



CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
AGENDA AND SUMMARY REPORT
May 14, 2024 - 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.

55 South State Street
Third Floor
Clearfield, Utah

**** (CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY TO
CONVENE IMMEDIATELY FOLLOWING THE POLICY SESSION SCHEDULED AT
7:00 P.M). ****

CALL TO ORDER:
Chairman Tim Roper

APPROVAL OF MINUTES:
January 23, 2024 – policy session

PUBLIC HEARING:

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE FISCAL YEAR 2025
TENTATIVE BUDGET

BACKGROUND: Before each budget year begins, local governments are to prepare a tentative budget for the CDRA. The tentative budget for the CDRA contains estimates of all anticipated revenues and all appropriations for expenditures.

RECOMMENDATION: Receive public comment.

SCHEDULED ITEMS:

CONSIDER ADOPTION OF THE TENTATIVE BUDGET FOR FISCAL YEAR 2025 AND
SET A PUBLIC HEARING FOR JUNE 25, 2024 TO RECEIVE PUBLIC INPUT ON THE
BUDGET

RECOMMENDATION: Adopt the CDRA tentative budget for fiscal year 2025 and set a public hearing on the budget for June 25, 2024 at 7:00 p.m.

****ADJOURN AS THE CLEARFIELD COMMUNITY DEVELOPMENT & RENEWAL
AGENCY POLICY SESSION****

Posted 10th day of May 2024.

/s/Chersty Titensor, Deputy City Recorder

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The complete public notice is posted on the Utah Public Notice Website - www.utah.gov/pmn/, the Clearfield City Website - clearfield.city, and at Clearfield City Hall, 55 South State Street, Clearfield, UT 84015. To request a copy of the public notice or for additional inquiries please contact Nancy Dean at Clearfield City, Nancy.dean@clearfieldcity.org & 801-525-2714.

CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
8:00 PM POLICY SESSION
January 23, 2024

City Building
55 South State Street
Clearfield City, Utah

PRESIDING: Chair Karece Thompson

PRESENT: Director Karece Thompson, Director Nike Peterson, Director Tim Roper, Director Mark Shepherd, Director Dakota Wurth, Director Megan Ratchford

ABSENT: None

STAFF PRESENT: City Manager JJ Allen, City Recorder Nancy Dean, Deputy Recorder Chersty Titensor

Chair Karece Thompson convened the meeting at 8:07 p.m.

APPROVAL OF MINUTES:

May 9, 2023 – CDRA minutes

June 27, 2023 – CDRA Minutes

Director Roper moved to approve the minutes from the May 9, 2023 and June 27, 2023 CDRA meetings, seconded by Director Wurth.

RESULT: **Passed [5 TO 0]**

YES: Director Peterson, Director Roper, Director Shepherd, Director Wurth, Director Ratchford

NO: None

ELECT THE CHAIR AND VICE-CHAIR FOR THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA)

Chair Thompson indicated the Bylaws adopted by the CDRA specify the Board elect the chair and vice-chair.

Director Shepherd moved to nominate Director Tim Roper as the Chair and Director Ratchford as the Vice Chair of the Clearfield Development and Renewal Agency (CDRA), seconded by Director Peterson.

RESULT: **Passed [5 TO 0]**

YES: Director Shepherd, Director Peterson, Director Roper, Director Wurth, Director Ratchford

NO: None

****ADJOURN AS THE COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
(CDRA)****

Director Peterson moved to adjourn at 8:10 p.m., seconded by Director Wurth.

RESULT: Passed [5 TO 0]

YES: Director Peterson, Director Roper, Director Shepherd, Director Wurth, Director Ratchford

NO: None

**APPROVED AND ADOPTED
This day of 2024**

/s/ Tim Roper, Chairman

ATTEST:

/s/ Nancy R. Dean, City Recorder

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, January 23, 2024.

/s/ Nancy R. Dean, City Recorder



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Spencer Wayne Brimley, Community Development Director

MEETING DATE: May 14, 2024

SUBJECT: FY25 CDRA Budget Public Hearing

RECOMMENDED ACTION

Discussion and possible action on the CDRA FY25 budget.

DESCRIPTION / BACKGROUND

The Clearfield Community Development and Renewal Agency currently has seven active project areas—four Redevelopment Areas (RDAs), one Economic Development Area (EDA), the Clearfield Station CDA, and the Lifetime Products Community Reinvestment Area (CRA). The anticipated revenues and expenditures for these project areas are shown on the attached summary chart. These revenues and expenditures were reviewed in the April 30th work session.

Since the construction of the Clearfield Aquatic and Fitness Center, the CDRA has serviced the debt associated with the facility. The CDRA is also the conduit for the incentives made to Northrop Grumman (EDA, formerly ATK) and the Lifetime Products (CRA) expansion. The transfer to the General Fund for “CDRA Administration” covers the day-to-day redevelopment and economic development efforts of staff, along with the administrative overhead of those functions.

Another noteworthy milestone is that the FY25 budget will include our first out-of-pocket expenditure for the Clearfield Station infrastructure bond (\$199k due January 2025). This bond was structured with capitalized interest for the first three years (meaning the interest was built into the bond proceeds, so no money out of the CDRA / City budget), and then “interest only” for two years. This will be our first “interest only” payment. So long as the developer begins construction this year, the cash flow to service this debt in future years should work out fine, but we are watching this closely. In a worst-case scenario, there are other CDRA funds that can help bridge a gap.

RDA 7 Discussion

Since 2020 we have discussed using funds from the CDRA to underground the power and telecommunications lines on the west side of State Street, from 350 South to 550 South (RDA 7). This project continues to be a difficult one as we are at the mercy of a couple of telecommunications companies. We have not included that project in the draft FY25 budget, but if



there is a promising opportunity to accomplish undergrounding, we will review it with the Board, and could consider amending the budget.

A significant upcoming change is that Tax Year 2023 was the final year for RDA 7 tax increment revenue. Therefore, the FY25 budget will not show any new revenue for RDA 7. Also, with the expiration of RDA 7, we will no longer be making incentive payments to the City Centre mixed-use development (FY24 will include the final incentive payment). State law will require that we spend the remaining RDA 7 funds (about \$580k) within the next few years.

RDA 9 Discussion

There is, however, a different undergrounding opportunity that staff does recommend pursuing. The properties on the north side of 700 South, between State Street and 1000 East (in RDA 9), have power and telecommunications lines running down the middle of the properties, dividing them and preventing any redevelopment potential. In contrast, the power/telecom lines on State Street are at the frontage, and while they are unsightly, they are not an impediment to redevelopment. On 700 South, the existence of the utility lines dividing each of the properties has been prohibitive to every redevelopment inquiry. Staff recommends budgeting to pay for the cost of undergrounding to unlock the potential of these properties. Our rough cost estimate is \$250k for Rocky Mountain Power and \$100k for Zayo Fiber. Additionally, during the work session discussion the Board directed staff to include an additional \$675k [JA1] in the budget to assist with the freeway on ramp landscaping.

It may also be worthwhile to discuss other potential uses of CDRA funding downtown. For example, how aggressively do we want to pursue streetscape improvements? Should we use some CDRA funding for downtown messaging efforts (e.g. plane statues, banners, etc.)? Or should we reserve funds to help pay for structured parking and/or pedestrian bridges downtown? Staff hopes to submit an application for a Safe Streets for All (SS4A) grant for more funding for pedestrian bridges, but CDRA funds could be a perfect local match (the grant requires 20% local match). Some direction from the Board on this topic would be helpful.

CORRESPONDING POLICY PRIORITIES

- Improving Clearfield's Image, Livability, and Economy
- Maintaining a Highly Motivated and Well-Trained Workforce

The CDRA Board's commitment to utilizing the RDA tools provided by the state help us Improve Clearfield's Image, Livability and Economy by promoting high quality economic development



throughout the city. Moreover, the efforts of the CDRA go a long way in helping to create a place where people want to be.

HEDGEHOG SCORE

Not considered

FISCAL IMPACT

Total CDRA revenues are estimated to be \$2,956,841 with expenditures (including the housing set-aside) at \$2,793,065 resulting in a net contribution to the CDRA's fund balance of \$163,236.

ALTERNATIVES

The CDRA budget is fairly straight-forward. Operations are handled in the General Fund and covered by the "CDRA Administration" transfer from the CDRA to the General Fund. Incentive payments are obligations governed by agreements that are in place. There are some funds available for discretionary use, but they should be used in their respective project areas and in ways that are consistent with the purposes of the CDRA and the project area plans. Staff is making a list of projects that could benefit from funds available in the CDRA budget and will plan to be completed further research on these projects, prior to presenting to the Board for consideration.

SCHEDULE / TIME CONSTRAINTS

Adoption of the tentative budget is required by State law at the first regular meeting in May (the 14th).

LIST OF ATTACHMENTS

- · Map of CDRA project areas
- · Summary chart of FY25 CDRA draft budget
- · History of tax increment revenue by project area (graph)



