



CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
June 24, 2025 - 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

7:00 P.M. POLICY SESSION

CALL TO ORDER:

Mayor Mark Shepherd

OPENING CEREMONY:

Pledge of Allegiance

Solemn Moment of Reflection

Council Member Peterson

PUBLIC HEARINGS:

1. **PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AMENDMENTS TO THE FISCAL YEAR 2025 (FY25) BUDGET**

BACKGROUND: Staff has identified proposed expenditures that do not have budget authority, or which exceed FY25 budget authority and require budget amendments as allowed by Utah Code Title 10 Chapter 6 Sections 124 to 129. State law requires a public hearing before the City Council approves amendments to the City budget.

RECOMMENDATION: Receive public comment.

2. **PUBLIC HEARING TO RECEIVE PUBLIC COMMENT REGARDING AMENDMENTS OF THE UTILITY FEES FOR SEWER IN THE CITY'S CONSOLIDATED FEE SCHEDULE**

BACKGROUND: On April 10, 2025, the North Davis Sewer District adopted an updated User Charge Systems Manual, which includes a \$2.50 monthly increase in sewer user fees per connection, to be assessed on behalf of the District. The first increase takes effect July 1, 2025. The fee increase aims to support the District's operations and infrastructure maintenance,

ensuring sustainable management of sewer services. This adjustment adds additional provisions for detached Accessory Dwelling Units (ADUs) now subject to impact fees.

RECOMMENDATION: Receive public comment.

SCHEDULED ITEMS:

3. OPEN COMMENT PERIOD

The Open Comment Period provides an opportunity to address the Mayor and City Council regarding concerns or ideas on any topic relevant to city business. To be considerate of everyone at this meeting, public comment will be limited to three minutes per person. Participants are to state their names for the record. Comments, which cannot be made within these limits, should be submitted in writing to the City Recorder at nancy.dean@clearfieldcity.org.

The Mayor and City Council encourage civil discourse for everyone who participates in the meeting.

4. CONSIDER APPROVAL OF AND CONSENT TO THE MAYOR'S PROPOSED APPOINTMENT OF THE YOUTH COMMISSION MEMBER TO THE PLANNING COMMISSION

BACKGROUND: The term of the previous Youth Commission member to the Planning Commission has expired. The Mayor is recommending the appointment of Jane Budd as the Youth Commission Member to the Planning Commission.

RECOMMENDATION: Approve and consent to the Mayor's appointment of Jane Budd as the Youth Commission member to the Planning Commission; and authorize the Mayor's signature to any necessary documents.

5. CONSIDER APPROVAL OF RESOLUTION 2025R-08 AUTHORIZING AND ADOPTING AMENDMENTS TO THE FY25 BUDGET AND APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH THEREIN

RECOMMENDATION: Approve Resolution 2025R-08 authorizing and adopting amendments to the FY25 budget and appropriating funds for the purposes set forth therein and authorize the mayor's signature to any necessary documents.

6. CONSIDER APPROVAL OF ORDINANCE 2025-16 AMENDING THE UTILITY FEES FOR SEWER IN THE CITY'S CONSOLIDATED FEE SCHEDULE

RECOMMENDATION: Approve Ordinance 2025-16 amending the Utility Fees for Sewer in the City's Consolidated Fee Schedule and authorize the mayor's signature to any necessary documents.

COMMUNICATION ITEMS:

- A. Mayor's Report
- B. City Council's Reports
- C. City Manager's Report
- D. Staff Reports

*****ADJOURN AS THE CITY COUNCIL*****

Posted on June 18, 2025.

/s/Chersty Titensor, Deputy City Recorder

The City of Clearfield, in accordance with the 'Americans with Disabilities Act' provides accommodations and auxiliary communicative aids and services for all those citizens needing assistance. Persons requesting these accommodations for City sponsored public meetings, service programs or events should call Nancy Dean at 801-525-2714, giving her 48-hour notice.

