



CLEARFIELD CITY COUNCIL  
AGENDA AND SUMMARY REPORT  
September 23, 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

***APPROVAL OF MINUTES:***

August 26, 2025 – work session

August 26, 2025 – Truth in Taxation session

August 26, 2025 – policy session

September 2, 2025 – work session

September 9, 2025 – policy session

***SCHEDULED ITEMS:***

1. **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](mailto:nancy.dean@clearfieldcity.org).

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

2. **CONSIDER APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT'S (CDBG) 2024-2025 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)**

BACKGROUND: The Council was provided a copy of the 2024-2025 CDBG CAPER. The report is an overview of the accomplishments that were met during the previous program year. Citizens have been given the opportunity to review the Plan at the Customer Service Center from September 4, 2025 to September 22, 2025. To date, no public comments have been received.

RECOMMENDATION: Approve the CDBG's 2024-2025 Consolidated Annual Performance Evaluation Report and authorize the mayor's signature to any necessary documents.

3. CONSIDER THE APPROVAL OF ORDINANCE 2025-20 UPDATING CLEARFIELD CITY CODE TITLE 15 – PUBLIC ART

BACKGROUND: Staff is proposing a series of updates to Title 15 – Public Art to ensure alignment with recent mural installations by the City.

RECOMMENDATION: Approve Ordinance 2025-20 updating Clearfield City Code Title 15 – Public Art and authorize the mayor's signature to any necessary documents.

4. CONSIDER RATIFICATION OF THE NEW NATIONAL OPIOID SETTLEMENT WITH PURDUE PHARMA, L.P. AND THE SACKLER FAMILY

BACKGROUND: Utah and all 54 other eligible jurisdictions agreed to sign onto a settlement agreement with Purdue Pharma and the Sackler family over their significant role in fueling the opioid epidemic. This agreement totals \$7.4 billion, with Utah slated to receive \$57 million to combat the devastating impact of the crisis on its communities. These funds will support the Utah Opioid Task Force and continue addressing the epidemic in communities. Under the terms of this comprehensive settlement, the Sackler family will pay \$6.5 billion over the next 15 years, with approximately \$900 million coming from Purdue Pharma upon its emergence from bankruptcy protection. Critically, the agreement ends the Sacklers' control of Purdue Pharma and restricts its sale of opioids in the United States. Purdue Pharma's future lobbying and marketing efforts will also be limited and monitored. Additional information can be viewed at: <https://dcp.utah.gov/>

RECOMMENDATION: Ratify the mayor's signature to the new Opioid Settlement with Purdue Pharma, L.P. and the Sackler Family.

5. CONSIDER APPROVAL OF RESOLUTION 2025R-12 AUTHORIZING AN INTERLOCAL AGREEMENT WITH THE STATE OF UTAH'S DEPARTMENT OF CULTURAL AND COMMUNITY ENGAGEMENT REGARDING THE USE OF THE AMERICA250 TRADEMARK LOGO

BACKGROUND: In preparation for America's 250<sup>th</sup> anniversary ("Semiquincentennial") in 2025, Utah's goal is to create a brand identity that can bring communities together and generate awareness for the anniversary. To that end, America250 Utah has chosen to utilize a Interlocal licensing agreement for its logo and name with the national foundation, America250 Trademark. The State's hope is that, in coordination with counties, cities, tribes, and organizations planning events around the state, we can create a unifying America250 Utah brand that creates a sense of cohesion leading up to 2026, bringing together celebrations and commemorations around the state and country. The provided agreement authorizes the City to use the America250 Utah logo

and the America250 name in individual brand identity.

RECOMMENDATION: Approve Resolution 2025R-12 authorizing an Interlocal Agreement with the State of Utah's Department of Cultural and Community Engagement regarding the use of the America250 Trademark logo, 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 September 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/pmn/](http://www.utah.gov/pmn/), the Clearfield City Website - [clearfield.city](http://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](mailto:Nancy.dean@clearfieldcity.org) & 801-525-2700.

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:30 PM WORK SESSION  
August 26, 2025

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Karece Thompson, Councilmember Nike Peterson, Councilmember Tim Roper, Councilmember Megan Ratchford, Councilmember Dakota Wurth (via Zoom)

STAFF PRESENT: City Manager JJ Allen, City Attorney Stuart Williams, Community Services Director Eric Howes, Police Chief Kelly Bennett, Public Works Director Adam Favero, Public Works Deputy Director Braden Felix, Community Development Director Stacy Millgate, Planner Tyson Stoddard, Community Relations Director Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Tony De Mille

Mayor Shepherd opened the work session at 6:30 p.m.

DISCUSSION OF A TEMPORARY LAND USE REGULATION FOR THE CIVIC (CV) AND URBAN MIXED RESIDENTIAL (UR) ZONES WITHIN THE CLEARFIELD CITY DOWNTOWN FORM BASED CODE (FBC)

Mayor Shepherd prefaced Staff's presentation by explaining that the County had purchased Talia's Event Center at 22 East 200 South with the intention of converting it to a warming center and were working on purchasing the Red Barn facility in Farmington to put permanent supportive housing. Then the County said that Northern Utah Counseling at 49 East 200 South had reached back out to the County after rejecting a low offer to purchase their building, with another proposed selling price. Mayor Shepherd said the County's long-term intention was to create permanent supportive housing within the counseling center right in downtown Clearfield. He was not opposed to having a facility somewhere in Clearfield, but was adamantly opposed to having permanent housing in the downtown area after all the efforts to revitalize the downtown area. After speaking with Staff they thought an answer for this situation could be to look at the Code and put a temporary land use restriction in place so no building permits could be issued in the CV and UR zones while the City studied the issue. He wanted time to be able to decide where else a permanent supportive housing could be placed instead of the downtown area.

Tyson Stoddard, Planner, explained that Utah State Code Annotated §10-9A-504 allowed for cities to adopt temporary land use regulations for up to 180 days allowing a local government time to evaluate and adopt any necessary ordinances through the normal process. He said there had to be a compelling interest related to the health, safety and welfare of the community. He

said State House Bill 499 had required counties to address homelessness by expanding access to shelters. He said Davis County was pursuing a year round facility with at least 80 beds. For all the cities in Davis County, homeless centers had not been considered in the land use ordinances and zoning regulations so the situation had prioritized the review to determine which land uses were appropriate. He said the moratorium would allow for the review of Chapter 3 of the Form Based Code which covered the “Uses” which were permitted or not permitted within the downtown area based on which zone. He outlined some thoughts on health, safety, and welfare for the Council to consider as they contemplated regulations about homeless shelters.

Mr. Stoddard showed an aerial picture that defined the area that was proposed for the temporary land use regulations comprising the CV and UR zones of downtown. He said the temporary land use regulation would prohibit the approval of subdivisions and the construction, reconstruction, or alteration of any buildings for up to 180 days. Mayor Shepherd pointed out that the pause could be removed prior to the 180 days.

Councilmember Peterson thought any type of land use that was new to a city warranted an appropriate pause and review to consider how it worked with ordinances, uses, and development to that point to do it right. Councilmember Roper thought that the City had a right to take a pause on something that impacted the City since the County was not collaborating with the City on their plans. Councilmember Peterson stated that their primary concern was to represent the residents and businesses, and then consider their role as a political body of the County. She thought the pause would give them a chance to have a dialogue with the County and allow all parties to get on the same page.

Councilmember Thompson did not like how a commercial use was being taken from the City. Mayor Shepherd pointed out the County was considering two properties that would be taken off the City’s tax rolls. Councilmember Peterson reiterated the Council’s responsibility to the residents, and agreed that impacting commercial viability as suggested would ask the residents to carry a bigger burden to provide housing needs for those who desperately needed it, but she thought there should be a more equitable way to accomplish it with the County pitching in. Councilmember Ratchford thought 80 beds were a lot.

The Council thought there would need to be another conversation on another night about alternative locations. Councilmember Wurth agreed with the stated sentiments and thought a dialogue could be started by saying it was not that the City did not want to be a part of a permanent homelessness solution, but that there were more appropriate locations that would not impact the City and County’s tax base. Councilmember Thompson asked what the hope was after the moratorium period. Mayor Shepherd said that was the purpose of the moratorium to be able to hash out a solution. Councilmember Thompson summarized saying the 180 days was a data-gathering period to address policies.

## DISCUSSION OF PROPOSED AMENDMENTS TO TITLE 15 - PUBLIC ART

Shaundra Rushton, Communications Manager, approached the Council to review proposed changes to the Public Art ordinance and determine what changes it would support. Councilmember Peterson supported the change to the title to “Mural Art” to avoid any

problems with freedom of speech for a more prescribed definition and not someone's ability to express themselves. It seemed that the Council agreed to title the section as "Mural Art." There was a discussion of revising code to allow for text, slogans, or logos. She informed the Council that in order to benefit from the Davis County mural fund-matching program, the County's logo needed to be included in the mural. Ms. Rushton presented alternative defining language in regard to advertising messages. Stuart Williams, City Attorney, presented some potential challenges to prohibiting advertising messages. Councilmember Peterson thought a business advertising mural was different than a place-making mural and preferred the place-making element. JJ Allen, City Manager, admitted there was some subjectivity to the advertising element, but once there was a web address or phone number it was violating the definition presented by Ms. Rushton. Mr. Williams thought Staff could catch any advertising elements during the permit process. Mayor Shepherd thought if during the permitting process, a proposed mural did not follow the ordinance standards, most businesses would try to correct it so it would.

Ms. Rushton proposed to change the ordinance to require an extension of the mural lifespan from five years to ten years. The Council considered situations where that could impact businesses negatively, and determined that the intent was to ensure the quality of the supplies and materials and sealing of the paint to ensure murals lasted at least ten years.

Ms. Rushton proposed the removal of the prohibition on front-facing facade murals. Mayor Shepherd expressed concern with front-facing murals. Councilmember Peterson said she had mixed feelings on the subject. Mayor Shepherd thought a mural was different than painting a front of a building and said he wanted to keep them off the fronts of buildings. Councilmember Wurth stated that he did not have an issue with front-facing facade murals, but did not feel strongly enough to pursue the contrary. Mr. Allen asked if they wanted to consider making it similar to how the City treated transparency and allow a certain percentage of the facade to have a mural. Councilmember Peterson was inclined to say no front-facing murals, but if an applicant had a compelling mural they could make application to amend the ordinance. She observed that other cities that had mural programs allowed side placement and not fronts.

Councilmember Ratchford asked if the Council wanted to regulate the sizing of murals. Council determined they did not want to restrict sizing. The Council was amenable to including an allowance for monetary compensation for a display. She proposed the removal of requiring three hard copies of a concept plan during the permitting process to modernize the online application process. She added a requirement of a visual design mock-up to scale showing the proposed mural on the building.

**Councilmember Thompson moved to adjourn the work session and reconvene in the Truth in Taxation policy session at 7:01 p.m., seconded by Councilmember Peterson.**

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

YES: Councilmember Thompson, Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth

NO: None

**APPROVED AND ADOPTED**  
**This day of 2025**

**/s/ Mark R. Shepherd, Mayor**

**ATTEST:**

**/s/ Nancy R. Dean, City Recorder**

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, August 26, 2025.

**/s/ Nancy R. Dean, City Recorder**

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 PM POLICY SESSION  
August 26, 2025

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Nike Peterson, Councilmember Tim Roper, Councilmember Karece Thompson, Councilmember Megan Ratchford, Councilmember Dakota Wurth (via Zoom)

STAFF PRESENT: City Manager JJ Allen, Public Works Director Adam Favero, City Attorney Stuart Williams, Police Chief Kelly Bennett, Assistant Police Chief Devin Rogers, Deputy Public Works Director Braden Felix, Community Services Director Eric Howes, Finance Manager Rich Knapp, Communications Manager Shaundra Rushton, Planner Tyson Stoddard, Community Development Director Stacy Millgate, Lieutenant Scott Manookin, Sergeant Chris Ferreira, Sergeant Ginny Vance, Annie Bradshaw, Officer Zach Fratto, Sergeant Josh Carlson, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Dennis Bell, Rowan Johns, C. Johns, Bob Bercher, Tony De Mille, Danielle King, Jeremy Searle – WCG, Brooklyn Ashby & Parents

Mayor Shepherd called the meeting to order at 7:06 p.m.

TRUTH IN TAXATION HEARING TO RECEIVE PUBLIC COMMENT ON THE  
CERTIFIED TAX RATE

Rich Knapp, Finance Manager, reported that the property valuations from the county had increased by 3.7%. The certified tax rate was set at 0.001218. Through the budget process, a rate of 0.001288 was proposed which would yield an additional \$195,982, an increase in property tax revenue by 5.6%. He said the impact to the resident was an average annual increase of \$19.13. He explained that the increase to the rate was to provide additional revenue to support the City's priorities and community needs. For instance, it would fund two new Police Officer positions, and one additional Parks Maintenance Specialist position. He explained that there was a cut to a Planner position as well. He showed the historical property tax rate of the City. He showed an infographic that explained the percentage of taxes that went to the various taxing entities.

Mayor Shepherd noted that the original request for new staffing was for three police officers and an entire parks crew which would have made an even higher tax rate necessary, but the Council felt that for the time being the City could get by with the fewer new positions, and the cut to the Planner position, even though the other positions were needed. Mayor Shepherd explained that by statute, the County calculated the certified tax rate in a way that ensured the



City received the same amount of money from property taxes each year, which was challenging with the increases in every facet of operations. He pointed out that the extra \$1.50/month from the residents was providing two new officers and helping maintain the parks throughout the City.

Mayor Shepherd opened the public hearing for public comment at 7:12 p.m.

#### PUBLIC COMMENT

Mike Jones, resident, asked whether the new apartment buildings generated more revenue for the City. Mayor Shepherd acknowledged additional revenue was generated with the growth seen with the addition of apartment buildings.

**Councilmember Thompson moved to close the public hearing at 7:14 p.m., seconded by Councilmember Peterson.**

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

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

#### PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE PROPOSED FISCAL YEAR 2026 INTER-FUND TRANSFERS

Rich Knapp, Finance Manager, explained that the Operational Costs inter-fund transfers were necessary to reimburse the General Fund for the administration provided to the respective enterprise operations. Additionally, he said the Water Usage Resource Transfer was to recognize the water consumed by general City operations (irrigation, parks, facilities) that had not been directly billed or reimbursed to the Water Fund.

Mayor Shepherd opened the hearing for public comment at 7:16 p.m.

**Councilmember Ratchford moved to close the public hearing at 7:16 p.m., seconded by Councilmember Thompson.**

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

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

#### PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE FINAL BUDGET FOR CLEARFIELD CITY FOR FISCAL YEAR 2026, BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026.

Rich Knapp, Finance Manager, explained that it had been a difficult budget year with the

budget review process starting in December 2024. He described the budget process where tough decisions were made due to the limited resources. He felt that the budget allocated the resources where they were needed. He outlined the major changes to the FY26 budget compared to FY25, reminding the Council of the anticipated rate increases from Weber Basin Water Conservancy District, Wasatch Integrated Waste Management District, and North Davis Sewer District which were a pass through to the residents. He reviewed the major projects anticipated in the FY2026 budget. He pointed out that \$3.1 million in capital projects were delayed or cut. He explained how the General Fund revenue was allocated. He showed a budget summary of Government Funds and explained that the change in available cash was planned and were prior year resources being used on capital projects. He assessed the measure of security of the General Fund as having 62 days (\$4.2M) of operating expenses in cash which was two additional days over what GFOA recommended amount.

Mayor Shepherd opened the public hearing at 7:23 p.m.

There was no public comment.

**Councilmember Thompson moved to close the public hearing at 7:23 p.m., seconded by Councilmember Ratchford.**

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

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

**APPROVAL OF RESOLUTION 2025R-11 SETTING THE CERTIFIED TAX RATE FOR REAL AND PERSONAL PROPERTY FOR FISCAL YEAR 2026 AT 0.001288**

Councilmember Thompson wanted the public to understand that a lot of thought and discussion was put into the decision for the increase to the tax rate.

**Councilmember Roper moved to approve Resolution 2025R-11 setting the certified tax rate for real and personal property tax for fiscal year 2026 and authorize the mayor's signature to any necessary documents, seconded by Councilmember Thompson.**

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

YES: Councilmember Peterson, Councilmember Roper, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

**APPROVAL OF ORDINANCE 2025-19 ADOPTING THE FISCAL YEAR 2026 BUDGET**

**Councilmember Peterson moved to approve Ordinance 2025-19 adopting the fiscal year budget for 2026 and authorize the mayor's signature to any necessary documents, seconded by Councilmember Wurth.**

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

**YES:** Councilmember Peterson, Councilmember Roper, Councilmember Thompson,  
Councilmember Ratchford, Councilmember Wurth

**NO:** None

**Councilmember Thompson moved to adjourn the Truth in Taxation meeting and reconvene in a policy session at 7:26 p.m., seconded by Councilmember Peterson.**

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

**YES:** Councilmember Peterson, Councilmember Roper, Councilmember Thompson,  
Councilmember Ratchford, Councilmember Wurth

**NO:** None

**APPROVED AND ADOPTED  
This day of 2025**

**/s/ Mark R. Shepherd, Mayor**

**ATTEST:**

**/s/ Nancy R. Dean, City Recorder**

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, August 26, 2025.

**/s/ Nancy R. Dean, City Recorder**

CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:10 PM POLICY SESSION  
August 26, 2025

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Tim Roper, Councilmember Nike Peterson, Councilmember Karece Thompson, Councilmember Megan Ratchford, Councilmember Dakota Wurth (via Zoom)

STAFF PRESENT: City Manager JJ Allen, City Attorney Stuart Williams, Police Chief Kelly Bennett, Assistant Police Chief Devin Rogers, Lieutenant Scott Manookin, Community Services Director Eric Howes, Finance Manager Rich Knapp, Public Works Director Adam Favero, Deputy Public Works Director Braden Felix, Community Development Director Stacy Millgate, Planner Tyson Stoddard, Communications Manager Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

VISITORS: Danielle King, Jeremy Searle-WCF, Tony De Mille, Lori Weiss – Davis County Elections, Brooklyn Ashby & parents

Mayor Shepherd called the meeting to order at 7:26 p.m.

Councilmember Thompson led the opening ceremonies.

APPROVAL OF MINUTES

July 22, 2025 – work session

July 22, 2025 – policy session

**Councilmember Roper moved to approve the July 22, 2025 work session and the July 22, 2025 policy session., seconded by Councilmember Ratchford.**

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

YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

SWEARING IN OF NEW CLEARFIELD CITY POLICE OFFICER BROOKLYN ASHBY

Kelly Bennett, Police Chief, introduced Officer Brooklyn Ashby as the newest member of the Clearfield City police department. Nancy Dean, City Recorder, administered the Oath of Office.

PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE TEMPORARY  
LAND USE REGULATION FOR THE CIVIC (CV) AND URBAN MIXED  
RESIDENTIAL (UR) ZONES WITHIN THE CLEARFIELD CITY DOWNTOWN  
FORM BASED CODE (FBC)

Tyson Stoddard, Planner, explained the proposed temporary land use regulation which would prevent the approval of any subdivisions, construction, reconstruction, or alteration of any buildings in the CV and UR zones for up to 180 days. He explained that HB499 from 2023 required counties to address homelessness by expanding access to shelters and that Davis County was pursuing a year-round facility with at least 80 beds. Mr. Stoddard said homeless shelters had not been considered within the zoning and land use regulations and asked for time to allow for further review of “Chapter 3: Uses” of the Form Based Code and zoning regulations related to homeless shelters.

Mayor Shepherd opened the public hearing at 7:42 p.m.

**Councilmember Roper moved to close the public hearing at 7:42 p.m., seconded by Councilmember Ratchford.**

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

YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

OPEN COMMENT PERIOD

Mike Jones, resident, expressed concerns about the Code Enforcement process and made recommendations to improve the process by utilizing all city staff. He asked where public safety statistics for Clearfield City could be found. Chief Bennett said they could be found on the State’s website. Mr. Jones thought the road work was not satisfactory. He reported a water leak that had been persisting over several weeks and thought staff should be able to handle the issues.

APPROVAL OF THE CLEARFIELD CITY MASTER TRANSPORTATION PLAN

Braden Felix, Deputy Public Works Director, said the City had never had a Transportation Master Plan and had been able to pay for its creation through federal funding. He introduced Jeremy Searle, Wall Consultant Group (WCG), who had completed the study with the support of Wasatch Front Regional Council. Mr. Searle presented the story map, which was an online summary of the Master Transportation Plan highlighting key information which was available to the public.

**Councilmember Thompson moved to approve the Clearfield City Master Transportation Plan and authorize the mayor’s signature to any necessary documents, seconded by Councilmember Peterson.**

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

YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

**APPROVAL OF THE MEMORANDUM OF UNDERSTANDING WITH THE UTAH DEPARTMENT OF NATURAL RESOURCES, DIVISION OF WILDLIFE RESOURCES, FOR THE PROVISION OF A PUBLIC-USE FISHING DOCK AT STEED POND**

Eric Howes, Community Services Director, said Staff had been working with the Department of Natural Resources and Management of Urban Fisheries for a long time for Steed and Mabey Pond. He said the department had expressed an interest in helping the City get some fishing docks at Steed Pond. The terms of the proposed memorandum of understanding were explained.

**Councilmember Ratchford moved to approve the Memorandum of Understanding with the Utah Department of Natural Resources, Division of Wildlife Resources, for the provision of a public-use fishing dock at Steed Pond, and authorize the mayor's signature to any necessary documents., seconded by Councilmember Wurth.**

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

YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

**APPROVAL OF ORDINANCE 2025-18 AUTHORIZING THE TEMPORARY LAND USE REGULATION FOR THE CIVIC (CV) AND URBAN MIXED RESIDENTIAL (UR) ZONES WITHIN THE CLEARFIELD CITY DOWNTOWN FORM BASED CODE (FBC)**

**Councilmember Peterson moved to approve Ordinance 2025-18 authorizing the temporary land use regulation for the CV and UR zones within the Clearfield City Downtown Form Based Code and authorize the mayor's signature to any necessary documents, seconded by Councilmember Roper.**

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

YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

**APPROVAL OF RESOLUTION 2025R-09 AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN PARTICIPATING AGENCIES OF THE NORTH DAVIS METRO SWAT**

Kelly Bennett, Police Chief, said that the Clearfield Police Department had joined the Layton City SWAT team years ago and now the SWAT Team wanted to create an Executive Board that oversaw the SWAT Team and that provided the participating Chiefs of Police some

oversight of the team and decision making over the team. The Interlocal Agreement created the Board and authorized Layton City to bill Clearfield City for the training and equipment separately. He said the cost was included in the budget and he did not anticipate any need for budget amendments. Chief Bennet expressed his gratitude to the SWAT team for the great equipment and professionalism of the team.

**Councilmember Thompson moved to approve Resolution 2025R-09 authorizing an Interlocal Agreement for the North Davis Metro SWAT and authorize the mayor's signature to any necessary documents, seconded by Councilmember Ratchford.**

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

YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

**CANVASS THE RESULTS OF THE MUNICIPAL PRIMARY ELECTION HELD ON AUGUST 12, 2025**

Nancy R. Dean, City Recorder, recognized the presence of Lori Weiss from Davis County Elections. She noted that the Primary Election was held August 12, 2025 where one candidate had been eliminated. The remaining candidates would continue to the General Election which would be held November 4, 2025. She reported that of the 12,414 registered voters in Clearfield City, 1,827 cast a vote reflecting a 14.72% participation rate. She gave the breakdown of votes for each candidate and said Tony De Mille had been eliminated from the race.

She was required to supply a report on how many ballots were not counted and the reasons they were not counted. In Clearfield City, 26 ballots were not counted for the following reasons: 1) 2 – No proof of residency, 2) 1 – Signature did not match, 3) 2- Empty envelopes, and 4) 21 – Not Timely. She explained that the County election officials make every effort to follow up with the voters to resolve the issue. Furthermore, she explained a change in the law that was effective this year that required a ballot to be submitted to the election official by 8:00 p.m. on election day. She said efforts would continue to educate the public about the change to the law.

She presented the results to the Board of Canvassers for their approval.

**Councilmember Thompson moved to approve the results of the municipal primary election, seconded by Councilmember Peterson.**

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

YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

## COMMUNICATION ITEMS

### MAYOR'S REPORT

#### ***Mayor Mark Shepherd***

- He had spoken about housing to mayors in Puerto Rico.
- He said he was heading to Rockport, Maryland from September 8-10, 2025 to participate in a panel exploring solutions for homelessness and mental health.
- He reported that he had been appointed as Treasurer for the Utah Defense Alliance.
- He said he looked forward to the upcoming return of “Lunch with the Mayor” with all the schools in Clearfield plus Doxey Elementary in Sunset.

### CITY COUNCIL'S REPORTS

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

- She reported that Preston Lee had officially replaced Nathan Rich as the Executive Director for Wasatch Integrated Waste Management District. She said the budget for FY26 was solidly in the black. She said there was some concern about the rate structure because Layton City had expressed an interest in leaving the District. She said any rate increase had been pushed out to next year at the earliest, so for now rates were stable. She said Farmington City had asked to be considered for the Green Waste Program and expressed her appreciation to Council for its support of the Green Waste Program in Clearfield City which allowed them to participate in the diversion rates, saving residents money. She stated that her proposal to the Executive Board to examine the amount of material that was coming into the landfill from businesses and households outside the District was gaining traction. It was reported that out-of-district waste was outpacing District waste by seven times, which was considered the single largest driver in the landfill capacity at the landfill.
- She expressed her appreciation to Staff for their work with the budget process.
- She recognized Clearfield High School community as the football season had started. She said they would have a USA theme this Friday, August 29, 2025.
- She appreciated seeing the Police & Fire representatives at the high school athletic activities.

#### ***Councilmember Thompson***

- He reported on behalf of the North Davis Sewer District that they had recently installed a 96” manhole at the intersection of Gordon Avenue and Fairfield in conjunction with the Fairfield Road sewer replacement project. He reported that they were running out of space for biosolids in the Marriott-Slaterville area. He would attend a meeting to discuss how to manage waste.

#### ***Councilmember Ratchford***

- She reported that the North Davis Fire District had accepted the certified tax rate this year. She reported on calls for their services within Clearfield City. She said on average 69% of their calls happened in Clearfield verifying the need for fire services in Clearfield.
- She said Station 42 in Clearfield would hold an Open House on September 29, 2025 and Station 41 in West Point would hold an Open House on October 1, 2025.

#### ***Councilmember Roper***

- He said Open Doors was in the process of selling the food bank.
- He said the Circles Program was more successful and they were working on getting the word out about the Imagination Station.



### ***Councilmember Wurth***

- He reminded the Council that the Youth Commission had received a grant to put on a Mental Health Petting Zoo Thursday, August 28, 2025 at Steed Park from 6:00 p.m. to 8:00 p.m.
- He announced that the Parks & Recreation Commission would hold their 2<sup>nd</sup> Annual Howl-a-ween event for dogs at Barlow Park on October 18, 2025.

### **CITY MANAGER'S REPORT**

#### ***JJ Allen, City Manager***

- He had attended the ULCT LPC meeting where they were anticipating some legislation on detached ADU's during the next legislative session, but Staff was working on preparing an ordinance for the City. He said that an ordinance might be adopted prior to the legislative session, and the City may have to adjust after the fact.
- He said the State would be imposing a Water Fee on all public water systems which would not be implemented until July 2026. He said it was mostly due to a significant cut in federal funding.
- He said the City offices would be closed on Monday, September 1, 2025 for Labor Day.
- He expressed appreciation to Nancy Dean and Chersty Titensor for their work on the Primary Election.
- He was grateful to Rich Knapp, Lee Naylor, Staff and the City Council for all the work done to complete the City's budget.
- He welcomed Officer Brooklyn Ashby to the Police Department.

### **STAFF REPORTS**

#### ***Nancy Dean, City Recorder***

- She thanked Mayor Shepherd and the Council for allowing the City to work closely with the County through the election process.
- She expressed gratitude to the County staff for their efforts.
- September 2, 2025 – work session
- September 9, 2025 – work & policy session
- September 16, 2025 – no meeting
- September 23, 2025 – work & policy session
- September 30, 2025 – no meeting

#### ***Kelly Bennett, Police Chief***

- Announced that "Night Out Against Crime" was Thursday, August 28, 2025, from 6:00p.m. to 8:00 p.m.
- He expressed appreciation to the Council, Mayor Shepherd and Staff for supporting the police officers as they processed the recent incident. It was a great reminder of the support available throughout the State. He described the collaboration of various agencies to help the Box Elder County agencies with staffing so the affected entity could grieve.

**Councilmember Thompson moved to adjourn at 8:25 p.m., seconded by Councilmember Peterson.**

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

**YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth**

NO: None

**APPROVED AND ADOPTED**  
**This day of 2025**

**/s/ Mark R. Shepherd, Mayor**

**ATTEST:**

**/s/ Nancy R. Dean, City Recorder**

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, August 26, 2025.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD CITY COUNCIL MEETING MINUTES  
6:00 PM WORK SESSION  
September 2, 2025

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Nike Peterson, Councilmember Tim Roper, Councilmember Megan Ratchford, Councilmember Dakota Wurth

ABSENT: Councilmember Karece Thompson

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, Community Services Director Eric Howes, Community Services Deputy Director Curtis Dickson, Police Chief Kelly Bennett, Public Works Director Adam Favero, Community Development Director Stacy Millgate, Planner Tyson Stoddard, Community Relations Director Shaundra Rushton, City Recorder Nancy Dean, Deputy City Recorder Chersty Titensor

Mayor Shepherd called the meeting to order at 6:00 p.m.

FOURTH OF JULY RECAP

Curtis Dickson, Deputy Community Services Director, asked for Council's feedback on the Fourth of July events. He shared the statistics of participation, cost, volunteers needed, staff hours, and number of staff needed.

Mayor Shepherd suggested they consider limiting the number of VIP passes since airmen did not seem to be attending the dinner. Councilmember Ratchford asked if there might be an opportunity to add activities like a scavenger hunt, or bingo game to keep their attention during the lull during the dinner. Councilmember Peterson said they used to have programming all day long, which became a challenge for staffing. She said there had been a decision to have a lull. Mayor Shepherd mentioned he would like to have a Clearfield's Got Talent, but did not want Staff to be responsible for it, nor the City to fund, but maybe people outside the City that could organize it. Councilmember Peterson suggested it could be organized to be part of the America250 efforts and be a more regional effort.

Mr. Dickson reviewed the America250 Program in Utah and the ways Clearfield City would participate. Mayor Shepherd recommended a 250 stencil for the Paint the Bridge party next year.

## DISCUSSION ON THE PROCLAMATION TO DESIGNATE CLEARFIELD AS A JUSTSERVE CITY

Spencer Brimley, Assistant City Manager & Economic Development Director, introduced some of the other Utah JustServe partner cities. As a partner, the City would get recognition on the JustServe website and was required to include that the City encouraged volunteerism on the City's website. Mayor Shepherd thought it would be a good thing to ask for volunteers overall but especially for 4<sup>th</sup> of July activities. The proclamation would be on the agenda during the September 9, 2025 policy session.

## DISCUSSION ON DETACHED ACCESSORY DWELLINGS

Tyson Stoddard, Planner, opened the discussion of the ordinance amendments for detached accessory dwelling units by reviewing the proposed changes to Title 11, Chapter 19 of the Clearfield City Code. Mr. Stoddard pointed out proposed changes to Section 5 to add allowing ADUs within all single-family and agricultural zones with a lot size of 6,000 square feet and larger. Mr. Stoddard explained that agriculture zoned properties were included because many of the agriculturally zoned properties already had an existing single-family home on them and were large enough to accommodate an accessory unit. Mayor Shepherd questioned whether there were 6,000 sq. ft. lots in the City that would be amenable to an ADU, taking into consideration setbacks as well. Mr. Stoddard said an estimated size for an ADU unit for a 6,000 square foot lot would be 250 square feet bare minimum. Mr. Stoddard said he had reached out to a company that built accessory units, and they recommended a minimum of 480 square feet which would be closer to a studio apartment. Mayor Shepherd was still concerned about going that small for the lot size in the ordinance and pointed out in various meetings that the recommendation was a quarter acre lot or even a fifth of an acre. Councilmember Wurth wanted to remove a 250 square foot minimum because it was not functionally livable.

Councilmember Peterson said one of the pieces that needed to be addressed was in the event the City made concessions and allowed ADUs with smaller lots, an unintended consequence would be that the City would forgo the ability to have future build-out options. She thought it was important to understand as the City had conversations with legislators that going to smaller and smaller lots for single-family detached was unreasonable because the external ADU became something very different and that it was okay for cities to regulate the lot sizes for ADUs to protect defensible fire minimums. Mayor Shepherd could not imagine going smaller than a .20-acre lot (8700 square feet). Council seemed to agree. Councilmember Peterson pointed out that the regulations for an ADU would impact the regulations for sheds. Councilmember Wurth pointed out an ADU was a marginal option for creating housing opportunities. Mr. Stoddard agreed with Mayor Shepherd that he did not think the City would have many applications for ADUs. He said since the City implemented the IADU Ordinance it had seen approximately ten per year and they were for new construction and were not for retrofitting existing homes. He thought after passing a detached ordinance, the City would probably see five or less per year. Mr. Stoddard said the minimum lot size could be tied to the R-1-8 zone which had a minimum of 8,000 sq. ft. lots. Council seemed to be okay with that change.

Councilmember Ratchford brought up that the sizing of the ADU needed to be less than 50% of

the square footage of the primary residence and wondered if the language needed to be revised. Mr. Stoddard clarified that the language stated that the ADU could be no greater than 50% of the total floor area of the primary dwelling and the ordinance additionally included a maximum restriction of 1000 square feet. He said those size restrictions underscored that the units were “accessory” units.

Mayor Shepherd expressed concern about whether a mandate that a main residence be owner-occupied was enforceable with investment buyers owning homes. He was concerned that the City would end up with a slew of properties that were essentially duplexes. Mr. Stoddard agreed that enforcement was challenging. Mr. Stoddard suggested that before the registration of the ADU was complete, the owner would need to fill out a declaration of owner occupancy which would be recorded with the County. The challenge of enforcement was discussed. Councilmember Wurth pointed to the policy of Farmington City where they allowed the subdivision of the ADU into its own flag lot to mitigate the rental product issues. Mr. Stoddard said the Farmington ordinance was interesting and their city had discussed ways to provide ownership opportunities, but said it was a more complicated ordinance. Mr. Stoddard said the changes being proposed were similar than other cities. Councilmember Ratchford asked if the Council was concerned about the Olympics and what could happen. Mayor Shepherd said, long-term, the City was ultimately creating a business with an ADU. He questioned whether landlords needed to be required to have to have a permit or business license from the city to rent. He wanted a business license fee involved if the ADU property was involved in landlord relationship.

Councilmember Peterson asked if there was a way to flag the address of ADU properties to flag a change in utilities. Mr. Stoddard said it was part of the registration for an ADU process. Councilmember Peterson thought there needed to be some kind of safety net for those that did not officially register that there was a secondary process that would flag the property upon change of ownership. Councilmember Peterson thought the City needed to speak with the legislature about the business component where the money side was the big driver, maybe they get taxed differently to treat it like an investment property.

Mr. Stoddard asked for the Council’s feedback on development standards for internal and external ADUs. Starting with the Internal ADUs, Mr. Stoddard said the size requirement of 50% of the total primary floor area had to be removed because the legislature determined there could not be any area regulations. He touched on various other changes to the ordinance. He then turned to the External ADUs and presented the proposed changes to the ordinance. There was a discussion on height limitations and setbacks the Council wanted to apply. The Council confirmed the minimum size of 250 square feet for an external ADU. Councilmember Ratchford questioned the language that specified a separate sleeping area and wondered if it was distinguishing a studio or one bedroom requirement. Mr. Stoddard said it did not have to be a bedroom, but its own distinct area. Councilmember Peterson suggested that in addition to the maximum square footage restriction, it be restricted based on the size of the footprint of the primary residence as well. Mayor Shepherd suggested that it say the footprint of the ADU could not exceed the footprint of the primary residence, but could still have a second story on the ADU if it was a two-story primary residence. Mayor Shepherd suggested that the footprint of the ADU should not be more than 50% of the footprint of the primary residence with a maximum of 1000

square feet. Councilmember Peterson voiced that the second floor allowance should be eliminated. Mr. Stoddard thought the restriction of a maximum 50% of primary residence square footage and the cap of 1000 square feet protected the City. Mayor Shepherd also thought the City needed to eliminate the second story to stay true to the concept of an “accessory” unit. Mayor Shepherd mentioned that if the City allowed a two-story ADU, the ordinance would have to include language that restricted building within the trusses. The Council seemed to agree that they wanted to limit ADUs to one-story. Mr. Stoddard pointed out that a restriction like that would remove the ability for a resident to add an ADU over the garage. The Council seemed to agree that the language specified that the ADU could not be two stories unless it was above a garage. The Council determined that lofts were not acceptable.

The Council reviewed the lot-coverage restrictions. Mr. Stoddard explained that the percentages were the same as those for the accessory structures ordinance. Mr. Allen recommended the language be corrected to reflect the 8,000 square foot lot minimum. Mr. Stoddard said the parking section of the ordinance required one off-street parking space, not including the accessory parking which allowed gravel material. Mayor Shepherd recommended the additional off-street parking specify the requirement for cement material. Mr. Allen pointed out that a two-car garage with cement in front with two spaces would comply with the parking requirement. Councilmember Ratchford wondered if the City should look at restricting tandem parking. Councilmember Peterson thought that would be a landlord/tenant issue.

Mr. Stoddard said that the proposed ordinance specified that there be one meter for each water, gas, and electricity service and each meter would be in the property owner’s name. He said other cities, even with detached ADUs, required one connection because they were considered accessory to the main property. Mayor Shepherd accepted that there be one meter, knowing that the meter might have to be upsized in certain circumstances. Councilmember Peterson liked that it limited capacity. Mr. Allen pointed out that adding the additional unit was an extra unplanned burden on the City’s infrastructure, but there would be so few instances that he did not see it as a problem. Mr. Wurth pointed out that there would be more instances of families doubling up in single-family homes than ADUs, having the same effect on the system. Mr. Stoddard said that Lehi City was the only city charging an Impact Fee for additional utility hook-ups with ADUs. He said the State did not allow impact fees for Internal ADUs but allowed them for detached ADUs. Mr. Allen pointed out that if a property owner needed to upsize the water meter there would be a charge.

#### COMMUNICATION’S FY26 COUNCIL INITIATIVES

Shaundra Rushton, Communication Manager, led the discussion to determine Council’s preferences for up to four initiatives that would be included in the Council’s placemaking budget. Ms. Rushton reminded them that she had an additional \$10k in the Communications budget that could be used as well. Ms. Rushton reminded the Council of items that had been included in the FY26 budget based on past recommendations: Christmas decor, murals, and jet statues 2.0. She identified the mural and new, bigger jet statues as two of the initiatives to include. Councilmember Peterson said she had feedback to bring back the bubble party. Councilmember Roper recommended rotating the various party types. The Council agreed to have a combined bubble/glow party.

Ms. Rushton said she had received some requests from councilmembers to have an apartment focus, so she suggested the creation of welcome packets for apartments, some messaging to combat apartment image, and a possible mini party at one of the complexes. Councilmember Peterson said she had received feedback that the bridge parties had become a love letter to the apartment community because it was easily walkable and geared toward an urban environment. There was a discussion on the ideas Ms. Rushton had presented and more suggestions were made.

Mr. Allen said if the City were to provide elected officials with resources to have a block party, it could not be a campaign event. The Council determined they would allocate \$1,500-\$2,000 for council-led block parties and enhance the block parties of others that would want to take the lead in their neighborhoods through the end of the year. Staff would be utilized to communicate with the apartment complexes.

Ms. Rushton informed the Council that the application to apply for the Davis County Mural Match was due on September 30, 2025. The County required that the site and design mock-up be solidified prior to submitting the application. Ms. Rushton thought the mural needed to be completed by the beginning of May 2026. It was determined that a new muralist would be asked to provide ideas for a new mural, and Communications would work on finding a new location. The Council decided that a small committee comprised of Councilmember Wurth, Councilmember Peterson and the Mayor would review the submitted mural ideas and provide feedback. Ms. Rushton would reach out to the new muralist and find a location. The County's match was up to \$10,000.

**Councilmember Roper moved to adjourn at 8:03 p.m., seconded by Councilmember Wurth.**

**RESULT: Passed [4 TO 0]**

**YES: Councilmember Peterson, Councilmember Roper, Councilmember Ratchford, Councilmember Wurth**

**NO: None**

**APPROVED AND ADOPTED  
This day of 2025**

**/s/ Mark R. Shepherd, Mayor**

**ATTEST:**

**/s/ Nancy R. Dean, City Recorder**

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, September 02, 2025.

/s/ Nancy R. Dean, City Recorder

DRAFT



CLEARFIELD CITY COUNCIL MEETING MINUTES  
7:00 PM POLICY SESSION  
September 9, 2025

City Building  
55 South State Street  
Clearfield City, Utah

PRESIDING: Mayor Pro Tem Dakota Wurth

PRESENT: Mayor Mark Shepherd (via Teams), Councilmember Tim Roper, Councilmember Nike Peterson, Councilmember Karece Thompson, Councilmember Megan Ratchford, Councilmember Dakota Wurth

STAFF PRESENT: City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, Police Chief Kelly Bennett, Community Services Director Eric Howes, Finance Manager Rich Knapp, Senior Accountant Lee Naylor, Deputy City Recorder Chersty Titensor

VISITORS: Andrea Hood – North Davis Communities That Care, Bob Berchea, Joni Phillips – JustServe, Tony De Mille, Danielle King

Mayor Pro Tem Dakota Wurth called the meeting to order at 7:09 p.m.

Mayor Pro Tem Wurth led the opening ceremonies.

APPROVAL OF MINUTES

August 1, 2025 – work retreat session

August 5, 2025 – work session

**Councilmember Ratchford moved to approve the August 1, 2025 work retreat and August 5, 2025 work session minutes, seconded by Councilmember Peterson.**

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

YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

OVERVIEW AND UPDATE OF THE NORTH DAVIS COMMUNITIES THAT CARE COALITION

Andrea Hood, Communities That Care, presented an overview and update on the efforts of the North Davis Communities That Care Coalition. She announced an upcoming “Born to Succeed Youth Summit” to be held on Saturday, October 11, 2025, 10:00 a.m. to 2:00 p.m. at North Davis Junior High for Davis County youth grades 9-12. Mayor Pro Tem Wurth applauded their efforts and pointed out to the Council that there were many opportunities to get involved

with the program.

#### OPEN COMMENT PERIOD

Todd Meyers, SLC resident, stated he worked for Maverik Convenience Stores and came to the meeting to applaud the Development Staff. He pointed out their professionalism and knowledge. He wanted to specifically give special appreciation for the outstanding efforts given by Tyson Stoddard.

#### APPROVAL OF A PROCLAMATION DESIGNATING CLEARFIELD AS A JUSTSERVE CITY

Joni Phillips, JustServe, explained that the agency was a free app that connected volunteers with community service opportunities.

Councilmember Peterson asked what types of needs were being seen consistently on the platform. Ms. Phillips said in Clearfield City, the Lotus Impact had many opportunities to help with its after school programs, with reading, math, art, sports. She said Nations for Christ, the Hope Center, and Open Doors had many projects on the platform. She said JustServe was another way to spread the word to invite people to help.

Councilmember Wurth read the proposed Proclamation.

**Councilmember Roper moved to approve the proclamation designating Clearfield as a JustServe City and authorize the mayor's signature to any necessary documents, seconded by Councilmember Peterson.**

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

YES: Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

NO: None

#### UPDATE ON THE FISCAL YEAR 2025 YEAR-END FINANCIAL STATUS

Rich Knapp, Finance Manager, said that not all numbers were in yet, but the Council would see the final numbers during the audit in December. He reviewed revenues, operating expenses, and net operating of the Water Fund. He said due to the increases in costs over the last five years, it was challenging to fund the projects anticipated in the next ten years. He attributed the higher than projected numbers in net operating and total revenue to growth and metering improvements. He reported that water consumption was up 16% from last year and 52% from FY23. He suggested that the increased rates had not had an impact on consumption, but acknowledged that the City had better metering now and growth might have had an impact.

He reviewed the revenues and expenditures in the General Fund. He said it had been budgeted to spend down \$1.6M but anticipated a positive \$2M. He said 103% of budgeted revenues had

come in and 88% of budgeted expenses had posted. He said he was projecting a year-end unrestricted balance of 25% of revenues. He said the budget had planned to bring down reserves to 18%. He cautioned that the numbers would change as more data was received. He showed the types of revenue in the General Fund and the compared percentage to FY24 budget.

He reported that the Sales Tax revenue was leveling out, as he saw a 2.7% higher than revenue last year compared to the previous five-year average growth which was 9.5%. He said the average growth in Sales Tax revenue in the 10 years prior was 5.5%. Despite the decrease against historical figures, the Sales Tax revenue came in over what had been budgeted. He pointed out that the Energy Use Tax, the City's third-highest revenue source, had decreased 7% over last year from the average 2.6% 5-year average increase. He said Enbridge Gas had decreased its rates, while Rocky Mountain Power had increased its rates. He said it was a difficult revenue to project. He reviewed the revenues from the Aquatic & Fitness Center, pointing out the revenues were lower than budgeted due to an unforeseen extended closure for tile work in the pool during FY25. He reported on Building Permit revenue, Fines & Forfeitures, and other revenues that were of note. He pointed out that Plan Check Fees, which might be the best leading indicator of future growth, was down 20% from last year, and down 7% from two years ago.

He reviewed the All Funds – Draft Expenditure Summary and reported that they had spent overall 65% of what had been budgeted, acknowledging that much of that number included Capital that had been planned for but delayed to the next year. He explained some key expense numbers that had not been spent.

Mr. Knapp showed a graph that explained the percent of General Revenue support received by the Aquatic & Fitness Center, Recreation programs, and the Arts programs, which were lower than budget but higher than the previous year. Mr. Knapp concluded that revenues were not growing as fast, but overall, the budget tracked as anticipated, and the City had healthy reserves.

## COMMUNICATION ITEMS

### MAYOR'S REPORT

#### ***Mayor Mark Shepherd***

- He said he would be bringing information back from Washington, D.C., where they had been speaking about homelessness, addiction, and mental health.
- He announced an event with the USO, Saturday, September 13, 2025, 9:00 a.m. to 11:00 a.m. at Bicentennial Park. He said Mike Mower from the Governor's office would be in attendance to speak.
- He said that the Youth League would have a televised event on Saturday, September 13, 2025, at Clearfield High School at noon.

## CITY COUNCIL'S REPORTS

### ***Mayor Pro Tem Dakota Wurth***

- Nothing to report

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

- Nothing to report

### ***Councilmember Karece Thompson***

- Reported that he was traveling home to California this week.

### ***Councilmember Megan Ratchford***

- North Davis Fire District Station 42 – Clearfield, Open House, September 29, 2025.
- North Davis Fire District Station 41 – West Point, Open House, October 1, 2025.
- Davis Chamber of Commerce would hold their Annual Business Awards, Thursday, September 25, 2025 from 6:30 p.m. to 9:00 p.m. at the Davis Conference Center.
- Salute Ball at Hill Air Force Base.
- She encouraged participation in local farmers markets as the cooler weather arrived.

### ***Councilmember Tim Roper***

- He expressed appreciation for the community's support to the Hansen family.

## CITY MANAGER'S REPORT

### ***JJ Allen, City Manager***

- Nothing to report.

## STAFF REPORTS

### ***Chersty Titensor, Deputy City Recorder***

- September 16, 2025 – no meeting
- September 23, 2025 – work and policy session
- September 30, 2025 – no meeting scheduled
- October 7, 2025 – work session

**Councilmember Ratchford moved to adjourn at 7:55 p.m., seconded by Councilmember Thompson.**

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

**YES:** Councilmember Roper, Councilmember Peterson, Councilmember Thompson, Councilmember Ratchford, Councilmember Wurth

**NO:** None

**APPROVED AND ADOPTED**  
**This day of 2025**

**/s/ Mark R. Shepherd, Mayor**

**ATTEST:**

**/s/ Nancy R. Dean, City Recorder**

I hereby certify that the forgoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, September 09, 2025.

**/s/ Nancy R. Dean, City Recorder**

DRAFT



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members

**FROM:** Allison Barnes, CDBG Coordinator

**MEETING DATE:** September 23, 2025

**SUBJECT:** Consolidated Annual Performance Evaluation Report (CAPER) 2024-2025

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### **RECOMMENDED ACTION**

Review and discuss the 2024-2025 Consolidated Annual Performance Evaluation Report (CAPER).

### **DESCRIPTION / BACKGROUND**

Attached is a copy of the 2024-2025 Community Development Block Grant (CDBG) Consolidation Annual Performance Evaluation Report (CAPER). This report is an overview of the accomplishments that were met during the previous program year. Citizens have been given the opportunity to review the plan at the Customer Service Center from September 4, 2025, to September 22, 2025. To date, no public comments have been received.

| Program                                                                                                                                       | Allocated Amount | Funds Used by Program | Number Served |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|---------------|
| Open doors – Circles Program                                                                                                                  | \$10,245.40      | \$10,245.40           | 82            |
| The funds were used to pay salaries for the employees that work on the program and for supplies and services rendered as part of the program. |                  |                       |               |
| Safe Harbor                                                                                                                                   | \$10,245.40      | \$10,245.40           | 26            |
| The funds were used to pay for support staff in the shelter.                                                                                  |                  |                       |               |
| Davis Community Learning Center                                                                                                               | \$10,245.40      | \$10,245.40           | 845           |

|                                                                                                                                                                                                |              |              |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|-----|
| The funds were used to support the pay for two Family Support Specialist at Holt and Wasatch Elementary.                                                                                       |              |              |     |
| <b>Facility Improvements (Art Center)</b>                                                                                                                                                      | \$200,542.54 | \$146,675.59 | N/A |
| The funds were used to replace/improve elevator at the Art Center to provide access for all users and comply with ADA standards.                                                               |              |              |     |
| <b>Facility/Park Improvements (Aquatic and Parks)</b>                                                                                                                                          | \$133,190.20 | \$133,190.20 | N/A |
| The funds were used to improve the aquatic centers front desk, replace/improve pavilions at low to moderate qualifying parks, and provide barbecue grills at low to moderate qualifying parks. |              |              |     |
| <b>CDBG Administration</b>                                                                                                                                                                     | \$40,981.60  | \$37,475.14  | 1   |
| The funds were used manage the day-to-day activities of the CDBG program, but not limited to, IDIS reporting, grant file management, subgrantee management, etc.                               |              |              |     |

#### **CORRESPONDING POLICY PRIORITIES**

- Improving Clearfield's Image, Livability, and Economy

N/A

#### **HEDGEHOG SCORE**

#### **FISCAL IMPACT**

N/A

#### **ALTERNATIVES**



N/A

**SCHEDULE / TIME CONSTRAINTS**

The CAPER is required to be submitted to HUD by September 28, 2025. Therefore, this item will need to be heard during the policy session on September 23, 2025.

**LIST OF ATTACHMENTS**

- CAPER Report (Draft)
- PR26 – CDBG Financial Summary
- PR03 – CDBG Activity Summary Report



## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Clearfield City's Consolidated Annual Performance and Evaluation Report (CAPER) covers the progress Clearfield has accomplished in carrying out the City's CDBG Program Year 2024 (FY24) Annual Action Plan (AAP). As a small entitlement community, Clearfield City received \$204,908.00, which is \$11,567 more than program year 2023. The City amended the AAP to reallocate unused funds from prior years (\$200,542.54).

- Public Services- \$30,736.20
- Facility Improvements/Arts Center- \$200,542.54
- Administration- \$40,981.60
- Facility Improvements/Aquatic and Parks- \$133,190.20

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

| Goal           | Category               | Source / Amount | Indicator | Unit of Measure | Expected – Strategic Plan | Actual – Strategic Plan | Percent Complete | Expected – Program Year | Actual – Program Year | Percent Complete |
|----------------|------------------------|-----------------|-----------|-----------------|---------------------------|-------------------------|------------------|-------------------------|-----------------------|------------------|
| Administration | Program Administration | CDBG: \$        | Other     | Other           | 1                         | 1                       | 100.00%          | 1                       | 1                     | 100.00%          |

|                                          |                                                        |          |                                                                                             |                        |       |      |        |      |      |         |
|------------------------------------------|--------------------------------------------------------|----------|---------------------------------------------------------------------------------------------|------------------------|-------|------|--------|------|------|---------|
| Facility Improvements                    | Non-Housing Community Development                      | CDBG: \$ | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit | Persons Assisted       | 10000 | 4230 | 42.30% | 4230 | 4230 | 100.00% |
| Housing Affordability and Rehabilitation | Affordable Housing                                     | CDBG: \$ | Homeowner Housing Rehabilitated                                                             | Household Housing Unit | 50    | 19   | 38.00% |      |      |         |
| Housing Affordability and Rehabilitation | Affordable Housing                                     | CDBG: \$ | Direct Financial Assistance to Homebuyers                                                   | Households Assisted    | 50    | 4    | 8.00%  | 1    | 0    | 0.00%   |
| Public Services                          | Affordable Housing Homeless Non-Homeless Special Needs | CDBG: \$ | Public service activities other than Low/Moderate Income Housing Benefit                    | Persons Assisted       | 2880  | 2004 | 69.58% | 400  | 953  | 238.25% |

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

This is the final year of the Five-Year Consolidated Plan (ConPaln), the City used CDBG funds to implement projects and programs that addressed the priorities and specific objectives identified in the ConPlan. Below is a breakdown of the 2024-2025 CDBG funded projects as well as the number of people served through each.

**Open Doors- Circles Program**

Clearfield City provided \$10,245.40 to Open Door- to pay for the salaries of employees. The Circle Program at Open Doors aids low-income individuals with job training and job retention skills, as well as assists participants with financial literacy and skills to help individual no longer depend on social services.

- Proposed to serve: 80
- Number of clients served: 82
- Female Head of Household: 10
- Individuals report with a disability:10

**Davis Community Learning Center**

Clearfield City provided \$10,245.40 to Davis Community Learning Center to fund two (2) Family Support Specialists (FFS) at Holt and Wasatch Elementaries. Assistance was provided to connect families with monetary assistance, food assistance, and other resources.

- Proposed to serve: 600
- Number of clients served: 845
- Female Head of Household: 65
- Individuals reporting with a disability: 62

**Safe Harbor**

Clearfield City provided \$10,245.40 to Safe Harbor to help fund the needs of Clearfield City citizens that are victims of domestic violence. Safe Harbor offers a safe and secure shelter for up to 30 days, clothing, hygiene needs, food, medication and personal supplies.

- Proposed to serve: 100
- Number of clients served: 26
- Female Head of Household: 5
- Individuals reporting with a disability: 7

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

|                                           | CDBG       |
|-------------------------------------------|------------|
| White                                     | 491        |
| Black or African American                 | 34         |
| Asian                                     | 13         |
| American Indian or American Native        | 13         |
| Native Hawaiian or Other Pacific Islander | 49         |
| <b>Total</b>                              | <b>600</b> |
| Hispanic                                  | 339        |
| Not Hispanic                              | 78         |

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The table below is a breakdown of the families assisted.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

| Source of Funds     | Source           | Resources Made Available | Amount Expended During Program Year |
|---------------------|------------------|--------------------------|-------------------------------------|
| CDBG                | public - federal | 204,908                  | 201,402                             |
| Other (prior years) | public - federal | 200,543                  | 146,676                             |

Table 3 - Resources Made Available

### Narrative

The other source of funds would be prior years which were reallocated to Facility Improvements- Art Center.

### Identify the geographic distribution and location of investments

| Target Area | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|-------------|----------------------------------|---------------------------------|-----------------------|
| Citywide    |                                  |                                 | n/a                   |

Table 4 – Identify the geographic distribution and location of investments

### Narrative

There are no identified target areas in the ConPlan or FY24 APP. The CDBG program invests heavily in LMI area's throughout the City. The public service sub-recipients activities are citywide.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

CDBG funding has been a crucial piece of leveraging additional resources for city projects and subrecipient activities. City staff are tasked with maximizing resources to meet objectives/goals outlined in its five-year ConPlan. Many times, without these crucial funds, the city would have to forgo projects, delay projects, or limit the scope of the projects. The City utilizes resources with subrecipients as CDBG funds are combined with other Federal, State, and local funds to sustain the operations of these organizations. These vital and valuable partnerships assist individuals, households, and help expand affordable housing opportunities through the community.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

|                                                                            | One-Year Goal | Actual   |
|----------------------------------------------------------------------------|---------------|----------|
| Number of Homeless households to be provided affordable housing units      | 0             | 0        |
| Number of Non-Homeless households to be provided affordable housing units  | 0             | 0        |
| Number of Special-Needs households to be provided affordable housing units | 0             | 0        |
| <b>Total</b>                                                               | <b>0</b>      | <b>0</b> |

Table 5 – Number of Households

|                                                                      | One-Year Goal | Actual   |
|----------------------------------------------------------------------|---------------|----------|
| Number of households supported through Rental Assistance             | 0             | 0        |
| Number of households supported through The Production of New Units   | 1             | 0        |
| Number of households supported through Rehab of Existing Units       | 0             | 0        |
| Number of households supported through Acquisition of Existing Units | 0             | 0        |
| <b>Total</b>                                                         | <b>1</b>      | <b>0</b> |

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City was going to purchase a vacate lot to be donated to Have a Heart for a home to be built, but amended its plan to make some facility improvements/park updates.

**Discuss how these outcomes will impact future annual action plans.**

The City will continue to reevaluate our goals and make changes as needed.



**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

| <b>Number of Households Served</b> | <b>CDBG Actual</b> | <b>HOME Actual</b> |
|------------------------------------|--------------------|--------------------|
| Extremely Low-income               | 538                | 0                  |
| Low-income                         | 324                | 0                  |
| Moderate-income                    | 91                 | 0                  |
| <b>Total</b>                       | <b>953</b>         | <b>0</b>           |

**Table 7 – Number of Households Served**

### **Narrative Information**

The number of persons served include people served through the Davis Community Learning Center (845), Safe Harbor (26), and Open Doors-Circles Program (82) throughout the 2024-2025 program year.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

Clearfield City's strategy is to reach out to the region's Continuum of Care, and the Balance of State Continuum of Care, to ensure participation in efforts that identify and assess the needs of homeless persons living in Clearfield City. In addition, Clearfield City is part of the Local Homeless Coordinating Committee (LHCC) which is a regional effort that brings multiple agencies including service providers, government agencies, and faith-based organizations together to discuss how to address homelessness and chronic homelessness. It also helps to ensure programs are not being duplicated; therefore, resources can be used to the greatest extent.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Clearfield City funded the only emergency shelter provider in Davis County. The emergency shelter is Safe Harbor/Davis Citizens' Coalition Against Violence that serves those who are victims of domestic violence and sexual violence. The project allowed Safe Harbor to offer a protective shelter, case management, psycho-educational groups, crisis services, safety planning, outreach services, children's services, food, clothing, and other necessary services designed to assist this vulnerable population.

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

Clearfield City consulted and coordinated with the Balance of State Continuum of Care, Davis County Local Homeless Coordinating Council, Safe Harbor, Davis Mental Health, County School District and Sheriff's Office, and Davis Community Housing Authority the most during the creation of the 5-Year Consolidated Plan for 2020-2024. These coordination efforts are important to continue to assist homeless persons make the transition to permanent housing and independent living. Clearfield City allocates funding to the Open Doors Circle's program to provide financial literacy courses to low-income individuals to help break the cycle of poverty.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to**

**permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Clearfield City worked with Safe Harbor which provide resources and assistance to help homeless persons make the transition to permanent housing and independent living. Though Clearfield City continually works with service providers, Clearfield City did not allocate 2024-2025 funding toward this activity exclusively.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

There are currently no public housing facilities located within the City. Public housing for Clearfield City is provided by Davis County Housing Authority (DCHA).

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

Not applicable.

### **Actions taken to provide assistance to troubled PHAs**

Not applicable.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

In 2017, the Clearfield City Council approved and adopted the Clearfield City Downtown Small Area Plan as a part of a long-term strategy for revitalizing the downtown area of Clearfield. This regulatory change paved the way for new construction housing options, commercial space, and office space. The downtown area was rezoned to the Form Based Code zoning designations that will help to reduce, mitigate, and eliminate barriers to housing. The zoning that was implemented along the corridor allows for and encourages the mixing of uses and increases densities along the State Street (SR 126) corridor. In addition, Clearfield City continues to allow for high-density multi-family projects close to transit opportunities, and along major corridors, that include pedestrian and multi-modal components.

Clearfield City previously passed an Accessory Dwelling Unit ordinance to create additional housing options for its residents, has approved Flag Lot development and residential infill development, and is studying the ongoing best and highest use for residential infill.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Clearfield City partners, support, and fund many public service organizations serving the underserved in the community. Clearfield City CDBG program continues to fund the Davis Community Learning Center which provide resource coordinators at two Title 1 schools, Wasatch, and Holt Elementaries. The resource coordinators connect families in need or in crisis with various resources in the community. The coordinators then follow up with the clients to ensure they receive the services they need. Some of the services include tutoring, after-school programs, tutoring English Language Learners, Sub for Santa collection and distribution of coats, backpacks, school supplies, etc.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Clearfield City has a significant portion of its housing stock that was built prior to 1978. Therefore, lead-based paint hazards continue to be an issue for home renovation projects. Davis Community Housing Authority oversees the lead-based paint requirements/inspections for homes built prior to 1978. According to governing regulations, homes that do not meet lead-based paint criteria are ineligible for assistance.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Clearfield City funded three organizations that help reduce the number of poverty-level families. The first organization is Open Doors. Open Doors provides case management to at-risk and low-income

families. The funding provided educational efforts that will help youth, elderly, and low-income individuals escape poverty and homelessness.

Clearfield City funded the Davis Community Learning Center to provide funding to two volunteer and resource coordinators at two Title 1 schools, Wasatch, and Holt Elementaries. The resource coordinators connect families in need or in crisis with various resources in the community. The coordinators then follow up with the clients to ensure they receive the services they need. Some of the services include tutoring, after-school programs, tutoring English Language Learners, Sub for Santa collection and distribution of coats, backpacks, school supplies, etc.

Clearfield city funded Safe Harbor staff to provide services to those who have left domestic violence and now face poverty. The staff assist those who come into the shelter with life skills and to find stable housing.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Clearfield City did not have a plan to develop the institutional structure in the 2024-2025 program year.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

To achieve the requirement from HUD, Clearfield City actively participates in organizations that are committed to ending homelessness and providing transitional housing for low to moderate income families. One of the most active organizations Clearfield City works with is the Local Homeless Coordinating Committee ("LHCC"), which consists of entitlement jurisdictions, non-profit organizations including CDBG subrecipients: Open Doors, Davis Community Learning Center, and Safe Harbor.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Clearfield City continues to work towards the implements identified in the 2020 Analysis of Impediments to Fair Housing Choice (AI).

Conclusions and Action Plan of Analysis of Impediments to Fair Housing Choice are listed below:

**Impediment 1: Limited English Proficiency**

Clearfield City continues to provide citizens with consistent Spanish translation services.

**Impediment 2: Large populations of minorities, disabled, low-income and other protected classes found in Clearfield.**

Clearfield City continues to look for opportunities to collaborate with other cities and the county on housing, transportation, and employment issues. Through our relationships with Open Doors, Safe Harbor, and Davis Community Learning Center; Clearfield City provides significant services to minorities, disabled, low-income and other protected classes. Clearfield City will continue to work with these agencies to provide support and resources.

### **Impediment 3: Lack of Accessible and Visitable Housing**

Clearfield City has participated in planning training and gathering information/resources from AARP. Clearfield City will continue to endorse the “visitability” concept in all city-funded rehabilitation projects and promote this concept in the planning and permitting process. Specifically, the city reviews all proposed developments and building plans for construction within the city to ensure compliance with the Americans with Disabilities Act (ADA), and the building inspector ensures that all new required ADA access and development plans are implemented in accordance with the law.

### **Impediment 4: Job-Transit Connections**

Clearfield City continues to implement the transportation goals listed in the City’s Transpiration Plan (2017) to increase bike and walkability of the community. On April 25, 2022, Clearfield City broke ground on the Clearfield Station Development Project (UTA Frontrunner Station). This project will include commercial space, office space, residential units, and community spaces (a park, xeriscape walkways, plaza, and trail connections).

### **Impediment 5: Lack Familiarity with Fair Housing Act**

To gain familiarity with the Fair Housing Act, Clearfield City recently met with a Fair Housing and Equal Opportunity (FHEO) expert to discuss Clearfield City’s policies regarding the fair housing act as it relates to minorities, disabled, low-income, and other protected classes.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The CDBG program is administered within the Legal Department by the CDBG Coordinator for the year 2024-2025. This allows for a more comprehensive review and oversight of the program and helps to ensure long-term compliance with the requirements of the programs involved, including minority business outreach and the comprehensive requirements. Further, this ensures that projects funded with CDBG funds are implemented in conjunction with other comprehensive planning activities. Clearfield City's Legal Department staff works under the direction of the City Attorney who works under the Clearfield City Manager, Mayor and City Council.

Clearfield City works with a HUD representative out of the Denver Regional office who audits Clearfield City and its CDBG program. City staff works directly with CDBG grant sub-recipients to ensure the sub-recipients are aware of all program's policies and regulations. Clearfield City requires that the sub-recipients create a scope of work that outlines their project's accomplishments. This is then included in a signed agreement with Clearfield City. The agreement allows Clearfield City to conduct site inspections, review financial records and other records, and determine matters of compliance and environmental regulations. Clearfield City also conducts internal monitoring control checks as part of the annual budget and annual independent audit.

A HUD representative monitored the Clearfield CDBG program in June 2018 and compiled a report of seven (7) findings that needed to be corrected by the end of October 2019. Those findings have been corrected to the satisfaction of HUD. One of the findings was a lack of sub-recipient on-site monitoring. The CDBG Coordinator conducted on-site monitoring in January 2025 with Layton City.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Prior to the adoption of the Consolidated Plan, Clearfield City informed the public about the plan process, the amount of federal assistance expected from HUD and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate



income. This information was available in the Clearfield City Customer Service Center. Public notice was given on August 29, 2025. There were no comments, letters, or any other type of public feedback regarding the City's CAPER.

Clearfield City's Citizen Participation Plan provides for and encourages citizen participation. The plan provides citizens with the following: reasonable and timely access to local meetings; an opportunity to review proposed activities and program performance provides for timely written answers to written complaints and grievances, and identifies how the needs of minorities, no-English speaking residents and person s with disabilities are accommodated.

Citizens were given the opportunity to review the 2024-2025 Consolidated Annual Performance Evaluation Report (CAPER) in Customer Service from September 4, 2025, to September 22, 2025.

### **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no changes to Clearfield City's program objectives during the 2024-2025 year.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There were no changes to Clearfield City's program objectives during the 2024-2025 year.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

| Total Labor Hours                     | CDBG | HOME | ESG | HOPWA | HTF |
|---------------------------------------|------|------|-----|-------|-----|
| Total Number of Activities            | 0    | 0    | 0   | 0     | 0   |
| Total Labor Hours                     | 0    |      |     |       |     |
| Total Section 3 Worker Hours          | 0    |      |     |       |     |
| Total Targeted Section 3 Worker Hours | 0    |      |     |       |     |

**Table 8 – Total Labor Hours**

| Qualitative Efforts - Number of Activities by Program                                                                                                                                                   | CDBG | HOME | ESG | HOPWA | HTF |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|-----|-------|-----|
| Outreach efforts to generate job applicants who are Public Housing Targeted Workers                                                                                                                     |      |      |     |       |     |
| Outreach efforts to generate job applicants who are Other Funding Targeted Workers.                                                                                                                     |      |      |     |       |     |
| Direct, on-the job training (including apprenticeships).                                                                                                                                                |      |      |     |       |     |
| Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.                                                                                                     |      |      |     |       |     |
| Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).                                                                                                    |      |      |     |       |     |
| Outreach efforts to identify and secure bids from Section 3 business concerns.                                                                                                                          |      |      |     |       |     |
| Technical assistance to help Section 3 business concerns understand and bid on contracts.                                                                                                               |      |      |     |       |     |
| Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.                                                                                                     |      |      |     |       |     |
| Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services. |      |      |     |       |     |
| Held one or more job fairs.                                                                                                                                                                             |      |      |     |       |     |
| Provided or connected residents with supportive services that can provide direct services or referrals.                                                                                                 |      |      |     |       |     |
| Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.          |      |      |     |       |     |
| Assisted residents with finding child care.                                                                                                                                                             |      |      |     |       |     |
| Assisted residents to apply for, or attend community college or a four year educational institution.                                                                                                    |      |      |     |       |     |
| Assisted residents to apply for, or attend vocational/technical training.                                                                                                                               |      |      |     |       |     |
| Assisted residents to obtain financial literacy training and/or coaching.                                                                                                                               |      |      |     |       |     |
| Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.                                                                                               |      |      |     |       |     |
| Provided or connected residents with training on computer use or online technologies.                                                                                                                   |      |      |     |       |     |
| Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.                                                                                       |      |      |     |       |     |
| Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.                                                    |      |      |     |       |     |

|        |  |  |  |  |  |
|--------|--|--|--|--|--|
| Other. |  |  |  |  |  |
|--------|--|--|--|--|--|

**Table 9 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

The City did not have any Section 3 qualified projects in 2024-2025.

|                                                                                |                  |            |
|--------------------------------------------------------------------------------|------------------|------------|
| PART I: SUMMARY OF CDBG RESOURCES                                              |                  |            |
| 01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR                       |                  | 232,623.27 |
| 02 ENTITLEMENT GRANT                                                           |                  | 204,908.00 |
| 03 SURPLUS URBAN RENEWAL                                                       |                  | 0.00       |
| 04 SECTION 108 GUARANTEED LOAN FUNDS                                           |                  | 0.00       |
| 05 CURRENT YEAR PROGRAM INCOME                                                 |                  | 0.00       |
| 05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)                      |                  | 0.00       |
| 06 FUNDS RETURNED TO THE LINE-OF-CREDIT                                        |                  | 0.00       |
| 06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT                                   |                  | 0.00       |
| 07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE                                       |                  | 0.00       |
| 08 TOTAL AVAILABLE (SUM, LINES 01-07)                                          |                  | 437,531.27 |
| PART II: SUMMARY OF CDBG EXPENDITURES                                          |                  |            |
| 09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION |                  | 136,029.77 |
| 10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT               |                  | 174,572.32 |
| 11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)                       |                  | 310,602.09 |
| 12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION                               |                  | 41,130.19  |
| 13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS                                |                  | 0.00       |
| 14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES                                    |                  | (3,655.05) |
| 15 TOTAL EXPENDITURES (SUM, LINES 11-14)                                       |                  | 348,077.23 |
| 16 UNEXPENDED BALANCE (LINE 08 - LINE 15)                                      |                  | 89,454.04  |
| PART III: LOWMOD BENEFIT THIS REPORTING PERIOD                                 |                  |            |
| 17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS                               |                  | 0.00       |
| 18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING                                     |                  | 0.00       |
| 19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES                                      |                  | 136,029.77 |
| 20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT                                  |                  | 174,572.32 |
| 21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)                                     |                  | 310,602.09 |
| 22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)                                    |                  | 100.00%    |
| LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS                                  |                  |            |
| 23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION                                  | PY: 2024 PY: PY: |            |
| 24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION          |                  | 310,602.09 |
| 25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS                          |                  | 310,602.09 |
| 26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)                        |                  | 100.00%    |
| PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS                                  |                  |            |
| 27 DISBURSED IN IDIS FOR PUBLIC SERVICES                                       |                  | 22,810.66  |
| 28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR                  |                  | 17,138.69  |
| 29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR                 |                  | 9,213.15   |
| 30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS                                  |                  | 0.00       |
| 31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)                |                  | 30,736.20  |
| 32 ENTITLEMENT GRANT                                                           |                  | 204,908.00 |
| 33 PRIOR YEAR PROGRAM INCOME                                                   |                  | 1,800.00   |
| 34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP                               |                  | 0.00       |
| 35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)                                  |                  | 206,708.00 |
| 36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)                 |                  | 14.87%     |
| PART V: PLANNING AND ADMINISTRATION (PA) CAP                                   |                  |            |
| 37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION                               |                  | 41,130.19  |
| 38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR                  |                  | 17,004.96  |
| 39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR                 |                  | 20,660.01  |
| 40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS                                  |                  | 0.00       |
| 41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)                 |                  | 37,475.14  |
| 42 ENTITLEMENT GRANT                                                           |                  | 204,908.00 |
| 43 CURRENT YEAR PROGRAM INCOME                                                 |                  | 0.00       |
| 44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP                               |                  | 0.00       |
| 45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)                                  |                  | 204,908.00 |
| 46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)                 |                  | 18.29%     |

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

| Plan Year | IDIS Project | IDIS Activity | Voucher Number | Activity Name                               | Matrix Code | National Objective | Drawn Amount |
|-----------|--------------|---------------|----------------|---------------------------------------------|-------------|--------------------|--------------|
| 2024      | 6            | 190           | 6981829        | Facility Improvements/Upgrades              | 03F         | LMA                | \$52,789.76  |
| 2024      | 6            | 190           | 7012984        | Facility Improvements/Upgrades              | 03F         | LMA                | \$7,810.00   |
| 2024      | 7            | 191           | 6998589        | Facility Improvements/Upgrades (Art Center) | 03F         | LMA                | \$52,619.35  |
|           |              |               |                |                                             | 03F         | Matrix Code        | \$113,219.11 |
| 2023      | 2            | 184           | 6925090        | Safe Harbor                                 | 05G         | LMC                | \$1,966.19   |
| 2023      | 2            | 184           | 6931442        | Safe Harbor                                 | 05G         | LMC                | \$2,787.59   |
| 2024      | 3            | 188           | 6981847        | Safe Harbor                                 | 05G         | LMC                | \$5,080.76   |
|           |              |               |                |                                             | 05G         | Matrix Code        | \$9,834.54   |
| 2023      | 3            | 181           | 6934915        | Open Doors- Circle Program                  | 05H         | LMC                | \$875.68     |
| 2024      | 1            | 186           | 6981897        | Open Doors- Circle Program                  | 05H         | LMC                | \$4,744.11   |
|           |              |               |                |                                             | 05H         | Matrix Code        | \$5,619.79   |
| 2023      | 1            | 182           | 6925088        | Davis Community Learning Center             | 05Z         | LMC                | \$300.07     |
| 2023      | 1            | 182           | 6931438        | Davis Community Learning Center             | 05Z         | LMC                | \$3,283.62   |
| 2024      | 2            | 187           | 6961632        | Davis Community Learning Center             | 05Z         | LMC                | \$899.10     |
| 2024      | 2            | 187           | 6989123        | Davis Community Learning Center             | 05Z         | LMC                | \$2,873.54   |
|           |              |               |                |                                             | 05Z         | Matrix Code        | \$7,356.33   |
| Total     |              |               |                |                                             |             |                    | \$136,029.77 |

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

| Plan Year | IDIS Project | IDIS Activity | Voucher Number | Activity to prevent, prepare for, and respond to Coronavirus | Activity Name                                                | Grant Number | Fund Type | Matrix Code | National Objective | Drawn Amount |
|-----------|--------------|---------------|----------------|--------------------------------------------------------------|--------------------------------------------------------------|--------------|-----------|-------------|--------------------|--------------|
| 2023      | 2            | 184           | 6925090        | No                                                           | Safe Harbor                                                  | B23MC490008  | EN        | 05G         | LMC                | \$1,966.19   |
| 2023      | 2            | 184           | 6931442        | No                                                           | Safe Harbor                                                  | B23MC490008  | EN        | 05G         | LMC                | \$2,787.59   |
| 2024      | 3            | 188           | 6981847        | No                                                           | Safe Harbor                                                  | B24MC490008  | EN        | 05G         | LMC                | \$5,080.76   |
|           |              |               |                |                                                              |                                                              |              |           | 05G         | Matrix Code        | \$9,834.54   |
| 2023      | 3            | 181           | 6934915        | No                                                           | Open Doors- Circle Program                                   | B23MC490008  | EN        | 05H         | LMC                | \$875.68     |
| 2024      | 1            | 186           | 6981897        | No                                                           | Open Doors- Circle Program                                   | B24MC490008  | EN        | 05H         | LMC                | \$4,744.11   |
|           |              |               |                |                                                              |                                                              |              |           | 05H         | Matrix Code        | \$5,619.79   |
| 2023      | 1            | 182           | 6925088        | No                                                           | Davis Community Learning Center                              | B23MC490008  | EN        | 05Z         | LMC                | \$300.07     |
| 2023      | 1            | 182           | 6931438        | No                                                           | Davis Community Learning Center                              | B23MC490008  | EN        | 05Z         | LMC                | \$3,283.62   |
| 2024      | 2            | 187           | 6961632        | No                                                           | Davis Community Learning Center                              | B24MC490008  | EN        | 05Z         | LMC                | \$899.10     |
| 2024      | 2            | 187           | 6989123        | No                                                           | Davis Community Learning Center                              | B24MC490008  | EN        | 05Z         | LMC                | \$2,873.54   |
|           |              |               |                |                                                              |                                                              |              |           | 05Z         | Matrix Code        | \$7,356.33   |
|           |              |               |                | No                                                           | Activity to prevent, prepare for, and respond to Coronavirus |              |           |             |                    | \$22,810.66  |
| Total     |              |               |                |                                                              |                                                              |              |           |             |                    | \$22,810.66  |

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

| Plan Year | IDIS Project | IDIS Activity | Voucher Number | Activity Name       | Matrix Code | National Objective | Drawn Amount |
|-----------|--------------|---------------|----------------|---------------------|-------------|--------------------|--------------|
| 2023      | 5            | 183           | 6925095        | CDBG Administration | 21A         |                    | \$10,336.41  |
| 2023      | 5            | 183           | 6931431        | CDBG Administration | 21A         |                    | \$10,323.60  |
| 2024      | 5            | 189           | 6961640        | Administration      | 21A         |                    | \$9,768.00   |
| 2024      | 5            | 189           | 6981852        | Administration      | 21A         |                    | \$9,916.00   |

| Plan Year | IDIS Project | IDIS Activity | Voucher Number | Activity Name  | Matrix Code | National Objective | Drawn Amount |
|-----------|--------------|---------------|----------------|----------------|-------------|--------------------|--------------|
| 2024      | 5            | 189           | 6990052        | Administration | 21A         |                    | \$155.49     |
| 2024      | 5            | 189           | 7003030        | Administration | 21A         |                    | \$630.69     |
| Total     |              |               |                |                | 21A         | Matrix Code        | \$41,130.19  |



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**PGM Year:** 2023  
**Project:** 0005 - Administration  
**IDIS Activity:** 183 - CDBG Administration  
**Status:** Completed 8/28/2024 12:00:00 AM  
**Location:** Objective:  
Outcome:  
Matrix Code: General Program Administration (21A) National Objective:

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 07/26/2023

**Description:**  
Administrative expenses to oversee the CDBG program at Clearfield City and notices.

**Financing**

|              | Fund Type    | Grant Year | Grant       | Funded Amount      | Drawn In Program Year | Drawn Thru Program Year |
|--------------|--------------|------------|-------------|--------------------|-----------------------|-------------------------|
| CDBG         | EN           | 2023       | B23MC490008 | \$38,668.20        | \$20,660.01           | \$38,668.20             |
| <b>Total</b> | <b>Total</b> |            |             | <b>\$38,668.20</b> | <b>\$20,660.01</b>    | <b>\$38,668.20</b>      |

**Proposed Accomplishments**

**Actual Accomplishments**

*Number assisted:*

|                                                          | Owner    |          | Renter   |          | Total    |          | Person   |          |
|----------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
|                                                          | Total    | Hispanic | Total    | Hispanic | Total    | Hispanic | Total    | Hispanic |
| White:                                                   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Black/African American:                                  |          |          |          |          | 0        | 0        |          |          |
| Asian:                                                   |          |          |          |          | 0        | 0        |          |          |
| American Indian/Alaskan Native:                          |          |          |          |          | 0        | 0        |          |          |
| Native Hawaiian/Other Pacific Islander:                  |          |          |          |          | 0        | 0        |          |          |
| American Indian/Alaskan Native & White:                  |          |          |          |          | 0        | 0        |          |          |
| Asian White:                                             |          |          |          |          | 0        | 0        |          |          |
| Black/African American & White:                          |          |          |          |          | 0        | 0        |          |          |
| American Indian/Alaskan Native & Black/African American: |          |          |          |          | 0        | 0        |          |          |
| Other multi-racial:                                      |          |          |          |          | 0        | 0        |          |          |
| Asian/Pacific Islander:                                  |          |          |          |          | 0        | 0        |          |          |
| Hispanic:                                                |          |          |          |          | 0        | 0        |          |          |
| <b>Total:</b>                                            | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

Female-headed Households:

PR03 - CLEARFIELD





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| Income Category  | Owner | Renter | Total | Person |
|------------------|-------|--------|-------|--------|
| Extremely Low    |       |        | 0     |        |
| Low Mod          |       |        | 0     |        |
| Moderate         |       |        | 0     |        |
| Non Low Moderate |       |        | 0     |        |
| Total            | 0     | 0      | 0     | 0      |
| Percent Low/Mod  |       |        |       |        |

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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**PGM Year:** 2024  
**Project:** 0005 - Administration  
**IDIS Activity:** 189 - Administration  
**Status:** Open  
**Location:**  
**Objective:**  
**Outcome:**  
**Matrix Code:** General Program Administration (21A)  
**National Objective:**

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 10/02/2024

**Description:**

Administrative expenses to oversee the CDBG program at Clearfield City and notices.

**Financing**

|              | Fund Type    | Grant Year | Grant       | Funded Amount      | Drawn In Program Year | Drawn Thru Program Year |
|--------------|--------------|------------|-------------|--------------------|-----------------------|-------------------------|
| CDBG         | EN           | 2024       | B24MC490008 | \$40,981.60        | \$20,470.18           | \$20,470.18             |
| <b>Total</b> | <b>Total</b> |            |             | <b>\$40,981.60</b> | <b>\$20,470.18</b>    | <b>\$20,470.18</b>      |

**Proposed Accomplishments**

**Actual Accomplishments**

*Number assisted:*

|                                                          | <b>Owner</b> |          | <b>Renter</b> |          | <b>Total</b> |          | <b>Person</b> |          |
|----------------------------------------------------------|--------------|----------|---------------|----------|--------------|----------|---------------|----------|
|                                                          | Total        | Hispanic | Total         | Hispanic | Total        | Hispanic | Total         | Hispanic |
| White:                                                   | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| Black/African American:                                  | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| Asian:                                                   | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| American Indian/Alaskan Native:                          | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| Native Hawaiian/Other Pacific Islander:                  | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| American Indian/Alaskan Native & White:                  | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| Asian White:                                             | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| Black/African American & White:                          | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| American Indian/Alaskan Native & Black/African American: | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| Other multi-racial:                                      | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| Asian/Pacific Islander:                                  | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| Hispanic:                                                | 0            | 0        | 0             | 0        | 0            | 0        | 0             | 0        |
| <b>Total:</b>                                            | <b>0</b>     | <b>0</b> | <b>0</b>      | <b>0</b> | <b>0</b>     | <b>0</b> | <b>0</b>      | <b>0</b> |

Female-headed Households:

PR03 - CLEARFIELD



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| Income Category: | Owner | Renter | Total | Person |
|------------------|-------|--------|-------|--------|
| Extremely Low    |       |        | 0     |        |
| Low Mod          |       |        | 0     |        |
| Moderate         |       |        | 0     |        |
| Non Low Moderate |       |        | 0     |        |
| Total            | 0     | 0      | 0     | 0      |
| Percent Low/Mod  |       |        |       |        |

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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**PGM Year:** 2023  
**Project:** 0003 - Open Doors  
**IDIS Activity:** 181 - Open Doors- Circle Program  
**Status:** Completed 8/28/2024 12:00:00 AM  
**Location:** 1360 E 1450 S Clearfield, UT 84015-1611  
**Objective:** Create economic opportunities  
**Outcome:** Availability/accessibility  
**Matrix Code:** Employment Training (05H)  
**National Objective:** LMC

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 07/25/2023

**Description:**

Open Doors Circle Program aides low-income families with an opportunity to escape poverty through a peer mentor model. Circles provides low-income families experiencing inter-generational poverty a support system utilizing community members to provide them with confidence, feeling of belonging, and knowledge required to reach financial stability.  
Circles Clearfield City connects community members with low-income families to assist them on their journey out of poverty.  
This is done by providing 12 weeks of classes to program participants with an emphasis on financial literacy, job training/education, and how to deal with Cliff Effects (rapid loss of social services).

Circles Program promotes financial stability not dependency.

Children attend age-appropriate classes covering the same topics.

**Financing**

|              | Fund Type    | Grant Year | Grant       | Funded Amount     | Drawn In Program Year | Drawn Thru Program Year |
|--------------|--------------|------------|-------------|-------------------|-----------------------|-------------------------|
| CDBG         | EN           | 2023       | B23MC490008 | \$9,667.05        | \$875.68              | \$9,667.05              |
| <b>Total</b> | <b>Total</b> |            |             | <b>\$9,667.05</b> | <b>\$875.68</b>       | <b>\$9,667.05</b>       |

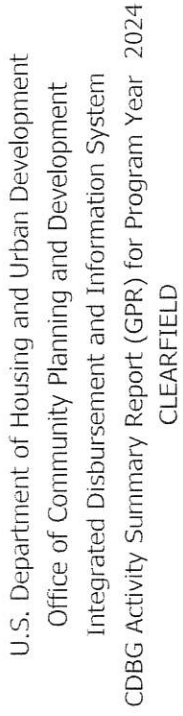
**Proposed Accomplishments**

People (General) : 124

**Actual Accomplishments**

Number assisted:

|                                         | Owner |          | Renter |          | Total |          | Person |          |
|-----------------------------------------|-------|----------|--------|----------|-------|----------|--------|----------|
|                                         | Total | Hispanic | Total  | Hispanic | Total | Hispanic | Total  | Hispanic |
| White:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 38     | 0        |
| Black/African American:                 | 0     | 0        | 0      | 0        | 0     | 0        | 17     | 0        |
| Asian:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 2      | 0        |
| American Indian/Alaskan Native:         | 0     | 0        | 0      | 0        | 0     | 0        | 1      | 0        |
| Native Hawaiian/Other Pacific Islander: | 0     | 0        | 0      | 0        | 0     | 0        | 3      | 3        |
| American Indian/Alaskan Native & White: | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Asian White:                            | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Black/African American & White:         | 0     | 0        | 0      | 0        | 0     | 0        | 4      | 4        |



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[illegible]

Female-headed Households:

*Income Category:*

| Income Category  | Owner | Renter | Total | Person |
|------------------|-------|--------|-------|--------|
| Extremely Low    | 0     | 0      | 0     | 24     |
| Low Mod          | 0     | 0      | 0     | 51     |
| Moderate         | 0     | 0      | 0     | 0      |
| Non Low Moderate | 0     | 0      | 0     | 0      |
| Total            | 0     | 0      | 0     | 75     |
| Percent Low/Mod  |       |        |       | 100.0% |

### Annual Accomplishments

| Years | Accomplishment Narrative                                                                                                                                                                                                                                                                                                                                                  | # Benefitting |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 2024  | After 12-week curriculum is completed, participants can be in the program up to 18 months or until they reach 200% of the federal poverty guidelines. Participants/circle leaders will meet weekly in a group meeting and twice a month outside of our meetings with their ally/mentor. In May, 5 families graduated reaching 200%, meaning they are now self-sufficient. |               |



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**PGM Year:** 2023  
**Project:** 0001 - Davis Community Learning Center  
**IDIS Activity:** 182 - Davis Community Learning Center  
**Status:** Completed 8/28/2024 12:00:00 AM  
**Location:** 210 Center St Clearfield, UT 84015-1031

**Objective:** Create suitable living environments  
**Outcome:** Availability/accessibility  
**Matrix Code:** Other Public Services Not Listed in 05A-05Y, 03T (05Z)  
**National Objective:** LMC

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 07/25/2023

**Description:**

This project will help pay salaries for two resource assistance.  
The assistances will provide resources, information, assist with registrations, schedule appointments, and answer phones.  
These services will help low-mod income families/individuals in Clearfield City.

**Financing**

|              | Fund Type | Grant Year | Grant       | Funded Amount     | Drawn In Program Year | Drawn Thru Program Year |
|--------------|-----------|------------|-------------|-------------------|-----------------------|-------------------------|
| CDBG         | EN        | 2023       | B23MC490008 | \$7,867.05        | \$3,583.69            | \$7,867.05              |
|              | PI        |            |             | \$1,800.00        | \$0.00                | \$1,800.00              |
| <b>Total</b> |           |            |             | <b>\$9,667.05</b> | <b>\$3,583.69</b>     | <b>\$9,667.05</b>       |

**Proposed Accomplishments**

People (General): 100

**Actual Accomplishments**

Number assisted:

|                                                          | Owner |          | Renter |          | Total |          | Person |          |
|----------------------------------------------------------|-------|----------|--------|----------|-------|----------|--------|----------|
|                                                          | Total | Hispanic | Total  | Hispanic | Total | Hispanic | Total  | Hispanic |
| White:                                                   | 0     | 0        | 0      | 0        | 0     | 0        | 388    | 0        |
| Black/African American:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 24     | 0        |
| Asian:                                                   | 0     | 0        | 0      | 0        | 0     | 0        | 18     | 0        |
| American Indian/Alaskan Native:                          | 0     | 0        | 0      | 0        | 0     | 0        | 20     | 0        |
| Native Hawaiian/Other Pacific Islander:                  | 0     | 0        | 0      | 0        | 0     | 0        | 35     | 0        |
| American Indian/Alaskan Native & White:                  | 0     | 0        | 0      | 0        | 0     | 0        | 2      | 0        |
| Asian White:                                             | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Black/African American & White:                          | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| American Indian/Alaskan Native & Black/African American: | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Other multi-racial:                                      | 0     | 0        | 0      | 0        | 0     | 0        | 282    | 256      |
| Asian/Pacific Islander:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |



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|               |          |          |          |          |          |          |          |          |            |            |
|---------------|----------|----------|----------|----------|----------|----------|----------|----------|------------|------------|
| Hispanic:     | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0          | 0          |
| <b>Total:</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>769</b> | <b>256</b> |

Female-headed Households:

0

Income Category:

|                  | Owner | Renter | Total | Person |
|------------------|-------|--------|-------|--------|
| Extremely Low    | 0     | 0      | 0     | 531    |
| Low Mod          | 0     | 0      | 0     | 236    |
| Moderate         | 0     | 0      | 0     | 0      |
| Non Low Moderate | 0     | 0      | 0     | 2      |
| Total            | 0     | 0      | 0     | 769    |
| Percent Low/Mod  |       |        |       | 99.7%  |

Annual Accomplishments

| Years | Accomplishment Narrative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | # Benefitting |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 2023  | In the ongoing 2023-2024 academic year, the Davis Community Learning Center program ESOL has successfully enrolled 98 students, and the GED completion program boasts active participation from 32 students. The impact of the Community Closet has been significant, benefiting more than 394 students in this school year alone. Furthermore, the partnership with Davis Behavioral Health has resulted in 42 parents enrolling in the parenting class series, offering valuable guidance and support. Over 3000+ clothing and footwear items have been distributed, creating a tangible and positive difference in the lives of both students and their families. |               |



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PGM Year: 2023

Project: 0002 - Safe Harbor

IDIS Activity: 184 - Safe Harbor

Status: Completed 8/28/2024 12:00:00 AM  
Location: Address Suppressed

Objective: Create suitable living environments  
Outcome: Availability/accessibility  
Matrix Code: Services for victims of domestic violence, dating violence, sexual assault or stalking (05G)

National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 08/01/2023

Description:

Operating costs for the shelter that houses women and children from Clearfield City that have been victims of domestic violence.

Financing

|       | Fund Type | Grant Year | Grant       | Funded Amount | Drawn In Program Year | Drawn Thru Program Year |
|-------|-----------|------------|-------------|---------------|-----------------------|-------------------------|
| CDBG  | EN        | 2023       | B23MC490008 | \$9,667.05    | \$4,753.78            | \$9,667.05              |
| Total | Total     |            |             | \$9,667.05    | \$4,753.78            | \$9,667.05              |

Proposed Accomplishments

People (General): 100

Actual Accomplishments

Number assisted:

|                                                          | Owner |          | Renter |          | Total |          | Person |          |
|----------------------------------------------------------|-------|----------|--------|----------|-------|----------|--------|----------|
|                                                          | Total | Hispanic | Total  | Hispanic | Total | Hispanic | Total  | Hispanic |
| White:                                                   | 0     | 0        | 0      | 0        | 0     | 0        | 30     | 0        |
| Black/African American:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Asian:                                                   | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| American Indian/Alaskan Native:                          | 0     | 0        | 0      | 0        | 0     | 0        | 1      | 0        |
| Native Hawaiian/Other Pacific Islander:                  | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| American Indian/Alaskan Native & White:                  | 0     | 0        | 0      | 0        | 0     | 0        | 2      | 1        |
| Asian White:                                             | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Black/African American & White:                          | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| American Indian/Alaskan Native & Black/African American: | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Other multi-racial:                                      | 0     | 0        | 0      | 0        | 0     | 0        | 5      | 5        |
| Asian/Pacific Islander:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Hispanic:                                                | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Total:                                                   | 0     | 0        | 0      | 0        | 0     | 0        | 38     | 6        |





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Female-headed Households:

|                  |   |   |       |   |
|------------------|---|---|-------|---|
|                  | 0 | 0 | 0     | 0 |
| Income Category: |   |   |       |   |
| Extremely Low    | 0 | 0 | 25    |   |
| Low Mod          | 0 | 0 | 12    |   |
| Moderate         | 0 | 0 | 0     |   |
| Non Low Moderate | 0 | 0 | 1     |   |
| Total            | 0 | 0 | 38    |   |
| Percent Low/Mod  |   |   | 97.4% |   |

Annual Accomplishments

| Years | Accomplishment Narrative                                                                                                                                                                                                                                                                                       | # Benefiting |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 2023  | Safe Harbor was able to assist 38 Clearfield City residents with domestic violence services during Safe Harbor's fiscal year 2024. The advocates meet with each client individually and complete a safety plan, provided referrals, completed risk assessments, provided advocacy work and housing assistance. |              |



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**PGM Year:** 2024  
**Project:** 0001 - Open Doors  
**IDIS Activity:** 186 - Open Doors- Circle Program  
**Status:** Completed 8/13/2025 12:00:00 AM  
**Location:** 1360 E 1450 S Clearfield, UT 84015-1611  
**Objective:** Create suitable living environments  
**Outcome:** Availability/accessibility  
**Matrix Code:** Employment Training (05H)  
**National Objective:** LMC

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 10/02/2024

**Description:**

Open Doors Circle Program aides low-income families with an opportunity to escape poverty through a peer mentor model. Circles provides low-income families experiencing inter-generational poverty a support system utilizing community members to provide them with confidence, feeling of belonging, and knowledge required to reach financial stability.  
Circles Clearfield City connects community members with low-income families to assist them on their journey out of poverty. This is done by providing 12 weeks of classes to program participants with an emphasis on financial literacy, job training/education, and how to deal with Cliff Effects (rapid loss of social services).  
Circles Program promotes financial stability not dependency.  
Children attend age-appropriate classes covering the same topics.

**Financing**

|              | Fund Type    | Grant Year | Grant        | Funded Amount      | Drawn In Program Year | Drawn Thru Program Year |
|--------------|--------------|------------|--------------|--------------------|-----------------------|-------------------------|
| CDBG         | EN           | 2024       | B24MCC490008 | \$10,245.40        | \$4,744.11            | \$4,744.11              |
| <b>Total</b> | <b>Total</b> |            |              | <b>\$10,245.40</b> | <b>\$4,744.11</b>     | <b>\$4,744.11</b>       |

**Proposed Accomplishments**

People (General) : 80

**Actual Accomplishments**

Number assisted:

|                                         | Owner |          | Renter |          | Total |          | Person |          |
|-----------------------------------------|-------|----------|--------|----------|-------|----------|--------|----------|
|                                         | Total | Hispanic | Total  | Hispanic | Total | Hispanic | Total  | Hispanic |
| White:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 62     | 5        |
| Black/African American:                 | 0     | 0        | 0      | 0        | 0     | 0        | 18     | 2        |
| Asian:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| American Indian/Alaskan Native:         | 0     | 0        | 0      | 0        | 0     | 0        | 2      | 0        |
| Native Hawaiian/Other Pacific Islander: | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| American Indian/Alaskan Native & White: | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Asian White:                            | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Black/African American & White:         | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |





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PGM Year: 2024

Project: 0002 - Davis Community Learning Center

IDIS Activity: 187 - Davis Community Learning Center

Status: Open

Location: 210 Center St Clearfield, UT 84015-1031

Objective: Create suitable living environments  
Outcome: Availability/accessibility  
Matrix Code: Other Public Services Not Listed in  
05A-05Y, 03T (05Z)

National Objective: LMC

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 10/02/2024

Description:

This project will help pay salaries for two resource assistance.  
The assistants will provide resources, information, assist with registrations, schedule appointments, and answer phones.  
These services will help low-mod income families/individuals in Clearfield City.

Financing

|              | Fund Type    | Grant Year | Grant       | Funded Amount      | Drawn In Program Year | Drawn Thru Program Year |
|--------------|--------------|------------|-------------|--------------------|-----------------------|-------------------------|
| CDBG         | EN           | 2024       | B24MC490008 | \$10,245.40        | \$3,772.64            | \$3,772.64              |
| <b>Total</b> | <b>Total</b> |            |             | <b>\$10,245.40</b> | <b>\$3,772.64</b>     | <b>\$3,772.64</b>       |

Proposed Accomplishments

People (General) : 600

Actual Accomplishments

Number assisted:

|                                                          | Owner |          | Renter |          | Total |          | Person |          |
|----------------------------------------------------------|-------|----------|--------|----------|-------|----------|--------|----------|
|                                                          | Total | Hispanic | Total  | Hispanic | Total | Hispanic | Total  | Hispanic |
| White:                                                   | 0     | 0        | 0      | 0        | 0     | 0        | 411    | 0        |
| Black/African American:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 13     | 0        |
| Asian:                                                   | 0     | 0        | 0      | 0        | 0     | 0        | 13     | 0        |
| American Indian/Alaskan Native:                          | 0     | 0        | 0      | 0        | 0     | 0        | 3      | 0        |
| Native Hawaiian/Other Pacific Islander:                  | 0     | 0        | 0      | 0        | 0     | 0        | 48     | 0        |
| American Indian/Alaskan Native & White:                  | 0     | 0        | 0      | 0        | 0     | 0        | 6      | 0        |
| Asian White:                                             | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Black/African American & White:                          | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| American Indian/Alaskan Native & Black/African American: | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Other multi-racial:                                      | 0     | 0        | 0      | 0        | 0     | 0        | 351    | 330      |
| Asian/Pacific Islander:                                  | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |
| Hispanic:                                                | 0     | 0        | 0      | 0        | 0     | 0        | 0      | 0        |



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|                           |        |   |   |   |   |   |   |   |   |       |     |
|---------------------------|--------|---|---|---|---|---|---|---|---|-------|-----|
| <b>Total:</b>             |        | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 845   | 330 |
| Female-headed Households: |        |   |   |   |   |   |   |   |   |       |     |
| Income Category:          |        |   |   |   |   |   |   |   |   |       |     |
| Extremely Low             | Owner  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 491   |     |
| Low Mod                   | Renter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 287   |     |
| Moderate                  | Total  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0     |     |
| Non Low Moderate          | Owner  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 67    |     |
| Total                     | Renter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 845   |     |
| Percent Low/Mod           | Total  |   |   |   |   |   |   |   |   | 92.1% |     |

| Annual Accomplishments |                                                                                                                                                                                                                                                                                                                                                                                                                                                             | # Benefitting |  |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--|
| Years                  | Accomplishment Narrative                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |  |
| 2025                   | Davis Community Learning Center's new program Baby & You has been successful. Families who complete the program receive a \$500 contribution toward their child's my529 college savings plan, helping them take meaningful steps toward future educational success. Their goal is to ensure that caregivers not only feel celebrated but also equipped with the resources they need to thrive and to help their children succeed both in and out of school. |               |  |



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**PGM Year:** 2024  
**Project:** 0003 - Safe Harbor  
**IDIS Activity:** 188 - Safe Harbor  
**Status:** Open  
**Location:** Address Suppressed  
**Objective:** Create suitable living environments  
**Outcome:** Availability/accessibility  
**Matrix Code:** Services for victims of domestic violence, dating violence, sexual assault or stalking (05G)  
**National Objective:** LMC

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 10/02/2024

**Description:**

Operating costs for the shelter that houses women and children from Clearfield City that have been victims of domestic violence.

**Financing**

|              | Fund Type    | Grant Year | Grant       | Funded Amount      | Drawn In Program Year | Drawn Thru Program Year |
|--------------|--------------|------------|-------------|--------------------|-----------------------|-------------------------|
| CDBG         | EN           | 2024       | B24MC490008 | \$10,245.40        | \$5,080.76            | \$5,080.76              |
| <b>Total</b> | <b>Total</b> |            |             | <b>\$10,245.40</b> | <b>\$5,080.76</b>     | <b>\$5,080.76</b>       |

**Proposed Accomplishments**

People (General) : 100

**Actual Accomplishments**

Number assisted:

|                                                          | Owner    |          | Renter   |          | Total    |          | Person    |          |
|----------------------------------------------------------|----------|----------|----------|----------|----------|----------|-----------|----------|
|                                                          | Total    | Hispanic | Total    | Hispanic | Total    | Hispanic | Total     | Hispanic |
| White:                                                   | 0        | 0        | 0        | 0        | 0        | 0        | 18        | 3        |
| Black/African American:                                  | 0        | 0        | 0        | 0        | 0        | 0        | 3         | 0        |
| Asian:                                                   | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0        |
| American Indian/Alaskan Native:                          | 0        | 0        | 0        | 0        | 0        | 0        | 2         | 1        |
| Native Hawaiian/Other Pacific Islander:                  | 0        | 0        | 0        | 0        | 0        | 0        | 1         | 0        |
| American Indian/Alaskan Native & White:                  | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0        |
| Asian White:                                             | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0        |
| Black/African American & White:                          | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0        |
| American Indian/Alaskan Native & Black/African American: | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0        |
| Other multi-racial:                                      | 0        | 0        | 0        | 0        | 0        | 0        | 2         | 0        |
| Asian/Pacific Islander:                                  | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0        |
| Hispanic:                                                | 0        | 0        | 0        | 0        | 0        | 0        | 0         | 0        |
| <b>Total:</b>                                            | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>26</b> | <b>4</b> |

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|                           |  |  |  |  |        |        |       |        |
|---------------------------|--|--|--|--|--------|--------|-------|--------|
| Female-headed Households: |  |  |  |  | 0      | 0      | 0     | 0      |
| Income Category:          |  |  |  |  | Owner  | Renter | Total | Person |
| Extremely Low             |  |  |  |  | 0      | 0      | 0     | 19     |
| Low Mod                   |  |  |  |  | 0      | 0      | 0     | 7      |
| Moderate                  |  |  |  |  | 0      | 0      | 0     | 0      |
| Non Low Moderate          |  |  |  |  | 0      | 0      | 0     | 0      |
| Total                     |  |  |  |  | 0      | 0      | 0     | 26     |
| Percent Low/Mod           |  |  |  |  | 100.0% |        |       |        |

| Annual Accomplishments |                                                                                                  |  | # Benefitting |
|------------------------|--------------------------------------------------------------------------------------------------|--|---------------|
| Years                  | Accomplishment Narrative                                                                         |  |               |
| 2024                   | The advocates report that there has been a slight increase of people coming to ask for services. |  |               |



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**PGM Year:** 2024  
**Project:** 0006 - Facility/Parks Updates  
**IDIS Activity:** 190 - Facility Improvements/Upgrades  
**Status:** Open  
**Location:** 55 S State St Clearfield, UT 84015-1027

**Objective:** Create suitable living environments  
**Outcome:** Availability/accessibility  
**Matrix Code:** Parks, Recreational Facilities (03F)  
**National Objective:** LMA

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 12/11/2024

**Description:**

Public Improvements to the Aquatic Center to include an updated turnstile.  
Parks improvements and upgrades to low to moderate income areas.

**Financing**

|              | Fund Type    | Grant Year | Grant       | Funded Amount       | Drawn In Program Year | Drawn Thru Program Year |
|--------------|--------------|------------|-------------|---------------------|-----------------------|-------------------------|
| CDBG         | EN           | 2024       | B24MC490008 | \$133,190.20        | \$60,599.76           | \$60,599.76             |
| <b>Total</b> | <b>Total</b> |            |             | <b>\$133,190.20</b> | <b>\$60,599.76</b>    | <b>\$60,599.76</b>      |

**Proposed Accomplishments**

Public Facilities : 1  
Total Population in Service Area: 4,230  
Census Tract Percent Low / Mod: 74.59

**Annual Accomplishments**

| Years | Accomplishment Narrative                                                                                                                                                                                                                                                               | # Benefitting |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 2024  | Improvements were made at the Clearfield Aquatic Center to improve the front desk area. Improvements were also made to 4 parks within the city. At Bicentennial and Kiwanis parks new pavilions was installed. At Steed and Kiwanis parks grills were installed for the public to use. |               |





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PGM Year: 2024

Project: 0007 - Facility Improvement (Arts Center)

IDIS Activity: 191 - Facility Improvements/Upgrades (Art Center)

Status: Open

Objective: Create suitable living environments  
Outcome: Availability/accessibility  
Matrix Code: Parks, Recreational Facilities (03F)

Location: 140 Center St Clearfield, UT 84015-1053

National Objective: LMA

Activity to prevent, prepare for, and respond to Coronavirus: No

Initial Funding Date: 01/15/2025

Description:

Facility Improvements at the art center to include the replacement of the elevator.

Financing

|       | Fund Type | Grant Year | Grant       | Funded Amount | Drawn In Program Year | Drawn Thru Program Year |
|-------|-----------|------------|-------------|---------------|-----------------------|-------------------------|
| CDBG  | EN        | 2018       | B18MC490008 | \$4,683.48    | \$4,683.48            | \$4,683.48              |
|       |           | 2019       | B19MC490008 | \$46,138.43   | \$46,138.43           | \$46,138.43             |
|       |           | 2021       | B21MC490008 | \$51,011.70   | \$1,797.44            | \$1,797.44              |
|       |           | 2022       | B22MC490008 | \$95,129.93   | \$0.00                | \$0.00                  |
|       |           | 2023       | B23MC490008 | \$405.00      | \$0.00                | \$0.00                  |
| Total | PI        |            |             | \$3,174.00    | \$0.00                | \$0.00                  |
| Total | Total     |            |             | \$200,542.54  | \$52,619.35           | \$52,619.35             |

Proposed Accomplishments

Public Facilities : 1  
Total Population in Service Area: 4,025  
Census Tract Percent Low / Mod: 53.66

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



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|                                |              |
|--------------------------------|--------------|
| Total Funded Amount:           | \$754,063.81 |
| Total Drawn Thru Program Year: | \$494,891.98 |
| Total Drawn In Program Year:   | \$177,159.96 |



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members

**FROM:** Shaundra Rushton, Communications Manager

**MEETING DATE:** September 23, 2025

**SUBJECT:** Amendments to Title 15 - Public Art

---

### **RECOMMENDED ACTION**

To consider approval of the proposed amendments to Title 15 - Public Art.

### **DESCRIPTION / BACKGROUND**

Staff is proposing a series of updates to Title 15 – Public Art to ensure alignment with recent mural installations by the city, and to allow for future installation of murals in and around the downtown area.

The proposed changes were reviewed by the city council during a work session on August 26, 2025, and include:

- Changing the title from “Public Art” to “Mural Art.”
- Removing language that disallows text, slogans, or logos.
- Adding language that disallows advertising messages and defines what is considered an advertising message.
- Editing language to state that the quality of the installation shall allow it to remain in place for up to ten years.
- Removing language that disallows monetary compensation for displaying a mural.
- Changing the permit requirements to include a scaled visual design mock-up of the proposed mural.
- Removing the requirement for hard copies of concept plans.
- Fixing grammatical errors.

### **CORRESPONDING POLICY PRIORITIES**

- Improving Clearfield's Image, Livability, and Economy

These updates are intended to ensure the city’s public art ordinance remains up to date and reflective of the city's recent mural installations.



## **ALTERNATIVES**

The City Council may approve, deny, or modify the proposed code amendments or suggest alternative language that differs from the version drafted by staff.

## **SCHEDULE / TIME CONSTRAINTS**

There are no immediate time constraints. The changes are proactive measures now that the city has two mural installations.

## **LIST OF ATTACHMENTS**

- Public Art Code Edits

## TITLE 15 – ~~Public Art~~ Mural Art

### CHAPTER 1

#### ORIGINAL ART MURALS

##### SECTION:

15-1-1: Purpose

15-1-2: Scope

15-1-3: Interpretation

15-1-4: Definitions

15-1-5: Allowed Original Art Murals

15-1-6: Prohibited Murals

15-1-7: Permit Process

15-1-8: Enforcement

##### 15-1-1: PURPOSE:

The purpose of this chapter and the policy of Clearfield City is to permit and encourage original art murals on a content-neutral basis on certain terms and conditions. Original art murals comprise a unique medium of expression which serves the public interest. Original art murals have purposes distinct from signs and confer different benefits. Such purposes and benefits include improved aesthetics; avenues for original artistic expression; public access to original works of art; community participation in the creation of original works of art; community building through the presence of and identification with original works of art; and a reduction in the incidence of graffiti and other crime. (Ord. 2018-15, 9-11-2018)

##### 15-1-2: SCOPE:

The intent of this chapter is to permit the placement of original art murals, which are separate and distinct from wall signs as set forth in section 11-15-8 of this Code. Murals containing ~~text, logos, slogans, or~~ advertising messages of any kind are considered wall signs that must comply with the requirements set forth in title 11, chapter 15 of this Code. Advertising messages refer to words, images, or other content used to persuade an audience to take a desired action, such as purchasing a product or service. Any mural not expressly allowed by this chapter is prohibited. (Ord. 2018-15, 9-11-2018)

##### 15-1-3: INTERPRETATION:

In interpreting and applying the provisions of this chapter, the mural regulations contained herein are declared to be the maximum allowable for the purposes set forth. If the City Manager's designee determines that an application needs further interpretation, he or she may request further review of the application by the City Manager.

If the City Manager's designee makes the determination that an application be denied, the City Manager shall, upon written request submitted by the applicant to the City Recorder's Office, within five (5) business days after receipt of such request, review and make a determination on the designee's ~~determination~~ **behalf**. If the City Manager affirms the designee's determination, in whole or in part, the person may appeal the final determination to the Second District Court in accordance with the Utah Administrative Procedures Act, Utah State Code section 63G-4-101, et seq. (Ord. 2018-15, 9-11-2018)

#### 15-1-4: DEFINITIONS:

**ALTERATIONS:** Any change to the permitted original art mural, including but not limited to any change to the image(s), materials, colors or size of the permitted original art mural. "Alteration" does not include naturally occurring changes to the permitted original art mural caused by exposure to the elements or the passage of time. Minor changes to the permitted original art mural which result from the maintenance or repair of the permitted original art mural shall not constitute "alteration" of the permitted original art mural within the meaning of this chapter. This can include slight and unintended deviations from the original image, colors or materials that occur when the permitted original art mural is repaired due to the passage of time, or as a result of vandalism such as graffiti.

**CHANGING IMAGE MURAL:** A mural that, through the use of moving structural elements, flashing or sequential lights, lighting elements, or other automated method, results in movement, the appearance of movement or change of mural image or message. Changing image murals do not include otherwise static murals where illumination is turned off and back on not more than once every twenty-four (24) hours.

**COMPENSATION:** The exchange of something of value. It includes, without limitation, money, securities, real property interest, barter of goods or services, promise of future payment, or forbearance of debt. "Compensation" does not include:

A. Goodwill; or

B. An exchange of value that a building owner (or leaseholder with a right to possession of the wall upon which the mural is to be placed) provides to an artist, muralist or other entity where the compensation is only for the creation and/or maintenance of the mural on behalf of the building owner or leaseholder, and the building owner or leaseholder fully controls the content of the mural.

**ORIGINAL ART MURAL:** An original work of visual art which is tiled; computer generated print or images including digitally printed vinyl; or painted by hand directly upon or affixed directly to an exterior wall of a building. Original art mural does not include:

- A. Murals containing electrical or mechanical components; or
- B. Changing image murals.

PERMITTED ORIGINAL ART MURAL: An original art mural for which a permit has been issued by Clearfield City pursuant to this chapter. (Ord. 2018-15, 9-11-2018)

#### 15-1-5: ALLOWED ORIGINAL ART MURALS:

Original art murals that meet all of the following criteria and which are not prohibited will be allowed upon satisfaction of the applicable permit requirements:

- A. No mural shall be affixed on the front-facing facade of a building.
- B. ~~No mural shall contain any text, logos or trademarks, with the exception of an artist's signature.~~ No mural shall contain advertising messages of any kind. (Defined in 15-1-2)
- C. No mural shall extend more than six inches (6") from the plane of the wall upon which it is tiled or hand-painted or to which it is affixed.
- D. Proper installation of the mural shall allow it to remain in place, without alterations, for up to ~~five (5)~~ ten (10)-years without severe fading, peeling, cracking, or other damage. The applicant shall certify in the permit application that the applicant agrees to ensure quality installation so the mural will last up to ten (10) years without alteration. (Ord. 2018-15, 9-11-2018)

#### 15-1-6: PROHIBITED MURALS:

The following are prohibited:

- A. ~~Murals for which compensation is given or received for the display of the mural or for the right to place the mural on another's property. The applicant shall certify in the permit application that no compensation will be given or received for the display of the mural or the right to place the mural on the property.~~
- B. Murals which would result in a property becoming out of compliance with the provisions of title 11, "Land Use", of this Code or land use conditions of approval for the development on which the mural is to be located.
- C. Murals which depict obscene or other material, not constitutionally protected under the First Amendment. (Ord. 2018-15, 9-11-2018)

#### 15-1-7: PERMIT PROCESS:

- A. Permit Required: Except as otherwise provided in this chapter, it shall be unlawful for any person to affix an original art mural on any property located within the City without

first obtaining a permit from the City. A fee for the permit shall be paid by the applicant in accordance with the City's consolidated fee schedule.

B. Original Art Mural Permit Application Process: The City Manager or designee shall approve any application for an original art mural that fully complies with the following standards:

1. Completed "Original Art Mural" application form, including the signature of the property owner and mural artist.
2. ~~Three 8.5-inch x 11-inch copies of~~ A concept plan drawn to scale, suitable for photocopying, that identifies:
  - a. Property lines;
  - b. Building location and facade on which the mural will be located;
  - c. Names of street that abut site;
  - d. North arrow.
3. ~~Three 8.5-inch x 11-inch copies~~ A concept plan of building elevations, drawn to scale, suitable for photocopying, that identify:
  - a. Location and dimensions of existing and proposed mural;
  - b. The building eave/cornice and roof line.
4. Details about how the mural is affixed to building facade.
5. Written description of material(s) used for the mural.
6. A visual design mockup to scale of the proposed mural.
7. Stamped and addressed envelopes provided to the City, for the properties adjacent to the proposed mural location. The envelopes should include a copy of the application of the proposed mural and a copy of the concept plan.
8. Original art mural permit fee in accordance with the City's consolidated fee schedule. (Ord. 2018-15, 9-11-2018)

#### 15-1-8: ENFORCEMENT:

The City Manager or designee shall enforce all rules and regulations necessary to the operation and enforcement of this chapter. The City Manager or designee shall be empowered and directed to:

A. Issue Permits: Issue permits for original art murals that conform to the provisions of this chapter. The expiration date for such permits shall be one hundred eighty (180) days



from the time the permit is issued. Permitted original art murals must be completed within sixty (60) days from the date the first tile, image or paint is affixed to the building facade.

B. Determine Conformance: Ensure that all murals are executed in conformance with this chapter. Clearfield City will perform:

1. Initial Inspection After Mural Application: The City Manager or designee may make an initial inspection upon the completion of the application of the original art mural.

2. Re-Inspection (When Necessary): The City Manager or designee may perform a re-inspection of any mural for which a permit was issued but which upon primary inspection was not affixed in conformance with the regulations of this chapter.

C. Legal Action: The City Manager or designee shall institute any appropriate action or proceeding in any case where any mural is illegally affixed, altered, repaired, converted, or maintained, or in any case where any mural is tiled or hand-painted in violation of any City ordinance including, but not limited to, the provisions of this chapter by:

1. Issuing Notices Of Violations And Citations: The City Manager or designee may issue a written notice of violation to the person having charge or control or benefit of any mural found to be unsafe or dangerous or in violation of this Code, particularly when the City is contemplating removal of said mural. Such official may also issue civil citations and swear to information against violators.

2. Abating And Removing Illegal Murals:

a. Murals tiled, affixed, or painted on private property in violation of this chapter shall be brought into conformance within thirty (30) calendar days of written notice by the City, either through removal of the mural or by obtaining a mural permit. Any mural not brought into compliance within the time period given in the notice may at once be abated and removed by the City Manager or designee. The person responsible for any such illegal mural shall be liable for the cost incurred in the removal thereof, and the City is authorized to ~~effect~~ affect the collection of said cost.

b. Any murals tiled, affixed, or painted upon public property may be removed by the City without notice.

3. Abating And Removing Non-Maintained, Or Abandoned Mural: The City Manager or designee shall require each non-maintained or abandoned mural to be removed from the building or premises when such mural has not been repaired or put into use by the owner, person having control or person receiving benefit of such structure within forty five (45) calendar days after written notice has been given to the owner, person having control, or person receiving benefit of such structure.

D. Failure To Remove Or Abate Any Illegal Mural: In no case shall failure to remove or abate any illegal mural constitute approval by the City of such mural. (Ord. 2018-15, 9-11-2018)

# CLEARFIELD CITY ORDINANCE 2025-20

## AN ORDINANCE AMENDING TITLE 15 OF THE CLEARFIELD CITY CODE

**PREAMBLE:** This Ordinance amends Title 15 – Public Art; Title 15, Chapter 1, Section 2 – Public Art, Scope; Title 15, Chapter 1, Section 3 – Public Art, Interpretation; Title 15, Chapter 1, Section 5 – Public Art, Allowed Original Art Murals; Title 15, Chapter 1, Section 6 – Public Art, Prohibited Murals; Title 15, Chapter 1, Section 7 – Public Art, Permit Process; Title 15, Chapter 1, Section 8, Paragraph C, Subparagraph 2, subsection a – Public Art, Enforcement, Abating and Removing Illegal Murals.

**BE IT ORDAINED BY THE CLEARFIELD CITY COUNCIL:**

### **Section 1. Enactment:**

*Title 15 - Public Art is hereby amended to be named "Mural Art."*

*Title 15, Chapter 1, Section 2 – Mural Art, Scope is hereby amended as follows:*

15-1-2: SCOPE:

The intent of this chapter is to permit the placement of original art murals, which are separate and distinct from wall signs as set forth in section 11-15-8 of this Code. Murals containing ~~text, logos, slogans, or~~ advertising messages of any kind are considered wall signs that must comply with the requirements set forth in title 11, chapter 15 of this Code. **Advertising messages refer to words, images, or other content used to persuade an audience to take a desired action, such as purchasing a product or service.** Any mural not expressly allowed by this chapter is prohibited.

*Title 15, Chapter 1, Section 3 – Mural Art, Interpretation is hereby amended as follows:*

15-1-3: INTERPRETATION:

In interpreting and applying the provisions of this chapter, the mural regulations contained herein are declared to be the maximum allowable for the purposes set forth. If the City Manager's designee determines that an application needs further interpretation, he or she may request further review of the application by the City Manager.

If the City Manager's designee makes the determination that an application be denied, the City Manager shall, upon written request submitted by the applicant to the City Recorder's Office, within five (5) business days after receipt of such request, review and make a determination on the designee's ~~determination~~ **behalf**. If the City Manager affirms the designee's determination, in whole or in part, the person may appeal the final determination to the Second District Court in accordance with the Utah Administrative Procedures Act, Utah State Code section 63G-4-101, et seq.

*Title 15, Chapter 1, Section 5 – Mural Art, Allowed Original Art Mural is hereby amended as follows:*

**15-1-5: ALLOWED ORIGINAL ART MURALS:**

Original art murals that meet all of the following criteria and which are not prohibited will be allowed upon satisfaction of the applicable permit requirements:

- A. No mural shall be affixed on the front-facing facade of a building.
- B. ~~No mural shall contain any text, logos or trademarks, with the exception of an artist's signature.~~ No mural shall contain advertising messages of any kind. (Defined in 15-1-2)
- C. No mural shall extend more than six inches (6") from the plane of the wall upon which it is tiled or hand-painted or to which it is affixed.
- D. Proper installation of the mural shall allow it to remain in place, without alterations, for up to ~~five (5)~~ ten (10)-years without severe fading, peeling, cracking, or other damage. The applicant shall certify in the permit application that the applicant agrees to ensure quality installation so the mural will last up to ten (10) years without alteration.

*Title 15, Chapter 1, Section 6 – Mural Art, Prohibited Murals is hereby amended as follows:*

**15-1-6: PROHIBITED MURALS:**

The following are prohibited:

- ~~A. Murals for which compensation is given or received for the display of the mural or for the right to place the mural on another's property. The applicant shall certify in the permit application that no compensation will be given or received for the display of the mural or the right to place the mural on the property.~~
- ~~B.~~ Murals which would result in a property becoming out of compliance with the provisions of title 11, "Land Use", of this Code or land use conditions of approval for the development on which the mural is to be located.
- ~~C.~~ Murals which depict obscene or other material, not constitutionally protected under the First Amendment.

*Title 15, Chapter 1, Section 7 – Mural Art, Permit Process is hereby amended as follows:*

**15-1-7: PERMIT PROCESS:**

- A. Permit Required: Except as otherwise provided in this chapter, it shall be unlawful for any person to affix an original art mural on any property located within the City without first obtaining a permit from the City. A fee for the permit shall be paid by the applicant in accordance with the City's consolidated fee schedule.
- B. Original Art Mural Permit Application Process: The City Manager or designee shall approve any application for an original art mural that fully complies with the following standards:

1. Completed "Original Art Mural" application form, including the signature of the property owner and mural artist.

2. ~~Three 8.5 inch x 11 inch copies of~~ A concept plan drawn to scale, suitable for photocopying, that identifies:

- a. Property lines;
- b. Building location and facade on which the mural will be located;
- c. Names of street that abut site;
- d. North arrow.

3. ~~Three 8.5 inch x 11 inch copies of~~ A concept plan of building elevations, drawn to scale, suitable for photocopying, that identify:

- a. Location and dimensions of existing and proposed mural;
- b. The building eave/cornice and roof line.

4. Details about how the mural is affixed to building facade.

5. Written description of material(s) used for the mural.

6. A visual design mockup to scale of the proposed mural.

7. Stamped and addressed envelopes provided to the City, for the properties adjacent to the proposed mural location. The envelopes should include a copy of the application of the proposed mural and a copy of the concept plan.

8. Original art mural permit fee in accordance with the City's consolidated fee schedule.

*Title 15, Chapter 1, Section 8, Paragraph C, Subparagraph 2, subsection a – Mural Art, Enforcement, Abating and Removing Illegal Murals is hereby amended as follows:*

15-1-8: ENFORCEMENT:

2. Abating And Removing Illegal Murals:

a. Murals tiled, affixed, or painted on private property in violation of this chapter shall be brought into conformance within thirty (30) calendar days of written notice by the City, either through removal of the mural or by obtaining a mural permit. Any mural not brought into compliance within the time period given in the notice may at once be abated and removed by the City Manager or designee. The person responsible for any such illegal mural shall be liable for the cost incurred in the removal thereof, and the City is authorized to ~~effect~~ **affect** the collection of said cost.

**Section 2. Repealer:** Any provision or ordinances that are in conflict with this ordinance are hereby repealed.

**Section 3. Effective Date:** This Ordinance shall become effective immediately upon its posting in three public places within Clearfield City.

DATED this 23<sup>rd</sup> day of September, 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:



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members

**FROM:** Stuart Williams, City Attorney

**MEETING DATE:** September 23, 2025

**SUBJECT:** New National Opioid Settlement with Purdue Pharma L.P. & Sackler Family

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### **RECOMMENDED ACTION**

Staff recommends that the city join in the proposed New National Opioid Settlement with Purdue Pharma L.P. & Sackler Family prior to September 30, 2025.

### **DESCRIPTION / BACKGROUND**

#### **A. Prior Opioid Settlements**

1. The city previously joined a national opioid settlement with all 50 states, Washington D.C., and five territories as part of a \$26 billion dollar settlement agreement with the nation's three major pharmaceutical distributors — Cardinal, McKesson and AmerisourceBergen — along with Johnson & Johnson, which manufactured and marketed opioids (\$271 million was earmarked for the state of Utah).
2. This city previously joined a national settlement with all 50 states, with Kroger Co. that has or will pay up to \$1.4 billion over 11 years nationally, with up to \$1.2 billion for state and local governments where it operates and \$36 million to Native American tribes. It is anticipated that the proposed settlement will return at least \$44 million to Utah, if all cities and counties participate in the settlement.

#### **B. Current Proposed Opioid Settlement with Purdue Pharma L.P. & Sackler Family**

Utah and all 54 other eligible jurisdictions agreed to sign onto a settlement agreement with Purdue Pharma and the Sackler family over their significant role in fueling the opioid epidemic. This agreement totals \$7.4 billion, with Utah slated to receive \$57 million to combat the devastating impact of the crisis on its communities. These funds will support the Utah Opioid Task Force and continue addressing the epidemic in communities.

Purdue Pharma, with the Sackler family at its helm, manufactured opioid medications like OxyContin and aggressively marketed them as safe, despite possessing knowledge of their highly addictive nature. This deceptive campaign led to a deadly surge in opioid



prescriptions nationwide and within Utah.

In 2019, the Division of Consumer Protection (DCP), represented by the Office of Attorney General, filed an administrative action against Purdue Pharma, Richard Sackler, and Kathe Sackler, alleging they participated in these deceptive practices. DCP also alleged that Purdue Pharma intensified the crisis in Utah by providing nearly \$200,000 in gifts and payments to Utah prescribers between 2013 and 2017 and employing 186 sales representatives who conducted in-person marketing visits to 5,000 prescribers.

The opioid epidemic has had a devastating impact on Utah. Between 2002 and 2015, opioid prescriptions surged by over one million. From 2013 to 2015, Utah ranked 7th in prescription drug poisoning deaths. According to the Utah Office of the Medical Examiner, prescription opioids were responsible for the deaths of 1,611 people in the state between 2014 and 2019. The most recent data from the Utah Department of Health and Human Services reports 606 drug overdose deaths in 2023, with 27.9% involving at least one prescription opioid, and many of these tragically stemming from heroin and fentanyl overdoses that began with prescription opioid abuse. The American Enterprise Institute estimated non-fatal opioid costs to the state at \$1,827 per person, totaling around \$524 million for a single year in 2015.

Under the terms of this comprehensive settlement, the Sackler family will pay \$6.5 billion over the next 15 years, with approximately \$900 million coming from Purdue Pharma upon its emergence from bankruptcy protection. Critically, the agreement ends the Sacklers' control of Purdue Pharma and restricts its sale of opioids in the United States. Purdue Pharma's future lobbying and marketing efforts will also be limited and monitored.

**Additional Information:**

The above information was primarily taken from the UCP press release, which can be viewed at <https://dcp.utah.gov/>

**CORRESPONDING POLICY PRIORITIES**

- Providing Quality Municipal Services
- Improving Clearfield's Image, Livability, and Economy

**HEDGEHOG SCORE**

Since the City is not required by law to join the settlement and is not anticipated to benefit directly from the terms of the settlement, a hedgehog analysis was not conducted. However, Staff has determined that there is little to no downside in joining the settlement, which is anticipated to increase the allocation of settlement funding provided to the state and counties.



### **FISCAL IMPACT**

There is no negative fiscal impact by registering and participating in the National Opioid Settlement. By registering and participating in the Proposed Opioid Settlement with Purdue Pharma L.P. & Sackler, the state and counties may receive a larger portion of the nationwide settlement.

### **ALTERNATIVES**

Subject to alternative direction given by Council, Staff presents the following alternatives:

1. Instruct the Mayor to sign all necessary documents to join in the Proposed Opioid Settlement with Purdue Pharma L.P. & Sackler and authorize the signature of the Mayor to all necessary documents.
2. Instruct Staff to schedule further discussion regarding the Proposed Opioid Settlement with Purdue Pharma L.P. & Sackler at a work or policy session.
3. Instruct Staff to inform the Utah Attorney General's Office that the city will not be participating in the Proposed Opioid Settlement with Purdue Pharma L.P. & Sackler.

### **SCHEDULE / TIME CONSTRAINTS**

The city received notice of Proposed Opioid Settlement with Purdue Pharma L.P. & Sackler on September 3, 2025, which has a deadline to join the settlement of September 30, 2025, or risk delaying or negatively impacting the total settlement funding allocated to the state.

### **LIST OF ATTACHMENTS**

- None





## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members

**FROM:** Nancy R. Dean, City Recorder

**MEETING DATE:** September 23, 2025

**SUBJECT:** Consider approval of Resolution 2025R-12 authorizing an Interlocal Agreement with the State of Utah's Department of Cultural and Community Engagement regarding the use of the America250 trademark logo

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### **RECOMMENDED ACTION**

Approve Resolution 2025R-12 authorizing an Interlocal Agreement with the State of Utah's Department of Cultural and Community Engagement regarding the use of the America250 Trademark Logo and authorize the mayor's signature to any necessary documents.

### **DESCRIPTION / BACKGROUND**

In preparation for America's 250<sup>th</sup> anniversary ("Semiquincentennial") in 2025, Utah's goal is to create a brand identity that can bring communities together and generate awareness for the anniversary. To that end, America250 Utah has chosen to utilize a Interlocal licensing agreement for its logo and name with the national foundation, America250 Trademark. The State's hope is that, in coordination with counties, cities, tribes, and organizations planning events around the state, we can create a unifying America250 Utah brand that creates a sense of cohesion leading up to 2026, bringing together celebrations and commemorations around the state and country. The provided agreement authorizes the City to use the America250 Utah logo and the America250 name in individual brand identity.

### **CORRESPONDING POLICY PRIORITIES**

- Improving Clearfield's Image, Livability, and Economy

Participating with the America250 Utah campaign will unite residents in the celebration of America's 250th anniversary.

### **FISCAL IMPACT**

The city will obtain \$1500 to be used toward its campaign. There will be an fiscal impact as events are planned and carried out.

### **LIST OF ATTACHMENTS**

- Resolution 2025R-12
- America250 Utah Trademark License Agreement

# CLEARFIELD CITY RESOLUTION 2025R-12

A RESOLUTION APPROVING THE INTERLOCAL COOPERATION WITH THE STATE OF UTAH'S DEPARTMENT OF CULTURAL AND COMMUNITY ENGAGEMENT REGARDING THE CITY'S USE OF THE AMERICA250 TRADEMARK LOGO.

WHEREAS, the Parties are authorized to enter into in this Agreement, pursuant to Utah's Interlocal Cooperation Act, which is codified at Title 11, Chapter 13, of the Utah Code (the "Act"); and

WHEREAS, the City passed Resolution 2025R-10 indicating its intent to partner with America250 Utah by focusing on important events, people, and places within Clearfield City to commemorate and celebrate America's 250<sup>th</sup> anniversary; and

WHEREAS, the City desires to use the America250 Trademark logo as parts of it planning and celebration; and

WHEREAS, the aforementioned Interlocal Agreement lays out the requirements associated with using the America250 Trademark logo; and

NOW, THEREFORE, be it resolved by the Clearfield City Council that the attached Interlocal Cooperation with the State of Utah's Cultural and Community Engagement regarding the City's use of the America250 Trademark logo is approved and the Mayor is authorized to execute the agreement.

DATED this 23<sup>rd</sup> day of September 2025.

ATTEST:

CLEARFIELD CITY CORPORATION

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

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

## VOTE OF THE COUNCIL

AYE:

NAY:

# **AMERICA250 UTAH**

## **LOGO USAGE AGREEMENT**

This Trademark License Agreement (“Agreement”) is entered into on \_\_\_\_\_ ( “Effective Date”) by and between the State of Utah’s Department of Cultural and Community Engagement, a state governmental entity with a principal place of business at 3760 S. Highland Dr., Millcreek, UT 84106 (“Department”) and [Entity], a Utah [county/municipal/tribal government], with a principal place of business at \_\_\_\_\_ (“Entity”). The Parties execute the Agreement under relevant provisions of the Interlocal Cooperation Act at Title 11, Chapter 13 of the Utah Code.

### **BACKGROUND FACTS**

In preparation for America’s 250th anniversary (“Semiquincentennial”) in 2026, Utah’s goal is to create a brand identity for the Semiquincentennial that can bring communities together and generate awareness for the anniversary. To that end, America250 Utah has chosen to utilize a licensing agreement for its logo and name with the national foundation, America250™. The Department’s hope is that, in coordination with counties, cities, tribes, and organizations planning events around the state, we can create a unifying America250 Utah brand that creates a sense of cohesion leading up to 2026, bringing together celebrations and commemorations around the state and country.

To permit local governments to access the America250 Utah logo and use the America250 name in individual brand identity, we will share this Agreement, which functions as a standalone licensing agreement, with county, city, and tribal committees that complete the steps detailed in the next paragraph. These local governments will receive a community-specific logo to use. To become a Utah250 Community member and receive a community-specific logo, Entity must do each of the following:

- 1) Pass a resolution in a public meeting of its governing commission or council;
- 2) Submit to the Department a list of Entity’s Utah250 Community committee members;
- 3) Share with the Department the committee’s plans and detail how Entity will utilize any funds or branding received by America250 Utah in alliance with America250 Utah’s mission, vision, and pillars; and
- 4) Sign and return this Agreement to the Department.

### **SCOPE OF WORK**

After communities have completed the above four steps, America250 Utah will share a unique, community-specific logo with the municipality and an organizing stipend. Counties and Tribal nations that create a Utah250 Community committee may receive a stipend of \$3,000 and city councils may receive a stipend of \$1,500.

## **TERMS AND CONDITIONS**

The parties agree as follows:

### **ARTICLE I—DEFINITIONS**

Unless the Agreement clearly indicates the contrary, the following terms have the following meanings:

1.1 “Confidential Information” means information that is deemed private, protected, controlled, or confidential under applicable state and federal laws, including personal information. The Department and the State of Utah reserve the right to identify, during and after this Agreement, additional reasonable types of categories of information that must be kept confidential under federal and state laws.

1.2 “Trademark” means the Entity-specific logo that the Department creates and provide to Entity under this Agreement.

1.3 “Licensed Products” means any Entity-designed or -produced products that feature the Trademark.

1.4 “Licensed Territory” means the United States and its territories, and possessions.

### **ARTICLE II—GRANT OF TRADEMARK LICENSE**

2.1 If for any reason Entity wishes to utilize the America250 Utah or America250™ logos or marks in a way not permitted by this Agreement, Entity must first submit a request to Nicole Handy for Department review and approval.

2.2 Upon the terms and conditions in this Agreement, the Department grants to Entity and Entity accepts, for the Agreement term, the limited right to use the Trademark in the Licensed Territory.

2.3 Unless sooner terminated under Article VI, the Agreement will remain in force until December 31, 2026. If the Agreement is renewed, the new Agreement shall expire five (5) years from the prior expiration date.

2.4 The Department shall be permitted to provide input on and final say on the Trademark’s use in any Licensed Product.

2.5 This Agreement may be amended or modified only by written agreement of both parties, which amendment will be attached to this Agreement. Automatic renewals will not apply to this Agreement, even if listed elsewhere in the Agreement.

2.6 The Department may use the Trademark however it wishes and may grant license rights for any use of its Trademark to other vendors during the term of this Agreement.

2.7 Entity has no authorization, express or implied, to bind the Department or the State of Utah to any agreements, settlements, liability, or understanding and agrees not to perform acts as an agent for the Department.

2.8 The Department and the America250 Foundation, Inc. (“Foundation”) have executed a separate agreement (“Contract”), available to Entity upon request, that governs the Department’s right to use and sublicense at least one separate trademark from which the Trademark is derived. In using the Trademark, Entity shall be bound to all terms and limitations applicable to the Department under the Contract. Among other things, those terms and limitations include Branding and Trademark Usage Guidelines that govern the use of the Trademark. Though the Department has reviewed the Contract and made the good-faith determination that nothing in this Agreement conflicts with the separate agreement, this determination does not constitute legal advice. Entity shall be responsible for securing legal advice and opinions from its own legal counsel.

### **ARTICLE III—USE OF TRADEMARK**

3.1 Except as authorized under this Agreement, Entity will not use the Trademark or trade name in any manner for or in connection with the use, advertising, sale, offer for sale, or promotion of any Licensed Products without the express written consent of the Department. Entity agrees to comply with all licensing terms and limitations applicable to the State of Utah under its STATE & TERRITORY PARTNERSHIP & SUBLICENSE AGREEMENT with America250.org.

3.2 Entity undertakes fully and without reservation to render to the Department all assistance in connection with any matter pertaining to the Trademark protection, including furnishing documents, records, files, or other information; making available its employees; and executing all necessary documents. The Foundation will maintain the registration for the Trademark.

3.3 Apart from its license rights under this Agreement, Entity will not acquire any right, title, or interest in the Trademark during this Agreement.

3.4 Entity may not challenge the validity or ownership of the Trademark or assist in any claim that is adverse to the Department or the State of Utah. Furthermore, Entity may not commit an act that may prejudice the Foundation or the Department’s rights in the Trademark or damage the Foundation or the Department’s reputation. Entity may not attempt to register a trademark similar to the Trademark. The Parties agree that if Entity violates this or any other provision in this Agreement, the Department or the State of Utah will suffer economic harm and the Department or the State of Utah will be entitled to seek reasonable damages.

3.5 In addition to the permitted uses described in Article III, Entity may use the Trademark to do each of the following:

- i. Promote events and programs commemorating the Semiquincentennial.
- ii. Share the Trademark with agencies and organizations in the Entity’s city, county, or tribal jurisdiction;

- iii. Produce, sell, and distribute merchandise bearing the Trademark, subject to all other terms of this Agreement, including Article IV;
- iv. Create and promote an America250 website with Entity's county, city, or tribal name prominently represented; and
- v. Utilize the Trademark—but not any of the separate trademarks from which the Trademark is derived—for fundraising, corporate sponsorship, or any other commercial activity.

3.6 Entity may not do any of the following:

- i. Alter the Trademark in any way;
- ii. Pursue merchandising or royalty agreements involving the words "America250" or any registered America250 mark; or
- iii. Use the Trademark in connection with the promotion of any partisan or political event or activity.

#### **ARTICLE IV—QUALITY CONTROL**

4.1 As noted in Section 2.8, the Trademark derives from separate trademarks owned by the Foundation. Entity may not design or sell products that feature any of those separate trademarks without the Department's prior written approval.

4.2 Entity will produce, sell, and distribute Licensed Products in accordance with all applicable federal, state, and local laws. The quality of the Licensed Products will at all times be equal to or greater than the quality of any other products currently produced or sold by Entity.

4.3 On each anniversary of this Agreement, or from time to time upon the Department's reasonable request, the Department may review random samples of Licensed Products. The Department may also review any labels, cartons, containers, packing and wrapping material, and advertising and promotional items used in connection with the use Trademark by Entity.

4.4 If the Department objects to a quality change in the Licensed Products, it will inform Entity immediately, in writing, and specify the reasons for such disapproval. Entity will have twenty-one (21) days from the certified mail receipt of such notice to cure any defects. If the Parties acknowledge that the cure will take longer than twenty-one (21) days, Entity may ask for one 14-day extension. If any defects are not cured, the Department may terminate the Agreement under Article 6.1.

#### **ARTICLE V—ADVERTISING**

5.1 From time to time upon the Department's reasonable request, Entity will furnish to the Department, without cost, representative advertising, promotion, and sales examples of materials bearing the Trademark to the Department to ensure that the Trademark's use accords with this Agreement.

5.2 In all printed materials, Entity must acknowledge that the Foundation owns and the Department sublicenses the Trademark.

## **ARTICLE VI—DEFAULT AND TERMINATION**

6.1 The Department may terminate this Agreement with cause at any time by written notice to Entity. Cause includes Entity's breach of any provisions in this Agreement or if Entity is otherwise in default and does not cure the breach or default within twenty-one (21) days after written notice by the Department, delivered via USPS certified mail.

6.2 This Agreement may also be terminated without cause (for convenience), in advance of the expiration date, by either party, upon one hundred eighty (180) days' prior written termination notice being given to the other party.

6.3 If this Agreement is terminated by the Department for cause, or terminated without cause by either party, the Parties will confer on the sale of remaining Licensed Product and the Department reserves the right to demand that the remaining inventory be sold within one hundred eighty (180) days. Upon termination of this Agreement, and after the one hundred eighty (180) day sell-off period, Entity will be prohibited from selling Licensed Product. If any portion of the stipend has not been used or spent by Entity, then within five business days of notice of termination from the Department, Entity shall refund the unused portion of the stipend. If Entity creates a material breach of this Agreement, the Department shall have the right to demand and collect the stipend from Entity.

## **ARTICLE VII—INDEMNIFICATION AND INSURANCE**

7.1 Entity shall hold harmless, defend, and indemnify the Department against any and all claims, demands, and causes of action arising out of any defects or Entity's failure to perform as to the Licensed Products or any material used in connection therewith or any use thereof.

7.2 Entity represents that it is a fully self-insured governmental entity covered by Utah's Division of Risk Management or a comparable agency within its county, municipal, or tribal government. Based solely on this representation, Entity shall not be required to carry additional insurance. If at any time during the Agreement term the first sentence of this section ceases to be true, Entity shall immediately purchase commercial general liability insurance from an insurance company authorized to do business in the State of Utah. The limits of such insurance shall be no less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate, and Entity shall add the State of Utah as an additional insured with notice of cancellation.

7.3 Entity warrants that any Licensed Products provided by them under this License Agreement will not, to Entity's knowledge, infringe any third-party copyrights, patents, Trademark, or trade secrets that exist, arise, or are enforceable under the laws of the United States.

## **ARTICLE VIII—MISCELLANEOUS**

8.1 The Parties are governmental entities subject to the Governmental Immunity Act ("Act").

The execution of this Agreement does not constitute a waiver or forfeiture of any protections or defenses under the Act.

8.2 This Agreement is governed by the laws, rules, and regulations of Utah. Any action or proceeding arising from this Agreement shall be brought in a court of competent jurisdiction in the State of Utah. Exclusive venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

8.3 Entity agrees to abide by federal and state employment laws, including: (i) Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e), which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; (ii) Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; (iii) 45 CFR 90, which prohibits discrimination on the basis of age; (iv) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities; and (v) Utah's Executive Order, dated December 13, 2006, which prohibits unlawful harassment in the workplace. Entity further agrees to abide by any other laws, regulations, or orders that prohibit the discrimination of any kind by any of Entity's employees.

8.4 Entity will not represent itself as the agent or legal representative for the Department, the State of Utah, or the Foundation for any purpose whatsoever, and has no right to create or assume any similar obligation, express or implied, for or on behalf of the Department, the State of Utah, or the Foundation in any way. This Agreement does not create any agency, partnership, or joint venture between the parties.

8.5 This Agreement will not be assigned, transferred, or sublicensed by Entity except with the Department's prior written consent. Any violation of the preceding sentence is null and void and any attempt by Entity to assign, transfer, or sublicense its rights will result in immediate termination of this Agreement and Entity's rights to the Trademark. Subject to such restriction and to the restriction against assignment provided above, this Agreement binds to the parties' benefit and their permitted successors.

8.6 If any part of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the remaining portions of the Agreement shall remain valid.

8.7 Neither party will be held responsible for delay or default caused by fire, riot, act of God, and/or war that is beyond that party's reasonable control. The Department or the State of Utah may terminate this Agreement after determining such delay will prevent successful performance of this Agreement.

8.8 A waiver of any right, power, or privilege shall not be construed as a waiver of any subsequent right, power, or privilege.

8.9 In the event of any judicial action to enforce rights under this Agreement, the prevailing party shall be entitled its costs and expenses, including reasonable attorney's fees incurred in connection with such action.



8.10 This Agreement constitutes the complete and final agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.

8.11 All notices and statements required under this Agreement will be in writing addressed to the parties as set forth below and sent certified mail or email, return receipt requested, unless an address change notification is given in writing. The mailing date is the date the notice or statement is given.

If to the Department:

Salt Lake City, UT 84114

If to Entity:

Attn: Nicole Handy  
Department of Cultural and Community  
Engagement  
3760 South Highland Drive

(This section is intentionally left blank. Signature page follows)

IN WITNESS, the parties have caused this instrument to be duly executed as of the day and year first above written.

**State of Utah, Department of**  
**Cultural and Community**  
**Engagement:**

**[Entity Name]:**

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Print Name:

Title:

Date:

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Print Name:

Title:

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