the court session or during the break between morning and afternoon sessions. In the event that court is still in session, another bailiff will be dispatched to transport the prisoners to the court.

Bailiffs assigned to the court will also be responsible for serving / attempting to serve bench warrants issued by the court. This service will take place outside scheduled court tim.

A transport vehicle will be available at the court facility for transporting prisoners and service of warrants or other legal documents issued by the Clearfield City Attorney.

2. Proof of appointment as a Constable is attached in Addendum "A" of this proposal.
  - a. Copies of P.O.S.T. certifications and Oath of Office for the deputies that may be assigned to this court are also included in Addendum "A".
3. A resume is attached for each of the deputies that may be assigned to the court. As the need arises, other deputies may be assigned to the court to replace those who may take other employment or are not available for various reasons. All deputies assigned to the court will be P.O.S.T. certified and qualified to act as a bailiff.

All costs associated with this proposal are included in the cost summary. We do not anticipate additional costs being assessed to the city.

4. Court Services of Utah and Constable Bringhurst currently provides bailiff, prisoner transportation and court security services to the following justice courts:

Clearfield City Justice Court  
55 South State Street  
Clearfield, Utah 84015  
Since 2012  
Contact: Kodi Nelson  
801-525-2761

West Valley City Justice Court  
3590 Constitution Blvd.  
West Valley City, Utah 84119  
Since 2004  
Contact: Kevin Nudd  
801-965-7933

Midvale City Justice Court  
655 West Center St.  
Midvale, Utah 84047  
Since 2004  
Contact: Michelle Henderson  
801-567-7290

West Jordan City Justice Court  
8040 South Redwood Road  
West Jordan, Utah 84088  
Since 2014  
Contact: Lt. Travis Rees  
801-256-2079

Draper City Justice Court  
1020 Pioneer Road  
Draper, Utah 84020  
Since 2003  
Contact: Jonna Crump  
801-576-6544

Riverton City Justice Court  
12830 South Redwood Road  
Riverton, Utah 84065  
Since 2003  
Contact: Stephanie Kay  
801-208-3131

Sandy City Justice Court  
10000 Centennial Parkway  
Sandy, Utah 84040  
(Prisoner Transports Only)  
Since 2006

Contact: Jay Carey  
801-568-609

South Salt Lake Justice Court  
220 East Morris Ave.  
South Salt Lake City, Utah 84115  
Since 2012

Contact: Kristen Riorden  
801-483-6072

Herriman Justice Court  
13011 Pioneer Street  
Herriman, Utah 84096  
Since 2006

Contact: Brett Wood  
801-446-5323

Bluffdale City Justice Court  
14175 South Redwood Road  
Bluffdale, Utah 84065  
Since 2006

Contact: Sharon Beck  
801-446-9219

**CLEARFIELD CITY IS ENCOURAGED TO CONTACT ANY OF THE ABOVE  
FOR REFERENCE.**

## Attachment B

### Cost Summary Sheet

Submitted by COURT SERVICES OF UTAH

- a. Warrant service \$ 50.00 per warrant  
Booked or bail collected  
Warrant service \$ 25.00 per warrant  
Chased in
- b. Paper service inside Davis/Weber County (flat rate to include mileage) \$ 25.00 per paper
- c. Paper service outside Davis/Weber County \$ 25.00 per paper
  - i. Travel \$ 1.00 / mile
- d. Prisoner Transport Fee (Hourly rate cannot be charged in addition to.)
  - i. Davis or Weber Jail to Court \$ 35.00 / round trip
  - ii. Weber County Jail to Davis County Jail \$ 35.00 / trip
  - iii. Other Jails to Davis County Jail \$ 35.00 + 1.00 / mile (not to exceed limits specified in UCA 76-3-201)
- e. Bailiff Services \$ 25.00 / hour  
4 hour minimum per session. (ie: 4 hours morning and 4 hours afternoon)  
2 hour minimum for small claims
  - Tuesday – 2 bailiffs; 2 sessions (average 3 hours per session)
  - Wednesday – 2 bailiffs; 2 sessions (average 3 hours per session)
  - Thursday – 2 bailiffs; 1 session (average 2 hours)
  - Every other Thursday (Small Claims) – 1 bailiff (average 1 hour)

## **INSURANCE**

Court Services of Utah is currently insured through the brokerage of Moreton & Company for Indemnification, Liability and Automotive coverage. Workers Compensation of Utah handles workers compensation insurance.

