



CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
March 03, 2026 - WORK MEETING

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

6:00 P.M. WORK MEETING

Discussion of Proposed Fee Increases to the Consolidated Fee Schedule

Discussion on Staff's Recommendation for a Consultant to Complete an Impact Fee Analysis (IFA) and to Update the City's Park Impact Fee Facility Plan (IFFP) and Capital Facilities Plan (CFP).

Discussion on the Fiscal Year 2027 Proposed Budget

****ADJOURN THE CITY COUNCIL WORK MEETING****

Posted February 26, 2026.

/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/, the Clearfield City Website – ClearfieldCityUT.gov, 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 R. Dean at Clearfield City, nancy.dean@clearfieldcityut.gov & 801-525-2714



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Eric Howes, Community Services Director

MEETING DATE: March 3, 2026

SUBJECT: Discuss proposed fee increases for services at the Clearfield City Cemetery, Recreation, Pavilion rentals, and Special Events.

RECOMMENDED ACTION

Review the proposed fee changes and provide staff with recommendations for any necessary adjustments necessary prior to adoption at a policy session.

DESCRIPTION / BACKGROUND

Cemetery fees were last modified more than ten years ago and staff is recommending changes to more completely cover operational costs and to bring them more in line with other municipal cemeteries. Increases are outlined on the attached "Consolidated Fee Schedule. These include changes to the following fees:

1. Internment Fees for adults, infants, and cremains.
2. Plot fees (right to bury) for adults, infants, and cremains.
3. Internment fees for evening services (after 3:30 p.m.), weekends, and holidays.
4. Disinternments.
5. Certificate transfer fees.
6. Prohibit internments on federally recognized holidays.

The elimination of fees for scoreboard usage and a scoreboard operator is being recommended as the use of city scoreboards has not been requested in several years.

Pavilion rental prices have not been evaluated and adjusted in the past decade and increases are being recommended. Proposed increases include a change from \$20 to \$40 (for 4-hour blocks) for Clearfield residents, and from \$40 to \$80 for non-residents. The pavilions are rented in the following four-hour blocks:

1. 8:00 a.m. – 12:00 p.m.
2. 1:00 p.m. – 5:00 p.m.
3. 5:00 p.m. – 9:00 p.m.



Special Event fees currently vary based on the assigned event level, with application fees tied to this tiered structure. Staff is proposing to replace the tiered application fee with a single, flat \$100 fee to cover the cost of application review.

At present, applicants are not provided with information about potential additional fees for City services that may be required based on the scope of their event. The proposed fee updates are intended to give applicants a clearer understanding of possible additional costs associated with City services. A detailed list of the proposed fees is included in the attached “Consolidated Fee Schedule.”

All proposed changes to the “Consolidated Fee Schedule” are indicated by a red font. Current fees are indicated with a strikethrough in red font and the proposed change is included on the next line. Staff is seeking council direction regarding these fees to ensure that the fees, when adopted, are in line with the will of the council and are deemed appropriate.

CORRESPONDING POLICY PRIORITIES

- Providing Quality Municipal Services

Recommended fee changes are intended to cover the cost of the services provided and to bring those fees into line with those of surrounding communities. This allows the city to provide a consistent level of service to our residents.

HEDGEHOG SCORE

NA

FISCAL IMPACT

The majority of the recommended fee changes are intended to cover the cost of the services provided. The proposed increases for “evening services, weekends services, and holiday services” are intended to cover the cost of the services provided with an additional markup to incentivize residents to hold services during regular work hours when possible. This reduces the impact of having to work these extra hours on staff.

ALTERNATIVES

These fees are provided as a staff recommendation for council consideration. All of these fees are open for discussion and adjustment as desired by council.



SCHEDULE / TIME CONSTRAINTS

Many of these proposed fee changes are associated with activities that occur from the spring to fall months. Ideally, the implementation of these proposed changes should take place prior to the beginning of that season.

LIST OF ATTACHMENTS

- Draft Consolidated Fee Schedule



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Stacy Millgate, Community Development Director

MEETING DATE: March 3, 2026

SUBJECT: Discussion on the amending of Business License Fees, Planning and Zoning Fees, and Building Permit & Development Fees in the Consolidated Fee Schedule.

RECOMMENDED ACTION

Discuss the proposed amended fees and provide feedback to staff.

DESCRIPTION / BACKGROUND

Business License Fees

The current Consolidated Fee Schedule lists a \$50 penalty for engaging in business without a license. However, Section 4-1-11(C) states that the applicable late fee shall be added as a civil penalty to the base fee upon application. The late fee identified in the Fee Schedule is 50% of the total amount due. This amendment aligns the Fee Schedule with City Code to ensure consistency.

Planning & Zoning Fees

- Remove the term “Internal” from “Internal Accessory Dwelling Unit” to reflect that the City regulates both attached and detached accessory dwelling units.
- Section 11-15-10(B) establishes a \$100 penalty for installing or altering a sign without a permit. Staff proposes adding this penalty to the Consolidated Fee Schedule for clarity and consistency.

Building Permit & Development Fees

Revise “Residential Identical Plans” to “Identical Plans” to broaden applicability. Additionally, update the fee from \$47 to the actual cost of performing the plan review or 30% of the building permit fee, whichever is less.

CORRESPONDING POLICY PRIORITIES

- Providing Quality Municipal Services

FISCAL IMPACT

None

ALTERNATIVES

Please provide any additional comments or direction the Council would like staff to incorporate.

SCHEDULE / TIME CONSTRAINTS

None



STAFF REPORT

To: Mayor Shepherd and City Council Members

From: Rich Knapp, Chief Finance Officer

Meeting Date: March 3, 2026

Subject: Utility Fee Adjustments

Recommended Action

Staff recommends the City Council adjust the proposed utility rates and fee adjustments, by adopting the proposed changes to the consolidated fee schedule.

Description / Background

Water, Sewer, Stormwater Rates

In 2021, the City engaged Zions Public Finance to prepare a third-party financial analysis of the City's utility funds. The analysis projected revenues, operating expenses, and capital improvement needs over a ten-year period in order to determine annual net operating results and required cash reserves.

Since that study was completed, the City has implemented adjustments to further encourage water conservation and to reflect rising capital replacement costs. The proposed January 2028 rate increases continue the percentage adjustments originally projected in the 2021 analysis. These changes are intended to support long-term system sustainability, provide funding capacity for planned capital projects, and maintain adequate cash reserves.