The complete public notice is posted on the Utah Public Notice Website - www.utah.gov/pmnl/, 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 & 801-525-2700.



STAFF REPORT

To: Mayor Shephard and City Council Members
From: Rich Knapp, Chief Financial Officer
Meeting Date: June 24, 2025
Subject: Fiscal Year 2025 Proposed Budget Amendments - June

Recommended Action

Staff recommends the Mayor and City Council consider the FY2025 proposed budget amendments.

Description / Background

The attached table lists proposed expenditures that do not have budget authority, or which exceed FY 2025 budget authority and require budget amendments as allowed by Utah Code Title 10 Chapter 6 Section 124 to 129.

New amendment proposals and/or adjustments may be made before final approval on June 24.

Fiscal Impact

As of this report, the only amendments are a \$30,000 increase for contracted plan review and inspections, \$47,000 for bank fees, and \$9,000 more PARAT spending. The budget amend also clarifies the project budget for Clearfield Station.

Alternatives

Most of the recommended amendments are due to expenditures that have already been incurred and/or authorized consistent with previous discussions with the City Council and should consequently be approved. Others are recommended for approval but are more discretionary and could be removed from the final list.

Schedule / Time Constraints

Budget amendments is typically considered in January, and again in June.

List of Attachments

Second FY2025 Budget Amend June

FY2025 Budget Amendment Items - June

Fund	Account Title	Division-Account#	Adjustment	Description	Source Account Title	Source Adjustment
General Fund						
Inspections	Contracted Services	104642-631006	30,000	Contracted Plan reviews & inspections	Fund Balance	30,000
PARAT	Capital Projects	104570-673001	27,000	Skate Park over Pavillion under	PARAT Balance	27,000
Finance	Bank Fees	104143-631004	11,000	Bank Fees - offset from overnight sweep interest earnings	Fund Balance	11,000
Customer Service	Bank Fees	104144-631004	7,500	Increased cost and use	Fund Balance	7,500
CAFC	Bank Fees	104565-631004	11,500	Increased cost and use	Fund Balance	11,500
Total New Use of Unrestricted Fund Balance Items			60,000			
Cap Project						
Capital-Facilities	Capital Projects	454161-673001	1,225,181	Clearfield Station - increase original budget Cash shortfall as of June 10 = (\$1,345,924) Net planned revenues to planned expense = (\$307k) Use interest earned for shortfall IF	Bond Construction Fund	1,225,181
Utility Funds						
Water	Bank Fees	515101-631004	17,000	Increased cost and use	Fund Balance	17,000

** item previously commicated to the Mayor and Council*



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Rich Knapp, Chief Finance Officer

MEETING DATE: June 24, 2025

SUBJECT: Consolidated Fee Schedule Adjustments – North Davis Sewer District

RECOMMENDED ACTION

It is recommended that the City Council implement the North Davis Sewer District's new sewer user fee structure effective July 1, 2025.

DESCRIPTION / BACKGROUND

On April 10, 2025, the North Davis Sewer District adopted an updated User Charge Systems Manual, which includes a \$2.50 monthly increase in sewer user fees per connection, to be assessed on behalf of the District. The first increase takes effect July 1, 2025. The fee increase aims to support the District's operations and infrastructure maintenance, ensuring sustainable management of sewer services.

This adjustment adds additional provisions for detached Accessory Dwelling Units (ADUs) now subject to impact fees.

FISCAL IMPACT

	Base	Use Per 1,000 Gal
Residential		
Current	21.50	
July 1, 2025	24.00	
July 1, 2027	26.50	
Commercial		
Current	21.50	2.15
July 1, 2025	24.00	2.40
July 1, 2027	26.50	2.65



SCHEDULE / TIME CONSTRAINTS

The new fee structure must be implemented effective July 1, 2025.

