



CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
May 05, 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 with the Clearfield City Youth Commission Regarding their Attendance at the National League of Cities Congressional Cities Conference in Washington, D.C.

Discussion on the 2026-2027 CDBG Annual Action Plan, Amendments to the 2025-2029 Consolidated Plan and the Citizen Participation Plan

Discussion of the Future Required Public Hearing on Proposed Compensation Increases for Municipal Executive Officers

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

Posted April 29, 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

TO: Mayor Shepherd and City Council Members

FROM: Allison Barnes, CDBG Coordinator

MEETING DATE: May 5, 2026

SUBJECT: Discussion on 2026-2027 CDBG Annual Action Plan

RECOMMENDED ACTION

Approve Annual Action Plan, Amended ConPlan, and Amended Citizen Participation Plan


DESCRIPTION / BACKGROUND

As an entitlement community with the U.S. Department of Housing and Urban Development (HUD), Clearfield City receives federal funds to support low/moderate income households or neighborhoods through the Community Development Block Grant (CDBG) Program.

Each fiscal year, the City is required to create an Annual Action Plan (AAP) outlining the goals, funding priorities, and projects for the upcoming program year. The AAP must align with the City's Consolidated Plan to ensure goals and local needs are being met. The AAP provides direction for the expenditure of federal funds for local programs and services and is subject to public hearings.

Clearfield City expects to receive \$223,579 in Community Development Block Grant (CDBG) funds for July 1, 2026, to June 30, 2027. The committee recommends the following allocations:

- Public Service 15%- \$33,534
 - Open Doors- \$11,178
 - Safe Harbor- \$11,178
 - Davis Community Learning Center- \$11,178
- Administration 20%- \$44,715
- Facility Improvement 65%- \$145,330
 - Two ADA Pool Lifts- \$20,000
 - ADA Sidewalk Ramps- \$125,328



Amend the 2025-2029 Consolidated Plan/Annual Action Plan by reallocating \$26,000 from prior year funding (FY2019 & 2022) to the current facility improvement project (Elevator at City Hall). Amend the current Citizen Participation Plan (CPP) to update how public notices are published.

CORRESPONDING POLICY PRIORITIES

- Improving Clearfield's Image, Livability, and Economy

HEDGEHOG SCORE

FISCAL IMPACT

Funding is granted by the United States Department of Housing and Urban Development. No local funds are required to provide the assistance.

ALTERNATIVES

No alternatives are being presented at this time.

SCHEDULE / TIME CONSTRAINTS

A 30-day comment period from March 25, 2026 through April 28, 2026. A draft of the 2026-2027 Annual Action Plan, 2025-2029 Amended Consolidated Plan/Annual Action Plan, and Citizen Participation Plan was made available. The Annual Action Plan is required to be submitted to HUD by May 28, 2026.

LIST OF ATTACHMENTS

- Draft Annual Action Plan
- Amended ConPlan page
- Draft of the Amended Citizen Participation Plan



CLEARFIELD

UTAH'S MILITARY CITY

**COMMUNITY DEVELOPMENT BLOCK GRANT
CITIZEN PARTICIPATION PLAN**

UPDATED MARCH 2026

CITIZEN PARTICIPATION PLAN

Clearfield City, Utah
March 2026

PURPOSE OF THE CITIZEN PARTICIPATION PLAN

The purpose of the Citizen Participation Plan is to encourage all citizens of Clearfield City, especially those citizens who live in areas where Community Development Block Grant (CDBG) funds are to be used, to participate in the development of the City's Consolidated Plan, and the Annual Action Plan, any substantial amendments to the Consolidated Plan, or changes to the Annual Action Plan, the Grantee Performance Report and the Annual Performance Report.

Residents of public and assisted housing developments, predominantly low- and moderate-income neighborhoods, minorities, non-English speaking persons and persons with disabilities are especially encouraged to participate in the development and implementation of the Consolidated Plan and Annual Action Plan.

CITIZEN COMMENT

This Citizen Participation Plan (CCP) will be available for citizen review and comment at the Clearfield City Customer Service Center during regular City business hours. Notice of the availability of this Citizen Participation Plan will be published on the Utah Public Notice website (<https://www.utah.gov/pmn/>) and the Clearfield City website. In addition, the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall. ~~Notice of the availability of this Citizen Participation Plan will be published in the Standard Examiner. In addition to the newspaper the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.~~

Substantial amendments to the Citizen Participation Plan will be made available for a minimum of thirty (30) days for citizens to review and comment. Notice of the amendments will be published on the Utah Public Notice website (<https://www.utah.gov/pmn/>) and the Clearfield City website. In addition, the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall. ~~The Citizen Participation Plan will be available for review at the above-stated location and will be published in the Standard Examiner. In addition to the newspaper the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.~~ The Citizen Participation Plan will be made available, upon request, in a format accessible to persons with disabilities.

CITIZEN PARTICIPATION PLAN

In order to qualify for CDBG funds through the Department of Housing and Urban Development (HUD), Clearfield City must develop a Consolidated Plan **and/or Annual Action Plan** that details how the City will use the funds. The city recognizes that citizen input and participation is vital to the development of this plan. Prior to adoption of the Consolidated Plan **and/or Annual Action Plan**, the City will make available to citizens, public agencies and other interested parties, the amount of federal assistance the City expects to receive 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 will be available for review in the Clearfield City Customer Service Center and will be published on the Utah Public Notice website (<https://www.utah.gov/pmn/>) and the Clearfield City website. In addition, the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall. ~~This information will be available for review in the Clearfield City Customer Service Center and will be published in the legal notice section of the *Standard Examiner*. In addition to the newspaper the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.~~

Two public hearings will be held during the course of the CDBG Program year and the development of the Consolidated Plan and/or **Annual Action Plan**. The first public hearing will be to consider the range of activities to be funded by the CDBG program before the proposed Consolidated Plan **or Annual Action Plan** is published. The second public hearing will be to consider the actual activities/programs to be funded and the amount of funds to be allocated to these activities/programs. These meetings will especially focus on the needs of low- and moderate-income persons. Citizens will be given at least fourteen (14) days' notice of the date, time, and location of these public hearings. Notices will be published on the Utah Public Notice website (<https://www.utah.gov/pmn/>) and the Clearfield City website, and notices will be sent to the appropriate social service organizations in the city. These public meetings will be held in a location accessible to disabled persons. In addition, the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall. ~~Notices will appear in the *Standard Examiner*, and notices will be sent to the appropriate housing and social service organizations in the city. These public meetings will be held in a location accessible to disabled persons. In addition to the newspaper the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.~~

The proposed Consolidated Plan **or Annual Action Plan** shall be made available for public review and comment. **A summary of the proposed Consolidated Plan or Annual Action Plan will be published on the Utah Public Notice website (<https://www.utah.gov/pmn/>) and the Clearfield City website giving citizens a minimum of thirty (30) days to review the document before submission to the U.S. Department of Housing and Urban Development (HUD). In addition, the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.** ~~A summary of the proposed Consolidated Plan will be published in the Standard Examiner, giving citizens a minimum of thirty (30) days to review the document before submission to the U.S. Department of Housing and Urban Development. In addition to the newspaper the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.~~ Copies of the proposed Consolidated Plan will be available for review at the Clearfield City Building Department Office and will be available in hard copy or **digital disk** format. Upon request, The Consolidated Plan **or Annual Action Plan** will be made available in a format accessible to persons with disabilities.

Citizen review and comment of the proposed Consolidated Plan **and/or Annual Action Plan** is encouraged. Citizen comments must be presented orally or submitted in writing to the Clearfield City CDBG Coordinator and must be received prior to the end of the thirty (30) day comment period. A summary of all citizen comments and views received and a summary of any comments or views not accepted, and the reasons, therefore, will be attached to the final Consolidated Plan **and/or Annual Action Plan** submitted by Clearfield City.

The Clearfield City Council will hold a public hearing to review and adopt the proposed Consolidated Plan **or Annual Action Plan** prior to its submission to the U.S. Department of Housing and Urban Development (HUD). **The date, time, and location of the public hearing will be published on the Utah Public Notice website (<https://www.utah.gov/pmn/>) and the Clearfield City website, no less than fourteen (14) days prior to the date of the hearing. In addition, the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.** ~~The date, time, and location of that public hearing will be published in the Legal Notices section of the Standard Examiner, no less than fourteen (14) days prior to the date of the hearing. In addition to the newspaper the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.~~

For the public hearings, Clearfield City will provide special accommodations for persons with disabilities upon advance request, and an interpreter if it can be reasonably expected that a significant number of non-English speaking residents will participate. Times and locations will be convenient to potential and actual beneficiaries by holding meetings at the Clearfield City Hall during non-business hours.

CONSOLIDATED PLAN **AND ANNUAL ACTION PLAN AMENDMENTS**

Proposed changes to the Consolidated Plan and Annual Action Plan, that would substantially change the priorities, activities, or amount of CDBG funds (greater than \$10,000 dollars) from one eligible activity to another will constitute a substantial amendment to the Consolidated Plan or Annual Action Plan. Two public hearings must be held for each new substantial change.

Clearfield City will publish a summary of all the ~~the all~~ proposed substantial amendments, and the dates of the two public hearings to the Consolidated Plan, or Annual Action Plan, on the Utah Public Notice website (<https://www.utah.gov/pmn/>) and the Clearfield City website, giving a minimum of thirty (30) days to review the proposed substantial amendments before they are implemented. In addition, the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall ~~in the Standard Examiner, giving citizens a minimum of thirty (30) days to review the proposed substantial amendments before they are implemented. In addition to the newspaper the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.~~ The proposed substantial amendments to the Consolidated Plan and/or Annual Action Plan will be available for public review at the Clearfield City Customer Service Center. Free copies of the proposed substantial amendments will be available in hard copy or digital disk format through the Clearfield City Customer Service Center, upon request.

Citizen comments regarding the proposed substantial amendments to the Consolidated Plan and/or Annual Action Plan must be presented orally or submitted in writing to the Clearfield City CDBG Coordinator and received prior to the end of the thirty (30) day comment period. A summary of all citizen comments and all citizen comments not accepted, and the reasons, therefore, will be attached to the final substantial amendments to the Consolidated Plan and/or Annual Action Plan.

PERFORMANCE REPORTS

Clearfield City will publish a notice of availability of the City's Consolidated Annual Performance Evaluation Report (C.A.P.E.R.) on the Utah Public Notice website (<https://www.utah.gov/pmn/>) and the Clearfield City website. In addition, the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall, ~~in the Standard Examiner. In addition to the newspaper the public notice and hearings will be posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, as well as City Hall.~~ A minimum of fifteen (15) days will be provided for citizens to review the Performance Report before submission to the U.S. Department of Housing and Urban Development. The Performance Report will be available in hard copy or digital disk format through the Clearfield City CDBG Coordinator. The Performance Report will be made available in a format accessible to persons with disabilities, upon request.

Citizen comments regarding the Performance Report must be presented orally or submitted in writing to the Clearfield City CDBG Coordinator and received prior to the end of the fifteen (15) day comment period. A summary of all citizen comments and a summary of any comments not

accepted, and the reasons, therefore, will be attached to the Consolidated Plan Performance Report submitted by Clearfield City.

EXCEPTIONS TO PUBLIC CONSULTATION AND NOTICE REQUIREMENTS

Clearfield City, when provided the authority from the U. S. Department of Housing and Urban Development (HUD), may utilize any flexibilities or statutory waivers provided by HUD as they relate to the CDBG program. Waivers are typically provided in the event of disaster and/or emergency declaration, though waivers may be available at other times specified by HUD.

Disaster/Emergency Events:

A declared disaster or emergency may include but is not limited to the following:

1. Man-Made Disaster
2. Natural Disaster
3. Terrorism
4. Infectious Disease or Pandemic
5. National Emergency

If waivers are available from HUD to assist in expediting available additional resources and/or any plan modifications, Clearfield City may take full advantage of offered exceptions to standard citizen participation requirements outlined herein.

Reasonable notice and opportunity for public comment will be considered the minimum standard outlined and provided in any HUD waivers.

AVAILABILITY OF RECORDS

All records and information pertaining to the Clearfield City's CDBG Consolidated Plan and the use of federal assistance under the programs of the U.S. Department of Housing and Urban Development will be available for review by the citizens of Clearfield City. Interested persons may contact the Clearfield City Building Department and request to review this information.

All materials will be provided upon forty-eight (48) hours notice and can be viewed at the Clearfield City Customer Service Center.

TECHNICAL ASSISTANCE

Clearfield City will provide technical assistance to groups representing persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan **and Annual Action Plan**.

COMPLAINTS

Citizens wishing to submit a complaint regarding any portion of the citizen participation process and/or development of the CDBG application, Consolidated Plan, **Annual Action Plan**, Performance Report or amendments to the Consolidated Plan, may do so according to the following procedure:

1. Formal complaints should be submitted in writing to:
Clearfield City
Community Development Office
55 South State Street
Clearfield, Utah 84015

The Development Services Manager will refer the complaint to the appropriate City staff member for written response regarding the complaint. The written response will be mailed within fifteen (15) business days of receipt of the complaint.

2. If the complainant is not satisfied with the City staff's response, the complainant can appeal the decision to the Clearfield City Manager or his/her designee. The City Manager will have thirty (30) business days to take further action as deemed necessary to address the complainant's concerns.
3. If the complainant is not satisfied with the response of the Clearfield City Manager, a formal complaint may then be addressed directly to the Rocky Mountain office of the Department of Housing and Urban Development at:

U.S. Department of Housing and Urban Development
Community Planning & Development
1670 Broadway
Denver, CO 80202

ANTI-DISPLACEMENT/RELOCATION PLAN

It shall be the declared policy of Clearfield City to establish and follow the plan described below to minimize the adverse impacts on persons of low- and moderate-income resulting from acquisition and relocation activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended. This plan does not replace, but is supplementary to, the acquisition and relocation requirements stated in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as well as the Utah Relocation Assistance Act.

I. Replacement of Dwelling Units

- A. Clearfield City will replace all occupied and vacant occupiable low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.496a.(b)(1) on a one-for-one basis, unless a written waiver has been received as provided for in 24 CFR 570.496a.(b)(1)(III).
- B. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before

obligating or expending funds that will directly result in such demolition or conversion, Clearfield City will make public and submit to the HUD Rocky Mountain Office the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

II. Relocation Assistance

Clearfield City will provide relocation assistance, as described in 24 CFR 570.496a.(b)(2) to each low-moderate-income household displaced by the demolition of housing or by the conversion of a low-moderate-income dwelling to another use as a direct result of assisted activities.

III. Displacement Strategy

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, as amended, Clearfield City will take the following steps to minimize the displacement of persons from their homes:

- A. Stage the rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, rehabilitation of empty units to allow the shifting of tenants during rehabilitation of occupied units;
- B. Provide counseling to assist homeowners and renters to understand the range of assistance options available, utilizing existing housing counseling programs to the greatest extent possible;

- C. Give priority in assisted housing units in the neighborhood to area residents facing displacement;
- D. Target Section 8 existing program certificates to households being displaced, and recruit area landlords to participate in the program;
- E. Provide counseling and referral services to assist displaced homeowners and renters find alternative housing in the affected neighborhood; and
- F. Work with area landlords and real estate brokers to locate vacancies for households facing displacement.

DRAFT

AP-35 Projects - 91.420, 91.220(d)

Introduction

The following Amendments are being added to the Plan.

- Reallocate \$26,000 from unused funds (FY2019 & FY2022) to the facility improvement project (Elevator at City Hall)

Clearfield City will receive approximately \$206,865.00 in Community Development Block Grant (CDBG) funds for the July 1, 2025, to June 30, 2026, funding cycle. Over the next year CDBG funds will be utilized as follows:

The following projects will be funded in 2025 using CDBG dollars:

- **Open Doors (Family Connection Center)** - \$10,342.00 Circles Program for low-income families to obtain job skills.
- **Davis Community Learning Center** - \$10,342.00 The funds will help fund two part-time Family Support Specialists (FSS) at Holt and Wasatch Elementary. The FFS work directly with school principals and families in need or crisis to address needs and provided assistance.
- **Safe Harbor** - \$10,342.00 Case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies.
- **Facility Improvements** - \$134,466.00 Funds will be used towards replacing elevator in City Building.
- **Administration** - \$41,373.00 Administrative expenses in order to oversee and administer the CDBG program at Clearfield City.

#	Project Name
1	Facility Improvements/ Elevator at City Hall
2	Open Doors
3	Safe Harbor
4	Davis Community Learning Center
5	Administration

Table 20 – Project Information

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

Clearfield City expects to receive approximately **\$223,579** in Community Development Block Grant (CDBG) funds for the **July 1, 2026, to June 30, 2027**, funding cycle. This is \$16,714 more in CDBG funds than Clearfield City received from the last funding cycle. No other federal, state, or county funds are anticipated. Over the next year CDBG funds will be utilized as follows:

- **Open Doors - \$11,178.00** -The funds will help staff wages and food services for the Circles Program. This program will help individuals from low-income families obtain jobs and life skills so that they are better equipped to break the generational cycle of poverty.
- **Davis Community Learning Center - \$11,178.00** - The funds will help fund two part-time Family Support Specialists (FSS) at Holt and Wasatch Elementary. The FFS works directly with school principals and families in need or crisis to address needs and provide assistance.
- **Safe Harbor - \$11,178.00**- Case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies.
- **Facility Improvements/ADA Pool Lifts- \$20,000**- Funds will be used towards two ADA pool lifts at the Clearfield Aquatic Center to remove architectural barriers that restrict the mobility and accessibility of elderly or disabled persons.
- **Facility/Public Improvements ADA Ramps- \$125,328.00**- Funds will be used towards installing new or upgrade existing ADA sidewalk ramps throughout the City in LMI areas to enhance pedestrian connectivity and improve accessibility for residents with disabilities.
- **Administration - \$44,715.00** Administrative expenses to oversee the CDBG program at Clearfield City and notices.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Strategic Plan outlines the following priority needs. These needs are based on the information from the needs assessment and market analysis that was conducted in 2020.

Consolidated Plan Priority Needs:

- Provide Decent Housing
- Create a Suitable Living Environment
- Expand Opportunities for Low and Moderate Income (LMI) Persons

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Each year, Clearfield City reports its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The most recent CAPER was for the 2024-2025 program year which was part of the 2020 Consolidated Plan. The CAPER is submitted to HUD within 90 days after the start of each new program year. At that time, HUD reviews the CAPER report and feedback is provided. The most recent feedback provided as the 2020 Annual Community Assessment indicated "the activities undertaken are consistent with Clearfield's HUD-approved Consolidated plan, and Clearfield City continues to make progress in meeting its housing and community development goals."

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Clearfield City has adopted a Citizen Participation Plan that is implemented in conjunction with the One Year Action Plan. The Citizen Participation Plan is designed to provide for public input into the allotment of CDBG funds granted to Clearfield City. Notice of the public hearing is published in the Ogden Standard-Examiner, which is the local newspaper. Anyone can freely attend the public hearing and give comments on the One Year Action Plan. The required 30-day public comment period was held from March 25, 2026, until April 27, 2026. The City Council reviewed the final draft of the One Year Action Plan for approval and adoption on May 12, 2026.

The notice of the public hearing was published in the newspaper and Utah Public Notice website at least 14 days before the hearing. In addition to the publication, public notices are posted at the Clearfield Post Office, Davis County Library - Clearfield Branch, Freeport Center Post Office, Clearfield City Hall, and on Clearfield City's website. Prior to the adoption of the One Year Action Plan, Clearfield City informed the public of the anticipated amount of federal funds 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 is always available at the customer service center in City Hall.

Residents of public and assisted housing developments, predominantly moderate to low-income neighborhoods, minorities, non-English speaking persons, and persons with disabilities are especially encouraged to participate in the One Year Action Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public comments received for this Annual Action Plan are as follows:

Public hearing held on February 24, 2026:

- None

30-day comment period from March 25, 2026, to April 27, 2026:

- None

Public hearing held on March 24, 2026:

- None

Public hearing held on May 12, 2026:

- None

6. Summary of comments or views not accepted and the reasons for not accepting them

Comments received are listed above.

7. Summary

The 2026 Annual Action Plan is a continuation of the local priorities and goals that have been previously identified in the 2025-2029 Consolidated Plan and outlines a strategy for implementing those goals and objectives. The city complied with all legal notice requirements and encouraged and accepted public comments throughout the entire process. All public comments are submitted to the City Council.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	CLEARFIELD	Legal Department

Table 1 – Responsible Agencies

Narrative

The City of Clearfield's Legal Department is the lead agency for preparing and administering the Consolidated Plan, One Year Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER).

Consolidated Plan Public Contact Information

Clearfield City Corporation

Legal Department

55 South State Street

Clearfield, Utah 84015

Telephone: (801)525-2772

Email: Allison.barnes@clearfieldcityut.gov

DRAFT

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Clearfield City encourages a high level of agency consultation in an effort to best identify and address priority needs. This process ensures the participation of nonprofit organizations and private citizens along with public agencies in a collaborative effort. Clearfield City, in consultation with local partners, prioritized the community's needs.

The City of Clearfield conducted outreach and consultation efforts with citizens, local municipal officials, non-profit agencies, public housing agencies, governmental agencies, private organizations, and the Continuum of Care in preparing this Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

To enhance coordination efforts between Clearfield City and the public housing providers, private industry, governmental health, mental health, and other service agencies, Clearfield City sought their feedback and suggestions. Clearfield City incorporated these suggestions into the Annual Action Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Clearfield City is part of the Balance of State Continuum of Care. Clearfield City is supportive of existing and future efforts and activities that are accomplished through the following service providers that address the needs of homeless persons: Balance of State Continuum of Care, Open Doors, and the Davis Community Housing Authority. One such effort is the Regional Coordinated Assessment Plan. The plan allows for a coordinated effort among providers to prioritize the needs of their clients across organizational boundaries. Each provider uses the same assessment tool when individuals and families need services. All people are assessed by acuity. Those persons with the highest need, or that have the most vulnerability, are prioritized. Those with the highest priority of need are given the first opportunity to receive housing with supportive services. The providers in Davis County that currently participate include Open Doors, Safe Harbor, Davis Behavioral Health, and the Davis Community Housing Authority.

Clearfield City does not operate any homeless facilities or provide homeless services directly. However, in addition to the efforts above, Clearfield City supports the programs and facilities offered by other local and state agencies through sales tax re-distribution. Clearfield City levies 1% sales and uses a tax on all transactions in Clearfield. The state withholds a small portion of this tax from Clearfield City to be distributed for the benefit of emergency food and shelter programs. Additionally, Clearfield City

participates in the County's Local Homeless Coordinating Committee (LHCC) meetings. This will help ensure that local and regional goals and objectives are met, efforts are not duplicated, and communication is improved.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Clearfield City does not allocate ESG funds, develop performance standards and evaluate outcomes, or develop funding, policies, and procedures for the administration of HMIS.

In Utah, membership of the Balance of State Continuum of Care (of which Davis County is a member) is comprised of Local Homeless Coordinating Councils (LHCC) of which Clearfield City participates. Each region's LHCC is inclusive of stakeholders committed to the goal of ending homelessness. These include prevention, outreach, shelter, housing providers, ESG recipients and funders, faith organizations, government agencies, and law enforcement. Needs, service trends, HMIS and PIT data, HEARTH requirements, and goals are also discussed. CoC priorities and goals are discussed, and information is provided to CoC leadership to incorporate into CoC-wide plans. CoC staff provide training and support to the LHCCs to ensure that the makeup of the Council is reflective of the local community.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Davis Community Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Davis Community Housing Authority (DCHA) is a Public Housing Authority (PHA), that has served the Davis County community since 1972. DCHA administers a wide variety of programs in a continuing effort to meet our local need for affordable housing. They own and manage several apartment complexes and single-family dwellings throughout the county, as well as administer federal housing programs for the Department of Housing and Urban Development (HUD), including the Public Housing program and Section 8 Housing Choice Vouchers. DCHA coordinates with community partners in actively seeking solutions to address the needs of individuals and families experiencing homelessness in our community.
2	Agency/Group/Organization	Balance of State Continuum of Care
	Agency/Group/Organization Type	Housing Services-Victims of Domestic Violence Services-homeless Other government - State

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy HOPWA Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City representatives met with agency representatives to discuss the Market Analysis and Needs Assessment portions of the Consolidated Plan. Clearfield City continues to work closely with the Davis County Local Homeless Coordinating Committee.
3	Agency/Group/Organization	Davis County Health Department
	Agency/Group/Organization Type	Services-Health Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Davis County Health Department provided key information for the Market Analysis, insight into the needs of low- and moderate-income residents, and data on the County's Health Plan.

4	Agency/Group/Organization	Davis County Chamber of Commerce
	Agency/Group/Organization Type	Planning organization Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Davis County Chamber of Commerce provided information on the economic development initiatives within the county, the needs of business owners, and the forecast for future development within the region.
5	Agency/Group/Organization	Hill Airforce Base
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Services-Employment Services - Victims Other government - Federal Major Employer
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Anti-poverty Strategy

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Hill Air Force Based provided information on the housing resources that are available on-base and the challenges that airmen face when they look to find housing in the community. Additionally, Hill Air Force Base provided information on their mental health, domestic violence, health clinics, and general information on resources available on the base.</p>
6	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p>	<p>CLEARFIELD</p> <p>Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Service-Fair Housing Services - Victims Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Other government - Local Planning organization</p>

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed with Clearfield City of Clearfield's Victims' Services team the available resources and support that is available through Clearfield City police, and local non-profits for families experiencing domestic violence. The City of Clearfield provided information on the need for broadband buildout in the community and the planned buildout of Utopia Fiber. Clearfield City also provided documents on the planning for natural disasters and flood-prone areas.
7	Agency/Group/Organization	Archway Youth Services
	Agency/Group/Organization Type	Services-Children Child Welfare Agency Publicly Funded Institution/System of Care Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed with Archway Youth Services the resources that are available to families and children who are in crisis. Archway Youth Services is a part of Utah Department of Human Services, Juvenile Justice Services. Services provided include detention, long-term secure care, case management, and day skills intervention.
8	Agency/Group/Organization	DAVIS BEHAVIORAL HEALTH
	Agency/Group/Organization Type	Health Agency Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Davis Behavioral Health began in 1972 as a Davis County mental health agency and later incorporated as a 501(c)(3) non-profit. Davis Behavioral Health provides mental and behavioral health assistance to roughly 10,000 deserving individuals who have the courage to seek help.
9	Agency/Group/Organization	Open Doors
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Open Doors provides a (1) crisis respite nursery, (2) parent education, (3) therapy. 24-hour Crisis/Respite Nurseries provide free and confidential emergency care day and night for children 0-11 years of age for parents in distress, giving children a safe haven while parents work to create a more stable, healthy home environment. Family Support Case Management focuses on the prevention of crisis in at-risk families through weekly visits and parent education classes, providing parenting skills, training, and literacy enhancement leading to family stability and children's educational success. Therapy services provide free counseling treatment to families dealing with domestic violence, child abuse, and other traumas to improve mental health, strengthen relationships, enhance functioning, and prevent re-victimization
10	Agency/Group/Organization	Safe Harbor Crisis Center
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Safe Harbor, a non-profit organization, provides shelter, supportive services, and advocacy to survivors of domestic violence and sexual assault, as well as education, awareness, and resources to our community.

Identify any Agency Types not consulted and provide rationale for not consulting

Clearfield City worked to consult with all agencies that are required for the Consolidated Plan process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Utah Balance of State, Continuum of Care	State of Utah Strategic Plan on Homelessness (updated 2020). The goals of the Strategic Plan on Homelessness are (1) To make homelessness rare (2) To make homelessness brief (3) To make homelessness non-recurring (4) Collaboratively (5) To address homelessness in all of Utah. The City of Clearfield's Consolidated Plan goals align with these goals. Clearfield City is working with Safe Harbor Crisis Center to help support domestic violence survivors and to ensure that they have access to permanent housing. Clearfield City works collaboratively with the cities in the region and Davis County to help ensure that the economic development, transportation, and other initiatives are done in a concerted way to benefit all residents.

Table 3 - Other local / regional / federal planning efforts

Narrative



AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

One of Clearfield City's initial goals is to seek broad participation from low and moderate-income residents, including minorities, non-English speaking persons, persons with disabilities and public housing residents.

All public meetings are held in a location convenient to residents, particularly those who are potential or actual beneficiaries. In addition to meetings being held at times to provide maximum flexibility for an array of citizen schedules, meetings are also live-streamed and available to access via the Utah Transparency webpage, city webpage, and on the city's social media platforms. Attention is given to ensuring meeting times increase the probability of maximum citizen participation.

Clearfield City's largest minority population is made of Hispanic and/or Latino persons. To encourage participation from these minorities, the public hearing announcement was published in the newspaper in both Spanish and English. Efforts are being made to make the Survey available in Spanish, as well as resources for translators at public hearings.

Citizen participation plays a vital role in the needs assessment, market analysis, and the construction of the goals and priorities featured in the Consolidated Plan. Clearfield City provided two surveys to residents to gather input on the Consolidated Plan process and the updated Assessment of Impediments to Fair and Affordable Housing (AI). The Consolidated Plan survey had 286 responses and the AI survey had 741 responses.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	Clearfield City held a public hearing in conjunction with the City Council meeting on February 24, 2026. The intent of the hearing was to gathering information and ideas for the Annual Action Plan.	Comments can be found under section AP-05, number 5	Clearfield City accepts and records all comments. No comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	Clearfield City held a public hearing in conjunction with the City's Council meeting on March 24, 2026. The intent of the hearing was to inform persons of the amount of federal assistance Clearfield City expects to receive and the range of activities the CDBG program can fund, and to provide a forum for residents, local officials, and others to contribute to the plan.	Comments can be found under section AP-05, number 5.	Clearfield City accepts and records all comments. No comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	The public hearing was noticed in Clearfield City's newspaper of general circulation, the Ogden Standard-Examiner, Clearfield City's website, the City Hall building, the Freeport Center Post Office, and the Davis County Library - Clearfield branch. The notice was published in both English and Spanish to garner as much participation as possible from Clearfield City's largest minority group.	None	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	A notice of the hearing was posted on Clearfield City's website.	None	None	
5	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p>	A public hearing was held on May 12, 2026.	Comments can be found under section AP-05, number 5.	Clearfield City accepts and records all comments. No comments were received.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The following anticipated resources from the CDBG program will be available during the 2026-2027 program year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	223,579.00	0.00	0.00	223,579.00	0.00	The annual allocation of funds granted for the program year 2026-2027 is \$223,579.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Clearfield City has no additional resources to augment CDBG funds, except within the Public Services category. Each of the subrecipients that

Clearfield City has partnered with provides additional private, state and local funds to complete their program goals.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

N/A

Discussion

Clearfield City will rely on its CDBG source of funds as the sole source for completion of CDBG eligible activities.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Facility Improvements	2025	2029	Non-Housing Community Development	Citywide	Create a Suitable Living Environment	CDBG: \$145,330.00	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 500 Households Assisted
2	Public Services	2020	2024	Affordable Housing Homeless Non-Homeless Special Needs	Citywide	Create a Suitable Living Environment Expand Opportunities for LMI Persons Provide Decent Housing	CDBG: \$33,536.00	Public service activities other than Low/Moderate Income Housing Benefit: 1080 Persons Assisted
3	Administration	2025	2029	Program Administration	Citywide		CDBG: \$44,715.00	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Facility Improvements
	Goal Description	
2	Goal Name	Public Services
	Goal Description	
3	Goal Name	Administration
	Goal Description	

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AP-35 Projects - 91.420, 91.220(d)

Introduction

The following projects will be funded in 2026-2027 using CDBG dollars:

- **Open Doors - \$11,178.00-** The funds will help staff wages and food services for the Circles Program. This program will help individuals from low-income families obtain jobs and life skills so that they are better equipped to break the generational cycle of poverty.
- **Davis Community Learning Center - \$11,178.00-** The funds will help fund two part-time Family Support Specialists (FSS) at Holt and Wasatch Elementary. The FFS works directly with school principals and families in need or crisis to address needs and provide assistance.
- **Safe Harbor - \$11,178.00-** Case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies.
- **Facility Improvements/ADA Pool Lifts- \$20,000-** Funds will be used towards two ADA pool lifts at the Clearfield Aquatic Center to remove architectural barriers that restrict the mobility and accessibility of elderly or disabled persons.
- **Facility/Public Improvements ADA Ramps- \$125,328.00-** Funds will be used towards installing new or upgrade existing ADA sidewalk ramps throughout the City in LMI areas to enhance pedestrian connectivity and improve accessibility for residents with disabilities.
- **Administration - \$44,715.00-** Administrative expenses to oversee the CDBG program at Clearfield City and notices.

#	Project Name
1	Open Doors
2	Safe Harbor
3	Davis Community Learning Center
4	Facility Improvement

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The funding priorities have not changed from those outlined in the Strategic Plan. Clearfield City does not foresee any obstacles in addressing the needs of the underserved.

AP-38 Project Summary
Project Summary Information

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1	Project Name	Open Doors
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Create a Suitable Living Environment Expand Opportunities for LMI Persons
	Funding	CDBG: \$11,178.00
	Description	Open Doors Circles Program aides low-income individuals to carry out community economic development through job training and job retention skills. The Circles Program supports low-income families and individuals with the relationship, confidence and knowledge required to reach financial stability. The program connects community members with low-income families and individuals on their journey out of poverty. This is done by providing classes, teaching job skills, financial literacy, and how to survive not utilizing social services.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	The estimate number of low to moderate income families that will benefit the Circle Program will be 68.
	Location Description	1360 E. 1450 S. Clearfield, UT 84015
Planned Activities	The Circles Program supports low-income families and individuals with the relationship, confidence and knowledge required to reach financial stability. The program connects community members with low-income families and individuals on their journey out of poverty. This is done by providing classes, teaching job skills, financial literacy, and how to survive not utilizing social services.	
2	Project Name	Safe Harbor
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Create a Suitable Living Environment
	Funding	CDBG: \$11,178.00

	Description	The Safe Harbor project will provide funds that will allow for case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies to victims of domestic violence.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	The estimate number of families that will benefit will be 100.
	Location Description	Office building in Layton
	Planned Activities	The Safe Harbor project will provide funds that will allow for case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies to victims of domestic violence.
3	Project Name	Davis Community Learning Center
	Target Area	
	Goals Supported	Public Services
	Needs Addressed	Create a Suitable Living Environment Expand Opportunities for LMI Persons
	Funding	CDBG: \$11,178.00
	Description	The Davis Community Learning Center project will fund the salaries of two volunteer and resource coordinators at Wasatch and Holt Elementary schools, both Title 1 schools. The projects will assist with the administrative expense to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	The estimate number of families that will benefit from the DCLC is 900.
	Location Description	
	Planned Activities	The Davis Community Learning Center project will fund the salaries of two volunteer and resource coordinators at Wasatch and Holt Elementary schools, both Title 1 schools. The projects will assist with the administrative expense to offer ESL, GED completion, parent involvement classes, citizenship, and computer classes.

4	Project Name	Facility Improvement
	Target Area	Citywide
	Goals Supported	Facility Improvements
	Needs Addressed	Create a Suitable Living Environment
	Funding	CDBG: \$20,000.00
	Description	Add two ADA pool lifts at the Clearfield Aquatic center to remove architectural barriers that restrict the mobility and accessibility of elderly or disabled persons.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	The estimated number of families that will benefit from this activity is 500.
	Location Description	825 S. State Street Clearfield, UT 84015
	Planned Activities	Add two ADA pool lifts at the Clearfield Aquatic center to remove architectural barriers that restrict the mobility and accessibility of elderly or disabled persons.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Clearfield City did not identify a geographic target area as a basis for funding allocation priorities.

Geographic Distribution

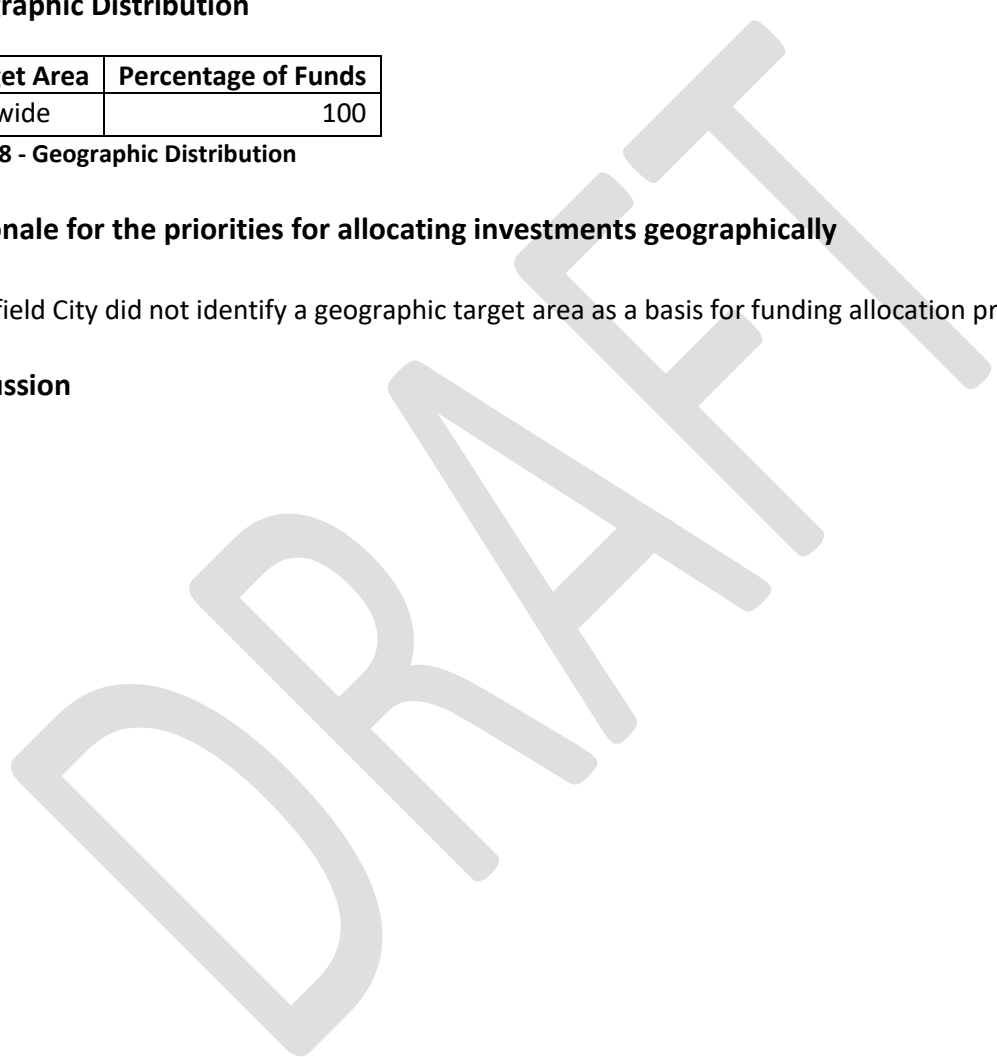
Target Area	Percentage of Funds
Citywide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Clearfield City did not identify a geographic target area as a basis for funding allocation priorities.

Discussion



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AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The following barriers have been identified via conversation with the local public housing authority as well as based on data from the Regional Analysis of Impediments to Fair Housing Choice - Davis County and the City's former consolidated plan.

- The current Redevelopment Agency policy no longer requires that new developments include an affordable housing piece. Only one of the three RDA programs, the Urban Renewal Areas (URA) program, whose purpose is to remove blight sets aside a portion of the tax increment financing for affordable housing.
- Clearfield City's current ordinance does not allow for group homes, nursing homes, or single room occupancy units.
- Clearfield City does not have a standard or requirement for new housing to be accessible, i.e., accessible or 'visit-able' by persons with disabilities.

Actions it planned 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

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.

The City Council adopted or modified several ordinances to encourage moderate income housing. In 2021, Clearfield passed an Accessory Dwelling Unit ordinance to create additional housing options for its residents and continues to allow for Flag Lot development and residential infill.

In 2025, Clearfield City issued a certificate of occupancy for the following housing units and types:

The majority of these units are within walking distance to major transit corridors. Clearfield City staff continues to promote commercial development to serve these residential areas as well. Clearfield City has continued to work collaboratively with other communities by serving on regional planning committees addressing moderate income housing needs, transit, and future growth along the Wasatch Front. Clearfield City will also continue to collaborate with the Utah League of Cities and Towns, Envision Utah, and the Wasatch Front Regional Council on these issues.

Clearfield City has continued to work collaboratively with other communities by serving on regional planning committees addressing moderate income housing needs, transit, and future growth along the Wasatch Front. Clearfield City will also continue to collaborate with the Utah League of Cities and Towns, Envision Utah, and the Wasatch Front Regional Council on these issues.

Discussion

Clearfield City continues to be a leader in addressing housing challenges within Davis County. In addition to the above increase in housing units issued a certificate of occupancy in 2024, the city anticipates the following additional housing units to be made available to the residents in the near future:

This city will continue to regularly review zoning ordinances, tax policies affecting land, fees and charges, and other such policies that may affect the return of residential investment.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Clearfield City plans to undertake the following activities to carry out the strategies outlined in the plan.

- Work with service providers around Clearfield and region in order to facilitate strategies that meet the needs of the underserved.
 - Fund Open Doors which will allow the center to provide emergency food and case management to at-risk and low-income families along with financial and work-related training.
 - Fund the Davis Community Learning Center in order to provide funding to two volunteer and resource coordinators at two Title 1 schools, Wasatch and Holt Elementary.
 - Fund Safe Harbor in order to provide case management, self-sufficiency support, educational and supportive groups, life skills classes, and connections to other resource agencies to victims of domestic violence.
 - Maintain relationships with the Public Housing Agency, Davis Community Housing Authority, the Local Homeless Coordinating Committee, Open Doors, and Safe Harbor in order to create an ongoing opportunity to coordinate activities and resources.

Actions planned to address obstacles to meeting underserved needs

Clearfield City will work with service providers and Davis County to identify and address obstacles to meet the needs of the underserved.

- **Clearfield Moderate Income Housing Plan**

The Housing Element of Clearfield City's General Plan is required to be updated every five years. This update also is in conformance with the new requirements imposed by SB 34, which was passed by the Utah State Legislature in their 2019 Session. Such mandate requires cities to facilitate a reasonable opportunity for a variety of housing, including moderate income housing.

Clearfield City has identified a list of identified programs or policies identified as "potential housing tools" which may be useful for future development of housing within Clearfield.

- **Bonding for Infrastructure Development**

Some communities use this tool to accelerate installation of or reconstruction of above and underground utilities and infrastructure (implements Goal #1-4).

- **Density Bonus**

Density bonus programs can be a resource used by developers to leverage additional density than

current zoning ordinances allow, they are also commonly used to complement the use of (LIHTC) low-income housing tax credits. A density bonus can provide an increase in the number of dwelling units per acre, overall height, or floor area ratio with the goal of more units being built on a single parcel. Density programs can allow for a percentage of increase in baseline permitted density in exchange for affordable housing units.

- **Accessory Dwelling Units (ADU)**

This is a valuable option for those who desire to age in place or need additional income. The allowance of ADUs in single family residents can be used as a strategy to increase the supply of affordable rental housing by allowing those owning homes an option to use under-utilized portions of their property.

Actions planned to foster and maintain affordable housing

Although the city does not have specific programs that utilize city funding to foster and maintain affordable housing, the city has carefully utilized CDBG funding in the past to offset the costs of residential repair and upgrades to assist in the maintenance of the existing low-moderate income housing stock within the city. Currently, in addition to maintaining its broad zoning and designations to ensure a range of housing choices, Clearfield City intends to take the following steps to foster and maintain affordable housing:

- **Blight Removal and Specific Housing Development**

Clearfield City will use CDBG funding to purchase a blighted vacant lot that has a negative impact on the low-income neighborhood. The property will then be donated to an organization that will invest in and improve the unimproved lot by building a new home, eliminating the blight, and increasing the value of the surrounding homes within the low-income neighborhood. Finally, the improved lot and house will be sold at an affordable rate to a low-income qualifying family that has demonstrated a unique need.

- **Reduced Lot Size**

Clearfield City will continue to carefully and with purpose consider the reduction in residential lot sizes to allow for the construction of additional housing stock, as well as reduce the cost of housing in an effort to support an overall more affordable housing stock within the city.

- **Low-Income Housing Tax Credits (LIHTC)**

Clearfield City will continue to carefully consider the utilization, where appropriate, of LIHTC tax credits. LIHTC is a federal low-income housing tax credit program that will provide a subsidy for the construction of affordable rental units serving residents at 60% area median income or below. Developers can utilize a 4% IRS credit. The Utah Housing Corporation manages the LIHTC program in Utah and ensures compliance with IRS requirements and long-term deed restrictions. LIHTC has been a successful tool

used on a national and local level to build and sustain the moderate-income housing stock (implements Goal #1-3).

- **Land Acquisition**

Clearfield City will continue to carefully consider using land acquisition as a tool to incentivize developers to create moderate-income housing stock. This process creates a public-private partnership in which Clearfield City owns land and, through a competitive process, “grants” the land to a qualified developer to build a housing product that addresses the needs of the community. This program helps reduce the parcel purchase cost for the developer, which in turn can increase a more affordable housing stock for residents.

Actions planned to reduce lead-based paint hazards

For CDBG-funded activities, Clearfield City will continue to follow the lead testing protocol as required. Clearfield City has a significant portion of its housing stock that was built prior to 1978, so lead will continue to be an issue for home renovation projects.

Actions planned to reduce the number of poverty-level families

Clearfield City will fund Open Doors which will allow the center to provide emergency food and case management to at-risk and low-income families. The funding will provide emergency assistance and educational efforts that will help youth, the elderly, and low-income people escape poverty and homelessness.

Clearfield City will also fund the Davis Community Learning Center to provide funding to two volunteer and resource coordinators at two Title 1 schools, Wasatch and Holt Elementary. The resource coordinators will connect families in need or in crisis with various resources in the community. The coordinators will then follow up with the clients to ensure they received the services they needed. 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 planned to develop institutional structure

Clearfield City is committed to continuing its education and understanding of HUD CDBG program funding. Clearfield City will continue to work with community stakeholders, area non-profits, residents, and City Council to ensure that funds are utilized in an efficient and effective manner. When reasonable, Clearfield City will send staff to trainings and participate in webinars. Clearfield City will continue to update and receive feedback from the City Council on the status of projects and the progress of meeting program goals. Institutional transparency and communication with the community are a top priority for all City projects. Clearfield City staff will continue evaluating and improving programs to ensure the needs of the community are being met with the available funding and

resources.

Actions planned to enhance coordination between public and private housing and social service agencies

To enhance the coordination between public and private housing and social service agencies, Clearfield City will reach out to the Public Housing Agency, Davis Community Housing Authority, the Local Homeless Coordinating Committee, Open Doors, and Safe Harbor to create an ongoing opportunity to coordinate activities and resources. Clearfield City staff will coordinate internally to identify programs and other resources that can be coordinated to achieve common goals.

Discussion

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Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Clearfield City plans to do the following actions in 2026:

- Clearfield City plans to prevent homelessness by assisting 100 persons fleeing domestic violence by funding the Safe Harbor program's shelter and shelter services.
- Clearfield City staff will connect and coordinate services with the Balance of State Continuum of Care and Davis County Local Homeless Coordinating Council to identify and assess the individual needs of unsheltered homeless persons in Clearfield City.
- Clearfield City will fund the only domestic and sexual violence service provider, Safe Harbor/Davis Citizens' Coalition Against Violence. The project will allow 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.
- Clearfield City will work with the Davis Community Housing Authority to continue to assist homeless people to make the transition to permanent housing and independent living. Though Clearfield City continually works with service providers, Clearfield City does not plan to allocate 2026 funding toward this activity.
- Clearfield City will continue to consult and coordinate 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 to continue to assist homeless persons to make the transition to permanent housing and independent living. Though Clearfield City continually works with these organizations, Clearfield City does not plan to allocate 2026 funding toward this activity.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- | | |
|--|---|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 0 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |

4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

DRAFT

Discussion

DRAFT



STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Stuart Williams, City Attorney

MEETING DATE: May 5, 2026

SUBJECT: Future Required Public Hearing on Proposed Compensation Increases for Municipal Executive Officers

RECOMMENDED ACTION

As per Utah State Code § 10-3-818, the city is required to hold a public hearing before approving a final or amended budget that includes a compensation increase for an executive municipal officer.

DESCRIPTION / BACKGROUND

Pursuant to Utah Code Ann. § 10-3-818, the city is required to hold a public hearing (to be advertised as other public hearings and class A notices, similar to notices we regularly use for public hearings for budget approvals) before approving a final or amended budget that includes a compensation increase for an executive municipal officer.

As Utah Code Ann. § 10-3-818 applies to our city and organizational structure, the following positions are deemed subject to the public hearing for a compensation increase of an executive officer:

DEPARTMENT HEADS	DEPUTY OR ASSISTANT DEPARTMENT HEADS
City Manager	Assistant Chief of Police
Assistant City Manager	Community Services Assistant Director
City Attorney	Deputy City Attorney
Community Service Director	Public Works Deputy Director
Chief of Police	
Public Works Director	
Community Development Director	

PURPOSE OF PUBLIC HEARING:

This public hearing hereby notifies the public that the executive municipal officers listed above may receive an increase in salary compensation up to 5.6%. More specifically, this public hearing is designed to inform the public that in accordance with City's compensation strategy, which is purposefully designed to "Meet the Local Market within the Acceptable Comparison Ratio Range of 45%-60% of the median market rate," this potential increase in compensation is included within the city's tentative budget and that the application of any potential increase in salary for an executive municipal officer shall be formulated and applied consistent with the City's compensation strategy, which is:

- 0%-3% Merit Increases
 - Merit increases of less than 3% may be given based on performance
- 2.6% Cost of Living Adjustment (COLA)
 - The city utilizes the COLA rate set by the Utah Retirement Systems each January
 - COLA increases in full or in part may or may not be given based on performance

Applying the city's overall compensation strategy to the executive municipal officers listed above is consistent with the city's compensation strategy, which was previously reviewed and supported by a third-party consultant, and is included in the tentative budget.

CORRESPONDING POLICY PRIORITIES

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

HEDGEHOG SCORE

Legally Required

FISCAL IMPACT

The fiscal impact on the city budget to implement the proposed compensation increase for executive municipal officers is estimated to be \$99,509.27.

ALTERNATIVES

N/A

SCHEDULE / TIME CONSTRAINTS

The city is legally required to hold a public hearing before adopting a budget for Fiscal Year 2027.

LIST OF ATTACHMENTS

- Proposed FY27 Executive Officers Compensation PowerPoint



CLEARFIELD
UTAH'S MILITARY CITY



**2027 Proposed Compensation Increases for
Municipal Executive Officers**

Utah Code Ann. § 10-3-818

Key Points

- New law as of May 1, 2024.
- The purpose is to ensure transparency and public input in the process.
- Requires all cities to hold a public hearing before approving a final or amended budget that includes a compensation increase for an executive municipal officer.
 - Public hearing must be separate from the city budget public hearing but may be on the same date.
 - Code defines what is “compensation,” “compensation increases,” and what and “executive municipal officer means.”
- No uniformity in how each city complies with this law.

Clearfield City Executive Municipal Officers

Qualifying Titles/Positions

DEPARTMENT HEADS/DEPUTIES/ASSISTANT DEPARTMENT HEADS	
City Manager	Assistant Chief of Police
Assistant City Manager	Community Services Assistant Director
City Attorney	Deputy City Attorney
Community Services Director	Public Works Deputy Director
Chief of Police	
Public Works Director	
Community Development Director	

Executive Compensation

Philosophy

The compensation philosophy for an Executive Municipal Officer is the same as all city employees, which is to “Meet the Local Market within the Acceptable Comparison Ratio Range of 45%-60% of the median market rate.”

Strategy

Consistent with the City’s compensation strategy for all employees, it is recommended that the executive municipal officers be eligible for consideration of the following:

- **0%-3% Merit Increases**
 - Merit increases of less than 3% may be given based on performance
- **2.6% Cost of Living Adjustment (COLA)**
 - The city will use the COLA rate set by the Utah Retirement Systems each January
 - A COLA increase in full or in part may or may not be given based on performance

Fiscal Impact & The Public Hearing

Fiscal Impact

The associated fiscal impact of an increase of up to **5.6%** for all executive municipal officers is currently built into the proposed tentative budget.

Public Hearing

The legally required public hearing regarding the compensation of executive municipal officers is scheduled for **May 12, 2026**, as a separate hearing from the adoption of the proposed tentative budget that is scheduled for the same night.

Questions?