Staff will continue to compare actual financial results to the assumptions and projections in the analysis on at least an annual basis. A new comprehensive utility rate and financial study is anticipated in calendar year 2028.

Proposed January 2028 Rate Adjustments

Category	Increase
Water Base Fees	6%
Water Usage Rates	2%
Sewer Base & Usage Fees	2%
Sewer Mult-Unit Base Fee	3%
Stormwater Fee	3%



Residential Single-Family Base Fee

Removing the specific 5/8-inch meter reference from the base-fee category provides staff with greater flexibility to address unique residential service configuration.

Utility Miscellaneous Fees

Third Delinquent Notice and Shut-Off Fees

The first delinquent notice is mailed to the customer and includes a \$10 fee.

The second delinquent notice is a door hanger delivered approximately 48 hours prior to a potential water shut-off and includes a \$15 fee.

The third delinquent notice places the account in disconnect-eligible status, which usually results in a shut-off, and currently carries a \$35 fee.

The City's actual cost to perform a water shut-off and reconnect is approximately \$49 during regular business hours and \$75 after hours. Staff recommend increasing the third delinquent notice (disconnect-eligible) fee from **\$35 to \$40**. In addition, staff recommend adding a new **after-hours reconnect fee of \$60**.

The \$15 door-hanger fee was originally established in 2016 and was increased from \$10 to \$15 in 2022. The City now incurs approximately \$16 in direct costs to process and deliver the second delinquent notice.

Water Meter Damage

When an account is shut off for non-payment, service is not restored until all past-due balances and applicable fees are paid. In some cases, meter tampering and theft of service occur. If tampering is discovered and payment has not been made, the City shuts the service off again and locks the meter when possible.

A few times each year, meter locks are cut and meters are damaged by occupants. The proposed fee of meter replacement cost plus \$200 ensures the fee remains aligned with the actual cost of meters, accounts for different meter sizes, and reflects the administrative and field labor required. The average total labor cost for the City to manage, the replace, and



configure a damaged meter is approximately \$250.

	Current	Proposed
Third Delinquent Notice – Disconnect Eligible	\$35	\$40
Reconnect After Hours	\$35	\$60
Water Meter Damage	\$500	Meter cost + \$200

Corresponding Policy Priorities

- Providing Quality Municipal Services

Sustainable utility funds ensure providing quality municipal services.

Hedgehog Score

The hoglet score is 19. Fees are already in place, but do not cover costs. It is possible to delay these adjustments, but the costs to provide the service remains.

Fiscal Impact

The proposed rate and fee adjustments will ensure the utility funds remain financially sustainable and cover all operating costs.

Alternatives

Implement some of the proposed rate and fee changes now and defer the rest.

Schedule / Time Constraints

All proposed fee adjustments can be implemented on a flexible timeline with no urgency required.

List Of Attachments

- Draft Consolidated Fee Schedule (proposed changes in red)

CHAPTER 5

**CONSOLIDATED FEE SCHEDULE
CLEARFIELD CITY CORPORATION**

(Ordinance 2025-16, 6-24-2025)

UTILITIES

Water:	Jan 1 2026	Jan 1 2027	Jan 1 2028
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Water rates are from January 1st to December 31st

Residential

Single family:

Monthly Base Fee (5/8" meter)	\$25.97	\$27.53	\$29.18
Usage rates charges per 1,000 gallons:			
0 - 10,000	\$1.02	\$1.04	\$1.06
10,001 - 20,000	\$1.24	\$1.26	\$1.29
20,001 - 40,000	\$1.56	\$1.59	\$1.62
40,001 - 60,000	\$2.27	\$2.32	\$2.37
60,001 - 80,000	\$2.98	\$3.04	\$3.10
80,000 +	\$4.14	\$4.22	\$4.30

Multi-Family Units, Apartment Houses & Mobile Home Parks

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

Monthly Base Fee	\$28.08	\$29.76	\$31.55
Usage rates per 1,000 gallons	\$1.51	\$1.54	\$1.57

Commercial

Monthly Base Fee, based on meter size

5/8" - 3/4"	\$36.95	\$39.17	\$41.52
1" - 1 1/2"	\$143.73	\$152.35	\$161.49
2"	\$188.56	\$199.87	\$211.86
3"	\$483.16	\$512.15	\$542.88
4"	\$739.96	\$784.36	\$831.42
6"	\$1,314.88	\$1,393.77	\$1,477.40

Usage rates per 1,000 gallons	\$1.51	\$1.54	\$1.57
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Sprinkling lawns, unmetered:

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

Sprinkling system standby charge per diameter inch of main pipe supply	\$3.96	\$4.04	\$4.12
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More than one User:

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

Unmetered Services:

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

8 or fewer employees minimum 1.0" meter size	\$114.02	\$116.30	\$118.63
9 or more employees, charged at 2.0" meter size	\$149.69	\$152.68	\$155.73

UTILITIES

Sewer:	FY2026	FY2027	FY2028
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Residential

Single Family Monthly Base Rate

Clearfield City (increase 2% per year)	beginning Jan 1	\$18.47	\$18.84	\$19.22
North Davis Sewer District	beginning July 1	\$24.00*	\$24.00*	\$26.50*

Multi-Unit Monthly Base Fee

Clearfield City (increase 3% per year)	beginning Jan 1	\$14.83	\$15.27	\$15.73
North Davis Sewer District	beginning July 1	\$24.00*	\$24.00*	\$26.50*

Commercial

Monthly Base Rate

Clearfield City (increase 2% per year)	beginning Jan 1	\$22.06	\$22.50	\$22.95
North Davis Sewer District	beginning July 1	\$24.00*	\$24.00*	\$26.50*

Usage rates 0-5,000

Clearfield City (increase 2% per year)	beginning Jan 1	\$2.43	\$2.48	\$2.53
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Usage rates 5,000+

Clearfield City (increase 2% per year)	beginning Jan 1	\$0.71	\$0.72	\$0.73
North Davis Sewer District	beginning July 1	\$2.40*	\$2.40*	\$2.65*

*Subject to change by the North Davis Sewer District

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

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

More than one User:

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

Unmetered Services:

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

8 or fewer employees minimum 1.0" meter size

9 or more employees, charged at 2.0" meter size

Special Treatment:

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

UTILITIES

Storm Water:		Jan 1 2026	Jan 1 2027	Jan 1 2028
Residential - Monthly	Increase per Year			
Single-Family per ESU and duplex	3% '26 '27 '28	\$9.70	\$9.99	\$10.29

Tri-plex and fourplex

Apartments with more than 4 units at Commercial rate

Commercial - Monthly

Retention Percent

0%	\$9.70	\$9.99	\$10.29
20%	\$7.76	\$7.99	\$8.23
30%	\$6.79	\$6.99	\$7.20
50%	\$4.85	\$5.00	\$5.15

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

Credit for On-Site Mitigation:

50% with maximum release of 0.20 cfs/ac and having installed an approved sand & oil interceptor system prior to discharging in to the city's storm drain system

30% with maximum release of 0.20 cfs/ac within a landscaped area or a retention basin within a landscaped area

20% with maximum release of 0.20 cfs/ac within an impervious surface area on the site or within a piping system designed for detention on-site

Residential Solid Waste (Garbage) & Recyclables:

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

effective Jan '26

effective Jan '26

Utility Taxes:

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

Misc. Fees:

Refundable security deposit	\$120.00
Late Fee	\$10.00 or 1.5%, whichever is greater
Second Delinquent Notice	\$15.00
Third Delinquent Notice-Disconnect Eligible	\$40.00
Reconnect After Hours	\$60.00
Water Meter Tampering	\$150.00
Water Meter Damage	Meter cost + \$200

BUILDING RENTAL FEES		
	Resident	Non-resident
Refundable cleaning & security deposit - no food	\$50.00	\$50.00
Refundable cleaning & security deposit - food served	\$300.00	\$300.00
Theater - Refundable Cleaning & Security Deposit	\$300.00	\$300.00
Entire Arts Center (Refundable Cleaning & Security Deposit	\$250.00	\$250.00
Room rental rates listed below are per-hour	Resident	Non-resident
Theater (Includes Backstage)	\$75.00	\$100.00
Rhythm (Dance Studio) - NO FOOD	\$40.00	\$55.00
Hospitality (1st Floor, NE)	\$25.00	\$40.00
Tempo (Music Room)	\$25.00	\$40.00
Studio (Art Studio)	\$25.00	\$40.00
Gala East (multi-purpose room) - Includes AV	\$25.00	\$40.00
Gala West (multi-purpose room) - Includes AV	\$25.00	\$40.00
Gala Combined (multi-purpose room) - Includes AV	\$40.00	\$55.00
Sound & Light Boards (Must be operated by CCAC Staff)	\$30.00	\$45.00
Entire Arts Center	\$250.00	\$300.00

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Park Rental Fees:		
	Resident	Non-resident
\$25 refundable cleaning deposit due at the time of rental		
Picnic shelter (Four hour blocks: 8am-12pm, 1-5pm, 5-9pm)	\$20.00	\$40.00
Picnic shelter (Four hour blocks: 8am-12pm, 1-5pm, 5-9pm)	\$40.00	\$80.00
Amphitheater (per hour)	\$20.00	\$20.00

Athletic Field / Facility Usage Fees:		SINGLE USE	TOURNAMENT
	Refundable cleaning deposit due at the time of rental	\$100.00	\$250.00
	Game Usage:	Priority Group A	Priority Group B
	Baseball/Softball Field Rental (per hour, per field)	\$25.00	\$25.00
	Baseball/Softball (other use) Rental (per field)	\$45.00	\$45.00
	Soccer Field Rental (per hour, per field)	\$45.00	\$45.00
	Scoreboard (per field, per hour)	\$30.00	\$30.00
	Supervisor in charge of scoreboard (per hour)	\$12.00	\$12.00
	Lights (per hour, per field)	\$25.00	\$25.00
	Sand Volleyball Courts (per hour)	\$10.00	\$10.00

Pickleball Facility Rental Fees and Regulations*		
	Single Court Rental (per court, per hour)	\$10.00
Weekend Rental Fee (Prime time use) Friday, Saturday, & Sunday		Per Day
	4 Courts	\$300.00
	8 Courts	\$600.00
	12 Courts	\$900.00
	16 Courts	\$1,200.00
* Only one all day event rental allowed per month on weekends between April - October		
Weekday Rental Fee (non prime time use) Monday - Thursday		8:00 a.m.-6:00 p.m.
	4 Courts	\$150.00
	8 Courts	\$300.00
	12 Courts	\$450.00
	16 Courts	\$600.00
Deposit (required to reserve courts for all tournaments)		
	Rental of 4 or 8 Courts	\$250.00
	Rental of 12 or 16 Courts	\$500.00
* Using 4 courts for more than 4 hours constitutes a tournament		

July 4th Booth Fees:		All vendors
	Food Truck (Max of 30 ft truck length)	\$175.00
	Booth Space (12x12) -- Electricity Not Provided	\$100.00
	Booth Space (12x12) -- With Electricity Provided	\$130.00
	Additional Electrical Outlet	\$30.00
	Late Fee	No Charge
	Refundable Cleaning Deposit	\$100.00

Moved to "Special Event Fees"

Sponsorship Opportunity - FEES		Location	ANNUAL FEE
	Banner	Ballfields	\$300.00
		Pickleball Courts	\$750.00
		CAFC	\$1,000.00
		Reusing Banner	50% Discount
		Banner Renewal	10% Discount
	Events	Basic Exposure	\$500.00
		Medium Exposure	\$750.00
		High Exposure	\$1,000.00

Recreation Leagues, Sports, Classes, and Misc. Fees:			
	Contact Community Services Department		

PARKING VIOLATIONS		
		Fee
Unauthorized Use of Streets		\$125.00
Stopping, Standing and Parking 7-3-1 through 7-3-25		\$125.00
Stopping, Standing and Parking 7-3-28 through 7-3-30		\$125.00
Stopping, Standing and Parking Fire Lanes 7-3-26		\$200.00
Stopping, Standing and Parking Parking for Person with Disabilities 7-3-27		\$200.00
Trucks, Dynamic Braking & Restricted Vehicles Parking of Trucks 7-4-2		\$200.00
Payment Reduction; Time Limits:		Fee Reductions:
	Any penalty that is paid within ten (10) days from the date of notice shall be reduced by the sum of:	\$100.00
	Any penalty that is paid within twenty (20) days from the date of notice shall be reduced by the sum of:	\$50.00
	Any penalty that is paid within thirty (30) days from the date of notice shall be reduced by the sum of:	\$25.00
Civil Infraction Hearing Examiner ("CIHE") Reduction:		Fee
	A Penalty Reduction for a Parking Violation by CIHE Pursuant to 1-15-6(3) shall be no less than the total sum of:	\$15.00

CODE ENFORCEMENT		
Penalties, Costs, and Filing Fees:		Fee
Vehicle Restoration Permit (Not to exceed six (6) consecutive months)		\$25.00
Vehicle Restoration Permit Extension (One (1) six-month extension)		\$50.00
Violation Penalty (subject to reductions at the discretion of the city manager or designee)		The standard fine is \$50.00 per day of continuing violation for the 14 days immediately following service of the request for compliance and \$100 per day thereafter.
Hearing Request Filing Fee (subject to reductions at the discretion of the city manager or designee)		\$150.00 per request
First Compliance Inspection		No Charge
Repeat Re-Inspection Fee (subject to reductions at the discretion of the city manager or designee)		The standard repeat re-inspection fee is \$150.00 for the second inspection; and \$200.00 for any further inspections.
Administrative Code Enforcement Costs, including costs of hearing preparation, notice of violation investigation, and re-inspections		Actual hourly rates for participating employees and actual costs expended, all established by affidavit with the Hearing Officer.
Interest Rate on Overdue Amounts		10% per annum, compounded monthly

AQUATIC CENTER FEES

Membership fees may be altered in conjunction with marketing efforts to allow for the effective promotion of the Clearfield Aquatic Center with the approval of the Community Services Director.

Daily Admission (All fees include tax)			
	Child 3 and under	\$3.00	
	Youth 4-17	\$6.00	
	Adult 18+	\$8.00	

Membership Fees (Membership rates DO NOT include tax)					
		Resident Discount Rate		Market Rate	
		Monthly	Annual	Monthly	Annual
	Youth	\$20.00	\$200.00	\$30.00	\$300.00
	Adult	\$30.00	\$300.00	\$40.00	\$400.00
	Couple/Buddy Pass	\$40.00	\$400.00	\$50.00	\$500.00
	Family (3 People) *	\$45.00	\$450.00	\$55.00	\$550.00
	* Each additional person	\$5.00	\$50.00	\$5.00	\$50.00

Equipment Replacement Fee (Included in the membership fee)		Annual
	Individual Equipment Replacement fee (Youth/Adult)	\$20.00
	Couple/Buddy Equipment Replacement Fee	\$30.00
	Family Equipment Replacement Fee	40*
	* \$10 per year additional for each additional person on the Family Pass	

Corporate/Business Annual Membership Group Discount Rates							
Resident Businesses				10-19 Members (5% Discount)	20+ Members (10% Discount)		
	Adult			\$334.00	\$315.00		
	Buddy			\$432.00	\$410.00		
	Family			\$550.00	\$522.00		
Non Resident Businesses		5-9 Members (5% Discount)	10-14 Members (10% Discount)	15-19 Members (15% Discount)	20 -24 Members (20% Discount)	25+ Members (25% Discount)	
	Adult		\$494.00	\$468.00	\$442.00	\$416.00	\$390.00
	Buddy		\$646.00	\$612.00	\$578.00	\$544.00	\$510.00
	Family		\$784.00	\$743.00	\$702.00	\$661.00	\$620.00

Membership Cancellation Fee		
	Individual	\$25.00
	Couple	\$50.00
	Family	\$75.00
15-Punch Pass		
	Youth 4-17	\$90.00
	Adult	\$120.00
Aquatic Center Day Care		
	Hourly rate per child	\$4.00
	5-hour punch pass	\$18.00
	10-hour punch pass	\$33.00
	30-hour punch pass	\$75.00
	50-hour punch pass	\$138.00
Aquatic Center Programs		
	Contact Community Services Department	
Aquatic Center Facility Rentals:		Per hour
	Leisure pool 1-100 people	\$175.00
	Lap pool 1-100 people	\$125.00
	Lap and Leisure pool 1-100 people	\$275.00

AQUATIC CENTER FEES

	Outdoor Pools	\$125.00
	Leisure & Outdoor	\$250.00
	Lap pool / leisure pool / splash pad	\$350.00
	Lane rental	\$15.00
	Shower rental	\$50.00
	Wet classroom (2 Hour Blocks)	\$50.00
	Party room (2 Hour blocks)	\$50.00
	Full aquatic center	\$500.00
	Full Gym	\$150.00
	Half Gym (east or west)	\$100.00
	1 full court	\$50.00
	1 basket	\$25.00

BUSINESS LICENSE FEES		
		Fee / Amount
General Business License		
	New / Commercial	\$177
	New / Home	\$177 when applicable
	Renewal / Commercial	\$76
	Renewal / Home	\$76 when applicable
Rental Dwelling License		
	New	\$208
	Renewal or amendment	\$76
Temporary or Seasonal Merchant License		
	New - One hundred eighty (180) Days	\$143
Mobile Food Vendor License		\$125 when applicable
Solicitors License		
	New	\$222
	Renewal	\$71
	Identification Badge	\$26
Beer Licenses		
	Class A - Off-Premise	
	New	\$271
	Renewal	\$76
	Class B - Restaurant	
	New	\$271
	Renewal	\$76
	Class C - Tavern	
	New	\$271
	Renewal	\$76
	Class D - Nonprofit Organization	
	New	\$271
	Renewal	\$76
	Class E - Temporary Special Event	
	New	\$271
	Renewal	\$76
Sexually-Oriented Business Licenses		
	Outcall Services	
	New	\$306
	Renewal	\$76
	Adult Business	
	New	\$306
	Renewal	\$76
	Nude Entertainment Business	
	New	\$306
	Renewal	\$76
	Semi-nude Dancing Bar	
	New	\$306
	Renewal	\$76
	Nude and Semi-nude Dancing Agency	
	New	\$306
	Renewal	\$76

BUSINESS LICENSE FEES		
		Fee / Amount

Sexually-Oriented Business Employee Licenses		
	Non-performing Employee	
	New	\$306
	Renewal	\$76
	Outcall Services Performer	
	New	\$306
	Renewal	\$76
	Adult Business Performer	
	New	\$306
	Renewal	\$76
	Nude Entertainment Business Performer	
	New	\$306
	Renewal	\$76
	Semi-nude Dancing Bar Performer	
	New	\$306
	Renewal	\$76

Firework Stand License		
	New	\$154

Pawnbroker License		
	New	\$154
	Renewal	\$76

Massage Establishment License		
	New	\$248
	Renewal	\$76
Sole Massage Therapist Establishment License		
	New	\$248
	Renewal	\$76
Outcall Massage Services License		
	New	\$248
	Renewal	\$76
	City Massage Therapist Identification Badge	\$26
Massage Businesses Appeal		
	Appeal of Final Business License Violation Determination	\$150
Massage Establishment Reinspection Fees		
	First time massage business reinspection fee - any inspection that lasts over one hour shall incur the cost of an additional massage business reinspection fee, to be collected in addition to the first time massage business reinspection fee.	\$150
	Additional massage business reinspection fee - any additional massage business reinspection that lasts over one hour shall incur the cost of an additional massage business reinspection fee, to be collected in addition to the original additional massage business fee, and compounded therefrom from each additional hour.	\$250

Disproportionate Service Fees		7/1/2023*	7/1/2024*
	Convenience Store	\$2,738.00	\$5,476.00
	Daycare (Commercial only)	\$376.00	\$752.00
	Entertainment Services	\$492.50	\$985.00

BUSINESS LICENSE FEES			
		Fee / Amount	
	General Contractor	\$6.00	\$12.00
	Grocery Store	\$1,350.50	\$2,701.00
	Group Home	\$2,162.50	\$4,325.00
	Gym/Training	\$201.50	\$403.00
	Lodging (fees to the right are the costs for per unit)	\$45.00	\$89.00
	Manufacturing/Warehouse/Distribution	\$85.00	\$170.00
	Non-Profit/No Fee (Only if they don't qualify for the exemption)	\$94.00	\$188.00
	Restaurant	\$422.50	\$695.00
	Bar	\$247.00	\$494.00
	Automotive	\$218.50	\$437.00
	Financial Services	\$450.00	\$900.00
	Pawnbrokers	\$1,411.50	\$2,823.00
	Professional/Business Services	\$33.50	\$67.00
	Retail	\$153.50	\$307.00
	Tobacco Shop	\$63.50	\$127.00
All fees apply to and are charged for new business and renewals, in addition to the new base fee for all licenses.			
* Indicates phased implementation of new business license fee			

Bonds Required	
	Sexually-Oriented Businesses:
	Each applicant for a sexually-oriented business license shall post with the City's business license department a cash or corporate surety bond, payable to the City, in the amount of two thousand dollars (\$2,000). Any fines assessed against the business, officers or managers for violations of City ordinances shall be taken from this bond if not paid in cash within ten (10) days after notice of the fine, unless an appeal is filed. In the event the funds are drawn against the cash or surety bond to pay such fines, the bond shall be replenished to two thousand dollars (\$2,000) within fifteen (15) days of the date of notice of any draw against it.
	Firework Stands:
	Bond Or Liability Insurance: Any application for permit as herein provided shall be accompanied by a a certificate of insurance insuring the licensee and naming the City as <i>the certificate holder</i> , conditioned for the payment of all damages which may be caused either to a person or to property by reason of the display so licensed and arising from any acts of the licensee, his agents or employees. Such insurance shall be in a sum not less than \$100,000.00 per person and \$300,000.00 per occurrence for bodily injury and \$50,000.00 per person and \$100,000.00 per occurrence for property damage and no City officer or licensing agent or other representative of the City shall in any event issue any permit hereinabove referred to until such certificate of insurance has been furnished and passed upon by the City Manager and the City Attorney as to form and sufficiency.
	Pawnbrokers:
	Prior to the issuance of any license for the business of a pawnbroker, the applicant therefore shall file with the Director of Finance a bond with a sufficient surety in the penal sum of two thousand dollars (\$2,000.00), in such form as shall be approved by the City Attorney, conditioned for the faithful observance of all laws and ordinances respecting pawnbrokers. The form of the bond and the sufficiency of the surety shall be approved by the City Attorney.

Miscellaneous	
	Duplicate license / certificate \$5
	Report showing all businesses licensed in the city \$5

Penalties	
	Renewals not paid within 45 days of license expiration 50 % of the total amount due
	Engaging in business without a license \$50 50% of the total amount due

Amended License

BUSINESS LICENSE FEES		
		Fee / Amount
	Processing Fee	\$5
Business License Appeal		
	Fee	\$75

POLICE		
Fingerprinting (resident)		\$10.00
Fingerprinting (non-resident)		\$15.00
BCI Background check		\$15.00
Alarms:		
	Failing to have a responsible person respond on alarm	\$25.00
	False Alarms per quarter of a calendar year outside of a 24 hr period:	
	(A) Third alarm	\$50.00
	(B) Fourth alarm	\$75.00
	(C) Fifth alarm	\$100.00
Registration Fee:		
	Sex Offender:	
	Yearly Registration	\$25.00
	DNA collection	\$25.00
	Child Abuse Offender:	
	Yearly Registration	\$25.00
	DNA collection	\$25.00
Contract Services for Police Officers		\$120.00 per hour, 2 hour minimum

TEMPORARY NOISE PERMIT		
Temporary Noise/Special Event Permit Fee		\$175.00
Failure to timely pay service and permit fees (Late Fees)		\$50.00
Late Request of Temporary Noise/Special Event Permit (Within 10 days before the noise is to begin)		\$50.00

Also included in "Special Event Fees"

LEGAL DEPARTMENT DISCOVERY FEES		
Copies (first 10 pages)		\$5.00
Copies (11 plus pages)		\$0.25/page
Photos (color copies)		\$2.00/page
DVDs/Video/Audio Recordings (Copies)		\$20.00/each

GRAMA FEES (includes Police Reports):		
Photocopies (copied or scanned):		
	single sided 8 1/2" X 11"	\$0.25
	double sided 8 1/2" X 11"	\$0.40
Certification of Copies per page		\$2.00
Research, compilation, editing, redacting, etc:		
	First 15 minutes	No charge
	Additional time (one hour minimum)	Assessed at the cost of the hourly rate of the staff member who has the necessary skills and training to perform the request.
Audio Recordings		\$5.00
Maps (copied or scanned):		
	8 1/2" X 11" (color)	\$2.50 each
	11" X 17" (color)	\$5.00 each
	18" X 24" (color)	\$25.00 each
	24" X 36" (color)	\$30.00 each
	36" X 44" (color)	\$35.00 each
	custom	\$10.00 per sq. ft. with \$10.00 minimum

PLANNING & ZONING FEES		
City Contracted Engineering Fees		Per Contract Engineering Hourly Rates. Fees paid directly by applicant to the city contracted engineering firm.
Site Plan Review		\$750 + \$150 per acre (0 to 5.49 acres) \$130 per acre (5.5 to 10.49 acres) \$120 per acre (10.5 to 15.49 acres) \$115 per acre (15.5 to 20.49 acres) \$110 per acre (> 20.5 acres)
Administrative Site Plan Review		\$200
Internal Access/roory Dwelling Unit		\$125
Conditional Use Permit:		
	Home Occupation	\$350
	Commercial, Use Only	\$400
	Commercial, New Construction	\$750 + \$150 per acre (0 to 5.49 acres) \$130 per acre (5.5 to 10.49 acres) \$120 per acre (10.5 to 15.49 acres) \$115 per acre (15.5 to 20.49 acres) \$110 per acre (> 20.5 acres)
	Request for Extension	\$200
Downtown Clearfield Form Based Code Site Plan Review		\$950+ per acre (0 to 5.49 acres) \$230 per acre (5.5 to 10.49 acres) \$220 per acre (10.5 to 15.49 acres) \$215 per acre (15.5 to 20.49 acres) \$210 per acre (> 20.5 acres)
Rezone		\$850
Zoning Ordinance Amendment		\$850
General Plan Amendment		\$1,200
Street Vacation		\$700
Plat Vacation / Amendment		\$650
Annexation		\$1,500
Special Planning Commission Meeting		\$700
Subdivision Approval:		
	Preliminary	\$750 + \$75 per lot
	Final	\$650 + \$50 per lot
Development Agreement Fee		\$1,000
Development Agreement Amendment/Addendum		\$500
Appeal to the Planning Commission or City Council		\$150 plus Independent Legal Fees
Recording Fees		Paid directly to Davis County Recorder
Sign Permit:		
	Permanent	\$50 application fee, plus building permit
	Temporary	\$25 application fee
Penalties:		
	Signs installed or altered without a permit	\$100
Variance		\$500
Zoning Verification Letters		\$100
GIS Data Pricing		
	Parcel Layer	\$50.00
	Street (Centerline) Layer	\$50.00
	Zoning Layer	\$50.00
	Any other GIS or CAD Layers	\$20.00 each
	Aerial Photography	\$90.00 per square mile
	Special Projects	\$50.00 per hour
	Hard copy color maps	\$1.00 per square foot
Small Wireless Facility Fees:		
Application Fees:		
	Co-location of an SWF on an existing or replacemnt utility pole	\$100 each SWF on same app
	Permitted use to install, modify, or replace a utility pole with an SWF	\$250 per application
	Non-permitted use to install, modify, or replace a new or existing utility pole with an SWF	\$1000 per application
Co--Location Fee		\$50 annually per City utility pole
Right-of-Way Rates: (whichever is greater)		3.5 percent of all gross revenue, or \$250 annually for each SWF

Adopted ADU Ord. Nov

As stated in 11-15-10 B.

BUILDING PERMIT AND DEVELOPMENT FEES

The City may reduce building permit and development fees for public infrastructure projects for local governmental entities upon request to the Community Development Director. Fees charged should, at a minimum, cover administrative and direct costs incurred as determined by the Community Development Director.

General - building valuation:		
	From \$1 to \$500	\$23.50
	From \$501 to \$2,000	\$23.50 plus \$3.05 each additional \$100 or fraction thereof
	From \$2,001 to \$25,000	\$69.25 plus \$14.00 each additional \$1,000 or fraction thereof
	From \$25,001 to \$50,000	\$391.75 plus \$10.10 each additional \$1,000 or fraction thereof
	From \$50,001 to \$100,000	\$643.75 plus \$7.00 each additional \$1,000 or fraction thereof
	From \$100,001 to \$500,000	\$993.75 plus \$5.60 each additional \$1,000 or fraction thereof
	From \$500,001 to \$1,000,000	\$3,233.75 plus \$4.75 each additional \$1,000 or fraction thereof
	From \$1,000,001 up	\$5,608.75 plus \$3.65 each additional \$1,000 or fraction thereof
Pools, tubs and spas:		
	Public	\$150 each
	Private	\$47 each
Landscape sprinkling system		\$47 each
Plan check fee:		
	Commercial:	
	65% of the building permit fee for building value of \$1 - \$100,000	
	60% of the building permit fee for building value of \$100,001 - \$500,000	
	50% of the building permit fee for building value of \$500,001 and greater	
	Use of outside consultants for plan checking	Actual Cost. Actual costs include administrative and overhead costs
	Residential and pools	20% of the building permit fee
	Residential "Identical Plans"	\$47 Actual cost of performing the plan review or 30% of the building fee, whichever is less
	Plan check deposit required for new construction:	
	Residential	\$100
	Commercial	\$250
Off-site Bonds:		
	Residential	\$2,000
	Commercial	As per City Engineer's cost estimate
Permit inspection fees:		
	Outside normal business hours (minimum charge of two hours)	\$47 per hour
	Re-inspection	\$47 per hour
	Inspections for which no fee is specifically indicated (minimum charge of .5 hours)	\$47 per hour
	Additional plan review required by revisions (minimum charge of .5 hours)	\$47 per hour
Home daycare or preschool plan check and inspection fee		\$25 each
Street Cut Permit (Excavation Permit):		
	Application Fee (includes two inspections)	\$150
	Inspection Fee	\$60 per inspection
	Diminished Road Integrity Fee	
	Last Resurfacing (3 years old or less)	\$1.26 per sf
	Minimum charge (3 years old or less)	\$150
	Last Resurfacing (more than 3 years old)	\$.63 per sf
	Minimum Charge (more than 3 years old)	\$100
	Potholes	\$100 (each)
	Winter Excavations (Oct.15th - April 15th)	2 Times the permit fees*
Miscellaneous Fees		
	Boring (no road cut)	Application fee plus \$.60 per linear foot
	Curb and gutter removal (no road cut)	Application fee plus \$.30 per linear foot
	Open trench in right-of-way (no road cut)	Application fee plus \$.30 per linear foot