LIST OF ATTACHMENTS

- Consolidated Fee Schedule

UTILITIES

Water:	Jan 1 2026	Jan 1 2027
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Water rates are from January 1st to December 31st

Residential

Single family:

Monthly Base Fee (5/8" meter)	\$25.97	\$27.53
Usage rates charges per 1,000 gallons:		
0 - 10,000	\$1.02	\$1.04
10,001 - 20,000	\$1.24	\$1.26
20,001 - 40,000	\$1.56	\$1.59
40,001 - 60,000	\$2.27	\$2.32
60,001 - 80,000	\$2.98	\$3.04
80,000 +	\$4.14	\$4.22

Multi-Family Units, Apartment Houses & Mobile Home Parks

(7,000 gallons allowed per unit, then commerical rates apply)

Monthly Base Fee	\$28.08	\$29.76
Usage rates per 1,000 gallons	\$1.51	\$1.54

Commercial

Monthly Base Fee, based on meter size

5/8" - 3/4"	\$36.95	\$39.17
1" - 1 1/2"	\$143.73	\$152.35
2"	\$188.56	\$199.87
3"	\$483.16	\$512.15
4"	\$739.96	\$784.36
6"	\$1,314.88	\$1,393.77

Usage rates per 1,000 gallons	\$1.51	\$1.54
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Sprinkling lawns, unmetered:

Base fee from 5/8" commercial rate plus per square foot of lawn area. Unmetered lawn accounts will be billed monthly for a five (5) month period each year, from May 1 up to and including September 30.	\$0.006425	\$0.006425
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Fire Protection Standby Charge:

Sprinkling system standby charge per diameter inch of main pipe supply	\$3.96	\$4.04
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More than one User:

Minimum monthly fee based on meter size. Usage rates shall be divided equally between users, unless users present a written agreement that fees shall be charged on different basis other than equally.

Unmetered Services:

Commercial & industrial users not having metered water service shall be charged for water services based on the number of connections and number of employees

8 or fewer employees minimum 1.0" meter size	\$114.02	\$116.30
9 or more employees, charged at 2.0" meter size	\$149.69	\$152.68

UTILITIES

Sewer:	FY2026	FY2027	FY2028
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Residential

Single Family Monthly Base Rate

Clearfield City (increase 2% per year)	beginning Jan 1	\$18.47	\$18.84	
North Davis Sewer District	beginning July 1	\$24.00*	\$24.00*	\$26.50*

Multi-Unit Monthly Base Fee

Clearfield City (increase 3% per year)	beginning Jan 1	\$14.83	\$15.27	
North Davis Sewer District	beginning July 1	\$24.00*	\$24.00*	\$26.50*

Commercial

Monthly Base Rate

Clearfield City (increase 2% per year)	beginning Jan 1	\$22.06	\$22.50	
North Davis Sewer District	beginning July 1	\$24.00*	\$24.00*	\$26.50*

Usage rates 0-5,000

Clearfield City (increase 2% per year)	beginning Jan 1	\$2.43	\$2.48	
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Usage rates 5,000+

Clearfield City (increase 2% per year)	beginning Jan 1	\$0.71	\$0.72	
North Davis Sewer District	beginning July 1	\$2.40*	\$2.40*	\$2.65*

*Subject to change by the North Davis Sewer District

Note: North Davis Sewer District charges are set by the sewer district and not Clearfield City. These rates may change.

Billing periods beginning May 1st through and including the November 1st bill of each year will be billed on a five month winter average consisting of water consumption from December 1st through April 1st bills.

More than one User:

Minimum monthly fee based on meter size. Usage rates shall be divided equally between users, unless users present a written agreement that fees shall be charged on different basis other than equally.

Unmetered Services:

Commercial & industrial users not having metered water service shall be charged for water services based on the number of connections and number of employees

8 or fewer employees minimum 1.0" meter size

9 or more employees, charged at 2.0" meter size

Special Treatment:

When sewage requires special treatment or causes an unusual and abnormal burden on the disposal facilities, additional charges shall be assessed as determined by the City Council to be fair and equitable.