Court Services of Utah carries insurance that meets or exceeds the standards set by Clearfield City in this RFP.

Upon award of the contact, Clearfield City will be provided insurance certificates naming them as additional insured for any occurrences that may arise as a result of this contract.



**SHERRIE SWENSEN**

**Salt Lake County Clerk**

2001 South State Street, Suite S2200

Salt Lake City, Utah 84190-1050

385-468-7300

**OATH of OFFICE**

State of

}SS

**County of Salt Lake**

I do solemnly swear that my full name is

**Larry C Bringham**

I swear to support, obey and defend the Constitution of the United States and the

Constitution of the State of Utah and perform the duties of my office as

**Constable**

with fidelity.

*Larry C Bringham*  
SIGNATURE

**Subscribed and sworn before me this 13<sup>th</sup> Day of December, 2012.**

*[Signature]*  
SIGNATURE

Deputy Clerk of Salt Lake  
County



**COUNTY COUNCIL**

David J. Wilde, Chair  
District #3

Randy Lorinchi  
At-Large A

Richard Snelgrove  
At-Large B

Jim Bradley  
At-Large C

Tracy Bradshaw  
District #1

Michael H. Jensen  
District #2

Jani Ivaldo  
District #4

Steven L. LeBry  
District #5

Max Burdick  
District #6

December 4, 2012

Constable Larry Bringhurst  
60 East Claybourne Ave  
Midvale, Utah 84115

Dear Constable Bringhurst:

The Salt Lake County Council, at its meeting held this day, approved your reappointment as a Salt Lake County Constable to serve a six-year term.

Please take your oath at the County Clerk's Office, Salt Lake County Government Center, 2001 South State, Room S-2200, as soon as possible

Respectfully yours,

SALT LAKE COUNTY COUNCIL

SHERRIE SWENSEN, COUNTY CLERK

By

  
Deputy Clerk

99

pc: Clerk  
POST  
c/o Jamye Garn  
4525 South 2700 West  
Box 141775  
Salt Lake City, Utah 84114-1775



**SALT LAKE  
COUNTY**

**COUNTY COUNCIL**

Steven L. DeBry  
Council Member, Dist. #5  
SLDeBry@slco.org

May 24, 2012

Salt Lake County  
Government Center  
2001 South State Street  
Suite N-2200  
Salt Lake City, UT 84190-1010

801 / 468-2935  
801 / 468-3029 fax

Re: Constable Status of Larry Bringhurst

To Whom it May Concern:

Larry Bringhurst currently serves Salt Lake County as a Constable, duly appointed by the County Council to perform that duty.

If you have any questions regarding Constable Bringhurst, feel free to contact me at your convenience.

Regards,

Brian S. Maxwell  
Aide to Councilman DeBry  
Council Constable Coordinator

**KORTNEY SATO**  
**60 E. CLAYBOURNE AVE.**  
**SLC, UT 84115**  
**801-949-5469**  
[kortneysato@hotmail.com](mailto:kortneysato@hotmail.com)

### SUMMARY OF QUALIFICATIONS

26 years Certified Special Functions Officer  
Experienced in Court Operations and Security  
(including Bailiff positions and transports)  
Experienced in serving and executing Civil and Criminal Court Documents

### EMPLOYMENT

Salt Lake County Constables Office – October of 1986 to present.  
Appointed Chief Deputy March 2010

### TRAINING

Firearms  
Tazer  
OC Spray  
Arrest Control  
Self Defense

1124 Meadow Way Dr  
Layton, UT, 84041  
801-888-0531  
ryan.v.bowman@live.com

## RYAN VICTOR BOWMAN

**OBJECTIVE** Experienced Infantryman who thrives independently or as a team member. Proactive in creating a safe and productive environment. Disciplined veteran effective at completing difficult projects and tasks on schedule. Consistent at follow through with all orders and instructions. Dependable and hard-working, with 10 years of experience in combat training. Thrives in a fast-paced environment and works to complete projects quickly and efficiently

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**SKILLS & ABILITIES** Fast hands on learner; Attention to detail, Security experience, Problem solver; Hardworking Dependable, Professional, 10 years military experience. Elected class leader for police academy class during LEO portion.

**CERTIFICATIONS**

Special Functions Officer	March 3, 2015
Basic Corrections Officer	April 16, 2015
Law Enforcement Officer	June 01, 2015

**AWARDS**

Combat Infantry Badge  
Army Achievement Medal (X 3)  
Army Commendation Medal  
Army Good Conduct Medal

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**EXPERIENCE** **TEAM LEADER, QUANTUM AVIATION SERVICES**  
09/2014-01/2015  
Supervised a crew of 11 employee's, ensuring safety while using different types of machinery to off and on load Unit Load Devices filled with packages under limited time restrictions at the UPS terminal.

**PATROL TEAM LEADER, PEAK ALARM**  
04/2014-06/2014  
Patrol the Wasatch valley checking on standing guard sites, respond to alarms, backing up fellow patrol guards on alarms and ensuring patrol team is doing their duties.

**ELECTRICIAN APPRENTICE, JP ELECTRICAL**

03/2013-02/2014

Assisting journeyman electricians, and master electricians on commercial and residential jobs, digging trenches, wiring houses, bending pipe, reading blue prints, solving wiring issues, and installing light fixtures.

**INFANTRYMAN, US ARMY**

04/2009-03/2013

Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation; performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment.

**INFANTRYMAN WEAPONS INSTRUCTOR, US ARMY RESERVE**

1/2006-4/2009

Using PowerPoint and hands on instruction. Went all over the USA to instruct and assist Reserve and National Guard units on proper weapons use and shooting qualifications to better prepare the units for deployment.

**INFANTRYMAN, US ARMY**

11/2002-12/2005

Uses individual infantry weapons; lays field wire; performs basic communications functions and operates communication equipment; utilizes camouflage to conceal weapons and personnel; constructs minor fortifications; performs land navigation; performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment.

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**EDUCATION**      **WASHINGTON HIGH, ODGEN UT, DIPLOMA**  
**WEBER STATE UNIVERSITY LAW ENFORCEMENT ACADEMY, CLEARFIELD UT, SFO, BCO, LEO**  
**STRAYER UNIVERSITY, BACHELOR OF SCIENCE IN CRIMINAL JUSTICE, CURRENTLY ATTENDING**

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**REFERENCES**      **JEFF DENNINGS**  
PATROL OFFICER, SALT LAKE CITY POLICE  
703-864-9710  
**GARY MCCARTHY**  
SARGENT FIRST CLASS, US ARMY  
270-505-2181  
**MIKE MELYCHER**  
PATROL OFFICER/ SWAT, WEBER STATE UNIVERSITY POLICE  
801-391-0974  
**SCOTT FELTZ**  
STAFF SARGENT, US ARMY  
910-308-3301

[Kgb1@outlook.com](mailto:Kgb1@outlook.com)

**Kim Beglarian**  
1053 North 250 East  
Centerville, Utah 84014

(385) 234-1935

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### **Objective**

To provide security and law enforcement services to the Salt Lake County Courts through employment with the Constables' office.

- Attend the justice courts within the city or county when required by contract or court order.
- Execute, serve, and return all process directed or delivered to me by a judge of the justice court serving the city or county, or by any competent authority within the limits of this section.

### **Profile**

**Law enforcement professional** with 37 years of progressively responsible experience in directing and leading law enforcement goals and objectives

**Manager** with 3 years of experience overseeing personnel, facilities, equipment, and budgets at The University of Utah Hospital

**Leader** experienced in organizing, directing, and motivating a diverse work force

**Skillful communicator** with excellent interpersonal, oral and written presentation skills

**Critical thinker** with strong analytical and critical thinking skills

### **Professional Experience**

**The University of Utah Police Department January 2, 1979 to December 31, 2015.**

1735 East South Campus Drive  
Salt Lake City, Utah 84112

**Police Officer**, University of Utah performing law enforcement duties in accordance with the community oriented policing model.

Previous positions held within the department:

- Patrol Officer
- Detective Division
- Undercover Operations Supervisor
- Traffic Division (Motorcycle Officer)
- University Hospital Division (served as Assistant Security Manager)
- Field Training Officer/First Line Supervisor

### **Position Summary:**

Under the supervision and direction of Sergeants, the Assistant Chief and the Chief of Police, I am responsible for all general uniform police operations. Those operations include the following, but are not limited to: Patrolling the University of Utah and the City of Salt Lake to interdict any criminal activity, render aid, arrest or cite when appropriate, and protect and promote the public peace. My duties include being the initial investigator in allegations of criminal activity. I am responsible for the prompt and proper preliminary investigation of incidents. Generally, the first representative of the city government at any public safety incident and as such, professional in dress and demeanor, well

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trained, and competent, in the performance of my duties. I strive to consistently provide a courteous, professional, and competent law enforcement product to the community that I serve.

### **Knowledge Skills and Abilities**

Knowledge of modern law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances and departmental rules and regulations; hazardous waste classifications and emergency procedures related to control, containment and confinement; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence. Skill in the use of firearms, the operation of police vehicles and other specialized equipment; including breathalyzers, radar units, police batons, and restraining devices; basic CPR, First Aid and emergency response driving. Ability to react effectively in emergency, life and death, and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

- Supervised a team of 30 to 40 security officers at the University of Utah Hospital Security/Detective Division
- Mentor and train new police officers
- Worked with multiple Law Enforcement agencies regarding undercover operations
- Supervised the collection and maintenance of confidential informant records
- Facilitated the installation of electronic surveillance equipment including video and audio in support of criminal investigations
- Establish, develop, and maintain liaisons with public, private, and business organizations to implement community oriented policing objectives and/or resolve problems

### **Working Conditions and Physical Demands**

- Subject to all seasonal and weather extremes, and travel conditions.
- The ability to travel throughout the City and to other locations.
- Many functions of my duties and the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance and must maintain physical condition to perform essential duties as specified by P.O.S.T. certification.
- Excellent physical condition.
- Various levels of mental application, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Unique mental stresses associated with law enforcement demands are always present.
- As a Police Officer my position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around crime scenes and/or emergency situations

### **Essential Functions**

- Patrols all areas of the University of Utah in my assigned police vehicle, or on foot, including the city streets and alleys, checking for unlocked doors, windows and building security; makes business location and residential house checks, and parking lot areas for possible illegal activities.
- Responds to calls for assistance; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires; performs case follow-up and assists with investigation activities as assigned; makes arrests.
- Controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for moving violations, D.U.I.'s and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.
- Serves processes, notices, summons and subpoenas and keeps records of dispositions.
- Escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.
- Completes comprehensive reports of daily activities by Line Sheet and enforcement actions; prepares for court cases and testifies in court when required.
- Cleans and maintains assigned firearms and vehicles and other special equipment.
- Performs ongoing public relations to enhance the image of the University of Utah and the Police Department within the community.
- Ability to manage stress, handle multiple tasks, analyzes issues, solve problems and exercise sound judgment.
- Strong interpersonal skills including objectivity and integrity.

### **Professional Affiliation**

Member Utah Peace Officers Association

**Certification information attached**

**References available upon request**

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## LOCAL FIRST UTAH'S INDEPENDENTS WEEK Proclamation

**WHEREAS**, Independents Week provides a time to celebrate the independence of the members of the community of Clearfield and the entrepreneurial spirit represented by our core of local independent businesses; and

**WHEREAS**, the individual decisions every community member makes today affect the future of Clearfield; and

**WHEREAS**, Clearfield's local independent businesses help preserve the uniqueness of the community and give us a sense of place; and

**WHEREAS**, Clearfield's core of independently-owned businesses give back to this community in goods, services, time and talent; and

**WHEREAS**, the health of Clearfield's economy depends on our support of businesses owned by our friends and neighbors; and

**WHEREAS**, Clearfield's independent business owners and employees enrich the shopping experience of community members shopping with their knowledge & passion;

**NOW, THEREFORE**, I, Mark Shepherd, Mayor of Clearfield City, do hereby proclaim the week of July 1-7, 2016, as "Independents Week," and encourage all Clearfield residents to buy local first, and salute our community members and locally owned independent businesses who are integral to the unique flavor of Clearfield and honor their efforts to make Clearfield the place we want to live and work.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of Clearfield City to be affixed this twenty eighth day of June, 2016.

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Mark Shepherd, Mayor