BUILDING PERMIT AND DEVELOPMENT FEES		
	Sidewalk/misc. concrete (no road cut)	Application fee plus \$.30 per linear foot
	Winter Excavations (Oct.15th - April 15th)	2 Times the permit fees*
	Street Cut Permit Duration	
	30 days or less	Included in permit fees
	30 day extension	50% of application fee
	60 day or greater extension	100% of the permit fees*
	Surety Bond	
	Finishing Road Bond Fees	
	Minimum Bond (less than 200 sf)	\$1,000
	Bond (greater than 200 sf)	\$4.20 per sf
	Miscellaneous Bond Fees	
	Minimum Bond (less than 25 lf)	\$1,000
	Bond (greater than 25 lf)	\$38.00 per lf
	*permit fees = the application fee plus any other necessary fees, not including the bonds.	
	Lateral excavation (roads older than 1 year)	\$60 / lane cut
	Lateral excavation (roads newer than 1 year)	\$120 / lane cut
	Longitudinal excavation (roads older than 1 year):	
	First 660 lineal feet	\$120
	Each additional 660 lineal feet or fraction thereof	\$240
	Longitudinal excavation (roads newer than 1 year)	
	First 660 lineal feet	\$240
	Each additional 660 lineal feet or fraction thereof	\$240
	Excavations off improved rights-of-way	\$60
	Bond per lateral excavation	\$1,000
	Bond per unlimited number of lateral excavations	\$15,000
	Bond for longitudinal excavation for 100 lineal feet or fraction thereof	\$2,000
	Demolition permit (including inspections)	\$150
	State Surcharge	A 1% state surcharge may be applicable to building permit fees
	Water Meter Fees:	
	5/8" x 3/4" Meter	Cost Installation Fee \$399 \$50
	1" Meter	\$489 \$50
	1-1/2" Meter	\$796 \$50
	2" Ultrasonic Meter	\$1,018 \$100
	3" Ultrasonic Meter	\$2,407 \$100
	4" Ultrasonic Meter	\$2,894 \$100
	6" Ultrasonic Meter	\$4,479 \$200
	Telecommunications franchise application fee	\$500
	Sewer Connection Fees	
	Each connection to the city sanitary sewer system including each new subdivision, mobile home park, trailer park, camping park or any other multiple use operation	\$500
	Additional connection fee per lot within the subdivision, mobile home park, trailer park, camping park or other multiple use operation	\$25
	Building Permit - New Construction Water Fee	
	Fee for water usage during construction of new residential units, fee charged per unit	\$50
	Development Civil Inspections	
	Fee for inspections of the infrastructure necessary to the development that do not require a building permit such as utilities, streets, sidewalks, streetlights, etc.	2% of project engineer's estimated cost

DEVELOPMENT IMPACT FEES									
Residential	10-Oct-23	1/1/2024	1/1/2025	1/1/2026	1/1/2027	1/1/2028	1/1/2029	1/1/2030	
Single Family (1 Equivalent Residential Unit, or "ERU")									
Park Impact Fee-Single Family	\$2,339.00								
Park Impact Fee-Multi Family	\$1,441.00								
Storm Water per ESU	\$64.00								
Water	\$1,833.19	\$1,906.41	\$1,980.15	\$2,054.51	\$2,129.62	\$2,205.59	\$2,276.04	\$2,360.65	
Sewer	\$861.15	\$868.28	\$875.51	\$882.84	\$890.28	\$897.86	\$905.58	\$908.51	
Multi Family (apartments, townhomes, and condos)									
Park Impact Fee-Single Family	\$2,339.00								
Park Impact Fee-Multi Family	\$1,441.00								
Storm Water per ESU	\$64.00								
Water (0.82 ERU)	\$1,503.22	\$1,563.26	\$1,623.72	\$1,684.70	\$1,746.29	\$1,808.58	\$1,866.35	\$1,935.73	
Sewer (0.82 ERU)	\$706.14	\$711.99	\$717.92	\$723.93	\$730.03	\$736.25	\$742.58	\$744.98	
Non-residential									
Storm water per ESU (1 ESU = 2,700 sq. ft. of impervious surface)	\$64.00								
If there is storm water detention onsite, the fee is reduced if the detention area is:									
Paved	20% reduction								
Grassed	30% reduction								
Sand & Oil Interceptor	50% reduction								
Water Impact (per drainage fixture unit count)									
Drainage Fixture Unit (DFU)	\$87.29	\$90.78	\$94.29	\$97.83	\$101.41	\$105.03	\$108.38	\$112.41	
In Industrial/Manufacturing applications, the fee will be assessed based on Drainage Fixture Unit (DFU) or engineer's estimate of daily flows divided by the flow of 235.9 gpd/ERU for an equivalent single-family residential flow, whichever is greater.									
Sewer Impact (per drainage fixture unit count)									
Drainage Fixture Unit (DFU)	\$41.01	\$41.35	\$41.69	\$42.04	\$42.39	\$42.76	\$43.12	\$43.26	
In Industrial/Manufacturing applications, the fee will be assessed based on Drainage Fixture Unit (DFU) or engineer's estimate of daily flows divided by the flow of 235.9 gpd/ERU for an equivalent single-family residential flow, whichever is greater.									
Independent Fee Calculation Review	\$150 plus Actual Cost								
Administrative fee for Appeals	\$75								

CEMETERY FEES		
	Resident	Non-resident
Plot - adult (includes perpetual upkeep)	\$450.00	\$950.00
Interment – adult	\$300.00	\$600.00
Interment - Adult	\$500.00	\$1,000.00
Plot – infant (includes perpetual upkeep)	\$150.00	\$400.00
Plot - infant (includes perpetual upkeep)	\$300.00	\$500.00
Interment – infant/cremains	\$200.00	\$300.00
Interment - infant/cremains	\$300.00	\$500.00
Plot – cremains (includes perpetual upkeep)	\$250.00	\$500.00
Plot - cremains (includes perpetual upkeep)	\$300.00	\$500.00
Interment extra fee for evenings/weekends/holidays ("evening services" are defined as those that are scheduled for 3:30 p.m. or later)	\$200.00	\$250.00
Interment extra fee for EVENINGS ("evening services" are defined as those that are scheduled for 3:30 p.m. or later) PER HOUR FEE	\$300.00	\$300.00
Interment extra fee for WEEKENDS & HOLIDAYS ("evening services" are defined as those that are scheduled for 3:30 p.m. or later)	\$800.00	\$1,500.00
Late Notice Fee (assessed to mortuaries failing to notify of date/time or notify within 48 hours)	\$500.00	\$500.00
Disinterment	\$500.00	\$500.00
Disinterment	\$1,000.00	\$1,000.00
Cemetery Certificate transfer fee- resident to non-resident within 1 year of purchase		\$100.00
All other certificate transfers	\$10.00	\$10.00
All other certificate transfers	\$50.00	\$50.00
Gravesite Marker (for second and each additional time)	\$25.00	\$25.00
Gravesite Marker (for second and each additional time)	\$100.00	\$100.00
No Internments on the following holidays:		
- New Year's Day		
- Memorial Weekend (Between 12:00 p.m. the Friday before Memorial Day & 12:00 p.m. the Tuesday after Memorial Day)		
- Independence Day		
- Pioneer Day		
- Thanksgiving Day		
- Christmas Day		
Internments on other federal holidays will be charged the extra fee		
PerpetualUpkeep is included in the cost of he plot and must be paid at the time of purchase of the plot.		
PUK must be paid at the time of burial if not paid when plot was originally purchased		

Per Hour

Special Event Application Fees			
	Special Event Application Fee		\$100
	Displacing the public fee (City property-requires city approval of City Administrator or designee)	\$100 per day plus \$5 per participant (if participation is over 50.)	\$100
	Temporary Noise/Special Event Permit Fee		\$175
	Failure to timely pay service and permit fees (Late Fees)		\$50
	Late Request of Temporary Noise/Special Event Permit (Within 10 days before the noise is to begin)		\$50
	Contracted Services for Police Officers	Hourly (2 Hour Minimum)	\$120
	Streets or Intersections closed, 1-3 intersections	Hourly	\$300
	Streets or Intersections closed, 3-4+ intersections	Hourly	\$750
	Additional City Services (Water, electricity, trash removal, etc.)	Per Service. May increase depending on scope and duration.	\$200
	Temporary Business License Fee	Refer to business license schedule	
	Food Truck		\$200
	Penalty for Food Truck Operating without City permission	50% of total amount due	50% of Total

Also included in "Police & Legal Fees"

Included in "Business License Fees"

July 4th Booth Fees:		All vendors	
	Food Truck (Max of 30 ft truck length)		\$175.00
	Booth Space (12x12) - Electricity Not Provided		\$100.00
	Booth Space (12x12) - With Electricity Provided		\$130.00
	Additional Electrical Outlet		\$30.00
	Late Fee		No Charge
	Refundable Cleaning Deposit		\$100.00

Moved from "Recreation Fees"

MISCELLANEOUS	
Returned Payment	\$20.00
Chicken License	\$15.00
Original Art Mural Permit	\$50.00 plus inspection fees
Neighborhood Dumpsters	\$134.00
Online Traffic School Tuition	\$50.00
Credit Card Convenience Fee - transactions over \$1,000	3%

FIRE HYDRANT METERS	
Short Term Meter (3 days or less)	\$35 + usage charges
Long Term Meter (4 or more days)	\$60/month + usage charges
Usage Charges	\$5.00 per 1000 gallons
Lost, broken or damaged meter (with RPZ assembly)	\$2,000.00
Lost, broken or damaged meter (with Check Valve)	\$1,649.00
Fire Hydrant Tampering	\$250.00

DOCKLESS SHARED MOBILITY DEVICE	
Relocation Fee	\$20.00
Impound Fee	\$80.00



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Eric Howes, Community Services Director

MEETING DATE: March 3, 2026

SUBJECT: Discuss staff's recommendation of a consultant to complete and Impact Fee Analysis (IFA) to update the city's Park Impact Fee Facility Plan (IFFP) and Capital Facilities Plan (CFP).

RECOMMENDED ACTION

Provide staff with direction regarding their recommendation of a consultant to work with staff to complete and IFA and update the IFFP and CFP.

DESCRIPTION / BACKGROUND

This process would include an analysis of current Park Impact Fees and to provide the council with a recommended PIF assessment based on state law and current conditions. The IFFP and the CFP provide supporting documentation for the proposed impact fees and a plan for the use of any park impact fees collected.

The city's current IFFP was completed and adopted in 2013. An updated IFA is needed to ensure that park impact fees are in line with current conditions. The current CFP was also originally completed in 2013, but was updated in 2018. This plan is critical to identifying which projects will be needed in the future and which projects are impact fee eligible.

CORRESPONDING POLICY PRIORITIES

- Providing Quality Municipal Services

The completion of a current Impact Fee Analysis will allow the city to account for the impact of growth on our park system through the correct application of Park Impact Fees. This is an important tool that helps to maintain a good level of service for our residents.

HEDGEHOG SCORE

NA



FISCAL IMPACT

The estimated cost of the project is \$50,000. Staff is also requesting a \$5,000 contingency to ensure a complete and thorough finished product. This update is intended to be funded by existing impact fees.

ALTERNATIVES

Continue to utilize information based on the 2013 study and the updated 2018 Capital Facilities Plan.

SCHEDULE / TIME CONSTRAINTS

The process is expected to take 6-8 months to complete the analysis, prepare the CFP, and present to council for approval and adoption. This process also requires compliance with the public hearings process.

LIST OF ATTACHMENTS

- Proposal Evaluation Scoresheet

Evaluator	Confluence	dta Public Finance	Zion's Public Finance
Curtis	38	36	40
Eric	35	28	41
OVERALL TOTAL	73	64	81
2nd3rd			1st

To: Mayor Shepherd and City Council Members

From: Rich Knapp, Chief Finance Officer

Meeting Date: March 3, 2026

Subject: Fiscal Year 2027 Proposed Budget – Revenues and Operational Expenses

Recommended Action

Review and discuss the presented budget information, providing feedback and direction to staff for further refinement.

Description / Background

The second budget work session will focus on proposed revenues and operational expenses.

At this stage, with many key decisions and numbers still pending, the draft budget is not ready for Council distribution. The purpose of this session is to gather Council direction and feedback to help staff refine the budget and ensure long-term fiscal sustainability. We anticipate having sufficient data and analysis to support final budget decisions by mid-April.

Below is the tentative schedule of upcoming budget work sessions and topics:

March 3 Revenues, General Fund Operational Expenses
March 24 CDRA & Enterprise Funds and Rates
April 14 Review Tentative Budget and Decision Scenarios
April 28 Review Tentative Budget
May 12 Review & Adopt Tentative Budget

Corresponding Policy Priorities

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

The budget serves as the foundation for advancing our organization's core policy priorities. It provides the resources needed to deliver quality municipal services, enhance Clearfield's image, livability, and economic vitality, and sustain a highly motivated, well-trained workforce. Each



financial decision reflects our commitment to these goals, ensuring that funding aligns with the Council's vision for the community.

Alternatives

Budgeting for FY27 is essential to meet our operational and strategic obligations. While there is no option to forgo a budget, numerous possibilities exist for allocating resources, each reflecting different priorities and approaches to achieving the Council's goals.

Schedule / Time Constraints

The Tentative Budget must (probably old law by May) be approved on or before the first scheduled meeting in May, and the final budget must be approved by June 30 if there is no truth in taxation hearing. With a truth in taxation hearing, the last opportunity to adopt the final budget is August 31.