UTILITIES

Storm Water:		Jan 1 2026	Jan 1 2027
Residential - Monthly	Increase per Year		
Single-Family per ESU and duplex	8% '25; 3% '26 '27	\$9.70	\$9.99

Tri-plex and fourplex
Apartments with more than 4 units at Commercial rate

Commercial - Monthly

Retention Percent

0%	\$9.70	\$9.99
20%	\$7.76	\$7.99
30%	\$6.79	\$6.99
50%	\$4.85	\$5.00

(2,700 sq ft of impervious surface equals 1 ESU)

Credit for On-Site Mitigation:

50% with maximum release of 0.20 cfs/ac and having installed an approved sand & oil interceptor system prior to discharging in to the city's storm drain system
30% with maximum release of 0.20 cfs/ac within a landscaped area or a retention basin within a landscaped area
20% with maximum release of 0.20 cfs/ac within an impervious surface area on the site or within a piping system designed for detention on-site

Residential Solid Waste (Garbage) & Recyclables:

Base fee--1st trash container	\$17.75
Each additional trash container	\$17.00
Recycle container	\$6.50
Each additional recycle container	\$6.50
Green waste container	\$10.50
Green waste container removal	\$25.00

Utility Taxes:

Six percent (6%) of total water and sewer charges

Misc. Fees:

Refundable security deposit	\$120.00
Late Fee	\$10.00 or 1.5%, whichever is greater
Second Delinquent Notice	\$15.00
Third Delinquent Notice-Disconnect Eligible	\$35.00
Water Meter Tampering	\$150.00
Water Meter Damage	\$500.00

CLEARFIELD CITY RESOLUTION 2025R-08

A RESOLUTION APPROVING AND ADOPTING AMENDMENTS TO THE FISCAL YEAR 2025 BUDGET AND APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH THEREIN

WHEREAS, Clearfield City has identified some expenditures that are necessary for City operations which were not included in its current budget; and

WHEREAS, the Utah State Code allows the City Council to make adjustments to the budget; and

WHEREAS, after providing proper notice, a public hearing concerning this matter was held and the public was given an opportunity to be heard; and

WHEREAS, the City Council has carefully evaluated and considered the proposed budget amendments and finds them to be prudent and necessary for the good of the City;

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that the amendments to the Clearfield City budget beginning July 1, 2024 and ending June 30, 2025 (FY25) as set forth in Exhibit “A” which is attached hereto and incorporated herein by this reference, are hereby authorized and approved.

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

Passed and adopted at the Clearfield City Council meeting held on Tuesday, June 24, 2025.

ATTEST

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

CLEARFIELD CITY ORDINANCE 2025-16

AN ORDINANCE AMENDING THE CONSOLIDATED FEE SCHEDULE FOR CLEARFIELD CITY CORPORATION.

PREAMBLE: Ordinance 2008-06 enacted a consolidated fee schedule for utilities, recreation, licensing, permits, impact fees, building rental, etc. for Clearfield City Corporation. The Ordinance makes amendments to utility fees for sewer.

BE IT ORDAINED BY THE CLEARFIELD CITY COUNCIL:

Section 1. Enactment: Title 2, Chapter 5 of the Clearfield City Code is hereby amended to read as attached in Exhibit “A.”

Section 2. Effective Date: This Ordinance shall become effective immediately upon posting.

Section 3. Repealer: Any Ordinance or sections or portions of ordinances previously enacted by the Clearfield City Council which are in conflict with the provisions of this Ordinance are hereby repealed and replaced by this Ordinance.

Dated this 24th day of June, 2025, at the regularly scheduled meeting of the Clearfield City Council.

CLEARFIELD CITY CORPORATION

Mark R. Shepherd, Mayor

ATTEST

Nancy R. Dean, City Recorder

VOTE OF THE COUNCIL

AYE:

NAY: