CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
August 11, 2026 - POLICY 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

7:00 P.M. POLICY MEETING

CALL TO ORDER:
Mayor Mark Shepherd

OPENING CEREMONY:
Pledge of Allegiance
Solemn Moment of Reflection
Council Member Ratchford

APPROVAL OF MINUTES:
July 14, 2025 – Work Meeting
July 28, 2026 – Policy Meeting

PUBLIC HEARINGS:

1. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE FISCAL YEAR 2027 BUDGET ENTERPRISE FUND TRANSFERS TO THE GENERAL FUND

   BACKGROUND: Pursuant to Utah Code Annotated § 10-6-135.5, the City must hold a public hearing before adopting a final budget that includes transfers from an enterprise fund to another fund. The budget includes the transfer of resources from the Water Fund to the General Fund to recognize water used by the City's general operation. The amount of this particular transfer is $170,000. The budget also includes a similar transfer to reimburse the General Fund for its services provided to the Enterprise Funds. These particular budgeted transfer amounts are as follows: $140,035 from the Utility Admin Fund, $359,186 from the Water Fund, $382,075 from the Sewer Fund, $231,168 from the Storm Water Fund, and $45,858 from the Solid Waste Fund.

   RECOMMENDATION: Receive public comment.

2. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON ZTA 2026-0704, A CITY INITIATED ZONING TEXT AMENDMENT TO THE DOWNTOWN FORM BASED CODE REMOVING MULTI-FAMILY RESIDENTIAL AS A PERMITTED TYPE ON SECONDARY STREETS IN THE URBAN CORE COMMERCE (UC) ZONE

BACKGROUND: City Staff recently issued a request for proposal (RFP) from qualified consultants to work with the City, stakeholders, property owners, and the public to create a Civic & Town Center Vision and Implementation Plan focused on the area surrounding City Hall, including the adjacent Clearfield Town Square property. The goal of the Civic & Town Center planning effort is to create a long term vision emphasizing civic open space, recreation based placemaking, community programming, and implementation strategies that transform the area into a destination for residents and visitors while supporting surrounding commercial and civic development. During a recent work meeting on the Civic & Town Center Vision and Implementation Plan, the City Council directed staff to prepare a zoning text amendment pertaining to Multi Family Residential development on secondary streets with the Urban Core Commerce (UC) zone as part of preparations for creating the proposed plan.

RECOMMENDATION: Receive public comment.

SCHEDULED ITEMS:

3. OPEN COMMENT PERIOD

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

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

4. PRESENTATION AND DISCUSSION ON THE PROPOSED PROPERTY TAX IMPACT SCHEDULE (PTIS)

BACKGROUND: Utah Code § 59-2-919(4) requires the City to present a Property Tax Impact Statement (PTIS) identifying the uses of additional property tax revenue. The PTIS for the Fiscal Year 2027 property tax increase of $233,106 (6.59%) includes the FY 2026 increase that was subsequently rejected by the Utah State Tax Commission due to a statutory compliance issue. The additional revenue is needed to maintain existing service levels due to slowing sales tax growth and reduced development activity.

5. CONSIDER APPROVAL OF RESOLUTION 2026R-20 SETTING THE CITY'S 2026 PROPERTY TAX RATE AT 0.001253, A RATE ABOVE THE DAVIS COUNTY CERTIFIED TAX RATE

BACKGROUND: Davis County finalized Clearfield's 2026 total property valuation and certified tax rate. Because the City's taxable property value increased by 8.1%, state law requires the certified tax rate to be adjusted downward so that property tax revenue from property taxed in both years remains approximately the same as the prior year, excluding revenue from new growth and other statutory adjustments. The City is proposing a property tax rate of 0.001253, which is above the City's certified tax rate and is expected to generate approximately 6.59% more property tax revenue than would be generated by the certified tax rate. The proposed property tax rate increase provides funding for key needs identified during the budget process to address the City's evolving service demands. Throughout the budget process and during multiple public presentations, the City identified five budget priorities totaling the amount of the proposed increase and communicated that these items would need to be eliminated if the proposed property tax rate increase was not approved. These items are summarized in the attached Property Tax Impact Schedule. The City Council held a Truth in Taxation public hearing to receive comment on the proposed tax rate on Tuesday, August 14, 2026 at 7:00 p.m.

RECOMMENDATION: Approve Resolution 2026R-20 setting the City's 2026 property tax rate at 0.001253 and authorize the mayor's signature to any necessary documents.

6. CONSIDER APPROVAL OF ORDINANCE 2026-11 ADOPTING THE FISCAL YEAR 2027 FINAL BUDGET

BACKGROUND: The City presented its Fiscal Year 2027 Tentative Budget on May 12, 2026 and announced the proposed budget as presented contemplated a property tax increase. A public hearing on the Tentative Budget was held on June 9-2026 to receive public comment on the proposed budget and to set a Truth in Taxation public hearing for August 4, 2026 to receive public comment on the proposed tax increase. On June 23, 2026, the City adopted it Property Tax Impact Schedule and Fiscal Year 2027 Interim Budget. The Interim Budget provided a mechanism for the City to continue operating until public comment was received and a final property tax rate was set.

RECOMMENDATION: Approve Ordinance 2026-11 adopting the Fiscal Year 2027 Final Budget and authorize the mayor's signature to any necessary documents.

7. CONSIDER APPROVAL OF ORDINANCE 2026-12 AMENDING THE DOWNTOWN FORM BASED CODE TO REMOVE MULTI FAMILY RESIDENTIAL AS A PERMITTED BUILDING TYPE ON SECONDARY STREETS WITHIN THE URBAN CORE COMMERCE (UC) ZONE

RECOMMENDATION: Approve Ordinance 2026-12 amending the Downtown Form Based Code to remove Multi Family Residential as a permitted building type on secondary streets within the Urban Core Commerce (UC) zone and authorize the mayor's signature to any necessary document.

8. CONSIDER APPROVAL OF RESOLUTION 2026R-21 APPROVING AMENDMENTS TO THE CITY COUNCIL RULES OF ORDER

BACKGROUND: Utah Code Annotated § 10-3-606 requires a municipal body to adopt Rules of Order to govern parliamentary order, ethical behavior, and civil discourse. The Clearfield City Council adopted its Rules of Order on August 27, 2019. The City has since identified some proposed amendments that need to be made to the document. The City Council discussed the amendments at its meeting on July 28, 2026

RECOMMENDATION: Approve Resolution 2026R-21 approving amendments to the City Council Rules of Orders and Procedures and authorize the mayor's signature to any necessary documents.

9. CONSIDER APPROVAL OF RESOLUTION 2026R-22 APPROVING AMENDMENTS TO THE PLANNING COMMISSION BYLAWS

BACKGROUND: The Planning Commission is required to have rules governing its procedures during a public meeting in accordance with Utah Code Annotated § 10-20-301. Recently the City Council changed Planning Commission terms to three years. This change needed to be added to the Planning Commission Bylaws. Staff also identified other proposed amendments needed in the bylaws. The Council discussed the amendments at its meeting on July 28, 2026.

RECOMMENDATION: Approve Resolution 2026R-22 approving amendments to the Planning Commission Bylaws and authorize the mayor's signature to any necessary documents.

COMMUNICATION ITEMS:

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

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

Posted on August 7, 2026.

/s/Nancy R. Dean, 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 Dean at Clearfield City, Nancy.dean@clearfieldcityut.gov & 801-525-2700.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 PM WORK MEETING
July 14, 2026

City Building
55 South State Street
Clearfield City, Utah

These meeting minutes were created with the aid of an AI-powered transcription and summarization tool – Otter.ai and ChatGPT. The output was used as a draft and was subject to human review, editing, and fact-checking to ensure accuracy and compliance with city standards before publication. The City Clerk is responsible for the final content of these minutes.

PRESIDING: Mayor Pro Tem Megan Ratchford

PRESENT: Councilmember Karece Thompson, Councilmember Nike Peterson, Councilmember Megan Ratchford, Councilmember Dakota Wurth, Councilmember Danielle King

ABSENT: Mayor Mark Shepherd

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

VISITORS: Wayne Pyle – UTOPIA Fiber

Mayor Pro Tem Ratchford called the meeting to order at 6:03 p.m.

<u>REPORT FROM THE UTAH TELECOMMUNICATION OPEN INFRASTRUCTURE AGENCY ("UTOPIA")</u>

Wayne Pyle, representing UTOPIA Fiber, provided an update on the network's history, growth, and financial performance. Mr. Pyle explained that UTOPIA was the largest publicly owned open-access fiber network in the country and allowed customers to select from multiple internet service providers. He stated that a direct fiber-to-the-premises connection differed from services that used coaxial cable for the final connection to a home. In response to Councilmember Thompson's comments regarding service limitations in multifamily developments, Mr. Pyle explained that extending fiber into apartments and homeowners' associations involved additional technical and contractual challenges.

Mr. Pyle reported that UTOPIA had more than 80,000 subscribers system-wide and that

Clearfield had more than 2,000 subscribers among approximately 7,000 available addresses. He stated that Clearfield's subscription rate exceeded the approximate 22 to 23 percent break-even threshold and remained financially strong. Mr. Pyle reviewed Clearfield's revenues and debt-service obligations and indicated that the City was generally tracking with the original financial projections.

JJ Allen, City Manager, asked whether additional fiber providers entering the market presented a concern. Mr. Pyle stated that long-term contracts and lower introductory pricing from competitors could increase customer turnover, but UTOPIA's subscriber growth remained strong and its turnover rate remained below industry standards. Mr. Allen noted that Clearfield's substantial commercial subscriber base provided additional protection from competition, and Mr. Pyle agreed that Clearfield was particularly well positioned because of its commercial customers.

<u>FOURTH OF JULY DEBRIEF</u>

Deputy Community Services Director Curtis Dickson requested feedback regarding the City's Fourth of July events for consideration during staff's internal debrief and planning for 2027. Ginny Vance, Police Sargeant, reported that Cops and Cars included a record 151 vehicles and benefited the Jason Reed Foundation. Mr. Dickson stated that continued growth could require expanding the event into an additional grassy area.

Mr. Dickson reported that community feedback regarding the City's new infrastructure, murals, and public art displayed during Hearts of the City had been positive. Councilmember Ratchford confirmed that the murals and other public art had been well received. Mr. Dickson stated that the Movie in the Park had been canceled because of weather and that staff was considering rescheduling it in conjunction with the fall pumpkin distribution and pumpkin float event.

Mr. Dickson explained that Paint the Bridge had been limited to red, white, and blue paint for the America 250 celebration. Although the restricted colors did not reduce paint costs, staff found that the simplified selection improved the flow of participants. Councilmembers Wurth and Ratchford supported the patriotic color scheme and commented positively on the creativity of the participants.

Mr. Dickson reported that the Patriotic Concert was held at Clearfield High School and had typical attendance of approximately 280 people. Councilmember Wurth preferred the indoor venue and encouraged other councilmembers to attend in future years. Staff and councilmembers agreed that the high school provided improved comfort and acoustics, although the size of the auditorium made attendance appear smaller. Mr. Dickson stated that staff planned to continue using the high school for the event.

Mr. Dickson reported that the Pool Bash sold out and attracted approximately 270 to 280 attendees, with a capacity of approximately 300. Unused popcorn from the canceled movie was distributed at the Patriotic Concert and Pool Bash. He also reported that the Freedom Run attracted more than 400 participants and was near or above previous attendance records.

The Council discussed the parade and reported strong resident participation, including signs, coordinated clothing, and expressions of appreciation for the North Davis Fire District. Although the crowd appeared somewhat lighter than in previous years, Councilmember Peterson believed attendees were more evenly distributed along the route. Councilmember Peterson commended North Davis Fire District personnel, volunteers, and staff for quickly and safely leaving the parade route in response to an emergency call. The crowd remained orderly while the parade was temporarily delayed.

In response to questions regarding parade safety, Councilmember Peterson explained that two people were assigned to vehicles pulling City floats and that radios were used to improve communication with drivers. Councilmember Peterson also supported continued use of ropes as physical barriers in heavily attended portions of the route. Police Chief Kelly Bennett reported that late-arriving equestrian participants created a safety concern and disrupted the Clearfield High School band. Chief Bennett stated that staff would need to enforce parade deadlines and deny entry to late participants in the future. Staff also discussed receiving last-minute participation requests from other groups and emphasized that advance registration and compliance with safety procedures were necessary because of the parade's size and logistical requirements.

Councilmember Peterson suggested that the Council consider during a future budget discussion whether to provide incentives for substantial parade entries. Councilmember Peterson explained that neighboring cities offered financial incentives or reimbursements for large floats and that Clearfield had lost some significant entries as a result. Staff noted that the City already compensated marching bands and bagpipe organizations. Councilmember Peterson recommended that any future expenditure be tied to a defined purpose, such as community image, sponsorship, or broader economic-development objectives.

Councilmember Wurth praised the festival's headlining performer. Councilmember Thompson commended the Police Department for its security planning and visible presence. Chief Bennett reported that it had been one of the least eventful festivals from a public-safety perspective, with one lost child and only a few juveniles escorted from the event. Councilmembers also reported that traffic cleared relatively efficiently considering the number of attendees.

The Council discussed technical problems that prevented the fireworks music from being heard throughout the park and in surrounding viewing areas. Councilmember Peterson suggested that staff investigate Pyrocast or a similar application that would allow residents to hear the synchronized soundtrack from mobile devices regardless of their viewing location. Councilmember King noted that residents viewed the fireworks from locations such as the cemetery and would benefit from access to the soundtrack. Mr. Dickson agreed to investigate available options and associated costs.

Councilmembers praised the appearance and layout of the VIP dinner area, including the use of curtains, chair covers, decorations, gift baskets, and reusable materials to distinguish it from the remainder of the festival. Communications Manager Shaundra Rushton explained that approximately $5,000 in sponsorship funding had been used for the VIP setup, separate from food costs, and that the same level of decoration might not be available without comparable future funding. Councilmembers generally believed the picnic-style menu was appropriate for the Fourth of July, although some suggested that food quality or preparation could be improved. Councilmember Peterson recommended maintaining the existing shared location unless sponsorship participation and funding increased enough to justify a separate VIP venue and meal.

Mr. Dickson reported that the City's current fireworks contract had ended and that staff would seek proposals for future shows. He explained that the 2026 show cost approximately $47,000, while the adopted budget returned to the customary $42,000. The reduced amount would likely decrease the number of simultaneous aerial shells unless the duration or other show specifications were adjusted. Staff planned to solicit proposals based on the available budget and could later increase the amount if directed by the Council. Mr. Dickson stated that a contract should ideally be in place by October or November because fireworks companies began ordering inventory in the fall. Mr. Allen noted that staff could consider a shorter show while maintaining a similar level of visual impact.

Mr. Dickson advised that July 4 would fall on a Sunday in 2027 and asked the Council to consider whether events should be held Saturday, Sunday, or Monday. He explained that dividing events between Saturday and Sunday would increase staffing costs and create parking conflicts with the adjacent church. Councilmember Peterson supported holding the celebration on Saturday so employees would not be required to work on the holiday and would have Sunday and the observed Monday holiday to recover and spend time with their families. No final decision was made, and staff indicated that direction would be needed within the following months.

Councilmembers and staff expressed appreciation for the substantial staff commitment required to produce the celebration. Mr. Dickson estimated that employees worked approximately 1,300 hours on July 4 alone, in addition to the extensive preparation completed beforehand. Councilmember Peterson thanked employees and their families for the time and effort required to make the events successful.

The Council supported continuing the tradition of annual Fourth of July shirts. Councilmember Wurth suggested that future designs be more creative and proposed a beach or "Surfing USA" theme that could also be incorporated into the parade float. Councilmember Peterson supported considering the theme.

<u>FISCAL YEAR 2027 BUDGET FOR CIVIC & TOWN CENTER VISION AND IMPLEMENTATION PLAN</u>

Assistant City Manager Spencer Brimley reported that $45,000 had previously been budgeted to update the City's 2015 economic-development study. Following prior Council discussions, staff redirected the proposed effort toward a Civic and Town Center implementation plan encompassing City Hall and approximately ten acres to the south. Staff received eight consultant proposals and estimated that the project would cost approximately $95,000 and require six to eight months to complete. Mr. Brimley requested that an additional $50,000 be added to the Fiscal Year 2027 (FY27) budget.

Mr. Brimley explained that the consultant would not simply repeat previous planning documents but would prepare an implementation plan identifying development opportunities, incentives, public spaces, market conditions, outreach strategies, and specific methods for achieving the City's vision. He stated that the plan was intended to give prospective developers clear direction rather than allowing a developer to establish the vision for the property. The entity considering the acquisition of the Clearfield Town Square property had indicated an interest in participating in the process.

Councilmember Peterson compared the proposal with the Lakeside development process and emphasized the importance of documenting the City's expectations beyond the minimum requirements of the Form Based Code. Councilmember Peterson stated that previous expectations had largely remained institutional knowledge and were not sufficiently reflected in the governing documents, which created conflict when a new developer proposed a substantially different project. Councilmember Peterson supported including market and feasibility analysis demonstrating that the desired development could be constructed profitably.

Councilmembers discussed the intended boundaries of the study, the need for significant public participation, redevelopment opportunities surrounding City Hall, potential commercial and residential components, infrastructure needs, placemaking, and the relationship between the plan and future development agreements. Staff indicated that the plan would provide the City with tools to negotiate with developers and determine what public investment or incentives might be appropriate.

The Council supported adding the additional funding to the budget and proceeding with consultant selection. Mr. Allen stated that because the expenditure was not yet formally included in the budget, the selected contract and funding approval would return to the Council during a policy session, potentially on July 28 2026, or August 11, 2026. Mr. Brimley stated that staff hoped to begin the project as soon as the selection and approval process was completed.

<u>DISCUSSION ON A POTENTIAL TEMPORARY LAND USE REGULATION FOR THE UC ZONE.</u>

Associate Planner Tyson Stoddard reviewed the possible use of a temporary land use regulation within the Urban Core Commerce Zone while the Civic and Town Center Plan was being prepared. He explained that a temporary regulation could prohibit or restrict development activities for no more than 180 days and required a finding of compelling countervailing public interest. He stated that neither a public hearing, public comment period, nor Planning Commission recommendation was required to enact the temporary regulation.

Mr. Stoddard explained that the Civic and Town Center Plan covered approximately 75 acres surrounding City Hall and included a portion of the Urban Core Commerce Zone. He recommended that any temporary regulation be carefully limited so properties outside the planning area were not unnecessarily affected. Staff believed the completed planning process would provide strong findings to support a temporary regulation and identify necessary code amendments. Mr. Stoddard requested direction regarding whether staff should begin drafting a regulation immediately, coordinate it with execution of the planning contract, or wait until the plan was completed.

Mr. Allen reported that the potential purchaser of the Clearfield Town Square property had not indicated any intent to submit an imminent development application and had expressed interest in participating in and potentially helping fund the planning process. Mr. Brimley estimated that the plan would require at least six months, while the temporary regulation could remain in effect for only 180 days. Councilmembers discussed the risk of adopting the regulation too early and having it expire before the City completed related code amendments.

Councilmember Wurth supported preparing a draft regulation so it would be available if circumstances changed but did not believe it needed to be enacted immediately. City Recorder Nancy Dean stated that the regulation could be placed on an agenda and enacted quickly when needed.

Mr. Allen identified an existing provision that permitted residential-only projects on secondary streets within the Urban Core Commerce Zone as a particular concern previously raised by Mayor Shepherd. Councilmember Peterson suggested that the City address that issue immediately through a targeted zoning text amendment rather than relying solely on a temporary land use regulation. Councilmember Peterson recommended prohibiting residential-only projects on secondary streets while allowing the broader planning and code-update process to continue.

Mr. Allen suggested a short ordinance providing that, notwithstanding other Form Based Code provisions, residential-only projects were not permitted on secondary streets in the Urban Core Commerce Zone. City Attorney Stuart Williams and Mr. Stoddard agreed that a zoning text amendment could be prepared. Ms. Dean advised that the amendment would require Planning Commission review and would likely return to the Council near the end of September. The Council directed staff to pursue the targeted text amendment as a stopgap measure and to continue evaluating the appropriate timing for a temporary land use regulation in coordination with the Civic and Town Center planning process.

<u>DEPARTMENT UPDATES</u>

Mental Health Officer Program

Chief Bennett provided a financial update regarding the Police Department's mental health officer program. The Utah Legislature had appropriated $350,000 for the program. Approximately $204,000 had been expended during Fiscal Year 2026, leaving approximately $146,000 available for Fiscal Year 2027. Chief Bennett stated that the City remained on schedule to expend the funding within the permitted two-year period and that the Department of Public Safety would distribute the remaining reimbursement after completion of the year-end report.

Detective Blake Whitehead reported that the mental health officer position had been operating since approximately October 2025 and had been highly successful. He stated that several other Utah law-enforcement agencies had begun developing similar programs. Detective Whitehead described cooperation with patrol officers, Davis Behavioral Health, the Davis County Health Department, private clinicians, mental health court, and other service providers. He reported that the partnerships had improved referrals, reduced repeat calls involving some frequent contacts, and provided resources such as firearm lockboxes, medication boxes, and secure ammunition storage.

Detective Whitehead explained that mental health court served individuals whose criminal conduct involved a mental-health nexus and required participants to comply with treatment, medication, testing, and regular court reporting. Six Clearfield participants were enrolled in mental health court, and five were progressing toward successful completion. He stated that a more meaningful comparison of program growth and outcomes would be available after a full calendar year of operation.

Victim Housing Assistance Grant

Victim Advocate Teresa Vigil provided an update on the first year of the City's two-year Victims of Crime Act housing grant. She reported that the City received approximately $43,000 after grant funding was reduced from prior years. Because of the reduction, eligibility was generally limited to Clearfield residents or victims relocating to Clearfield, although assistance was extended to residents of other Davis County communities in limited circumstances. At least 25 awards were connected to individuals residing in or relocating to Clearfield, and all but approximately $76 of the available funding was expended.

Ms. Vigil stated that rent represented the majority of assistance provided, with some funds also used for moving and other housing-related expenses. The average rental assistance payment had increased from approximately $900 when the program began to nearly $1,700 during the most recent year. She explained that securing housing allowed victims to focus on safety and recovery during periods of significant personal disruption. Since the program began in 2019, the City had distributed nearly $360,000 in housing assistance. The new grant year began with another $43,000 available, and Ms. Vigil anticipated reapplying for future funding the following spring.

Ms. Vigil expressed concern that leadership changes within the Utah Office for Victims of Crime had resulted in less emphasis on housing-first assistance and that victim-services funding had continued to decline. Councilmember Peterson asked whether the City could work with advocacy groups, legislative partners, or other contacts to demonstrate the program's value and preserve the housing component. Ms. Vigil agreed to determine where sharing program information and outcomes might be effective. City Manager JJ Allen suggested coordinating with Steve Hiatt.

Ms. Vigil explained that obtaining testimonials was difficult because victims often did not wish to publicly revisit personal experiences. Councilmember Peterson stated that the program had prevented at least one known family from becoming homeless during a serious criminal matter. City Attorney Stuart Williams and Police Chief Kelly Bennett noted that funding reductions also affected other victim advocacy and Violence Against Women Act programs and that some area agencies had eliminated victim advocate positions.

Councilmember Thompson asked how the program affected demand for Safe Harbor and discussed the importance of preventing victims from becoming homeless or remaining financially dependent on an abuser. Ms. Vigil stated that Safe Harbor’s previous housing program had changed and that she did not have sufficient information to quantify the impact. She noted that communication with other advocates had resulted in additional referrals near the end of the grant year. Councilmember King emphasized that the program had served 31 adults and 33 children and stated that providing children with a safe and stable home supported their education and long-term well-being. Ms. Vigil agreed to continue exploring advocacy options and invited the Council to identify any additional information it wished to receive.

Public Art Jet Vandalism

Communications Manager Shaundra Rushton reported that the Weber State University jet sculpture located near the Aquatic Center had been vandalized. She initially hoped the markings could be easily removed but learned that the sculpture had been scratched or keyed. An automobile body shop was evaluating whether the damage could be repaired without fully repainting the sculpture. Weber State University had been notified of the damage.

Ms. Rushton also reported that another jet sculpture that had been undergoing repairs for more than a year had been completed. Staff planned to retrieve the repaired sculpture and return it to public display as soon as personnel were available to assist with transportation.

Public Art Jet Program

Ms. Ruishton updated the Council on proposals for an additional phase of the City’s jet public-art program. She stated that the current budget was approximately $55,000 and that larger aircraft sculptures from a more established vendor were more expensive than previous models. Staff was also seeking additional information from the original sculptor, who had experienced delays and communication problems during the previous project.

Mr. Allen asked whether the Council preferred several aircraft models or a larger number of one model. Councilmember Ratchford supported focusing on one or two aircraft, particularly the F-35, to remain within budget and create a larger visual focal point. Councilmember Ratchford noted that the program could be expanded during future budget years. Councilmember Peterson agreed that a larger F-35 was appropriate because of its connection to Hill Air Force Base and suggested that using one mold could reduce costs and allow the City to obtain additional sculptures. Councilmember King stated that different artwork applied to the same model could provide sufficient variety.

The Council generally supported concentrating the current phase on larger F-35 sculptures, while preserving the option to add other aircraft models in future phases. Staff agreed to obtain additional pricing and information before proceeding.

TextMyGov Rollout

Ms. Rushton provided an update on the City’s TextMyGov service. Staff had introduced the service in June by allowing Search the City participants to text the City's number for event clues, which familiarized approximately 300 participants with the system.

Ms. Rushton stated that approximately 17,000 to 18,000 Clearfield telephone numbers had been automatically added to the system using publicly available data. Coverage was less complete in portions of west Clearfield because fewer public records connected telephone numbers with addresses. The system would allow staff to send geographically targeted messages, such as notifications and updates to residents affected by a water shutoff.

Because residents were automatically enrolled, the City was legally required to send an initial notification explaining the service and providing instructions for opting out. TextMyGov had prepared the required notice and press-release language, but the City could determine when to begin the rollout. Ms. Rushton stated that staff hoped to begin public outreach in August so residents would recognize the initial message as legitimate and would not report it as spam.

Councilmember Peterson supported the service and stated that it would have been helpful during a recent extended water-service interruption by allowing staff to provide updated restoration estimates. Ms. Rushton agreed that the system could improve communication but stated that staff needed to coordinate with each department regarding who could send messages, how frequently updates could reasonably be provided, and how after-hours notifications would be handled. Staff was also creating a form that residents not included in the database could use to provide their address and telephone number.

City Manager JJ Allen noted that the service had been included in the City's property tax impact schedule. Ms. Rushton clarified that TextMyGov would not replace Everbridge, which would continue to be used by police, fire, emergency medical services, and Davis County for significant emergencies. TextMyGov would instead be used for localized, nonemergency information and service updates.

Councilmember Peterson moved to adjourn at 8:35 p.m., seconded by Councilmember Wurth.

RESULT: **Passed [5 TO 0]**
YES: Councilmember Thompson, Councilmember Peterson, Councilmember Ratchford, Councilmember Wurth, Councilmember King
NO: None
ABSENT: Mayor Mark Shepherd

APPROVED AND ADOPTED
This day of 2026

/s/ Mark R. Shepherd, Mayor

ATTEST:

/s/ Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, July 14, 2026.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 PM POLICY MEETING
July 28, 2026

City Building
55 South State Street
Clearfield City, Utah

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PRESIDING: Mayor Mark Shepherd

PRESENT: Mayor Mark Shepherd, Councilmember Nike Peterson, Councilmember Dakota Wurth, Councilmember Megan Ratchford, Councilmember Danielle King

ABSENT: Councilmember Karece Thompson

STAFF PRESENT: City Recorder Nancy Dean, City Manager JJ Allen, Assistant City Manager Spencer Brimley, City Attorney Stuart Williams, Police Chief Kelly Bennett, Community Services Director Eric Howes, Community Services Deputy Director Curtis Dickson, Community Development Director Stacy Millgate, Communications Amber Benitez

VISITORS: Leon Bjarnason, CJ Hernandez

Mayor Shepherd called the meeting to order at 7:03 p.m.

Councilmember Peterson led the opening ceremonies.

APPROVAL OF MINUTES
June 16, 2026 – Special Meeting
June 23, 2026 – Policy Meeting
June 23, 2026 – Work Meeting

Councilmember Wurth moved to approve the minutes for the June 16, 2026 special meeting, and the June 23, 2026 work and policy meetings, seconded by Councilmember Ratchford.

RESULT: **Passed [4 TO 0]**
YES: Councilmember Peterson, Councilmember Wurth, Councilmember Ratchford, Councilmember King
NO: None
ABSENT: Councilmember Karece Thompson

OPEN COMMENT PERIOD

Leon Bjarnson addressed the Council regarding concerns about censorship and its potential societal effects. He proposed organizing a Holocaust awareness summit in Clearfield to gather community voices and evidence and requested guidance regarding how to begin planning a public event. Mayor Shepherd explained that the Council could not make a decision regarding the proposal during the meeting but offered to meet with Mr. Bjarnson to discuss ideas. Mayor Shepherd suggested that Mr. Bjarnson begin by organizing interested neighbors and community members.

C.J. Hernandez introduced herself as a candidate for Utah Senate District 5. Ms. Hernandez stated that effective governance required listening to local communities and identified responsible growth, road maintenance, public safety, housing affordability, transportation funding, water infrastructure, and local government resources as important issues. She expressed an interest in learning about the barriers facing Clearfield City and stated an intention to serve as a resource and advocate for the cities within the district if elected.

DISCUSSION AND APPROVAL OF THE FACILITIES/PARKING LOT ADMINISTRATION LICENSE AGREEMENT WITH THE DAVIS SCHOOL DISTRICT SPECIFICALLY FOR CLEARFIELD HIGH SCHOOL

Deputy Community Services Director Curtis Dickson presented a proposed license agreement allowing Clearfield High School students and staff to use designated portions of the Fisher Park parking lot during school hours. Mr. Dickson explained that the high school had used the parking lot under a verbal arrangement during construction of its new career and technical education building, which had reduced available parking at the school. The new building was scheduled to open August 13, 2026, but the school would continue to have limited parking.

Mr. Dickson stated that the agreement would formalize the existing partnership. Clearfield High School would be permitted to use designated parking spaces between 6:00 a.m. and 3:00 p.m., issue parking permits, monitor student parking, pick up litter, and preserve designated spaces for public park and all-abilities playground access. In exchange, the City would receive more formal access to school gymnasium space for winter recreation programs.

Councilmember Wurth asked whether fees collected by the school for parking permits and violations effectively served as compensation for the City’s use of the gymnasium. Mr. Dickson explained that the school’s existing parking permits would apply to the designated park spaces and that collected fees would help offset the school’s costs for monitoring and cleaning the area. Mr. Dickson added that citations mistakenly issued to residents or other park users had previously been dismissed after the City contacted the school.

Mayor Shepherd asked how public parking spaces would be protected. Mr. Dickson stated that signs would identify student parking areas and school personnel would monitor the lot and distinguish student vehicles from other park users.

Councilmember Wurth moved to approve the Facilities Parking Lot Administration

License Agreement with Davis School District for Clearfield High School and authorize the mayor's signature to any necessary documents, subject to correcting a typographical error on page one, Section C., seconded by Councilmember Ratchford.

RESULT: **Passed [4 TO 0]**
YES: Councilmember Peterson, Councilmember Wurth, Councilmember Ratchford, Councilmember King
NO: None
ABSENT: Councilmember Karece Thompson

<u>DISCUSSION ON PROPOSED AMENDMENTS TO THE COUNCIL RULES OF ORDER AND THE PLANNING COMMISSION BYLAWS</u>

Proposed Amendments to the City Council Rules of Order

City Recorder Nancy Dean reviewed proposed amendments to the City Council Rules of Order. Ms. Dean explained that the amendments primarily clarified existing practices and updated terminology. Proposed changes included formalizing acknowledgment of notice for special meetings, referencing the statutory grounds for holding closed meetings, allowing councilmembers to notify either the mayor or recorder's office of an anticipated absence, clarifying conduct expectations during the open comment period, and permitting meeting agendas to be distributed as soon as reasonably possible but no later than 24 hours before a meeting.

Ms. Dean also proposed updating the City's website address and adding the Utah Public Notice Website address; replacing references to a "serious moment of reflection" with "solemn moment of reflection"; identifying the recorder's office as responsible for assigning the councilmember who conducts the opening ceremony; adding "council reports" as another term for communication items; and replacing references to "tabling" an item with "continuing" an item when the Council intended to reconsider it at a future meeting.

Ms. Dean explained that the rules would also incorporate the statutory requirement for elected officials to submit annual conflict-of-interest disclosures between January 1 and January 31. Councilmember Peterson asked how the City could balance public transparency with the safety and privacy of spouses or partners who might be subject to protective orders or other sensitive circumstances. Ms. Dean stated that prior discussions with the elections office and city attorney had not identified a general protected-record classification under the overnment Records Access and Management Act. Ms. Dean explained that the recorder's office could redact information from an online copy while retaining the complete disclosure but would need to evaluate the legal basis for withholding information in response to a records request.

Councilmember Wurth stated that records associated with their recent candidacy had been redacted by the Lieutenant Governor's Office after Wurth received protected status as an at-risk government employee. Ms. Dean agreed to consult with the Lieutenant Governor's Office and further research whether protections for at-risk employees, domestic violence victims, or related statutory provisions could apply to conflict-of-interest disclosures. Ms. Dean emphasized that the City would need to know the specific circumstances to determine whether another provision of law authorized protection of the information.

Councilmember Peterson stated that elected officials voluntarily entered public service, but their family members had not necessarily chosen the same level of public exposure. She supported finding a lawful method to protect family members in exceptional circumstances while maintaining the purpose and transparency of financial disclosure requirements.

Ms. Dean reviewed additional language governing orderly and efficient public participation, including provisions addressing threats, incitement of unlawful conduct, and obscene acts. Ms. Dean also described revisions to the annual meeting notice process, removal of the requirement to separately notify a newspaper because the Utah Public Notice Website handled that notification, and retention of the phrase “upon request” for audio recordings because work meeting recordings were not yet posted online.

Councilmember Ratchford asked whether the 24-hour agenda requirement referred to business hours. Ms. Dean clarified that it meant 24 consecutive hours and stated that the language would primarily provide flexibility for emergency meetings or last-minute agenda amendments.

Proposed Amendments to Planning Commission Bylaws

Ms. Dean reviewed proposed amendments to the Planning Commission bylaws. The amendments reflected the recently established three-year terms and nine-year maximum service period for planning commissioners. Other proposed changes clarified statutory training requirements, the number of commissioners required for a quorum, commissioner attendance requirements, officer titles, and procedures for continuing agenda items.

Councilmember Ratchford identified a remaining reference to “chairperson pro tem” after other references had been changed to “chair.” Ms. Dean agreed to correct the language.

Ms. Dean explained that the bylaws would clarify that the Planning Commission chair was expected to attend a City Council meeting when a Planning Commission recommendation was being considered rather than attending every Council meeting. The amendments would also reflect that the Planning Commission met once each month and that an applicant requesting an additional meeting within a specific timeframe could be required to submit an application and pay the associated fee.

Ms. Dean stated that the Planning Commission had historically adopted its own bylaws but proposed requiring approval by a majority of the City Council because the Council was responsible for determining how the Commission operated.

Ms. Dean also advised the Council of a newly adopted statutory provision identifying grounds for removing a planning commission member, including using public funds for political purposes, violating the Municipal Officers’ and Employees’ Ethics Act, or attempting to influence a pending land use decision in a manner that created actual impermissible bias or an unacceptable risk of impermissible bias in the member's administrative or quasi-judicial duties. Ms. Dean stated that the provision had to be adopted by ordinance rather than included only in the bylaws and proposed preparing an ordinance for consideration with the other amendments.

Mayor Shepherd asked whether the statutory grounds were the only reasons a commissioner could be removed. Ms. Dean stated that poor attendance remained a potential basis for removal and noted that commissioners served at the pleasure of the mayor and council.

Councilmember Peterson supported maintaining appropriate insulation between the Planning Commission and political pressure while recognizing the need for accountability because commissioners administered adopted City land use standards. She stated that regular attendance was important because experience and participation helped commissioners understand the distinction between legislative and administrative responsibilities.

Ms. Dean stated that attendance requirements also applied to alternate commissioners and the youth ambassador, which could improve quorum availability and help members become more familiar with their responsibilities.

City Attorney Stuart Williams requested that each statutory citation include the phrase "as amended" so future statutory revisions would remain incorporated. Ms. Dean agreed to make the change. Ms. Dean stated that the proposed rules, bylaws, and related ordinance would return on a future agenda for formal consideration.

<u>COMMUNICATION ITEMS</u>

<u>MAYOR'S REPORT</u>

Mayor Mark Shepherd

- Mayor Shepherd reported that Colonel Cornelius had completed the command assignment at Hill Air Force Base and had been succeeded by Colonel Eric Quidley. Mayor Shepherd welcomed Colonel Quidley and expressed appreciation for the new commander and their family.
- Mayor Shepherd reported participating in a discussion with area mayors, the Utah League of Cities and Towns, the Wasatch Front Regional Council, and city managers regarding the possibility that Davis County would impose the fifth quarter-cent transportation sales tax. Mayor Shepherd stated that Weber County had adopted the tax and that Davis County appeared to have sufficient support for adoption. The decision rested with the County rather than individual cities. Mayor Shepherd stated that Clearfield City was estimated to receive approximately $350,000 annually if the tax was adopted.
- Mayor Shepherd reported participating in a Job Corps panel regarding employability and thanked Lamont Woods for organizing the event. Mayor Shepherd also reported that Open Doors had not received renewed funding for the Circles program and expressed concern that the funding loss could affect continuation of the program.
- Mayor Shepherd stated that Antelope Elementary School would hold its back-to-school welcome event on August 20, 2026, at 8:30 a.m. Because he would be attending meetings in Everett, Washington, Mayor Shepherd requested that councilmembers represent the City. Councilmembers Peterson and Wurth agreed to attend.

- Mayor Shepherd announced that the Hill Air Force Base community picnic would be held August 7, 2026. Mayor Shepherd stated that volunteer opportunities remained available and agreed to distribute the invitation and volunteer information to councilmembers.

CITY COUNCIL'S REPORTS

Councilmember Nike Peterson

- Councilmember Peterson thanked City Manager JJ Allen and Communications Manager Shaundra Rushton for coordinating with Antelope Elementary School and nearby community members regarding a major public works project that would affect traffic and circulation during the beginning of the school year. She also thanked City employees, particularly Public Works and Facilities staff, for their support of the Fourth of July celebration.
- Councilmember Peterson reported that Wasatch Integrated Waste Management District employees were working under extreme heat conditions and encouraged residents to express appreciation for landfill employees. Peterson reminded residents that reusable items could be donated to the landfill thrift store and that household chemicals, paint, and similar materials could be surrendered at no charge for safe disposal or community reuse.
- Councilmember Peterson also congratulated North Davis Fire District Captain Kortright on retirement.

Councilmember Dakota Wurth

- Councilmember Wurth reported that the Parks and Recreation Commission had not met during the month of July because members had assisted with the Fourth of July celebration. Wurth thanked City staff and stated that the event had operated smoothly. The Commission would reconvene the following month to select the Yard of the Year after continuing the Yard of the Week program.
- Councilmember Wurth reported that the Youth Commission had recognized graduating members Ari, Addie, and Alyssa and would begin recruiting new members.
- Councilmember Wurth also reported that Open Doors faced an approximately $200,000 funding shortfall because no Circles program in Utah had received funding from the Department of Workforce Services. Open Doors expected to continue the program because it had diversified its funding sources, but additional financial support was needed. Wurth announced a fundraising event at Texas Roadhouse in Layton, where a portion of participating purchases would benefit Open Doors.
- Councilmember Wurth cautioned residents regarding fire hazards and emphasized personal responsibility during severe drought and increased wildfire activity. Wurth referenced recent fires affecting homes and lives and encouraged residents to celebrate responsibly and protect surrounding properties.

Councilmember Megan Ratchford

- Councilmember Ratchford distributed information developed by the Hill Aerospace Museum to help community members understand Air Force terminology, organizational structure, ranks, creeds, special events, and activities. Ratchford also reported that an associated class was available to strengthen community understanding and integration with Hill Air Force Base. Ratchford stated that Colonel Quidley had expressed enthusiasm for the strong relationship between the base and surrounding communities.
- Councilmember Ratchford reported that the number of fires had recently increased significantly, including fires associated with sparks from railroad tracks. She encouraged residents to promptly report fires or hazardous conditions.
- Councilmember Ratchford also announced that the Clearfield Police Department Citizens

Police Academy would begin August 6, 2026.

Councilmember Danielle King

- Councilmember King reported that the Mosquito Abatement District had been monitoring a confirmed West Nile virus case involving a Cache County resident who was believed to have contracted the virus while traveling through Arizona and St. George. King stated that mosquito control districts throughout Utah were monitoring the situation. She also reported that an aircraft used for mosquito spraying had crashed and that the district was working to rent a replacement aircraft under its cooperative arrangement with Salt Lake County. Drones continued to be used to target mosquito eggs and breeding areas.
- Councilmember King thanked the Clearfield Aquatic and Fitness Center for assisting Communities That Care with installation of the CHAT program, which encouraged parents and teenagers to put away electronic devices and communicate with one another. King stated that Communities That Care was reviewing Student Health and Risk Prevention data to determine future programming.
- Councilmember King also thanked City staff for helping Blue Star Families reserve a pavilion and collect donations at City Hall and the Clearfield Aquatic and Fitness Center. King announced that the Blue Star Families event would be held at Barlow Park in Clearfield on August 4, 2026, from 5:00 p.m. to 8:00 p.m.

CITY MANAGER'S REPORT

JJ Allen, City Manager

- Mr. Allen reminded the Council that the Truth in Taxation public hearing would be held August 4, 2026, as the only item on the agenda.
- Mr. Allen also reminded the Council of the August 14, 2026 retreat and requested that councilmembers provide their travel plans for the National League of Cities conference.

STAFF REPORTS

Nancy Dean, City Recorder

- Ms. Dean stated that an online link would be available for residents to submit comments regarding the Truth in Taxation hearing.
- Ms. Dean reported that policy and work sessions were scheduled for August 11, 2026, and that a work session, with a possible policy session, was anticipated for August 25, 2026.

Councilmember Wurth moved to adjourn at 7:55 p.m., seconded by Councilmember Peterson.

RESULT: **Passed [4 TO 0]**
YES: Councilmember Peterson, Councilmember Wurth, Councilmember Ratchford, Councilmember King
NO: None
ABSENT: Councilmember Karece Thompson

APPROVED AND ADOPTED
This day of 2026

/s/ Mark R. Shepherd, Mayor

ATTEST:

/s/ Nancy R. Dean, City Recorder

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield City Council meeting held Tuesday, July 28, 2026.

/s/ Nancy R. Dean, City Recorder

CLEARFIELD
UTAH'S MILITARY CITY

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Rich Knapp, Chief Finance Officer

MEETING DATE: August 11, 2026

SUBJECT: FY27 Budgeted Enterprise Fund Transfers to the General Fund.

Recommended Action

Staff recommends that the Mayor and City Council hold a public hearing to receive public comment on the proposed Fiscal Year 2027 enterprise fund transfers to the General Fund.

Description / Background

Staff is proposing the following enterprise fund transfers:

Operational Costs Transfer

Enterprise Fund	Proposed Transfer to General Fund
Utility Adm.	$140,035
Water	$359,186
Sewer	$382,075
Storm Water	$231,168
Solid Waste	$ 45,858

Basis: These transfers reimburse the General Fund for administrative and support services provided to the enterprise funds, including finance, human resources, legal, information technology, management, and other shared services.

Water Usage Transfer

Enterprise Fund	Proposed Transfer Value
Water Fund	$170,000

Basis: This transfer recognizes water consumed by general City operations (e.g., parks, irrigation, and City facilities) for which the Water Fund has not otherwise been reimbursed.

Statutory Requirements

Pursuant to Utah Code § 10-6-135.5, the City must hold a public hearing before adopting a budget that includes transfers from an enterprise fund to another fund. Following budget adoption, the City must also provide notice of the adopted transfers to utility customers and post the required information on its website.

Corresponding Policy Priorities

- Providing Quality Municipal Services

This public hearing and noticing provides quality municipal services by increasing fiscal transparency. The proposed transfers demonstrate fiscal responsibility by properly accounting for costs by the services provided.

Fiscal Impact

The Water Usage Transfer is a non-cash adjustment and does not affect cash. The operational cost transfers reduce available resources in the respective enterprise funds and increase resources in the General Fund to reimburse the cost of services provided.

Schedule / Time Constraints

The Fiscal Year 2027 Budget, including the enterprise fund transfers, must be adopted by August 31, 2026. Following adoption, the City must provide notice of the transfers to utility customers, post the required information on the City's website, and submit the required information to the State Auditor within the timeframes established by Utah Code § 10-6-135.5.

CLEARFIELD
UTAH'S MILITARY CITY

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Tyson Stoddard, Planner

MEETING DATE: August 11, 2026

SUBJECT: Public Hearing, Discussion, and Possible Action on ZTA 2026-0704, a City Council initiated zoning text amendment to the Downtown Form Based Code removing Multi-Family Residential as a permitted building type on Secondary Streets in the UC Zone.

RECOMMENDED ACTION

On August 5, 2026, the Planning Commission forwarded a recommendation of approval of the zoning text amendment request.

DESCRIPTION / BACKGROUND

The Clearfield City Council, during a work session, directed Staff to process a zoning text amendment to the Downtown Form Based Code (FBC) pertaining to Multi-Family Residential development on Secondary Streets within the UC (Urban Core Commerce) Zone. In response to that direction, Staff has prepared ZTA 2026-0704 for consideration by the Planning Commission and City Council.
The City Council's direction to initiate the text amendment occurred during a broader discussion regarding a Civic and Town Center Plan. As part of this planning effort, City Staff recently issued a request for proposal (RFP) from qualified consultants to work with the City, stakeholders, property owners, and the public to create a Civic & Town Center Vision and Implementation Plan focused on the area surrounding City Hall, including the adjacent Clearfield Town Square property.

The goal of the Civic & Town Center planning effort is to create a long-term vision emphasizing civic open space, recreation-based placemaking, community programming, and implementation strategies that transform the area into a destination for residents and visitors while supporting surrounding commercial and civic development. Clearfield Town Square, located in the UC Zone, is specifically identified as a 10-acre redevelopment opportunity and potential catalyst for advancing this vision.
While the Civic & Town Center planning process is intended to evaluate long-term land use, redevelopment opportunities, and potential regulatory updates, the proposed zoning text amendment represents a separate policy action initiated by the City Council for consideration at this time. The amendment is intended to preserve opportunities for commercial and mixed-use redevelopment and maintain flexibility pending completion of the Civic & Town Center planning

effort for Downtown.

PROPOSED ZONING TEXT AMENDMENT AND ANALYSIS

The proposed amendment would remove Multi-Family Residential as a permitted building type on Secondary Streets within the UC Zone. The amendment also includes associated revisions necessary to implement the proposed policy change within the FBC. A redline version of the amendments is included in an attachment to the staff report, and the following summary is provided:

1. Section 2.8 of the FBC provides a description and requirements for the UC Zone. The proposed amendment removes Multi-Family Residential as a permitted building type on secondary streets.
2. Section 3.4 of the FBC provides "Use Development Standards" broken into "Development Standards by Use Category." The proposed amendment affects the "Residential and Lodging Uses" category, removing the standard that permits Multi-Family building types in the UC Zone.
3. Table 6.2 (1) "Permitted Building Types by Districts" and Table 6.5 (1) "Multi-Family Residential Building Type" are proposed to be amended accordingly.

General Plan Analysis
In reviewing any ordinance amendment or rezone, it is important to consult with the current General Plan to review the relevant topics or elements of the General Plan, along with the community goals, objectives, and strategies to help inform land use decisions. There are community vision objectives associated with "Economy and Fiscal Responsibility" that can be evaluated in relation to the request, which are listed below.

Economy and Fiscal Responsibility Clearfield aims to have a robust economy producing a diverse revenue stream for the City, supporting livability, community wellbeing, and offering amenities and services that create a vibrant, healthy city.	
Objectives & Strategies	*Staff Analysis*
Objective: Continue efforts to transform Downtown Clearfield into a vibrant center of activity and gathering spaces.	The proposed amendment represents a policy choice regarding the desired balance of residential and non-residential development within Downtown Clearfield. While multi-family residential buildings can contribute to downtown activity by increasing residents and supporting nearby businesses, the proposed amendment seeks to prioritize other building types along Secondary Streets within the UC Zone such as Mixed-Use buildings that may more

	directly contribute to active storefronts, gathering spaces, and pedestrian-oriented destinations, while still allowing residential uses on upper floors.

Zoning Text Amendment Analysis

Clearfield Land Use Ordinance Section 11-6-3 establishes the following findings the Planning Commission shall make to approve Zoning Ordinance Text Amendments. The findings and staff's evaluation are outlined below.

Review Consideration	Staff Analysis
The proposed amendment is in accordance with the General Plan and Map; or	The General Plan encourages continual evaluation and modifications to adopted ordinances. The proposed amendment is supported by objectives and strategies related to the "Economy and Fiscal Responsibility" section of the General Plan.
Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	The city is undertaking a Civic and Town Center planning effort, with Clearfield Town Square identified as a potential redevelopment catalyst towards accomplishing the vision for Downtown. These conditions have led to an amendment request to promote the convenience and general welfare of the public.

Findings and Conclusion

Based on a review of the General Plan, as well as existing and proposed ordinance standards, staff concludes the following:

1. The General Plan encourages the continued evaluation and modification of adopted ordinances to ensure that development regulations remain consistent with the City's goals and objectives. The proposed amendment may be supported by objectives and strategies contained within the "Economy and Fiscal Responsibility" element of the General Plan related to promoting a vibrant and sustainable Downtown area.

2. The City is undertaking a Civic and Town Center planning effort, with Clearfield Town Square identified as a potential redevelopment catalyst for advancing the City's vision for Downtown. The proposed amendment represents a policy consideration regarding the desired mix and location of future development within the Downtown area and may support the purposes of Title 11 by refining development standards to achieve the intended character and function of the UC Zone.

Public Comment

A public hearing was held with the Planning Commission on August 5, 2026. Once resident spoke in opposition to the request, expressing concern about a reduction is residential housing type options on secondary streets in Downtown.

CORRESPONDING POLICY PRIORITIES

- Improving Clearfield's Image, Livability, and Economy

The amendment can be supportive of Clearfield's efforts to transform Downtown Clearfield into a vibrant center of activity and gathering spaces.

HEDGEHOG SCORE

Not considered

FISCAL IMPACT

Not considered

ALTERNATIVES

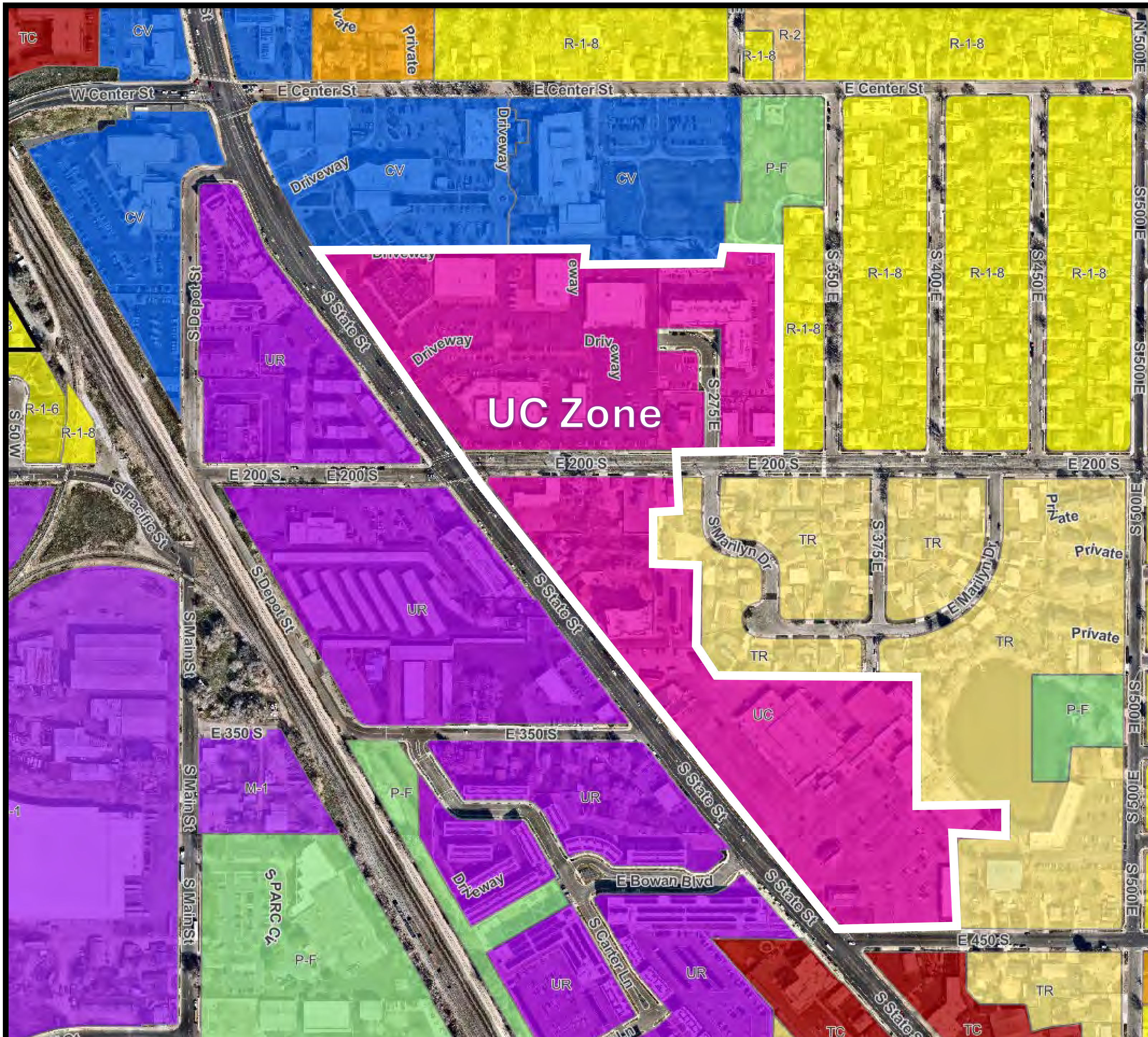
The City Council, following public comment, may choose to approve, deny, or table the zoning text amendment request.

SCHEDULE / TIME CONSTRAINTS

There are no specific time constraints relative to the request.

LIST OF ATTACHMENTS

- UC Zone Exhibit
- Proposed UC Zone Building Type Amendment



UC Zone
TC
CV
R-1-8
R-2
P-F
UR
TR
UC
M-1
R-1-6
E Center St
W Center St
E 200 S
E 350 S
E 450 S
S State St
S Depot St
S Main St
S Pacific St
S 275 E
S 350 E
S 375 E
S 400 E
S 450 E
S 500 E
N 500 E
S Marilyn Dr
E Marilyn Dr
E Bowan Blvd
S Carter Ln
S PARC Ct
Driveway
Private

2.8 Urban Core Commerce

1. Description & Intent

The Urban Core Commerce (UC) district is intended to be the heart of activity and intensity in Downtown Clearfield with a mix of building types. Allowed Building Types will vary based on which type of street they face. ~~Multi-Family Residential Building Types will only be allowed when facing side streets and as part of a mixed-use project.~~ Live-Work is considered residential, rather than mixed-use.

Table 2.8 (1) Urban Core Commerce Requirements	
Primary Street(s)	Urban Core Arterial; Commercial
Secondary Street(s)	Neighborhood
Typical Scale	Two to Six Stories
Primary Street - Permitted Building Types	
Mixed-Use/Core Commercial	
Office	
Secondary Street - Permitted Building Types	
Mixed-Use/Core Commercial	
~~Multi-Family* Residential~~	
Office	

~~*only allowed as part of a mixed-use development~~

Mixed-Use/Core Commercial Building Type

~~Multi-Family Residential Building Type~~

Office Building Type

3.4 Use Development Standards

The uses as permitted with development standards (D), shall meet the following requirements

1. Development Standards by Use Category

(1) Residential and Lodging Uses

(a) Townhouses and Multi-Family building types within the TC district shall only be allowed on secondary or side streets ~~in the TC and UC districts~~.

(2) Retail Uses

(a) Pawn and secondhand businesses are limited to a maximum of 5,000 square feet of retail space in the TR zone. This includes pawn and secondhand businesses for general merchandise, military surplus, precious metals and/or gems dealers/processors.

(b) Motor vehicle sales shall have a 1 acre minimum lot size; a permanent on-site office is required. No cars may be displayed outside within 10 feet of the primary street right of way.

(3) Service Uses

(a) Vehicle Services

(i) Vehicle repair is only allowed as a secondary use to vehicle sales.

(ii) Use Limitation. Repair and wash facilities for semi-trucks, recreational vehicles, boats, and other oversized vehicles are not permitted.

(iii) Service Bays. Vehicular service bays, including garages and car wash bays, shall not be located on the front facade, unless otherwise permitted by the Building Type. Service bay doors shall be transparent.

(iv) Outdoor Storage. Disabled or inoperable vehicles and those awaiting pick-up may be stored outdoors if:

i. Vehicles are not stored for more than two days.

ii. The storage area is located in the rear yard and screened from view of the front lot line and/or corner lot line.

ii. The storage area is screened using the Side & Rear yard buffer outlined in 7.0 Landscape, regardless of the adjacent land uses.

(v) Outdoor Activities

i. All repairs or washing activities must occur inside a structure.

ii. Vacuuming activities may occur outdoors, but must be located in the side or rear yards, screened from the front lot line.

iii. Temporary outdoor display of seasonal items, such as windshield wiper fluid or salt, is permitted during business hours under the canopy and adjacent to the principal structure.

(vi) Fuel pumps must be in rear or side of building.

(b) Residential Care

(i) The first 40' of the ground floor shall be used for administrative and/or shared common spaces, such as an activity room, dining room, or offices.

(ii) Residential dwelling units shall not be located in the first 40' of the ground floor.

(4) Craft Industry Uses

(a) All work shall be performed within an enclosed building.

(b) All outside storage shall be screened from view from public streets and adjacent properties.

(5) Parking Uses

(a) Corner Lots. A corner lot shall not be used for a parking lot or structure unless the structure meets the standards of one of the allowed Building Types (refer to Chapter 6.0).

(b) Adjacent Parking Lots. Two parking facilities (lots or structures) cannot be located directly adjacent to one another.

(c) Distance. The parking lot or structure must be within 1,300 feet of the principal entrance to the associated use unless:

(i) At least 75% of the spaces are dedicated for public use.

(ii) An approved parking agreement is in place (refer to Chapter 9.0 Parking).

(d) Pedestrian Access. Must be connected to the associated use by a dedicated, public pedestrian pathway.

(e) Commercial Vehicles. Parking structures for commercial vehicles are not permitted.

(6) Accessory Uses

(a) Outdoor Storage and Display of Goods. Outdoor storage areas shall be located in the rear or side yard of the lot. Display of goods during business hours only, such as sidewalk displays, are not subject to these standards.

(i) Loose materials shall not be stacked higher than six feet.

(ii) Loose materials shall at a minimum be stored in a three-sided shelter and shall be covered.

(iii) Materials shall be set back a minimum of five feet from any lot line.

(iv) All outdoor storage areas shall be screened from view of adjacent parcels and vehicular rights-of-way using the landscape buffer, refer to 7.0 Landscape Requirements for Side and Rear Buffer.

(v) Accessory storage that is not considered "display" includes storage containers. Such storage requires a minimum 6' visual barrier.

6.0 Building Types

6.1. Purpose

1. Intent

The standards are intended to outline the required building types and standards for new construction within the Downtown Clearfield Districts defined in Chapter 2.0.

6.2. General Requirements

All Building Types must meet the following requirements.

(1) Zoning Districts. Each Zoning District shall only contain the Building Types permitted. Refer to Table 6.2 (1) Permitted Building Types by Districts.

(2) Uses. Each Building Type can house a variety of uses depending on the district in which it is located. Refer to 3.0 Uses for uses permitted per district. Some Building Types have additional limitations on permitted uses.

(3) No Other Building Types. All new buildings constructed must meet the requirements of one of the Building Types permitted within the zoning district in which the lot is located.

(4) Permanent Structures. All buildings constructed shall be of permanent construction without a chassis, hitch, or wheels, or other features that would make the structure mobile, unless otherwise noted.

(5) Accessory Structures

(a) Attached accessory structures are considered part of the principal structure.

(b) Detached accessory structures are permitted per each Building Type and shall comply with all setbacks except the following:

(i) Detached accessory structures are not permitted in the front yard and shall be located behind the principal structure in the rear yard or set behind the principal structure in the side yard.

(ii) Detached accessory structures shall not exceed the height of the principal structure.

(6) Residential Amenities. All multi-family and mixed-use buildings containing residential units must provide a mix of amenities to ensure quality development and livability for tenants. Refer to Section 6.13.8.

Table 6.2 (1) Permitted Building Types by Districts

		Districts					
		Urban Core Commerce	Urban Mixed Residential	Town Mixed Commerce	Town Neighborhood Residential	Civic	Gateway Corridor Commerce
Building Types	Mixed-Use/Core Commercial	P	P	P	P		
	Multi-Family Residential	~~P[1]~~	P				
	Office	P	P	P		P	P
	Civic	P	P	P		P	P
	Commercial			P			P
	Townhouse		P	P	P		
	Garden Court				P		

P = Permitted

~~Footnotes:~~

~~[1] Only permitted as part of a master development and/or permitted on secondary streets in the Urban Core (UC) District.~~

Table 6.5 (1) Multi-Family Residential Building Type

	Zone Districts					
	UC	UR	TC	TR	CV	CC
Building Site Refer to 6.3.1						
Minimum Lot Width	80'	80'				
Maximum Lot Width	none	none				
Maximum Impervious Coverage	70%	70%				
Additional Semi-Pervious Coverage	10%	15%				
Site Access & Parking Refer to 6.3.2						
Parking & Loading Location	rear or side yard					
Vehicular Access	Alley; if no alley a maximum 1 per 200 feet frontage or per UDOT requirements					
Building Location Refer to 6.3.3						
Multiple Principal Buildings	permitted					
Front Build-to Zone	5'-20'					
with Plaza or Porte Cochere	up to 25'					
Corner Build-to Zone	5'-20'					
Occupation of Corner	required					
Front Property Line Coverage	80%					
Minimum Side Yard Setback	0'					
Minimum Rear Yard Setback	5'					
Building Massing Refer to 6.3.4						
Minimum Overall Height	2 story	2 story				
Maximum Overall Height	No maximum	6 stories				
Building Stepback	minimum of 10' at top of 4th story					
Ground Story: Minimum Height	9'	9'				
Maximum Height	18'	18'				
Upper Stories: Minimum Height	9'	9'				
Maximum Height	14'	14'				
Permitted Roof Types	parapet, pitched, flat					
Tower	permitted	permitted				
Street Facade Articulation/Details Refer to 6.3.5						
Blank Wall Limitations	required per floor refer to 6.3.5					
Vertical Facade Divisions	every 25' of facade width	every 30' of facade width				
Horizontal Facade Divisions	required within 3' of the top of any visible basement and of the ground story, and at top floor					
Front Facade Entrance Type	Contemporary, Mixed-Use, Porch, Stoop					
Building Fenestration Refer to 6.3.6						
Minimum Ground Story Transparency	30%	30%				
Minimum Upper Story Transparency	25%	25%				
Principal Entrance Location	front facade	front facade				
Required Number of Street Entrances	1 per each 100' of front facade	1 per each 100' of front facade				
Building Uses Refer to 6.3.7; Refer to Table 3.3 (2) for specific permitted uses in each General Category						
Ground Story	residential alone; residential with retail, service, or office as accessory uses					
Upper Story	residential					
Parking within Building	permitted fully in basement; permitted in rear portion of all floors above ground					
Required Occupied Space	40' deep on all full floors					

Gray Out UC Column

Property Tax Impact Schedule – FY27 Budget

To maintain current service levels, Clearfield City will consider an increase to its property tax rate from 0.001218 to 0.001253, generating an additional $233,106. The following information is intended to provide decision makers and the public with an explanation of how the City's operations would be affected by the property tax increase.

Proposed additional property tax revenue to Clearfield City	$233,106
Approximate % increase to Clearfield's property tax revenue	6.59%
Approximate annual increase in property tax paid to Clearfield City for the average residence (valued at $510,000)	$21.60 (6.59%)
Approximate annual increase in property tax paid to Clearfield City for the average commercial property (valued at $2,151,000)	$165.63 (6.59%)

The proposed tax increase is intended to maintain current levels of service. Without the tax increase, the level of service to the public would decrease as outlined and articulated below. It should be noted that the Clearfield City Council held a truth-in-taxation to increase the property tax rate for the FY26 budget (approximately $19 for the average residence), and passed a budget that included that increase. However, the increase was not implemented due to a technicality, as determined by the Utah State Tax Commission.

Department – Division	Amount	Operational Impact if Tax Increase is Approved
Community Services – Facilities	$25,000	Contracted services on City facilities for routine maintenance activities will continue at the current level of service.
Police – Patrol & Investigations	$10,000	Equipment acquisition and replacement (e.g. radios and radio accessories, public order unit equipment, etc.) will continue at the current level of service.
Public Works – Streets	$60,000	Maintenance activities such as pavement striping, street light maintenance, pothole repair, snow plowing, etc. will continue at the current level of service.
Community Services – Parks	$121,606	The Parks Division will acquire an advanced-technology slope mower for safer and more efficient maintenance of various steep slopes and detention basins. Also, grounds maintenance activities will continue at the current level of service.
Administration – Communications	$16,500	The texting service to facilitate communication and engagement with residents will be renewed for a second year.

CLEARFIELD
UTAH'S MILITARY CITY

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Rich Knapp, Chief Finance Officer

MEETING DATE: August 11, 2026

SUBJECT: 2026 Property Tax Rate – Proposed Rate Above Certified Tax Rate

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Recommended Action

Staff recommends adopting the proposed property tax rate of .001253 for 2026.

Description / Background

Davis County has finalized Clearfield's 2026 total property valuation and certified tax rate. Because the City's taxable property value increased by 8.1%, state law requires the certified tax rate to be adjusted downward so that property tax revenue from property taxed in both years remains approximately the same as the prior year, excluding revenue from new growth and other statutory adjustments.

The City is proposing a property tax rate of **0.001253**, which exceeds the certified tax rate and is expected to generate approximately 6.59% more property tax revenue than would be generated by the certified tax rate.

	2025 Rate	2026 Certified Rate	2026 Proposed Rate
General Operations	0.001218	0.001176	0.001253

Impact

To the City: The proposed property tax rate is estimated to generate approximately $148,657 from new growth and approximately $233,106 from the proposed increase above the certified tax rate.

To the Resident: For an average residence valued at $510,000, the City's portion of the property tax bill will increase by approximately $21.60 annually, resulting in a total annual City property tax amount of approximately $351.47 for City services.

Budget Priorities

The proposed property tax rate increase provides funding for key needs identified during the budget process to address the City's evolving service demands. Throughout the budget process and during multiple public presentations, the City identified five budget priorities totaling the amount of the proposed increase and communicated that these items would need to be eliminated if the proposed property tax rate increase was not approved. These items are summarized in the attached Property Tax Impact Schedule.

Public Hearing

A public hearing for the proposed rate above the certified tax rate was held on August 4 at 7:00pm.

List of Attachments

- Property Tax Impact Schedule

Property Tax Impact Schedule – FY27 Budget

To maintain current service levels, Clearfield City will consider an increase to its property tax rate from 0.001218 to 0.001253, generating an additional $233,106. The following information is intended to provide decision makers and the public with an explanation of how the City's operations would be affected by the property tax increase.

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CLEARFIELD
UTAH'S MILITARY CITY

STAFF REPORT

To: Mayor Shepherd and City Council Members

From: Rich Knapp, Chief Finance Officer

Meeting Date: August 11, 2026

Subject: Fiscal Year 2027 Final Budget

Recommended Action

Staff recommends the City Council adopt the Fiscal Year 2027 Final Budget.

Description / Background

The FY 2027 Final Budget is presented for formal adoption following the budget work sessions, public hearing, and Truth in Taxation process.

Key highlights of the proposed budget include:

- Modest overall budget growth due to slower revenue increases.
- Targeted staffing additions to support recreation and public infrastructure.
- Continued investment in street, utility, facility, and park improvements.
- Market/merit compensation adjustments while maintaining no increase in the City's contribution toward employee health insurance.
- Approximately $1.8 million in projects were deferred or eliminated to preserve the General Fund reserve target.

A summary of changes since the tentative budget is attached for Council review and discussion.

Corresponding Policy Priorities

This budget allocates the City's limited resources to further all policy priorities including quality municipal services, image, livability and economy, and a highly motivated and a well-trained workforce.

Hedgehog Score

The annual budget is a statutory requirement and establishes the City's legal spending authority for Fiscal Year 2027.

Fiscal Impact

The proposed FY 2027 Budget includes:

- Revenues and transfers: $52,319,002
- Use of reserves for planned projects: $20,257,003
- Total sources: $72,576,005
- Total appropriations: $72,576,005

Upon adoption, the budget becomes the City's legal financial plan for Fiscal Year 2027. Budget amendments may be presented to the City Council during the fiscal year as needed.

Alternatives

Direct staff to make specific revisions before adoption, provided the budget is adopted before the statutory deadline.

Schedule / Time Constraints

The Truth in Taxation process extends the statutory deadline for adoption of the FY 2027 Final Budget to September 1.

List of Attachments

- Fiscal Year 2027 Final Budget
- List of Changes Since the Tentative Budget


Fiscal Year 2027 Budget
July 1, 2026 – June 30, 2027
CLEARFIELD
UTAH'S MILITARY CITY

City Manager's Message

To the Honorable Mayor, Members of the City Council, and Residents of Clearfield City:

I am pleased to present the Fiscal Year 2027 Budget for Clearfield City, a comprehensive financial plan that reflects our commitment to fiscal responsibility, transparency, and delivering exceptional municipal services. This budget aligns with our vision to make Clearfield a vibrant and thriving community—a place where people want to be. It allocates resources to provide quality municipal services, enhance the City's image, livability, and economy, and maintain a highly motivated and well-trained workforce.

The FY27 budget addresses key priorities while navigating economic challenges. Sales Tax and Energy Tax, our primary revenue sources, are experiencing slower growth, resulting in a modest budget increase of $350,000 compared to FY26. Community Development and redevelopment activity has also slowed, with a few significant projects on hold due to the current economy. Therefore, to maintain current service levels, the property tax rate will rise by approximately $233,106.

To meet the Council's priorities and our community's evolving needs, the FY27 budget funds needed staffing additions: one Assistant Aquatic & Fitness Center Manager and two new Public Works employees dedicated to sewer and storm pipe cleaning. The Assistant position is more than offset by reductions to other staffing and operations within the center, while the new Public Works positions are offset by eliminating the need for contracted pipe cleaning services. Additional savings were achieved through a reduction in the dispatch contract with Layton and by transitioning emergency planning responsibilities to the North Davis Fire District.

Recognizing the competitive labor market and continued low unemployment rates, and to maintain a highly motivated and well-trained workforce, the budget includes a market/merit wage adjustment while maintaining no increase in the City's contribution toward employee health insurance premiums. These investments are important to attracting and retaining skilled, motivated employees committed to serving our community.

The FY27 budget also invests in essential capital projects that enhance infrastructure and quality of life, including:

- Street surface treatments ($580,000)
- Street reconstruction ($799,000)
- Facility improvements ($460,000)
- Water, sewer, and stormwater projects ($3.4 million)
- An all-abilities playground at Fisher Park

To maintain a minimum General Fund reserve equivalent to 60 days of operating expenses, approximately $1.8 million in projects were deferred or eliminated. One-time costs are primarily funded through reserves, preserving fiscal stability.

I extend my gratitude to our Finance Division for its work in preparing this budget and to the Department Heads and their staff for their ongoing commitment to providing exceptional service in a fiscally responsible manner as we work to create places where people want to be.

Respectfully,

JJ Allen
City Manager

Major Changes FY 2027 Budget compared to FY 2026

- $598k budget increase to Sales Tax collections
- $240k decrease to Energy Tax
- $236k increase to Property Tax (restricted)
- $2.55 per month rate increase Jan ‘27 Water, Sewer, & Storm
- $0.85 per month rate increase Jul ‘26 Green Waste

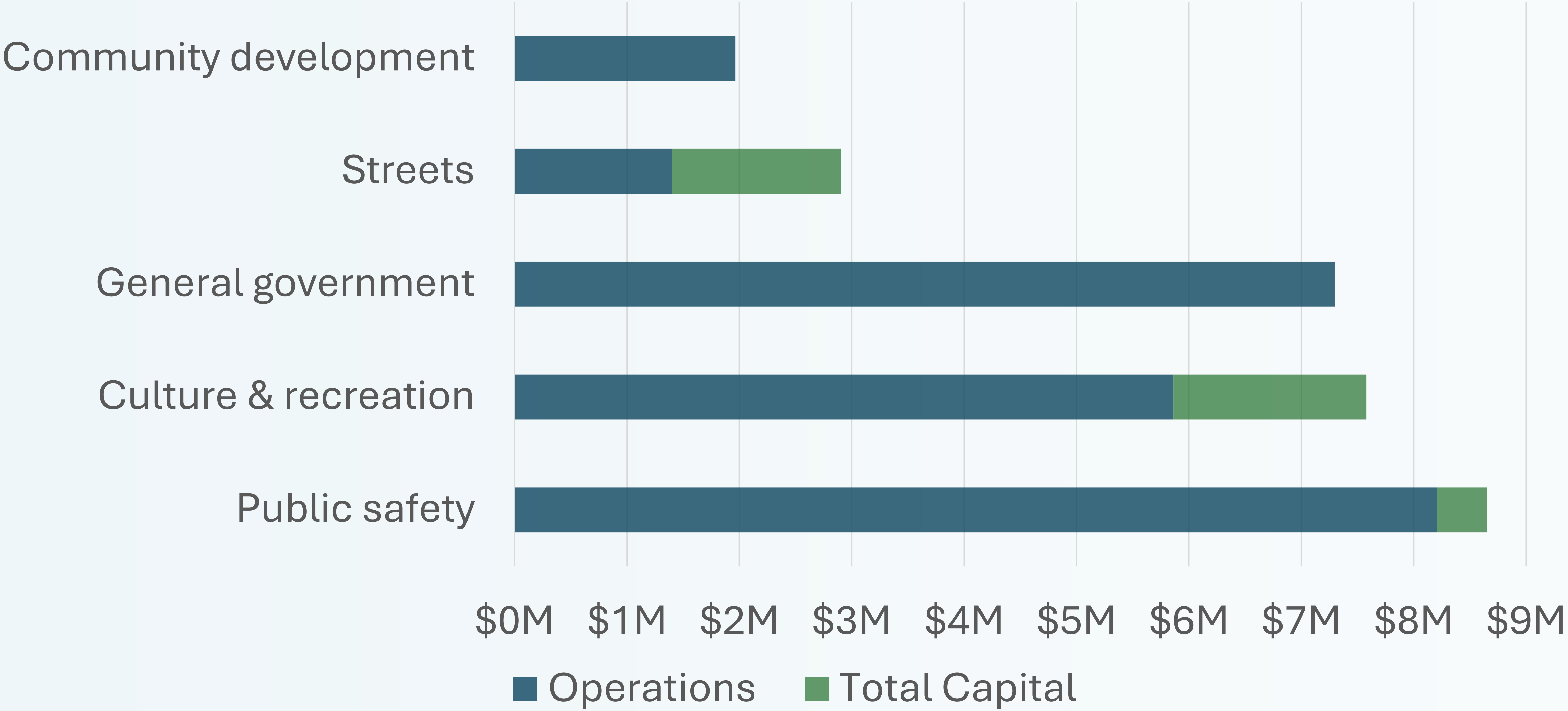
Notable Changes FY 2027 Budget compared to FY26

- 1 new Assistant Aquatic & Fitness Center Manager
- Aquatic & Fitness Center reductions to other staffing & operations
- 2 new Public Works dedicated to sewer and storm pipe cleaning
  - Offset by eliminating the need for contracted pipe cleaning services
- Reduction in the dispatch contract with Layton
- Emergency planning responsibilities to the North Davis Fire District

Major Projects FY 2027 Budget

- Water, sewer, storm, solid waste projects—$17M total (**$3.4M** new)
- Street projects –$5.1M total (**$800k** new)
  - Dedicated sources of money, prior year set asides, & intergovernmental sources
- Street surface treatment—$2.1M total (**$580k** new)
- Facility projects – $645k total (**$460k** new)
- Park projects—$1.3M total (**$210k** new)
  - Bicentennial Park Renovation – Jazz basketball court
- Deferred or eliminated $1.8M of capital requests

Where does the General Fund money go?



Budget Summary – Governmental Funds

	Revenues & Transfers In	Operating Expenditures & Transfers Out	Capital Expenditures	Total Expenditures	Change in Available Cash
General Fund	$27,138,715	$ 26,546,362	$ 2,789,641	$29,336,003	$(2,197,288)
CDRA	2,034,066	2,827,589	-	2,827,589	(793,523)
Capital Projects	4,647,638		8,766,056	8,766,056	(4,118,418)
Total Governmental	**$33,820,419**	**$29,373,951**	**$11,555,697**	**$40,929,648**	**$(7,109,229)**

Budget Summary – Enterprise/Utility Funds

	Revenues & Transfers In	Operating Expenditures & Transfers Out	Capital Expenditures	Total Expenditures	Change in Available Cash
Water	7,026,763	5,164,043	8,260,008	13,424,051	(6,397,288)
Sewer	6,729,000	5,740,004	2,896,911	8,636,915	(1,907,915)
Storm Water	2,155,820	1,243,722	6,206,705	7,450,427	(5,294,607)
Garbage & Recycle	2,587,000	2,034,964	100,000	2,134,964	452,036
Total Enterprise	**$18,498,583**	**$14,182,733**	**$17,463,624**	**$31,646,357**	**$(13,147,774)**

Measures of Security and Sustainability

Security

-Available General Fund cash, by the end of FY27, is 63 days of operating expenses, which exceeds the target of 2 months

-Available General Fund cash, by the end of FY27, 18% of revenues

Sustainability

-The General Fund's ongoing revenue marginally exceeds its operating expense

General Fund Budget Summary

Measure of Security

		FY27
Sources		
Revenues & Transfers In	$	26,632,653
Use of Restricted	$	506,062
Total Sources	**$**	**27,138,715**
Expenditures		
Personnel	$	17,043,567
Materials & Services	$	6,755,243
Debt	$	1,675,202
Total Operating & Debt	$	25,474,012
One-time Operations Expense	$	163,300
Pass Through	$	33,536
Capital	$	3,665,155
Total One-time Expenses	$	3,861,991
Total Expenditures	**$**	**29,336,003**
Use of Available Reserves	**$**	**(2,197,288)**
Est Beg Unrestricted Balance	$	6,615,925
End Unrestricted Fund Balance	$	4,418,637
Unrestrctd % of Revenues		17.7%

GFOA Recommendation - maintain unrestricted fund balance of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

Two Month Operating Exp	$4,245,669
Amount Above Two Mnth Oper	$172,968
Days Cash	63

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
General Fund | 10					
Taxes					
311001 Real Property Tax	2,910,632	3,412,198	3,604,195	3,560,166	(44,029)
311002 Motor Vehicle Fees	151,079	165,014	152,000	152,000	-
311003 Property Tax Restricted	-	-	-	233,106	233,106
312001 Business Personal Property Tax	11,348	132,764	50,000	80,000	30,000
313001 General Sales & Use Taxes	7,263,282	7,460,820	7,460,000	8,058,000	598,000
313002 Energy Use Tax	3,203,352	2,986,239	3,340,000	3,100,000	(240,000)
313003 PARAT Tax	422,917	431,791	435,000	470,000	35,000
314002 CaTV Franchise Taxes	113,597	98,993	145,000	96,000	(49,000)
314003 Utility Franchise Taxes	606,183	740,836	710,000	785,000	75,000
314004 Muni Telecom License Tax	126,236	128,990	129,000	131,000	2,000
315001 Transient Room Tax	15,773	15,702	17,000	17,000	-
Taxes Total	**14,824,401**	**15,573,347**	**16,042,195**	**16,682,272**	**640,077**
Licenses & Permits					
321001 Business Licenses	234,972	349,550	336,500	321,000	(15,500)
322002 Other Permits & Fees	1,650	58,520	40,000	40,000	-
322101 Building Permits	627,544	350,230	500,000	400,000	(100,000)
322401 Cemetery & Burial Permits	21,441	24,754	22,000	22,000	-
Licenses & Permits Total	**885,607**	**783,054**	**898,500**	**783,000**	**(115,500)**
Intergovernmental					
331001 Federal Grants	-	7,771	226,600	226,600	-
331006 CDBG Grant Revenue	183,452	344,903	219,000	276,577	57,577
334001 State Grants	243,848	220,212	317,100	152,900	(164,200)
335001 Class C Roads	1,317,678	1,535,191	1,500,000	1,575,000	75,000
335002 Liquor Fund Allotment	42,346	46,860	46,000	46,000	-
335003 County Transportation	676,955	694,176	700,000	739,000	39,000
Intergovernmental Total	**2,464,280**	**2,849,112**	**3,008,700**	**3,016,077**	**7,377**
Charges for Services					
341001 Zoning & Subdivision	39,509	43,930	40,000	40,000	-
341002 Plan Check Fee	125,473	100,325	130,000	130,000	-
342001 Public Safety Services	37,855	128,995	112,000	42,000	(70,000)
342002 Davis SD Police Protectio	98,200	116,923	116,800	116,800	-
342003 Dui/Seatbelt (Overtime Re	21,686	29,256	28,000	28,000	-
342007 Metro Narcotics Ovt	3,361	15,162	14,000	14,000	-
343002 MIDA	16,222	29,864	16,000	19,200	3,200
347001 Aquatic & Fitness Center	1,483,935	1,443,901	1,510,000	1,618,950	108,950
347003 Recreation & Arts	198,928	193,212	193,500	330,000	136,500
347004 Arts	118,171	96,073	130,000	-	(130,000)
348001 Cemetery Plots	16,420	23,950	11,000	11,000	-
Charges for Services Total	**2,159,760**	**2,221,590**	**2,301,300**	**2,349,950**	**48,650**
Fines & Forfeitures					
351001 Fines/Forfeitures	376,624	430,067	450,000	390,000	(60,000)
351003 Code Enforcement Fines	43,150	71,500	40,000	40,000	-

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
353001 Fees/Contempt	172,911	177,466	210,000	155,000	(55,000)
353002 Court Security Fees	9,831	11,576	15,000	13,000	(2,000)
Fines & Forfeitures Total	**602,515**	**690,609**	**715,000**	**598,000**	**(117,000)**
Miscellaneous					
361001 Interest Earnings	790,453	313,181	130,000	130,000	-
361005 Unrealized Gains & Losses	237,068	(522,176)	-	-	-
362001 Community Service Rentals	77,824	62,990	50,000	50,000	-
362002 Rent/Lease Revenues	17,502	20,653	17,220	17,220	-
369001 Misc Revenues	166,383	227,309	50,800	50,800	-
369003 Donation Revenue	-	41,528	72,412	-	(72,412)
369004 Return Check Fees	5,870	5,171	750	5,400	4,650
Miscellaneous Total	**1,295,100**	**148,656**	**321,182**	**253,420**	**(67,762)**
Charges for Services | Utilities					
371007 Commercial Fire Protect	128,323	129,194	130,800	132,000	1,200
Charges for Services | Utilities Total	**128,323**	**129,194**	**130,800**	**132,000**	**1,200**
Debt					
381002 Trnf CDRA Sales Tax Bond	769,836	971,184	1,419,497	1,174,812	(244,685)
381003 Trnf EF Sales Tax Bond	156,560	156,956	157,930	157,800	(130)
381005 Trnf from EF	144,567	162,245	165,000	170,000	5,000
382001 Trnf from CDRA	199,591	164,922	134,335	157,000	22,665
382002 EF Indirect Cost Alloc	1,158,322	1,158,322	1,158,322	1,158,322	-
Debt Total	**2,428,876**	**2,613,628**	**3,035,084**	**2,817,934**	**(217,150)**
General Fund | 10 Total	**24,788,863**	**25,009,190**	**26,452,761**	**26,632,653**	**179,892**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
General Fund | 10					
104111 Mayor & Council					
Personnel					
611101 Full-Time Employees	79,626	105,991	109,980	111,025	1,045
613101 FICA	5,163	6,904	7,868	8,043	175
613201 Utah Retirement Systems	12,243	18,326	18,290	15,652	(2,638)
613301 Health Insurance	74,539	70,237	71,934	56,791	(15,143)
613302 Dental Insurance	3,739	3,648	3,627	3,100	(527)
613304 Vision Insurance	865	792	786	502	(284)
613401 Worker's Compensation	640	789	1,210	1,508	298
614101 Clothing Allow - FT	37	1,806	960	960	-
Personnel Total	**176,852**	**208,493**	**214,655**	**197,581**	**(17,074)**
Materials & Supplies					
621201 Membership Dues	24,631	25,031	26,170	26,660	490
621301 Training & Registration	7,845	11,615	12,770	10,120	(2,650)
623101 In-State Travel	3,718	630	670	670	-
623501 Out-of-State Travel	26,299	25,042	21,847	23,840	1,993
631003 Insurance Fees	2,985	2,332	2,680	4,161	1,481
631006 Contracted Services	44,000	48,000	48,000	48,000	-
645002 Donation Expenditures	-	-	4,050	4,050	-
663001 Contingency	-	158	5,000	5,000	-
664001 Council Expense	125,003	104,530	151,651	158,651	7,000
664002 Youth Commission	7,143	4,481	10,000	6,000	(4,000)
Materials & Supplies Total	**241,624**	**221,819**	**282,838**	**287,152**	**4,314**
104111 Mayor & Council Total	**418,476**	**430,312**	**497,493**	**484,733**	**(12,760)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104121 Justice Court					
Personnel					
611101 Full-Time Employees	275,557	301,841	321,309	333,673	12,364
611201 Overtime	434	372	300	300	-
613101 FICA	20,639	22,421	24,083	24,704	621
613201 Utah Retirement Systems	84,620	51,475	51,592	56,194	4,602
613301 Health Insurance	37,149	48,964	55,908	66,201	10,293
613302 Dental Insurance	1,977	3,219	3,586	3,530	(56)
613304 Vision Insurance	609	683	726	502	(224)
613401 Worker's Compensation	534	1,022	1,414	1,749	335
613601 LTD ADD Life	2,174	2,326	2,200	2,285	85
614101 Clothing Allow - FT	145	205	225	225	-
Personnel Total	**423,839**	**432,527**	**461,343**	**489,363**	**28,020**
Materials & Supplies					
621101 Publications & Subscriptions	141	150	900	900	-
621201 Membership Dues	720	(239)	345	345	-
621301 Training & Registration	425	56	635	635	-
623101 In-State Travel	1,187	1,421	4,278	2,278	(2,000)
624001 Office Supplies	2,958	1,787	3,000	3,000	-
631003 Insurance Fees	2,415	1,883	2,157	3,681	1,524
631004 Bank & Merchant Fees	6,339	5,990	7,500	6,500	(1,000)
631006 Contracted Services	14,152	20,904	24,000	24,000	-
645001 Special Department Allow	414	485	500	600	100
661001 Miscellaneous Supplies	431	-	500	500	-
662001 Miscellaneous Services	11,872	13,563	14,915	15,665	750
Materials & Supplies Total	**41,054**	**46,001**	**58,730**	**58,104**	**(626)**
104121 Justice Court Total	**464,893**	**478,528**	**520,073**	**547,467**	**27,394**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104131 City Manager					
Personnel					
611101 Full-Time Employees	332,692	353,076	376,257	397,554	21,297
611501 Part-Time	2,415	-	-	-	-
613101 FICA	25,142	26,279	27,229	28,575	1,346
613201 Utah Retirement Systems	58,728	57,923	59,214	68,806	9,592
613301 Health Insurance	45,112	44,894	48,052	48,291	239
613302 Dental Insurance	2,238	2,331	2,418	2,670	252
613304 Vision Insurance	526	503	524	342	(182)
613401 Worker's Compensation	221	2,016	2,519	2,916	397
613601 LTD ADD Life	1,604	2,197	1,601	2,206	605
614101 Clothing Allow - FT	-	-	150	150	-
614201 Car Allowance	10,260	10,031	10,200	10,200	-
Personnel Total	**478,937**	**499,250**	**528,164**	**561,710**	**33,546**
Materials & Supplies					
621201 Membership Dues	2,824	3,026	2,800	2,900	100
621301 Training & Registration	4,880	4,279	4,320	3,970	(350)
623101 In-State Travel	2,068	3,290	2,387	1,913	(474)
623501 Out-of-State Travel	6,739	7,839	9,070	8,283	(787)
624001 Office Supplies	757	-	850	850	-
631003 Insurance Fees	2,482	1,896	2,168	3,165	997
631006 Contracted Services	-	-	2,000	2,000	-
645001 Special Department Allow	6,409	11,474	10,400	10,400	-
663001 Contingency	-	1,871	5,000	5,000	-
Materials & Supplies Total	**26,158**	**33,675**	**38,995**	**38,481**	**(514)**
104131 City Manager Total	**505,095**	**532,925**	**567,159**	**600,191**	**33,032**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104132 City Recorder					
Personnel					
611101 Full-Time Employees	151,564	164,828	178,722	186,996	8,274
611201 Overtime	984	562	510	700	190
613101 FICA	10,646	11,584	13,364	13,996	632
613201 Utah Retirement Systems	27,415	27,997	28,627	31,244	2,617
613301 Health Insurance	39,178	40,809	41,808	42,016	208
613302 Dental Insurance	1,858	2,018	2,007	2,192	185
613304 Vision Insurance	410	409	409	296	(113)
613401 Worker's Compensation	558	527	909	164	(745)
613601 LTD ADD Life	1,186	1,251	1,186	1,243	57
614101 Clothing Allow - FT	-	-	150	150	-
Personnel Total	**233,800**	**249,985**	**267,692**	**278,997**	**11,305**
Materials & Supplies					
621101 Publications & Subscriptions	940	1,727	1,075	-	(1,075)
621201 Membership Dues	915	991	1,120	1,035	(85)
621301 Training & Registration	2,382	1,712	3,130	3,490	360
622101 Public Outreach & Notices	-	1,191	2,500	1,500	(1,000)
623101 In-State Travel	3,132	3,290	3,012	1,206	(1,806)
623501 Out-of-State Travel	1,072	-	-	2,420	2,420
624001 Office Supplies	2,439	2,304	2,500	2,500	-
631003 Insurance Fees	1,546	1,212	1,388	2,118	730
631006 Contracted Services	29,412	31,105	42,625	44,715	2,090
645001 Special Department Allow	73	142	300	300	-
662001 Miscellaneous Services	-	-	350	350	-
Materials & Supplies Total	**41,911**	**43,672**	**58,000**	**59,634**	**1,634**
104132 City Recorder Total	**275,711**	**293,657**	**325,692**	**338,631**	**12,939**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104133 Legal					
Personnel					
611101 Full-Time Employees	370,181	414,613	434,501	462,258	27,757
611501 Part-Time	23,285	20,644	-	-	-
613101 FICA	29,685	32,477	31,904	33,901	1,997
613201 Utah Retirement Systems	65,821	69,947	69,152	78,640	9,488
613301 Health Insurance	66,709	70,019	72,070	66,177	(5,893)
613302 Dental Insurance	3,822	4,180	4,111	4,127	16
613304 Vision Insurance	886	901	891	544	(347)
613401 Worker's Compensation	1,229	1,096	1,562	1,943	381
613601 LTD ADD Life	2,853	3,134	2,841	3,044	203
614101 Clothing Allow - FT	364	244	300	300	-
614201 Car Allowance	4,828	4,815	4,800	4,800	-
Personnel Total	**569,663**	**622,069**	**622,132**	**655,734**	**33,602**
Materials & Supplies					
621101 Publications & Subscriptions	2,393	2,419	1,500	618	(882)
621201 Membership Dues	2,794	2,453	3,135	3,235	100
621301 Training & Registration	1,404	1,334	2,595	1,620	(975)
623101 In-State Travel	2,285	2,199	5,326	4,068	(1,258)
623501 Out-of-State Travel	-	-	6,140	2,810	(3,330)
624001 Office Supplies	1,175	2,141	3,104	2,000	(1,104)
631003 Insurance Fees	3,367	2,799	3,206	4,447	1,241
631006 Contracted Services	110	610	1,000	1,000	-
631009 Outside Legal Counsel	7,325	450	15,000	15,000	-
645001 Special Department Allow	50,467	51,759	43,500	44,500	1,000
661001 Miscellaneous Supplies	937	336	500	500	-
Materials & Supplies Total	**72,257**	**66,499**	**85,006**	**79,798**	**(5,208)**
104133 Legal Total	**641,919**	**688,568**	**707,138**	**735,532**	**28,394**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104141 Human Resources					
Personnel					
611101 Full-Time Employees	142,801	176,509	184,879	187,561	2,682
611501 Part-Time	13,056	15,310	29,841	31,536	1,695
613101 FICA	11,147	13,846	16,042	16,210	168
613201 Utah Retirement Systems	24,753	29,792	29,095	31,227	2,132
613301 Health Insurance	37,683	45,752	48,025	24,254	(23,771)
613302 Dental Insurance	1,911	2,331	2,418	1,335	(1,083)
613304 Vision Insurance	109	241	262	-	(262)
613401 Worker's Compensation	99	101	189	193	4
613501 Unemployment	16,739	8,849	15,000	10,000	(5,000)
613601 LTD ADD Life	1,039	1,284	1,213	1,166	(46)
614101 Clothing Allow - FT	183	163	225	225	-
Personnel Total	**249,521**	**294,178**	**327,189**	**303,707**	**(23,481)**
Materials & Supplies					
621101 Publications & Subscriptions	27,496	29,211	31,545	24,344	(7,201)
621201 Membership Dues	2,125	2,057	2,185	2,193	8
621301 Training & Registration	3,472	5,005	9,861	5,260	(4,601)
621401 Educational Reimbursement	4,313	6,859	10,000	10,000	-
622301 Job Advertisements	2,536	2,124	3,500	3,000	(500)
623101 In-State Travel	224	518	800	602	(198)
623501 Out-of-State Travel	-	3,494	-	-	-
624001 Office Supplies	413	809	500	750	250
624004 Materials & Supplies	4,972	4,516	20,900	12,170	(8,730)
624005 Printing	547	1,114	600	-	(600)
624006 Postage / Mailing	22	41	100	-	(100)
631003 Insurance Fees	2,557	2,055	2,357	3,162	805
631006 Contracted Services	35,649	34,689	35,200	44,125	8,925
645001 Special Department Allow	6,917	1,713	15,300	12,500	(2,800)
645003 Employee Incentive Awards	17,300	5,499	31,000	31,604	604
662001 Miscellaneous Services	7,731	7,728	7,925	-	(7,925)
Materials & Supplies Total	**116,274**	**107,430**	**171,773**	**149,710**	**(22,063)**
104141 Human Resources Total	**365,795**	**401,609**	**498,962**	**453,417**	**(45,545)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104142 Information Technologies					
Personnel					
611101 Full-Time Employees	237,483	259,365	275,306	290,938	15,632
613101 FICA	17,739	18,820	20,670	21,539	869
613201 Utah Retirement Systems	43,993	45,226	45,672	45,389	(283)
613301 Health Insurance	23,379	51,516	56,334	56,956	622
613302 Dental Insurance	1,171	2,832	3,002	3,100	98
613304 Vision Insurance	268	483	524	342	(182)
613401 Worker's Compensation	2,167	2,018	3,355	4,191	836
613601 LTD ADD Life	1,792	1,900	1,791	1,906	115
614101 Clothing Allow - FT	219	199	225	225	-
Personnel Total	**328,210**	**382,359**	**406,879**	**424,586**	**17,707**
Materials & Supplies					
621301 Training & Registration	16,809	11,999	14,685	8,341	(6,344)
623501 Out-of-State Travel	7,795	5,518	-	-	-
624001 Office Supplies	773	616	1,000	1,000	-
624204 Annual Maint. & Support	311,408	295,661	308,851	328,486	19,635
625001 Equip. Maint. & Supplies	15,396	19,326	12,400	23,800	11,400
625002 Equipment Purchases	350,078	69,466	168,600	164,180	(4,420)
625204 Fleet Lease	1,392	1,434	1,629	1,528	(101)
628002 Landlines	36,740	37,842	27,780	27,780	-
631003 Insurance Fees	33,734	28,465	32,964	35,166	2,202
631006 Contracted Services	30,352	3,075	61,000	7,000	(54,000)
645001 Special Department Allow	91	626	1,000	750	(250)
Materials & Supplies Total	**804,568**	**474,028**	**629,909**	**598,031**	**(31,878)**
Capital					
674001 Machinery & Equipment	56,815	83,761	-	-	-
Capital Total	**56,815**	**83,761**	**-**	**-**	**-**
104142 Information Technologies Total	**1,189,593**	**940,148**	**1,036,788**	**1,022,617**	**(14,171)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104143 Finance					
Personnel					
611101 Full-Time Employees	405,918	429,964	454,152	477,581	23,429
611201 Overtime	55	83	150	150	-
613101 FICA	30,025	31,546	34,297	35,676	1,379
613201 Utah Retirement Systems	71,902	72,378	72,006	81,269	9,263
613301 Health Insurance	50,387	53,095	54,345	60,834	6,489
613302 Dental Insurance	3,129	3,344	3,345	3,502	157
613304 Vision Insurance	685	675	674	529	(145)
613401 Worker's Compensation	266	239	397	417	20
613601 LTD ADD Life	3,528	3,761	3,582	3,624	42
614101 Clothing Allow - FT	386	338	375	450	75
Personnel Total	**566,281**	**595,424**	**623,323**	**664,032**	**40,709**
Materials & Supplies					
621101 Publications & Subscriptions	-	-	300	300	-
621201 Membership Dues	475	400	725	925	200
621301 Training & Registration	1,824	1,336	2,440	2,320	(120)
623101 In-State Travel	2,318	2,629	3,212	3,376	164
623501 Out-of-State Travel	2,468	2,034	2,160	2,160	-
624001 Office Supplies	1,658	1,875	1,450	1,450	-
624004 Materials & Supplies	2,337	2,570	2,000	2,000	-
631001 Auditor Fees	46,786	30,000	35,000	32,000	(3,000)
631003 Insurance Fees	3,789	2,946	3,379	5,182	1,803
631004 Bank & Merchant Fees	5,784	17,345	15,000	17,000	2,000
631006 Contracted Services	1,300	30	4,000	4,000	-
645001 Special Department Allow	2,209	1,265	2,001	500	(1,501)
Materials & Supplies Total	**70,946**	**62,430**	**71,667**	**71,213**	**(454)**
104143 Finance Total	**637,228**	**657,854**	**694,990**	**735,245**	**40,255**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104144 Customer Service					
Personnel					
611101 Full-Time Employees	155,160	162,115	180,685	187,860	7,175
611501 Part-Time	18,883	18,399	24,495	25,742	1,247
613101 FICA	12,504	13,179	15,172	16,077	905
613201 Utah Retirement Systems	27,709	28,320	29,709	30,054	345
613301 Health Insurance	50,222	39,077	63,978	33,004	(30,974)
613302 Dental Insurance	2,814	2,373	3,255	2,570	(685)
613304 Vision Insurance	381	263	500	244	(256)
613401 Worker's Compensation	276	185	210	241	31
613601 LTD ADD Life	2,128	2,470	2,267	2,203	(64)
614101 Clothing Allow - FT	300	311	270	270	-
614102 Clothing Allow - PT	196	41	190	190	-
Personnel Total	**270,572**	**266,731**	**320,731**	**298,455**	**(22,276)**
Materials & Supplies					
621101 Publications & Subscriptions	111	39	100	100	-
621201 Membership Dues	-	-	150	150	-
621301 Training & Registration	187	230	500	500	-
624001 Office Supplies	4,943	4,286	6,300	5,500	(800)
624005 Printing	638	-	1,350	1,200	(150)
631003 Insurance Fees	2,518	1,981	2,278	3,445	1,167
631004 Bank & Merchant Fees	10,242	17,469	19,200	23,700	4,500
631006 Contracted Services	5,240	20,772	21,700	21,700	-
645001 Special Department Allow	4,854	2,345	2,700	2,700	-
Materials & Supplies Total	**28,734**	**47,122**	**54,278**	**58,995**	**4,717**
104144 Customer Service Total	**299,305**	**313,853**	**375,009**	**357,450**	**(17,559)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104151 Interdepartmental Service					
Materials & Supplies					
624006 Postage / Mailing	16,415	16,141	18,175	13,500	(4,675)
624206 Wireless Communications	69,570	83,709	68,332	125,632	57,300
625201 Tires/Brakes	-	-	800	250	(550)
625202 Fuel/Oil	-	146	2,500	1,250	(1,250)
625203 Fleet Repair	-	56	500	500	-
625204 Fleet Lease	-	-	4,888	6,113	1,224
627001 Electric	286,923	319,347	285,000	330,000	45,000
627002 Natural Gas	177,883	103,928	180,000	160,000	(20,000)
627003 City Utilities	144,567	162,245	145,000	165,000	20,000
631003 Insurance Fees	37,404	32,821	38,025	29,122	(8,903)
631006 Contracted Services	62,991	53,025	50,000	50,000	-
663001 Contingency	-	-	20,000	20,000	-
Materials & Supplies Total	**795,753**	**771,419**	**813,220**	**901,367**	**88,146**
Capital					
674003 Vehicle Replacement	-	71,442	-	-	-
Capital Total	**-**	**71,442**	**-**	**-**	**-**
Debt					
681001 Debt Service-Principal	196,478	202,488	208,637	214,930	6,293
681002 Debt Service-Interest	24,951	21,033	16,993	12,850	(4,143)
Debt Total	**221,429**	**223,521**	**225,630**	**227,780**	**2,150**
104151 Interdepartmental Service Total	**1,017,182**	**1,066,382**	**1,038,850**	**1,129,147**	**90,296**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104161 Facilities Maintenance					
Personnel					
611101 Full-Time Employees	209,000	235,164	259,086	282,068	22,982
611201 Overtime	5,024	11,899	18,200	18,200	-
613101 FICA	15,654	18,096	19,133	21,086	1,953
613201 Utah Retirement Systems	33,910	34,902	34,729	37,594	2,865
613301 Health Insurance	44,700	62,984	89,833	42,159	(47,674)
613302 Dental Insurance	2,467	2,773	3,627	2,192	(1,435)
613304 Vision Insurance	202	556	818	421	(397)
613401 Worker's Compensation	1,947	1,892	3,136	4,030	894
613601 LTD ADD Life	1,658	1,928	1,895	2,022	127
614101 Clothing Allow - FT	1,401	828	2,400	1,600	(800)
Personnel Total	**315,964**	**371,022**	**432,857**	**411,372**	**(21,485)**
Materials & Supplies					
621301 Training & Registration	1,101	230	1,000	1,000	-
623101 In-State Travel	-	-	1,054	1,051	(3)
623501 Out-of-State Travel	709	1,150	-	-	-
624107 Uniforms & PPE	-	649	2,625	2,100	(525)
625001 Equip. Maint. & Supplies	3,362	2,410	4,600	-	(4,600)
625002 Equipment Purchases	9,658	7,093	9,050	4,500	(4,550)
625003 Equipment Rental	1,503	1,543	3,000	3,000	-
625201 Tires/Brakes	-	-	500	250	(250)
625202 Fuel/Oil	1,874	4,593	5,750	7,500	1,750
625203 Fleet Repair	-	178	500	500	-
625204 Fleet Lease	5,323	5,483	8,244	7,641	(604)
625501 Equipment Repairs	-	-	500	-	(500)
626001 Building Maintenance	61,136	57,710	66,100	72,100	6,000
631003 Insurance Fees	5,156	5,051	5,808	6,835	1,027
631006 Contracted Services	411,220	354,627	365,100	368,650	3,550
631007 Agency Permits	-	1,853	1,800	1,800	-
645001 Special Department Allow	(42)	-	-	400	400
663001 Contingency	-	-	10,000	10,000	-
Materials & Supplies Total	**501,000**	**442,568**	**485,631**	**487,327**	**1,695**
Capital					
673001 Capital Project	138,009	44,120	-	-	-
674003 Vehicle Replacement	92,209	-	-	-	-
Capital Total	**230,218**	**44,120**	**-**	**-**	**-**
104161 Facilities Maintenance Total	**1,047,181**	**857,711**	**918,488**	**898,699**	**(19,789)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104172 Elections					
Materials & Supplies					
622101 Public Outreach & Notices	-	296	500	500	-
624004 Materials & Supplies	5,788	9,864	4,500	100	(4,400)
631006 Contracted Services	16,612	-	38,000	-	(38,000)
Materials & Supplies Total	**22,400**	**10,160**	**43,000**	**600**	**(42,400)**
104172 Elections Total	**22,400**	**10,160**	**43,000**	**600**	**(42,400)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104211 Police Admin					
Personnel					
611101 Full-Time Employees	573,787	695,418	796,770	848,025	51,255
611201 Overtime	210	89	500	500	-
613101 FICA	42,384	48,429	59,834	63,674	3,840
613201 Utah Retirement Systems	164,155	180,375	218,171	242,905	24,734
613301 Health Insurance	88,518	118,772	144,840	147,337	2,497
613302 Dental Insurance	4,588	6,232	7,427	7,962	535
613304 Vision Insurance	915	1,296	1,296	889	(407)
613401 Worker's Compensation	3,758	4,099	7,116	8,935	1,819
613601 LTD ADD Life	3,183	3,390	3,246	3,976	731
614101 Clothing Allow - FT	1,227	1,195	1,600	1,900	300
Personnel Total	**882,723**	**1,059,295**	**1,240,800**	**1,326,103**	**85,304**
Materials & Supplies					
621101 Publications & Subscriptions	835	590	900	900	-
621201 Membership Dues	1,182	1,724	1,910	2,310	400
621301 Training & Registration	3,615	3,935	3,290	5,075	1,785
623101 In-State Travel	3,669	3,108	4,740	5,980	1,241
623501 Out-of-State Travel	6,366	9,247	5,982	6,160	178
624001 Office Supplies	1,789	671	2,050	2,050	-
624107 Uniforms & PPE	2,150	2,461	3,500	3,200	(300)
625001 Equip. Maint. & Supplies	114	548	1,500	1,500	-
631003 Insurance Fees	5,357	6,732	7,719	12,557	4,838
631004 Bank & Merchant Fees	-	1,492	-	2,000	2,000
631006 Contracted Services	9,573	546,609	572,000	414,000	(158,000)
645001 Special Department Allow	7,241	5,071	8,550	9,050	500
661001 Miscellaneous Supplies	3,890	3,431	5,860	5,860	-
663001 Contingency	-	75	2,500	2,500	-
Materials & Supplies Total	**45,781**	**585,694**	**620,501**	**473,142**	**(147,359)**
104211 Police Admin Total	**928,504**	**1,644,989**	**1,861,300**	**1,799,245**	**(62,055)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104212 Patrol & Investigations					
Personnel					
611101 Full-Time Employees	2,445,861	2,702,386	2,989,749	3,174,309	184,560
611201 Overtime	139,818	140,705	179,112	185,192	6,080
611202 Overtime - Grant	38,599	65,570	99,000	99,000	-
611501 Part-Time	99,940	102,076	107,727	109,882	2,155
613101 FICA	204,389	223,779	231,961	246,188	14,227
613201 Utah Retirement Systems	702,142	802,828	925,382	938,006	12,624
613301 Health Insurance	476,081	540,739	607,882	605,286	(2,596)
613302 Dental Insurance	27,174	28,448	32,102	32,708	606
613304 Vision Insurance	5,085	4,996	6,103	4,354	(1,749)
613401 Worker's Compensation	24,412	23,627	36,965	46,307	9,342
613601 LTD ADD Life	23,674	25,610	19,737	26,212	6,475
614101 Clothing Allow - FT	7,235	6,158	14,175	14,175	-
Personnel Total	**4,194,412**	**4,666,923**	**5,249,895**	**5,481,619**	**231,724**
Materials & Supplies					
621101 Publications & Subscriptions	11,467	12,025	1,000	-	(1,000)
621201 Membership Dues	367	323	590	590	-
621301 Training & Registration	26,979	23,977	38,550	50,300	11,750
623101 In-State Travel	3,747	4,269	12,046	7,967	(4,079)
623501 Out-of-State Travel	40	2,044	12,935	12,935	-
624001 Office Supplies	1,861	1,758	3,600	3,600	-
624107 Uniforms & PPE	30,852	29,306	35,100	35,100	-
624204 Annual Maint. & Support	82,212	169,590	266,140	271,193	5,053
625001 Equip. Maint. & Supplies	1,775	1,375	9,100	9,100	-
625002 Equipment Purchases	219,384	174,937	107,702	74,662	(33,040)
625201 Tires/Brakes	8,561	5,916	10,000	6,000	(4,000)
625202 Fuel/Oil	92,601	90,789	100,000	100,000	-
625203 Fleet Repair	32,702	20,153	25,000	25,000	-
625204 Fleet Lease	70,341	72,455	82,681	84,405	1,723
631003 Insurance Fees	129,852	146,222	169,277	134,023	(35,254)
645001 Special Department Allow	7,815	11,166	13,650	13,650	-
661001 Miscellaneous Supplies	44,666	45,341	61,700	53,775	(7,925)
662001 Miscellaneous Services	1,620	644	6,400	8,900	2,500
663001 Contingency	140	-	31,200	31,000	(200)
Materials & Supplies Total	**766,984**	**812,289**	**986,672**	**922,200**	**(64,472)**
Capital					
674001 Machinery & Equipment	-	7,633	-	-	-
674003 Vehicle Replacement	627,879	34,702	441,495	445,217	3,722
Capital Total	**627,879**	**42,336**	**441,495**	**445,217**	**3,722**
104212 Patrol & Investigations Total	**5,589,275**	**5,521,548**	**6,678,062**	**6,849,035**	**170,973**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104213 Emergency Services					
Personnel					
611101 Full-Time Employees	15,374	77,814	83,103	-	(83,103)
613101 FICA	1,153	5,841	6,281	-	(6,281)
613201 Utah Retirement Systems	2,829	13,721	13,687	-	(13,687)
613301 Health Insurance	1,630	8,957	8,602	-	(8,602)
613302 Dental Insurance	115	577	584	-	(584)
613401 Worker's Compensation	139	604	1,006	-	(1,006)
613601 LTD ADD Life	47	591	453	-	(453)
614101 Clothing Allow - FT	-	-	75	-	(75)
Personnel Total	**21,286**	**108,105**	**113,791**	**-**	**(113,791)**
Materials & Supplies					
621101 Publications & Subscriptions	-	-	900	-	(900)
621201 Membership Dues	199	199	450	-	(450)
621301 Training & Registration	-	475	800	-	(800)
623101 In-State Travel	-	528	870	-	(870)
624001 Office Supplies	252	351	500	-	(500)
624004 Materials & Supplies	-	75	1,000	5,000	4,000
624005 Printing	-	81	1,050	-	(1,050)
624204 Annual Maint. & Support	-	8,463	7,600	-	(7,600)
625001 Equip. Maint. & Supplies	-	292	1,000	-	(1,000)
625002 Equipment Purchases	-	213	750	-	(750)
631003 Insurance Fees	288	553	634	23	(611)
645001 Special Department Allow	-	196	400	-	(400)
661001 Miscellaneous Supplies	61	91	2,800	-	(2,800)
Materials & Supplies Total	**801**	**11,517**	**18,754**	**5,023**	**(13,731)**
104213 Emergency Services Total	**22,086**	**119,622**	**132,545**	**5,023**	**(127,522)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104411 Public Works Admin					
Personnel					
611101 Full-Time Employees	99,051	104,632	111,787	117,630	5,843
611201 Overtime	368	146	500	500	-
611501 Part-Time	-	2,660	10,375	10,536	161
613101 FICA	7,425	7,858	9,145	9,477	332
613201 Utah Retirement Systems	18,134	17,968	18,041	19,204	1,163
613301 Health Insurance	17,182	23,190	23,247	23,871	624
613302 Dental Insurance	875	1,197	1,178	1,408	230
613304 Vision Insurance	135	130	122	144	22
613401 Worker's Compensation	909	852	1,369	1,646	277
613601 LTD ADD Life	3,035	3,480	3,265	3,426	161
614101 Clothing Allow - FT	524	201	300	300	-
614201 Car Allowance	966	963	960	960	-
Personnel Total	**148,604**	**163,276**	**180,289**	**189,102**	**8,813**
Materials & Supplies					
621201 Membership Dues	844	899	900	950	50
621301 Training & Registration	455	1,045	1,015	1,589	574
623101 In-State Travel	352	494	645	645	-
624001 Office Supplies	906	1,196	1,500	1,500	-
624004 Materials & Supplies	605	270	400	400	-
624107 Uniforms & PPE	695	405	1,575	1,575	-
625201 Tires/Brakes	-	790	500	250	(250)
625202 Fuel/Oil	6,009	3,387	5,500	2,000	(3,500)
625203 Fleet Repair	579	56	500	500	-
625204 Fleet Lease	8,354	8,604	4,888	4,585	(304)
631003 Insurance Fees	2,490	3,133	3,623	3,892	269
631006 Contracted Services	1,658	119	2,500	2,500	-
645001 Special Department Allow	2,595	2,244	2,000	2,000	-
Materials & Supplies Total	**25,539**	**22,643**	**25,546**	**22,386**	**(3,161)**
104411 Public Works Admin Total	**174,143**	**185,919**	**205,835**	**211,488**	**5,653**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104413 Streets					
Personnel					
611101 Full-Time Employees	112,665	199,193	204,922	232,117	27,195
611201 Overtime	5,631	7,024	4,800	7,500	2,700
613101 FICA	8,766	15,086	15,293	17,269	1,976
613201 Utah Retirement Systems	21,456	35,298	33,212	37,846	4,634
613301 Health Insurance	22,397	40,511	42,998	43,469	471
613302 Dental Insurance	1,178	1,652	2,292	2,298	6
613304 Vision Insurance	242	338	479	318	(161)
613401 Worker's Compensation	1,288	1,217	2,913	3,481	568
614101 Clothing Allow - FT	775	726	940	720	(220)
Personnel Total	**174,399**	**301,043**	**307,849**	**345,018**	**37,169**
Materials & Supplies					
621301 Training & Registration	2,712	4,166	9,130	5,530	(3,600)
624001 Office Supplies	148	237	450	450	-
624004 Materials & Supplies	117,130	108,175	147,610	155,935	8,325
624107 Uniforms & PPE	454	482	1,050	1,050	-
625201 Tires/Brakes	2,823	156	3,000	1,000	(2,000)
625202 Fuel/Oil	6,427	6,300	7,500	8,500	1,000
625203 Fleet Repair	5,424	4,532	7,500	7,500	-
625204 Fleet Lease	18,535	19,092	22,601	21,145	(1,455)
626001 Building Maintenance	579	549	2,100	2,100	-
631003 Insurance Fees	35,634	33,766	39,114	38,753	(361)
631006 Contracted Services	181,926	204,355	489,900	595,478	105,578
645001 Special Department Allow	173	362	2,000	2,250	250
661001 Miscellaneous Supplies	1,842	1,875	2,500	2,500	-
662001 Miscellaneous Services	5,479	-	2,000	2,000	-
Materials & Supplies Total	**379,288**	**384,047**	**736,455**	**844,191**	**107,737**
Capital					
674001 Machinery & Equipment	96,461	7,000	8,000	18,250	10,250
674003 Vehicle Replacement	135,822	102,862	265,000	103,624	(161,376)
Capital Total	**232,283**	**109,862**	**273,000**	**121,874**	**(151,126)**
104413 Streets Total	**785,970**	**794,953**	**1,317,304**	**1,311,083**	**(6,220)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104511 Community Services Admin					
Personnel					
611101 Full-Time Employees	314,715	337,856	366,745	385,814	19,069
611201 Overtime	1,276	229	500	500	-
611501 Part-Time	22,725	28,078	35,827	37,861	2,034
613101 FICA	25,158	26,858	30,413	31,771	1,358
613201 Utah Retirement Systems	57,270	58,354	59,452	62,471	3,019
613301 Health Insurance	45,050	47,005	48,100	48,385	285
613302 Dental Insurance	3,307	3,648	3,627	4,005	378
613304 Vision Insurance	778	787	786	513	(273)
613401 Worker's Compensation	3,123	2,825	4,931	5,337	406
613601 LTD ADD Life	2,250	2,387	2,250	2,363	112
614101 Clothing Allow - FT	73	384	450	450	-
614102 Clothing Allow - PT	128	117	150	150	-
614201 Car Allowance	4,828	4,815	4,800	4,800	-
Personnel Total	**480,680**	**513,344**	**558,031**	**584,420**	**26,388**
Materials & Supplies					
621101 Publications & Subscriptions	1,604	37,404	42,300	41,300	(1,000)
621201 Membership Dues	1,475	1,495	1,630	1,630	-
621301 Training & Registration	4,642	1,610	3,900	3,900	-
623101 In-State Travel	1,481	1,298	2,872	2,863	(9)
623501 Out-of-State Travel	4,009	4,682	4,970	5,020	50
624001 Office Supplies	1,953	1,875	2,000	2,000	-
624005 Printing	746	451	500	500	-
631003 Insurance Fees	2,844	2,361	2,702	3,912	1,210
631006 Contracted Services	41,806	63,390	36,625	36,625	-
645001 Special Department Allow	7,502	7,376	9,400	9,400	-
661001 Miscellaneous Supplies	1,371	1,581	3,350	3,050	(300)
Materials & Supplies Total	**69,433**	**123,523**	**110,249**	**110,200**	**(49)**
104511 Community Services Admin Total	**550,113**	**636,867**	**668,280**	**694,620**	**26,339**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104514 4th of July					
Materials & Supplies					
622101 Public Outreach & Notices	3,248	338	8,000	8,000	-
625003 Equipment Rental	11,441	10,412	27,500	27,500	-
631003 Insurance Fees	3,389	2,863	3,312	3,325	13
631006 Contracted Services	82,751	67,784	70,350	82,350	12,000
645001 Special Department Allow	14,821	30,367	23,500	36,500	13,000
645002 Donation Expenditures	2,241	-	4,500	4,500	-
662001 Miscellaneous Services	429	2,042	1,500	1,500	-
Materials & Supplies Total	**118,319**	**113,805**	**138,662**	**163,675**	**25,013**
104514 4th of July Total	**118,319**	**113,805**	**138,662**	**163,675**	**25,013**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104521 Parks & Open Space					
Personnel					
611101 Full-Time Employees	218,941	247,117	268,340	376,598	108,258
611201 Overtime	13,327	20,673	12,500	14,780	2,280
611501 Part-Time	211,376	223,257	253,329	439,996	186,667
613101 FICA	33,639	43,665	39,344	61,480	22,136
613201 Utah Retirement Systems	40,826	42,708	43,451	62,368	18,917
613301 Health Insurance	32,339	40,400	66,756	118,091	51,335
613302 Dental Insurance	2,041	2,517	3,729	6,904	3,175
613304 Vision Insurance	389	461	736	854	118
613401 Worker's Compensation	4,043	4,716	6,331	11,739	5,408
613601 LTD ADD Life	2,771	2,343	2,809	2,530	(279)
614101 Clothing Allow - FT	449	959	2,400	2,700	300
614102 Clothing Allow - PT	821	1,413	2,400	3,800	1,400
Personnel Total	**560,962**	**630,229**	**702,125**	**1,101,840**	**399,715**
Materials & Supplies					
621201 Membership Dues	600	740	1,210	1,210	-
621301 Training & Registration	8,112	11,290	8,970	12,450	3,480
623101 In-State Travel	2,087	-	2,142	2,457	315
623501 Out-of-State Travel	1,862	416	-	-	-
624001 Office Supplies	522	710	850	850	-
624004 Materials & Supplies	1,072	2,561	4,500	200	(4,300)
624107 Uniforms & PPE	3,810	5,865	4,880	8,175	3,295
625001 Equip. Maint. & Supplies	6,053	6,865	11,500	3,000	(8,500)
625002 Equipment Purchases	4,165	4,734	9,000	14,550	5,550
625003 Equipment Rental	207	1,967	3,000	4,000	1,000
625201 Tires/Brakes	2,491	2,287	4,500	4,700	200
625202 Fuel/Oil	24,025	24,271	28,000	37,000	9,000
625203 Fleet Repair	32,444	39,695	29,000	36,000	7,000
625204 Fleet Lease	33,453	34,458	24,444	57,700	33,256
625501 Equipment Repairs	267	-	500	700	200
626001 Building Maintenance	4,550	8,555	6,950	7,450	500
626002 Grounds Maintenance	199,410	174,072	164,700	203,745	39,045
631003 Insurance Fees	12,663	13,111	15,149	29,928	14,779
631006 Contracted Services	41,004	63,422	30,750	30,750	-
645001 Special Department Allow	749	854	850	1,250	400
661001 Miscellaneous Supplies	4,993	3,645	4,300	4,550	250
662001 Miscellaneous Services	16,672	16,962	16,875	24,711	7,836
663001 Contingency	-	-	-	2,500	2,500
Materials & Supplies Total	**401,210**	**416,481**	**372,070**	**487,876**	**115,806**
Capital					
674001 Machinery & Equipment	66,298	129,286	82,500	92,500	10,000
674003 Vehicle Replacement	105,761	244,612	61,237	205,923	144,686
Capital Total	**172,059**	**373,898**	**143,737**	**298,423**	**154,686**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Debt					
681003 Equipment Lease	-	-	-	6,500	6,500
Debt Total	**-**	**-**	**-**	**6,500**	**6,500**
104521 Parks & Open Space Total	**1,134,231**	**1,420,608**	**1,217,932**	**1,894,639**	**676,708**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104522 Open Space					
Personnel					
611101 Full-Time Employees	58,885	51,239	71,103	-	(71,103)
611201 Overtime	2,674	2,088	1,500	-	(1,500)
611501 Part-Time	35,594	73,943	83,904	-	(83,904)
613101 FICA	7,348	6,003	11,728	-	(11,728)
613201 Utah Retirement Systems	10,846	8,489	11,499	-	(11,499)
613301 Health Insurance	8,760	7,443	16,850	-	(16,850)
613302 Dental Insurance	547	507	953	-	(953)
613304 Vision Insurance	106	90	190	-	(190)
613401 Worker's Compensation	885	255	1,886	-	(1,886)
614101 Clothing Allow - FT	239	494	900	-	(900)
614102 Clothing Allow - PT	386	332	1,000	-	(1,000)
Personnel Total	**126,270**	**150,885**	**201,513**	**-**	**(201,513)**
Materials & Supplies					
621301 Training & Registration	132	75	2,145	-	(2,145)
623101 In-State Travel	-	-	90	-	(90)
624107 Uniforms & PPE	1,288	2,065	2,600	-	(2,600)
625002 Equipment Purchases	526	1,176	6,000	-	(6,000)
625003 Equipment Rental	96	-	1,000	-	(1,000)
625201 Tires/Brakes	1,037	-	1,000	-	(1,000)
625202 Fuel/Oil	8,080	10,387	11,000	-	(11,000)
625203 Fleet Repair	8,594	6,356	10,000	-	(10,000)
625204 Fleet Lease	11,610	7,200	13,327	-	(13,327)
625501 Equipment Repairs	-	105	300	-	(300)
626001 Building Maintenance	-	-	500	-	(500)
626002 Grounds Maintenance	17,157	23,540	24,000	-	(24,000)
631003 Insurance Fees	3,545	4,335	5,013	-	(5,013)
645001 Special Department Allow	440	276	400	-	(400)
663001 Contingency	-	-	1,000	-	(1,000)
Materials & Supplies Total	**52,502**	**55,515**	**78,375**	**-**	**(78,375)**
104522 Open Space Total	**178,772**	**206,400**	**279,888**	**-**	**(279,888)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104561 Recreation & Arts					
Personnel					
611101 Full-Time Employees	183,772	210,807	223,715	311,360	87,645
611201 Overtime	1,371	1,474	3,500	2,500	(1,000)
611501 Part-Time	95,311	114,184	117,447	226,776	109,329
613101 FICA	20,790	24,130	25,664	40,673	15,009
613201 Utah Retirement Systems	34,329	37,409	37,015	48,389	11,374
613301 Health Insurance	47,005	49,713	59,590	66,208	6,618
613302 Dental Insurance	2,358	2,595	2,805	3,527	722
613304 Vision Insurance	247	505	556	296	(260)
613401 Worker's Compensation	2,493	2,554	4,151	7,734	3,583
613601 LTD ADD Life	2,057	2,205	2,183	2,169	(14)
614101 Clothing Allow - FT	197	217	300	300	-
614102 Clothing Allow - PT	3,443	3,497	3,500	3,500	-
Personnel Total	**393,372**	**449,290**	**480,426**	**713,432**	**233,006**
Materials & Supplies					
621201 Membership Dues	110	55	120	120	-
621301 Training & Registration	4,430	2,938	3,020	3,020	-
623101 In-State Travel	2,741	1,890	2,872	2,863	(9)
623501 Out-of-State Travel	2,027	2,878	-	-	-
624001 Office Supplies	-	-	-	1,500	1,500
624002 Concession Stand	3,655	266	-	2,000	2,000
624004 Materials & Supplies	42,015	39,857	60,578	76,811	16,233
624005 Printing	1,168	74	-	-	-
625002 Equipment Purchases	-	12,023	560	7,060	6,500
625201 Tires/Brakes	-	303	500	250	(250)
625202 Fuel/Oil	2,901	1,650	3,000	3,000	-
625203 Fleet Repair	1,896	1,658	1,500	500	(1,000)
625204 Fleet Lease	5,043	5,195	7,663	7,214	(449)
631003 Insurance Fees	3,908	3,827	4,401	12,981	8,580
631004 Bank & Merchant Fees	4,697	5,949	6,000	11,040	5,040
631006 Contracted Services	100	9,463	14,340	72,605	58,265
631007 Agency Permits	415	-	572	697	125
645001 Special Department Allow	-	(140)	400	500	100
645002 Donation Expenditures	-	48	5,000	2,000	(3,000)
662001 Miscellaneous Services	7,786	10,353	15,002	8,801	(6,201)
662004 Program Officials	46,605	53,341	72,861	80,428	7,567
Materials & Supplies Total	**129,498**	**151,628**	**198,389**	**293,390**	**95,001**
104561 Recreation Total	**522,870**	**600,918**	**678,815**	**1,006,822**	**328,007**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104562 Arts					
Personnel					
611101 Full-Time Employees	62,666	66,811	70,980	-	(70,980)
611201 Overtime	490	12	1,500	-	(1,500)
611501 Part-Time	58,829	58,125	76,368	-	(76,368)
613101 FICA	9,428	9,587	11,274	-	(11,274)
613201 Utah Retirement Systems	11,601	11,765	11,676	-	(11,676)
613301 Health Insurance	42	43	48	-	(48)
613401 Worker's Compensation	1,111	978	1,789	-	(1,789)
Personnel Total	**144,167**	**147,320**	**173,635**	**-**	**(173,635)**
Materials & Supplies					
624002 Concession Stand	1,704	1,412	2,525	-	(2,525)
624004 Materials & Supplies	17,800	14,228	26,970	-	(26,970)
624005 Printing	646	418	900	-	(900)
631003 Insurance Fees	7,031	6,815	7,889	-	(7,889)
631004 Bank & Merchant Fees	2,105	2,677	3,200	-	(3,200)
631006 Contracted Services	29,040	15,361	26,400	-	(26,400)
645002 Donation Expenditures	50	50	1,500	-	(1,500)
661001 Miscellaneous Supplies	-	121	1,164	-	(1,164)
662001 Miscellaneous Services	20,811	27,493	48,998	-	(48,998)
Materials & Supplies Total	**79,186**	**68,574**	**119,546**	**-**	**(119,546)**
104562 Arts Total	**223,354**	**215,894**	**293,181**	**-**	**(293,181)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104565 Aquatics Center					
Personnel					
611101 Full-Time Employees	325,471	377,593	500,588	497,643	(2,945)
611201 Overtime	6,868	6,653	6,000	6,000	-
611501 Part-Time	1,049,307	1,215,474	1,218,367	1,044,590	(173,777)
613101 FICA	105,426	121,430	123,174	117,003	(6,171)
613201 Utah Retirement Systems	59,658	65,195	64,482	80,641	16,159
613301 Health Insurance	77,667	87,151	89,282	113,891	24,609
613302 Dental Insurance	4,724	5,442	5,420	7,105	1,685
613304 Vision Insurance	836	888	887	764	(123)
613401 Worker's Compensation	11,715	11,912	18,870	18,953	83
613601 LTD ADD Life	2,734	2,928	2,246	2,866	620
614101 Clothing Allow - FT	156	184	300	300	-
614102 Clothing Allow - PT	10,946	10,106	15,920	12,155	(3,765)
Personnel Total	**1,655,509**	**1,904,956**	**2,045,536**	**1,901,911**	**(143,625)**
Materials & Supplies					
621101 Publications & Subscriptions	-	-	150	150	-
621201 Membership Dues	14,078	18,834	20,000	20,000	-
621301 Training & Registration	33,586	27,993	20,619	20,189	(430)
623101 In-State Travel	4,633	6,150	5,530	4,675	(855)
623501 Out-of-State Travel	8,765	5,235	2,680	-	(2,680)
624001 Office Supplies	8,615	7,784	10,005	9,555	(450)
624002 Concession Stand	36,124	35,902	32,360	26,000	(6,360)
624004 Materials & Supplies	53,811	45,344	43,310	42,113	(1,197)
624005 Printing	707	533	410	410	-
625001 Equip. Maint. & Supplies	29,355	18,442	43,395	-	(43,395)
625002 Equipment Purchases	4,576	478	11,170	20,070	8,900
625003 Equipment Rental	-	-	1,200	5,200	4,000
625501 Equipment Repairs	-	-	5,200	5,200	-
626001 Building Maintenance	81,111	86,466	61,440	101,385	39,945
631003 Insurance Fees	27,537	24,270	28,004	32,965	4,961
631004 Bank & Merchant Fees	42,477	52,461	48,000	50,000	2,000
631006 Contracted Services	24,170	21,180	48,404	38,804	(9,600)
631007 Agency Permits	2,600	2,951	2,180	2,270	90
645001 Special Department Allow	(234)	5,064	5,000	5,000	-
661001 Miscellaneous Supplies	53,409	70,000	18,432	17,032	(1,400)
662001 Miscellaneous Services	1,180	528	6,360	6,360	-
663001 Contingency	-	-	20,000	20,000	-
Materials & Supplies Total	**426,499**	**429,615**	**433,849**	**427,378**	**(6,471)**
Capital					
674001 Machinery & Equipment	16,756	27,248	30,000	10,000	(20,000)
Capital Total	**16,756**	**27,248**	**30,000**	**10,000**	**(20,000)**
104565 Aquatics Center Total	**2,098,764**	**2,361,819**	**2,509,384**	**2,339,289**	**(170,095)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104570 PARAT					
Personnel					
611101 Full-Time Employees	-	-	37,722	46,764	9,042
613101 FICA	-	-	2,729	3,497	768
613201 Utah Retirement Systems	-	-	6,274	8,069	1,795
613301 Health Insurance	-	-	17,519	11,350	(6,169)
613302 Dental Insurance	-	-	882	628	(254)
613304 Vision Insurance	-	-	191	81	(110)
613401 Worker's Compensation	-	-	460	670	210
Personnel Total	**-**	**-**	**65,777**	**71,059**	**5,282**
Capital					
673001 Capital Project	100,780	729,496	455,003	880,003	425,000
Capital Total	**100,780**	**729,496**	**455,003**	**880,003**	**425,000**
104570 PARAT Total	**100,780**	**729,496**	**520,780**	**951,062**	**430,282**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104591 Cemetery					
Personnel					
611101 Full-Time Employees	40,292	35,076	48,667	-	(48,667)
611201 Overtime	1,943	1,530	780	-	(780)
611501 Part-Time	28,859	60,013	68,097	-	(68,097)
613101 FICA	5,385	4,377	8,852	-	(8,852)
613201 Utah Retirement Systems	7,421	5,809	7,869	-	(7,869)
613301 Health Insurance	5,994	5,093	11,535	-	(11,535)
613302 Dental Insurance	374	347	654	-	(654)
613304 Vision Insurance	73	62	133	-	(133)
613401 Worker's Compensation	648	165	1,423	-	(1,423)
614101 Clothing Allow - FT	147	192	400	-	(400)
614102 Clothing Allow - PT	-	267	650	-	(650)
Personnel Total	**91,135**	**112,930**	**149,060**	**-**	**(149,060)**
Materials & Supplies					
623101 In-State Travel	-	-	45	-	(45)
624107 Uniforms & PPE	823	636	1,150	-	(1,150)
625002 Equipment Purchases	1,108	471	3,050	-	(3,050)
625201 Tires/Brakes	-	-	225	-	(225)
625203 Fleet Repair	-	-	1,000	-	(1,000)
625204 Fleet Lease	5,598	5,766	4,986	-	(4,986)
625501 Equipment Repairs	-	-	200	-	(200)
626002 Grounds Maintenance	14,197	13,412	13,975	-	(13,975)
631003 Insurance Fees	2,654	3,340	3,864	-	(3,864)
661001 Miscellaneous Supplies	-	-	250	-	(250)
663001 Contingency	-	-	2,500	-	(2,500)
Materials & Supplies Total	**24,380**	**23,625**	**31,245**	**-**	**(31,245)**
104591 Cemetery Total	**115,516**	**136,555**	**180,305**	**-**	**(180,305)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104611 CED Administration					
Personnel					
611101 Full-Time Employees	57,312	105,571	134,297	141,887	7,590
613101 FICA	4,290	7,941	10,103	10,682	579
613201 Utah Retirement Systems	10,191	17,819	21,108	24,527	3,419
613301 Health Insurance	8,631	19,562	24,026	24,146	120
613302 Dental Insurance	423	1,015	1,209	1,335	126
613304 Vision Insurance	99	136	147	125	(22)
613401 Worker's Compensation	520	647	1,746	124	(1,622)
614101 Clothing Allow - FT	-	-	75	75	-
614201 Car Allowance	1,814	4,015	4,800	4,800	-
Personnel Total	**83,279**	**156,705**	**197,511**	**207,701**	**10,190**
Materials & Supplies					
621201 Membership Dues	6,050	12,263	21,045	21,295	250
621301 Training & Registration	2,180	3,010	3,100	3,985	885
623101 In-State Travel	-	-	1,713	1,904	191
623501 Out-of-State Travel	3,113	4,145	6,910	7,664	754
631003 Insurance Fees	205	939	1,071	1,334	263
631004 Bank & Merchant Fees	1,700	3,400	1,700	1,800	100
631006 Contracted Services	6,300	7,145	80,500	130,500	50,000
645001 Special Department Allow	593	3,852	6,500	3,000	(3,500)
Materials & Supplies Total	**20,141**	**34,754**	**122,539**	**171,482**	**48,943**
Debt					
681001 Debt Service-Principal	77,000	77,000	78,000	78,000	-
681002 Debt Service-Interest	432,437	432,013	431,782	430,912	(870)
Debt Total	**509,437**	**509,013**	**509,782**	**508,912**	**(870)**
104611 CED Administration Total	**612,856**	**700,472**	**829,832**	**888,095**	**58,263**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104612 Communications					
Personnel					
611101 Full-Time Employees	128,875	144,709	148,394	151,729	3,335
611501 Part-Time	-	3,746	20,750	21,929	1,179
613101 FICA	9,956	11,205	12,742	13,160	418
613201 Utah Retirement Systems	23,858	25,437	24,419	23,578	(841)
613301 Health Insurance	8,107	23,503	25,644	17,918	(7,726)
613302 Dental Insurance	739	1,357	1,382	857	(525)
613304 Vision Insurance	147	244	248	125	(123)
613401 Worker's Compensation	1,177	1,144	1,815	2,197	382
613601 LTD ADD Life	1,050	1,105	1,036	994	(41)
614101 Clothing Allow - FT	-	146	150	225	75
Personnel Total	**173,910**	**212,596**	**236,580**	**232,712**	**(3,867)**
Materials & Supplies					
621101 Publications & Subscriptions	8,572	8,357	11,977	10,135	(1,842)
621201 Membership Dues	389	46	450	450	-
621301 Training & Registration	1,404	1,530	1,790	1,820	30
622101 Public Outreach & Notices	17,099	16,824	34,500	16,500	(18,000)
623101 In-State Travel	190	305	290	2,402	2,112
623501 Out-of-State Travel	1,837	1,905	-	1,672	1,672
624001 Office Supplies	54	164	150	150	-
624004 Materials & Supplies	7,762	3,408	6,000	6,000	-
624005 Printing	6,422	7,578	7,000	7,000	-
624006 Postage / Mailing	7,257	1,056	7,300	7,300	-
625002 Equipment Purchases	-	29	4,500	500	(4,000)
631003 Insurance Fees	1,843	1,223	1,400	3,212	1,812
631006 Contracted Services	95,219	42,832	21,000	21,200	200
645001 Special Department Allow	13,180	14,072	20,000	20,000	-
Materials & Supplies Total	**161,229**	**99,330**	**116,357**	**98,341**	**(18,016)**
104612 Communications Total	**335,139**	**311,926**	**352,937**	**331,053**	**(21,883)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104614 Code Enforcement					
Personnel					
611101 Full-Time Employees	100,818	105,693	110,927	117,158	6,231
613101 FICA	7,405	7,584	8,128	8,602	474
613201 Utah Retirement Systems	18,839	18,426	18,406	18,280	(126)
613301 Health Insurance	45,706	46,907	48,052	48,291	239
613302 Dental Insurance	1,921	2,432	2,418	2,670	252
613304 Vision Insurance	419	409	409	296	(113)
613401 Worker's Compensation	929	833	1,353	1,688	335
613601 LTD ADD Life	888	926	885	902	17
614101 Clothing Allow - FT	80	249	700	700	-
Personnel Total	**177,004**	**183,459**	**191,278**	**198,587**	**7,309**
Materials & Supplies					
621201 Membership Dues	150	150	150	150	-
621301 Training & Registration	640	640	840	840	-
623101 In-State Travel	1,697	1,338	1,732	1,710	(22)
625201 Tires/Brakes	401	-	500	250	(250)
625202 Fuel/Oil	-	2,007	2,500	2,000	(500)
625203 Fleet Repair	1,315	-	500	500	-
625204 Fleet Lease	2,784	2,868	3,259	3,056	(202)
631003 Insurance Fees	1,885	2,255	2,603	2,905	302
631006 Contracted Services	6,250	7,880	16,000	16,000	-
Materials & Supplies Total	**15,122**	**17,138**	**28,084**	**27,411**	**(672)**
Capital					
674003 Vehicle Replacement	96,238	-	-	-	-
Capital Total	**96,238**	**-**	**-**	**-**	**-**
104614 Code Enforcement Total	**288,363**	**200,598**	**219,362**	**225,998**	**6,637**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104632 CDBG					
Personnel					
611101 Full-Time Employees	30,255	32,002	35,404	34,297	(1,107)
613101 FICA	2,301	2,424	2,701	2,593	(108)
613201 Utah Retirement Systems	5,418	5,158	5,590	5,954	364
613301 Health Insurance	54	49	29	52	23
613302 Dental Insurance	662	662	725	735	10
613304 Vision Insurance	156	143	157	94	(63)
613401 Worker's Compensation	276	243	432	494	62
Personnel Total	**39,123**	**40,681**	**45,038**	**44,219**	**(819)**
Materials & Supplies					
622101 Public Outreach & Notices	-	-	1,000	1,000	-
631003 Insurance Fees	272	322	369	368	(1)
Materials & Supplies Total	**272**	**322**	**1,369**	**1,368**	**(1)**
Transfers					
693001 Pass Through	146,344	35,845	30,735	33,534	2,799
Transfers Total	**146,344**	**35,845**	**30,735**	**33,534**	**2,799**
104632 CDBG Total	**185,739**	**76,848**	**77,142**	**79,121**	**1,979**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104641 Planning					
Personnel					
611101 Full-Time Employees	234,918	145,720	72,890	72,486	(404)
611201 Overtime	457	-	-	2,000	2,000
613101 FICA	17,394	10,586	5,407	5,374	(33)
613201 Utah Retirement Systems	42,745	23,591	12,069	11,311	(758)
613301 Health Insurance	58,964	39,810	24,026	24,146	120
613302 Dental Insurance	2,933	2,068	1,209	1,335	126
613304 Vision Insurance	568	185	-	-	-
613401 Worker's Compensation	2,140	1,074	888	1,044	156
613601 LTD ADD Life	2,100	1,215	2,099	1,369	(730)
614101 Clothing Allow - FT	861	86	450	525	75
Personnel Total	**363,079**	**224,336**	**119,038**	**119,590**	**552**
Materials & Supplies					
621101 Publications & Subscriptions	637	-	150	245	95
621201 Membership Dues	1,465	844	1,186	609	(577)
621301 Training & Registration	5,311	1,713	5,970	4,900	(1,070)
623101 In-State Travel	1,447	961	1,040	554	(486)
623501 Out-of-State Travel	4,669	466	2,557	2,978	421
625201 Tires/Brakes	-	-	500	250	(250)
625202 Fuel/Oil	1,407	280	1,500	750	(750)
625203 Fleet Repair	-	-	500	500	-
625204 Fleet Lease	1,392	1,434	2,849	1,528	(1,321)
631003 Insurance Fees	3,582	2,716	3,132	2,597	(535)
631006 Contracted Services	29,065	17,082	44,380	32,025	(12,355)
645001 Special Department Allow	3,024	472	1,800	1,100	(700)
Materials & Supplies Total	**51,999**	**25,967**	**65,564**	**48,036**	**(17,528)**
104641 Planning Total	**415,078**	**250,302**	**184,602**	**167,626**	**(16,976)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104642 Inspections					
Personnel					
611101 Full-Time Employees	121,381	145,499	156,856	169,807	12,951
611501 Part-Time	19,791	21,047	20,595	-	(20,595)
613101 FICA	10,450	12,430	13,431	12,659	(772)
613201 Utah Retirement Systems	22,466	25,705	25,928	26,405	477
613301 Health Insurance	15,053	17,290	17,232	26,562	9,330
613302 Dental Insurance	1,036	1,155	1,168	860	(308)
613304 Vision Insurance	194	202	202	160	(42)
613401 Worker's Compensation	1,284	1,334	2,156	2,437	281
613601 LTD ADD Life	1,018	1,138	984	1,127	143
614101 Clothing Allow - FT	541	133	700	700	-
Personnel Total	**193,214**	**225,932**	**239,252**	**240,717**	**1,465**
Materials & Supplies					
621101 Publications & Subscriptions	613	1,057	500	525	25
621201 Membership Dues	319	212	430	430	-
621301 Training & Registration	3,890	1,835	2,350	2,350	-
623101 In-State Travel	2,020	-	2,050	1,023	(1,027)
623501 Out-of-State Travel	1,000	1,872	-	-	-
625201 Tires/Brakes	-	-	500	250	(250)
625202 Fuel/Oil	2,150	1,458	2,500	1,500	(1,000)
625203 Fleet Repair	60	-	500	500	-
625204 Fleet Lease	2,784	2,868	4,888	3,056	(1,832)
631003 Insurance Fees	2,279	2,466	2,844	3,098	254
631006 Contracted Services	8,667	68,156	45,000	20,000	(25,000)
Materials & Supplies Total	**23,784**	**79,924**	**61,562**	**32,732**	**(28,830)**
Capital					
674003 Vehicle Replacement	45,780	-	-	-	-
Capital Total	**45,780**	**-**	**-**	**-**	**-**
104642 Inspections Total	**262,778**	**305,856**	**300,814**	**273,449**	**(27,365)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104711 Bonds					
Materials & Supplies					
631004 Bank & Merchant Fees	1,700	1,800	1,700	1,800	100
Materials & Supplies Total	**1,700**	**1,800**	**1,700**	**1,800**	**100**
Debt					
681001 Debt Service-Principal	810,000	832,000	858,000	878,000	20,000
681002 Debt Service-Interest	114,697	95,034	74,796	54,010	(20,786)
Debt Total	**924,697**	**927,034**	**932,796**	**932,010**	**(786)**
104711 Bonds Total	**926,397**	**928,834**	**934,496**	**933,810**	**(686)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
104810 Transfers to Other Funds					
Transfers					
691004 Trnf GF	4,651,269	2,355,503	2,226,217	1,909,638	(316,579)
Transfers Total	**4,651,269**	**2,355,503**	**2,226,217**	**1,909,638**	**(316,579)**
104810 Transfers to Other Funds Total	**4,651,269**	**2,355,503**	**2,226,217**	**1,909,638**	**(316,579)**
General Fund | 10 Total	**27,105,091**	**26,491,438**	**29,031,316**	**29,338,501**	**307,185**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
CDRA | 20					
Taxes					
311103 ATK EDA	613,520	584,143	584,143	195,399	(388,744)
311106 RDA #6	242,859	252,546	138,080	147,239	9,159
311108 RDA #8	406,359	421,803	421,803	-	(421,803)
311109 RDA #9	665,629	658,786	354,442	420,821	66,379
311110 RDA #10	283,541	302,621	302,621	327,540	24,919
311111 Clfd Station CDA	258,087	255,677	255,677	276,606	20,929
311112 Lifetime CRA	386,849	407,450	406,887	466,461	59,574
Taxes Total	**2,856,844**	**2,883,026**	**2,463,653**	**1,834,066**	**(629,587)**
Miscellaneous					
361001 Interest Earnings	549,301	567,573	100,000	200,000	100,000
362002 Rent Revenues	-	16,217	-	-	-
Miscellaneous Total	**549,301**	**583,789**	**100,000**	**200,000**	**100,000**
CDRA | 20 Total	**3,406,145**	**3,466,815**	**2,563,653**	**2,034,066**	**(529,587)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
CDRA| 20					
204611 CED Administration					
Materials & Supplies					
645004 Developer Increments	-	-	196,450	-	(196,450)
Materials & Supplies Total	**-**	**-**	**196,450**	**-**	**(196,450)**
Transfers					
691004 Trnf GF	-	-	-	398,812	398,812
Transfers Total	**-**	**-**	**-**	**398,812**	**398,812**
204611 CED Administration Total	**-**	**-**	**196,450**	**398,812**	**202,362**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
204615 RDA #9					
Materials & Supplies					
662001 Miscellaneous Services	-	-	350,000	350,000	-
Materials & Supplies Total	**-**	**-**	**350,000**	**350,000**	**-**
Transfers					
691001 Trnf Other Funds	-	675,000	-	-	-
691004 Trnf GF	244,836	263,800	163,800	30,000	(133,800)
Transfers Total	**244,836**	**938,800**	**163,800**	**30,000**	**(133,800)**
204615 RDA #9 Total	**244,836**	**938,800**	**513,800**	**380,000**	**(133,800)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
204616 RDA #6					
Transfers					
691004 Trnf GF	132,580	277,365	379,766	5,000	(374,766)
Transfers Total	**132,580**	**277,365**	**379,766**	**5,000**	**(374,766)**
204616 RDA #6 Total	**132,580**	**277,365**	**379,766**	**5,000**	**(374,766)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
204617 RDA #7					
Materials & Supplies					
645004 Developer Increments	73,218	-	-	-	-
Materials & Supplies Total	**73,218**	**-**	**-**	**-**	**-**
Transfers					
691004 Trnf GF	165,000	20,000	-	10,000	10,000
Transfers Total	**165,000**	**20,000**	**-**	**10,000**	**10,000**
204617 RDA #7 Total	**238,218**	**20,000**	**-**	**10,000**	**10,000**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
204618 RDA #8					
Materials & Supplies					
645004 Developer Increments	50,052	-	-	-	-
Materials & Supplies Total	**50,052**	**-**	**-**	**-**	**-**
Transfers					
691004 Trnf GF	140,000	120,000	115,000	60,000	(55,000)
Transfers Total	**140,000**	**120,000**	**115,000**	**60,000**	**(55,000)**
204618 RDA #8 Total	**190,052**	**120,000**	**115,000**	**60,000**	**(55,000)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
204619 RDA #10					
Transfers					
691004 Trnf GF	225,000	192,613	434,119	780,911	346,792
Transfers Total	**225,000**	**192,613**	**434,119**	**780,911**	**346,792**
204619 RDA #10 Total	**225,000**	**192,613**	**434,119**	**780,911**	**346,792**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
204623 ATK EDA					
Materials & Supplies					
645004 Developer Increments	-	527,413	1,988,493	799,451	(1,189,042)
Materials & Supplies Total	**-**	**527,413**	**1,988,493**	**799,451**	**(1,189,042)**
Transfers					
691004 Trnf GF	32,159	30,676	29,207	9,770	(19,437)
Transfers Total	**32,159**	**30,676**	**29,207**	**9,770**	**(19,437)**
204623 ATK EDA Total	**32,159**	**558,089**	**2,017,700**	**809,221**	**(1,208,479)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
204624 Clearfield Station CDA					
Transfers					
691004 Trnf GF	13,195	212,310	411,596	13,830	(397,766)
Transfers Total	**13,195**	**212,310**	**411,596**	**13,830**	**(397,766)**
204624 Clearfield Station CDA Total	**13,195**	**212,310**	**411,596**	**13,830**	**(397,766)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
204625 Lifetime CRA					
Materials & Supplies					
645004 Developer Increments	328,819	-	741,877	396,492	(345,385)
Materials & Supplies Total	**328,819**	**-**	**741,877**	**396,492**	**(345,385)**
Transfers					
691004 Trnf GF	16,657	19,342	20,344	23,323	2,979
Transfers Total	**16,657**	**19,342**	**20,344**	**23,323**	**2,979**
204625 Lifetime CRA Total	**345,476**	**19,342**	**762,221**	**419,815**	**(342,406)**
CDRA| 20 Total	**1,421,516**	**2,338,519**	**4,830,652**	**2,877,589**	**(1,953,063)**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Capital Projects | 40 & 45					
Licenses & Permits					
323004 Park Impact Fees	267,524	77,208	80,000	80,000	-
Licenses & Permits Total	**267,524**	**77,208**	**80,000**	**80,000**	**-**
Miscellaneous					
361001 Interest Earnings	152,123	150,421	20,000	20,000	-
Miscellaneous Total	**152,123**	**150,421**	**20,000**	**20,000**	**-**
Capital Projects | 40 & 45 Total	**419,647**	**227,629**	**100,000**	**100,000**	**-**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Capital Project | 40 & 45					
Intergovernmental					
334002 Grants Other	-	7,233,658	-	998,000	998,000
Intergovernmental Total	**-**	**7,233,658**	**-**	**998,000**	**998,000**
Miscellaneous					
361001 Interest Earnings	445,866	502,494	80,000	80,000	-
369001 Misc Revenues	108,488	-	48,000	-	(48,000)
Miscellaneous Total	**554,354**	**502,494**	**128,000**	**80,000**	**(48,000)**
Debt					
381004 Trnf from GF	4,464,843	2,226,217	2,226,217	1,909,638	(316,579)
382001 Trnf from CDRA	597,000	675,000	300,972	-	(300,972)
Debt Total	**5,061,843**	**2,901,217**	**2,527,189**	**1,909,638**	**(617,551)**
Capital Project | 40 & 45 Total	**5,616,197**	**10,637,369**	**2,655,189**	**2,987,638**	**332,449**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Capital Assets | 40 & 45					
404521 Capital Park Impact Fee					
Capital					
673001 Capital Park Impact Fee	-	-	1,200,000	1,660,000	460,000
Capital Total	**-**	**-**	**1,200,000**	**1,660,000**	**460,000**
404521 Capital Park Impact Fee Total	**-**	**-**	**1,200,000**	**1,660,000**	**460,000**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
454161 Capital Projects-Facilities					
Capital					
673001 Capital Project	1,751,061	3,233,045	1,865,675	639,500	(1,226,175)
Capital Total	**1,751,061**	**3,233,045**	**1,865,675**	**639,500**	**(1,226,175)**
454161 Capital Projects-Facilities Total	**1,751,061**	**3,233,045**	**1,865,675**	**639,500**	**(1,226,175)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
454410 Capital Projects-Streets					
Capital					
673001 Capital Project	10,888,307	4,525,483	4,919,958	5,161,556	241,598
Capital Total	**10,888,307**	**4,525,483**	**4,919,958**	**5,161,556**	**241,598**
454410 Capital Projects-Streets Total	**10,888,307**	**4,525,483**	**4,919,958**	**5,161,556**	**241,598**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
454521 Capital Projects-Parks					
Capital					
673001 Capital Project	194,196	2,328,004	1,328,700	1,305,000	(23,700)
Capital Total	**194,196**	**2,328,004**	**1,328,700**	**1,305,000**	**(23,700)**
454521 Capital Projects-Parks Total	**194,196**	**2,328,004**	**1,328,700**	**1,305,000**	**(23,700)**
Capital Assets | 40 & 45 Total	**12,833,563**	**10,086,531**	**9,314,333**	**8,766,056**	**(548,277)**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Utility Admin | 50					
Miscellaneous					
369006 Late Fees/Penalty	164,815	156,968	160,000	160,000	-
Miscellaneous Total	**164,815**	**156,968**	**160,000**	**160,000**	**-**
Charges for Services | Utilities					
371005 Water Service Fees	15,081	16,496	14,000	14,000	-
Charges for Services | Utilities Total	**15,081**	**16,496**	**14,000**	**14,000**	**-**
Debt					
381005 Trnf from EF	300,698	250,582	346,583	350,544	3,961
Debt Total	**300,698**	**250,582**	**346,583**	**350,544**	**3,961**
Utility Admin | 50 Total	**480,594**	**424,046**	**520,583**	**524,544**	**3,961**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
505011 Utility Administration					
505011 Utility Administration					
Personnel					
611101 Full-Time Employees	138,888	158,388	171,007	180,839	9,832
611201 Overtime	16	114	-	-	-
611501 Part-Time	4,424	5,484	11,754	11,691	(63)
613101 FICA	10,229	11,291	13,525	14,342	817
613201 Utah Retirement Systems	19,962	31,628	27,881	29,433	1,552
613301 Health Insurance	43,458	38,421	54,020	33,728	(20,292)
613302 Dental Insurance	2,575	2,650	3,204	2,702	(502)
613304 Vision Insurance	454	456	586	310	(276)
613401 Worker's Compensation	94	79	164	174	10
614101 Clothing Allow - FT	118	-	180	180	-
Personnel Total	**220,218**	**248,512**	**282,321**	**273,399**	**(8,922)**
Materials & Supplies					
621301 Training & Registration	990	-	1,900	1,675	(225)
623101 In-State Travel	-	-	50	50	-
624004 Materials & Supplies	1,179	1,191	900	900	-
624005 Printing	25,532	19,978	29,250	28,050	(1,200)
624006 Postage / Mailing	34,566	36,693	41,850	51,850	10,000
624204 Annual Maint. & Support	12,425	-	19,393	21,685	2,292
631004 Bank & Merchant Fees	2,611	3,408	5,150	5,150	-
645001 Special Department Allow	1,554	1,414	1,750	1,750	-
Materials & Supplies Total	**78,857**	**62,684**	**100,243**	**111,110**	**10,867**
Transfers					
691009 Trnf Indirect Cost Alloca	140,035	140,035	140,035	140,035	-
Transfers Total	**140,035**	**140,035**	**140,035**	**140,035**	**-**
505011 Utility Administration Total	**439,110**	**451,231**	**522,599**	**524,544**	**1,945**
505011 Utility Administration Total	**439,110**	**451,231**	**522,599**	**524,544**	**1,945**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Water | 51					
Licenses & Permits					
323001 Water Impact Fees	150,661	153,057	35,000	45,000	10,000
Licenses & Permits Total	**150,661**	**153,057**	**35,000**	**45,000**	**10,000**
Miscellaneous					
361001 Interest Earnings	172,432	414,923	25,000	25,000	-
Miscellaneous Total	**172,432**	**414,923**	**25,000**	**25,000**	**-**
Charges for Services | Utilities					
371001 Water Charges	4,917,084	6,344,946	6,500,000	6,577,000	77,000
371003 Water Meter Connection	83,733	37,356	40,000	40,000	-
371008 Water Charges-City	144,567	162,245	150,000	165,000	15,000
Charges for Services | Utilities Total	**5,145,384**	**6,544,547**	**6,690,000**	**6,782,000**	**92,000**
Debt					
381001 Trnf Other Funds	-	1,650,000	174,763	174,763	-
Debt Total	**-**	**1,650,000**	**174,763**	**174,763**	**-**
Water | 51 Total	**5,468,476**	**8,762,527**	**6,924,763**	**7,026,763**	**102,000**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Water Fund | 51					
515101 Water Operations					
Personnel					
611101 Full-Time Employees	368,556	380,818	438,566	470,785	32,219
611201 Overtime	18,915	21,580	13,000	20,000	7,000
611501 Part-Time	3,735	-	12,359	11,357	(1,002)
613101 FICA	28,752	28,792	33,689	35,867	2,178
613201 Utah Retirement Systems	61,087	85,220	71,109	75,904	4,795
613301 Health Insurance	77,657	77,314	98,353	97,486	(867)
613302 Dental Insurance	4,041	5,014	5,108	5,351	243
613304 Vision Insurance	779	920	972	695	(277)
613401 Worker's Compensation	3,921	4,655	5,926	6,911	985
613601 LTD ADD Life	2,587	2,141	2,352	2,347	(5)
614101 Clothing Allow - FT	2,201	2,725	2,880	2,880	-
614102 Clothing Allow - PT	116	461	720	720	-
614201 Car Allowance	966	963	960	960	-
Personnel Total	**573,312**	**610,602**	**685,994**	**731,263**	**45,269**
Materials & Supplies					
621201 Membership Dues	5,280	4,465	4,527	1,983	(2,544)
621301 Training & Registration	9,825	16,931	15,500	15,581	81
623501 Out-of-State Travel	2,140	2,315	2,315	2,060	(255)
624001 Office Supplies	419	309	500	500	-
624004 Materials & Supplies	90,833	92,937	96,664	110,909	14,245
624006 Postage / Mailing	-	973	2,500	-	(2,500)
624107 Uniforms & PPE	2,709	3,891	5,250	5,250	-
624204 Annual Maint. & Support	34,139	58,921	70,514	85,684	15,170
625001 Equip. Maint. & Supplies	33,861	56,701	52,100	52,880	780
625002 Equipment Purchases	1,769	2,803	-	2,415	2,415
625201 Tires/Brakes	1,735	2,700	4,000	2,500	(1,500)
625202 Fuel/Oil	25,269	25,446	28,350	30,000	1,650
625203 Fleet Repair	11,550	7,899	18,000	12,000	(6,000)
625204 Fleet Lease	31,752	32,706	34,201	36,506	2,305
626001 Building Maintenance	462	1,549	5,100	5,100	-
627001 Electric	104,592	157,309	195,000	215,000	20,000
631003 Insurance Fees	41,558	41,536	47,941	58,869	10,928
631004 Bank & Merchant Fees	30,493	48,950	32,880	42,540	9,660
631006 Contracted Services	100,999	100,714	171,353	133,270	(38,083)
645001 Special Department Allow	1,130	1,250	1,250	1,250	-
651501 Depreciation	932,048	941,404	930,000	930,000	-
661001 Miscellaneous Supplies	3,725	3,089	4,700	4,700	-
662001 Miscellaneous Services	2,084,018	1,791,066	2,127,650	2,345,086	217,436
663001 Contingency	-	-	7,500	7,500	-
Materials & Supplies Total	**3,550,306**	**3,395,865**	**3,857,796**	**4,101,583**	**243,787**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Capital					
674001 Machinery & Equipment	18,665	-	8,000	33,750	25,750
674002 Equipment Replacements	383,440	5,079	174,585	172,085	(2,500)
674003 Vehicle Replacement	72,327	-	187,474	-	(187,474)
Capital Total	**474,431**	**5,079**	**370,059**	**205,835**	**(164,224)**
Debt					
681002 Debt Service-Interest	-	255,788	341,050	323,500	(17,550)
Debt Total	**-**	**255,788**	**341,050**	**323,500**	**(17,550)**
Transfers					
691003 Trnf EF Sales Tax Bond	82,450	82,657	83,170	83,100	(70)
691005 Trnf EF	104,618	2,087,182	128,031	119,576	(8,455)
691008 Nonoperating Transfer	144,567	162,245	165,000	170,000	5,000
691009 Trnf Indirect Cost Alloca	359,186	359,186	359,186	359,186	-
Transfers Total	**690,821**	**2,691,270**	**735,387**	**731,862**	**(3,525)**
515101 Water Operations Total	**5,288,870**	**6,958,604**	**5,990,285**	**6,094,043**	**103,757**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
515110 Water Capital Projects					
Capital					
673001 Capital Project	-	-	9,233,752	8,260,008	(973,744)
Capital Total	**-**	**-**	**9,233,752**	**8,260,008**	**(973,744)**
515110 Water Capital Projects Total	**-**	**-**	**9,233,752**	**8,260,008**	**(973,744)**
Water Fund | 51 Total	**5,288,870**	**6,958,604**	**15,224,037**	**14,354,051**	**(869,987)**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Sewer | 52					
Licenses & Permits					
323002 Sewer Impact Fees	144,922	72,701	50,000	50,000	-
Licenses & Permits Total	**144,922**	**72,701**	**50,000**	**50,000**	**-**
Miscellaneous					
361001 Interest Earnings	298,926	326,412	65,000	65,000	-
369001 Misc Revenues	45,396	26,529	-	21,000	21,000
Miscellaneous Total	**344,322**	**352,941**	**65,000**	**86,000**	**21,000**
Charges for Services | Utilities					
372001 Sewer Charges	5,233,926	2,589,022	2,650,000	2,693,000	43,000
372002 Sewer Charges - NDSD	-	3,457,181	3,800,000	3,900,000	100,000
Charges for Services | Utilities Total	**5,233,926**	**6,046,203**	**6,450,000**	**6,593,000**	**143,000**
Sewer | 52 Total	**5,723,170**	**6,471,845**	**6,565,000**	**6,729,000**	**164,000**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Sewer | 52					
525201 Sewer Operations					
Personnel					
611101 Full-Time Employees	352,289	419,376	405,461	487,713	82,252
611201 Overtime	11,474	11,486	8,000	11,000	3,000
611501 Part-Time	3,625	-	11,996	11,023	(973)
613101 FICA	27,035	31,712	31,247	37,036	5,789
613201 Utah Retirement Systems	56,797	88,077	65,592	78,732	13,140
613301 Health Insurance	71,480	85,155	86,444	109,772	23,328
613302 Dental Insurance	3,694	4,185	4,554	6,016	1,462
613304 Vision Insurance	717	743	854	785	(69)
613401 Worker's Compensation	3,728	3,119	5,638	7,165	1,527
613601 LTD ADD Life	2,550	3,502	2,251	2,983	732
614101 Clothing Allow - FT	1,506	1,380	1,440	1,800	360
614201 Car Allowance	966	963	960	960	-
Personnel Total	**535,860**	**649,698**	**624,437**	**754,985**	**130,548**
Materials & Supplies					
621301 Training & Registration	1,892	2,546	5,540	4,083	(1,458)
623101 In-State Travel	1,019	2,486	2,941	3,152	211
623501 Out-of-State Travel	1,644	1,846	2,315	2,230	(85)
624001 Office Supplies	279	222	350	350	-
624004 Materials & Supplies	4,472	2,030	5,683	6,000	317
624107 Uniforms & PPE	1,580	1,303	2,100	2,100	-
624204 Annual Maint. & Support	2,558	3,280	3,014	3,184	170
625002 Equipment Purchases	1,750	-	-	-	-
625201 Tires/Brakes	-	1,119	2,000	1,500	(500)
625202 Fuel/Oil	4,866	4,920	6,000	9,000	3,000
625203 Fleet Repair	1,591	3,456	13,000	7,500	(5,500)
625204 Fleet Lease	21,353	21,994	34,201	27,119	(7,083)
626001 Building Maintenance	569	1,592	5,100	5,100	-
631003 Insurance Fees	24,703	19,558	22,408	27,109	4,701
631004 Bank & Merchant Fees	32,156	35,616	39,300	40,500	1,200
631006 Contracted Services	131,586	141,201	165,833	163,750	(2,083)
645001 Special Department Allow	191	1,125	1,250	1,250	-
651501 Depreciation	602,880	604,243	615,000	615,000	-
661001 Miscellaneous Supplies	918	1,384	1,100	1,100	-
662001 Miscellaneous Services	3,332,064	3,487,615	3,800,650	3,800,750	100
Materials & Supplies Total	**4,168,072**	**4,337,538**	**4,727,786**	**4,720,776**	**(7,010)**
Capital					
674001 Machinery & Equipment	130,095	-	-	18,250	18,250
674003 Vehicle Replacement	73,327	-	480,000	106,000	(374,000)
Capital Total	**203,422**	**-**	**480,000**	**124,250**	**(355,750)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Transfers					
691001 Trnf Other Funds	-	-	174,763	174,763	-
691003 Trnf EF Sales Tax Bond	74,110	74,299	74,760	74,700	(60)
691005 Trnf EF	109,846	91,538	116,542	123,455	6,913
691009 Trnf Indirect Cost Alloca	382,075	382,075	382,075	382,075	-
692002 Contrib to Other Funds	-	1,650,000	-	-	-
Transfers Total	**566,031**	**2,197,912**	**748,140**	**754,993**	**6,853**
525201 Sewer Operations Total	**5,473,385**	**7,185,147**	**6,580,363**	**6,355,004**	**(225,359)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
525210 Sewer Capital Projects					
Capital					
673001 Capital Project	-	-	4,425,860	2,896,911	(1,528,949)
Capital Total	**-**	**-**	**4,425,860**	**2,896,911**	**(1,528,949)**
525210 Sewer Capital Projects Total	**-**	**-**	**4,425,860**	**2,896,911**	**(1,528,949)**
Sewer | 52 Total	**5,473,385**	**7,185,147**	**11,006,223**	**9,251,915**	**(1,754,308)**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Storm Drain | 53					
Licenses & Permits					
323003 Storm Water Impact Fees	11,256	5,978	5,500	5,500	-
Licenses & Permits Total	**11,256**	**5,978**	**5,500**	**5,500**	**-**
Charges for Services					
343002 MIDA	-	-	2,320	2,320	-
Charges for Services Total	**-**	**-**	**2,320**	**2,320**	**-**
Miscellaneous					
361001 Interest Earnings	303,435	296,163	30,000	30,000	-
Miscellaneous Total	**303,435**	**296,163**	**30,000**	**30,000**	**-**
Charges for Services | Utilities					
373001 Storm Water Charges	1,718,667	1,984,773	2,010,000	2,118,000	108,000
Charges for Services | Utilities Total	**1,718,667**	**1,984,773**	**2,010,000**	**2,118,000**	**108,000**
Storm Drain | 53 Total	**2,033,358**	**2,286,914**	**2,047,820**	**2,155,820**	**108,000**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Storm | 53					
535301 Storm Drain Operations					
Personnel					
611101 Full-Time Employees	236,553	280,850	297,931	361,577	63,646
611201 Overtime	5,635	5,638	4,000	6,000	2,000
611501 Part-Time	3,625	-	11,996	11,023	(973)
613101 FICA	17,834	21,220	23,221	27,588	4,367
613201 Utah Retirement Systems	37,996	59,064	47,997	58,742	10,745
613301 Health Insurance	46,578	56,981	62,341	85,303	22,962
613302 Dental Insurance	2,389	2,964	3,245	4,700	1,455
613304 Vision Insurance	458	493	567	609	42
613401 Worker's Compensation	2,399	2,208	4,115	5,311	1,196
613601 LTD ADD Life	1,648	2,210	1,865	2,278	414
614101 Clothing Allow - FT	1,146	1,155	1,800	2,160	360
614201 Car Allowance	966	963	960	960	-
Personnel Total	**357,227**	**433,745**	**460,038**	**566,251**	**106,214**
Materials & Supplies					
621201 Membership Dues	210	210	210	310	100
621301 Training & Registration	1,377	1,827	4,610	4,604	(7)
623101 In-State Travel	1,996	-	815	1,522	707
623501 Out-of-State Travel	2,802	2,098	2,315	-	(2,315)
624001 Office Supplies	195	317	500	500	-
624004 Materials & Supplies	3,975	1,529	10,033	11,033	1,000
624107 Uniforms & PPE	1,282	1,674	2,625	2,625	-
624204 Annual Maint. & Support	2,558	3,105	3,014	3,184	170
625001 Equip. Maint. & Supplies	-	343	1,550	1,550	-
625002 Equipment Purchases	1,750	-	-	-	-
625003 Equipment Rental	-	-	2,700	2,700	-
625201 Tires/Brakes	4,372	-	2,500	1,500	(1,000)
625202 Fuel/Oil	8,555	7,272	9,000	14,000	5,000
625203 Fleet Repair	15,025	24,113	9,000	9,000	-
625204 Fleet Lease	14,884	15,331	17,149	19,974	2,825
626001 Building Maintenance	522	646	2,600	2,600	-
631003 Insurance Fees	9,039	8,338	9,595	10,497	902
631004 Bank & Merchant Fees	11,153	12,354	12,360	13,560	1,200
631006 Contracted Services	98,748	157,982	108,833	106,750	(2,083)
645001 Special Department Allow	7,111	7,193	7,700	7,700	-
651501 Depreciation	711,959	711,959	710,000	710,000	-
661001 Miscellaneous Supplies	1,106	3,146	1,100	1,100	-
662001 Miscellaneous Services	17,134	1,971	9,650	9,750	100
663001 Contingency	-	131	5,000	5,000	-
Materials & Supplies Total	**915,755**	**961,539**	**932,859**	**939,458**	**6,599**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Capital					
674001 Machinery & Equipment	18,665	-	-	18,250	18,250
674003 Vehicle Replacement	112,038	80,956	480,000	106,000	(374,000)
Capital Total	**130,702**	**80,956**	**480,000**	**124,250**	**(355,750)**
Transfers					
691005 Trnf EF	72,192	60,160	85,860	92,594	6,734
691009 Trnf Indirect Cost Alloca	231,168	231,168	231,168	231,168	-
Transfers Total	**303,360**	**291,328**	**317,028**	**323,762**	**6,734**
535301 Storm Drain Operations Total	**1,707,044**	**1,767,568**	**2,189,925**	**1,953,722**	**(236,203)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
535310 Storm Drain Capital Projects					
Capital					
673001 Capital Project	(0)	-	6,338,309	6,206,705	(131,604)
Capital Total	**(0)**	**-**	**6,338,309**	**6,206,705**	**(131,604)**
535310 Storm Drain Capital Projects Tota	**(0)**	**-**	**6,338,309**	**6,206,705**	**(131,604)**
Storm | 53 Total	**1,707,044**	**1,767,568**	**8,528,234**	**8,160,427**	**(367,807)**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Solid Waste | 54					
Miscellaneous					
361001 Interest Earnings	92,850	61,395	15,000	15,000	-
Miscellaneous Total	**92,850**	**61,395**	**15,000**	**15,000**	**-**
Charges for Services | Utilities					
374001 Garbage Charges	1,775,214	2,050,184	2,166,000	2,572,000	406,000
Charges for Services | Utilities Total	**1,775,214**	**2,050,184**	**2,166,000**	**2,572,000**	**406,000**
Solid Waste | 54 Total	**1,868,064**	**2,111,579**	**2,181,000**	**2,587,000**	**406,000**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
545401 Solid Waste					
545401 Solid Waste					
Personnel					
611101 Full-Time Employees	54,266	56,864	60,406	63,823	3,417
613101 FICA	3,931	4,144	4,555	4,758	203
613201 Utah Retirement Systems	8,318	12,184	9,718	10,531	813
613301 Health Insurance	9,023	9,376	9,618	9,675	57
613302 Dental Insurance	447	487	484	535	51
613304 Vision Insurance	53	52	53	35	(18)
613401 Worker's Compensation	478	439	734	917	183
614201 Car Allowance	966	963	960	960	-
Personnel Total	**77,480**	**84,510**	**86,528**	**91,234**	**4,706**
Materials & Supplies					
631003 Insurance Fees	6,313	4,896	5,582	8,453	2,871
631004 Bank & Merchant Fees	11,412	12,643	12,000	14,000	2,000
631006 Contracted Services	1,549,975	1,708,775	1,607,700	1,860,500	252,800
651501 Depreciation	27,687	27,688	25,000	25,000	-
Materials & Supplies Total	**1,595,388**	**1,754,001**	**1,650,282**	**1,907,953**	**257,671**
Capital					
673001 Capital Project	-	-	974,141	100,000	(874,141)
Capital Total	**-**	**-**	**974,141**	**100,000**	**(874,141)**
Transfers					
691005 Trnf EF	14,042	11,702	16,150	14,919	(1,231)
691009 Trnf Indirect Cost Alloca	45,858	45,858	45,858	45,858	-
Transfers Total	**59,900**	**57,560**	**62,008**	**60,777**	**(1,231)**
545401 Solid Waste Total	**1,732,768**	**1,896,071**	**2,772,959**	**2,159,964**	**(612,995)**
545401 Solid Waste Total	**1,732,768**	**1,896,071**	**2,772,959**	**2,159,964**	**(612,995)**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Fleet | 61					
Charges for Services					
344001 Fleet Charges From GF	161,990	166,856	194,152	187,205	(6,947)
344002 Fleet Charges From Water	31,752	32,706	36,506	27,312	(9,194)
344003 Fleet Charges From Sewer	21,353	21,994	27,119	27,312	193
344004 Fleet Charges Storm Water	14,884	15,331	19,975	24,045	4,070
345001 Consum. Chrgs From Gf	236,758	233,987	269,275	248,950	(20,325)
345002 Consum. Chrgs From Water	38,554	31,041	50,350	44,500	(5,850)
345003 Consum. Chrgs From Sewer	6,457	8,368	21,000	18,000	(3,000)
345004 Consum. Chrgs From Storm	27,952	30,385	20,500	24,500	4,000
346001 Vehicle&Equip Replace GF	1,238,149	460,619	724,520	635,114	(89,406)
346002 Vehicle&Equip Replace Wtr	90,992	-	149,294	18,250	(131,044)
346003 Vehicle&Equip Replace Swr	203,422	-	480,000	124,250	(355,750)
346004 Vehicle&Equip Replc Strm	130,702	80,956	480,001	124,251	(355,750)
Charges for Services Total	**2,202,965**	**1,082,244**	**2,472,692**	**1,503,689**	**(969,003)**
Miscellaneous					
364001 Gain/Loss Sale of Assets	137,348	293,953	161,289	230,400	69,111
365001 Fuel Charges	2,551	-	20,000	-	(20,000)
Miscellaneous Total	**139,899**	**293,953**	**181,289**	**230,400**	**49,111**
Fleet | 61 Total	**2,342,864**	**1,376,197**	**2,653,981**	**1,734,089**	**(919,892)**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
614441 Fleet Management					
614441 Fleet Management					
Personnel					
611101 Full-Time Employees	105,215	111,464	118,322	125,006	6,684
611201 Overtime	1,406	278	2,100	2,100	-
613101 FICA	7,746	8,090	8,707	9,232	525
613201 Utah Retirement Systems	17,698	24,504	19,530	19,409	(121)
613301 Health Insurance	38,180	40,833	41,780	41,989	209
613302 Dental Insurance	1,858	2,018	2,007	2,192	185
613304 Vision Insurance	410	409	409	296	(113)
613401 Worker's Compensation	968	838	1,435	1,792	357
613601 LTD ADD Life	935	967	951	943	(9)
614101 Clothing Allow - FT	624	714	720	720	-
Personnel Total	**175,039**	**190,116**	**195,961**	**203,679**	**7,717**
Materials & Supplies					
621101 Publications & Subscriptions	1,500	1,500	2,400	1,500	(900)
621301 Training & Registration	501	654	3,640	1,740	(1,900)
624001 Office Supplies	717	-	950	950	-
624004 Materials & Supplies	3,870	5,134	6,250	6,250	-
624107 Uniforms & PPE	622	327	1,050	1,050	-
624204 Annual Maint. & Support	1,068	267	2,500	2,500	-
625001 Equip. Maint. & Supplies	416,559	3,006	8,000	8,000	-
625002 Equipment Purchases	341	14,408	24,006	-	(24,006)
625201 Tires/Brakes	21,861	12,313	31,125	18,950	(12,175)
625202 Fuel/Oil	203,310	182,836	213,100	216,500	3,400
625203 Fleet Repair	105,296	116,565	118,000	100,500	(17,500)
625501 Equipment Repairs	167	-	700	700	-
626001 Building Maintenance	28	1,150	3,000	3,000	-
631003 Insurance Fees	4,112	11,469	13,072	6,301	(6,771)
631006 Contracted Services	3,179	10,907	6,400	18,100	11,700
651501 Depreciation	679,652	801,175	500,000	750,000	250,000
661001 Miscellaneous Supplies	1,872	882	1,100	1,100	-
662001 Miscellaneous Services	553	867	1,650	1,750	100
Materials & Supplies Total	**1,445,209**	**1,163,458**	**936,943**	**1,138,891**	**201,948**
Capital					
674001 Machinery & Equipment	0	-	184,500	165,500	(19,000)
674003 Vehicle Replacement	-	-	2,028,148	966,765	(1,061,383)
Capital Total	**0**	**-**	**2,212,648**	**1,132,265**	**(1,080,383)**
Debt					
681003 Equipment Lease	-	-	5,000	6,500	1,500
Debt Total	**-**	**-**	**5,000**	**6,500**	**1,500**
614441 Fleet Management Total	**1,620,249**	**1,353,574**	**3,350,552**	**2,481,335**	**(869,218)**
614441 Fleet Management Total	**1,620,249**	**1,353,574**	**3,350,552**	**2,481,335**	**(869,218)**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Risk | 63					
Charges for Services					
344006 Risk Mgmt Charges - GF	350,860	344,689	398,529	386,358	(12,171)
344007 Risk Mgmt Charges - Water	41,558	41,536	47,941	58,869	10,928
344008 Risk Mgmt Charges - Sewer	24,703	19,558	22,408	27,109	4,701
344009 Risk Mgmt Charges - Storm	9,039	8,338	9,595	10,497	902
344011 Risk Mgmt Charges - Fleet	4,112	11,469	13,073	8,453	(4,620)
344013 Risk Mgmt Charges - Garba	6,313	4,896	5,582	6,301	719
Charges for Services Total	**436,587**	**430,487**	**497,128**	**497,587**	**459**
Miscellaneous					
369001 Misc Revenues	58,897	-	-	-	-
Miscellaneous Total	**58,897**	**-**	**-**	**-**	**-**
Risk | 63 Total	**495,484**	**430,487**	**497,128**	**497,587**	**459**

FY 2027 Expenditure Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
634443 Risk Management					
634443 Risk Management					
Materials & Supplies					
624101 Claims & Damages	57,906	29,951	70,000	30,000	(40,000)
631003 Insurance Fees	353,247	401,154	433,000	439,366	6,366
631006 Contracted Services	28,220	28,220	29,000	28,220	(780)
Materials & Supplies Total	**439,373**	**459,325**	**532,000**	**497,586**	**(34,414)**
634443 Risk Management Total	**439,373**	**459,325**	**532,000**	**497,586**	**(34,414)**
634443 Risk Management Total	**439,373**	**459,325**	**532,000**	**497,586**	**(34,414)**

FY 2027 Revenue Budget

	FY24 Actuals	FY25 Actuals	FY26 Budget	FY27 Budget	Change '26 to '27
Perpetual Cemetery | 70					
Charges for Services					
348002 Perpetual Care	13,300	18,150	9,000	9,000	-
Charges for Services Total	**13,300**	**18,150**	**9,000**	**9,000**	**-**
Miscellaneous					
361001 Interest Earnings	15,416	13,464	1,200	1,200	-
Miscellaneous Total	**15,416**	**13,464**	**1,200**	**1,200**	**-**
Perpetual Cemetery | 70 Total	**28,716**	**31,614**	**10,200**	**10,200**	**-**

Changes Since the Tenative Budget FY27

Org Object	Account Name	Change	Description of change
505011-624204	Utility admin - Annual Maint	1,740	Utility Billing & Cash software price increase
Various-631003	Insurance Fees	(24,398)	A decrease of $24k amoung all Funds; A $32k decrease in GF
Various-613601	LTD ADD Life	9,136	Updated calculation
104611-631006	GF-planning	50,000	change budget from 45k to 95k for the Town Center Plan
204618-691004	RDA #8	50,000	Transfer to GF for Town Center Plan
100000-382001	Transfer from CDRA	(50,000)	Transfer from CDRA for Town Center Plan
104565-631004	CAFC -Bank & Merchant Fees	2,000	
104561-631004	Arts & Rec -Bank & Merchant Fees	1,740	
104144-631004	Customer Service - Bank & Mercha	4,000	
515101-631004	Water - Bank & Merchant Fees	9,660	Xpress Bill Pay - increased fee & 27% increase transactions in 2 years, 4,820 per month
535301-631003	Sewer - Bank & Merchant Fees	1,200	Xpress Bill Pay - increased fee & 27% increase transactions in 2 years, 4,820 per month
545401-631004	Solid Waste - Bank & Merchant Fee	2,000	Xpress Bill Pay - increased fee & 27% increase transactions in 2 years, 4,820 per month
104151-627001	Interdepartment - Electric	20,000	
104151-627002	Interdepartment - Nat Gas	(20,000)	
Interfund Transfers			
5*-691009	Transfer Indirect Cost Alloca	3,961	Utility Admin Fund support from other utility funds
Rolled Projects or Expenses			
104413-631006	Contracted Services	146,000	City street striping complete by late July
614441-674003	Vehicle replacement	375,000	CCTV Van - delivery in August
525201-674003	Vehicle replacement	187,500	CCTV Van - delivery in August
535301-674003	Vehicle replacement	187,500	CCTV Van - delivery in August
614441-674003	Vehicle replacement	212,000	Vac Truck Equipment
525201-674003	Vehicle replacement	106,000	Vac Truck Equipment
535301-674003	Vehicle replacement	106,000	Vac Truck Equipment

CLEARFIELD CITY ORDINANCE 2026-11

AN ORDINANCE APPROVING AND ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2027, BEGINNING JULY 1, 2026 AND ENDING JUNE 30, 2027, AND APPROPRIATING FUNDS FOR THE PURPOSES SET FORTH THEREIN

WHEREAS, the Clearfield City Council is the governing body responsible for adopting the City's annual budget pursuant to Utah Code Title 10, Chapter 6, Municipal Fiscal Procedures Act; and

WHEREAS, on June 23, 2026, the City Council adopted an interim budget for Fiscal Year 2027, effective July 1, 2026, as required by Utah Code § 59-2-924; and

WHEREAS, the Fiscal Year 2027 Final Budget has been prepared in accordance with Utah law and has been available for public inspection as required by Utah Code § 10-6-113; and

WHEREAS, the proposed Fiscal Year 2027 budget contemplates a property tax rate of 0.001253, which exceeds the certified tax rate established by Davis County and therefore requires compliance with the Truth in Taxation provisions of Utah Code § 59-2-919; and

WHEREAS, notice of the proposed property tax increase and public hearing was provided in accordance with Utah Code § 59-2-919, including publication through the Utah Public Notice website and all other required statutory notice provisions; and

WHEREAS, on August 4, 2026, the City Council conducted a duly noticed Truth in Taxation public hearing received comment regarding the proposed property tax increase and Fiscal Year 2027 budget, and considered all testimony before taking final action; and

WHEREAS, the City Council finds that adoption of the Fiscal Year 2027 Budget and the proposed tax rate is necessary to provide for the continued operation of municipal services, capital improvements, public safety, infrastructure maintenance, and other lawful municipal purposes; and

WHEREAS, the City Council further finds that adoption of the Fiscal year 2027 budget is in the best interest of the residents of Clearfield City and complies with applicable provisions of Utah law; and

NOW, THEREFORE, be it ordained by the City Council of Clearfield, Utah, as follows:

1. The City has adopted the tax rate of 0.001253 through Resolution 2026R-20.

2. The Final Fiscal Year 2027 budget attached as Exhibit A is hereby adopted as the official operating and capital budget of Clearfield City for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

3. Upon adoption of this Ordinance, the Final Fiscal Year 2027 budget shall supersede the Interim Budget adopted on June 23, 2026, and shall remain in effect unless amended in

accordance with Utah law.

4. The City Manager, Chief Financial Officer, and other appropriate City officials are authorized and directed to administer expenditures, revenues, transfers, and appropriations in accordance with the adopted Fiscal Year 2027 budget and applicable of Utah law.

5. This Ordinance shall take effect immediately upon its adoption and posting in three public places.

CLEARFIELD CITY CORPORATION

____

Mark R. Shepherd, Mayor

ATTEST:

____

Nancy R. Dean, City Recorder

VOTE OF THE COUNCIL

AYE:

NAY:

CLEARFIELD CITY ORDINANCE 2026-12

AN ORDINANCE OF THE CLEARFIELD CITY COUNCIL AMENDING THE CLEARFIELD CITY DOWNTOWN FORM-BASED CODE TO REMOVE MULTI-FAMILY RESIDENTIAL AS A PERMITTED BUILDING TYPE ON SECONDARY STREETS WITHIN THE URBAN CORE COMMERCE (UC) ZONE; AMENDING SECTIONS 2.8, 3.4, TABLE 6.2(1), TABLE 6.5(1), AND RELATED PROVISIONS OF TITLE 11; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING ORDINANCES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Clearfield City Council directed City Staff during a public work session to prepare a zoning text amendment to the Downtown Form Based Code concerning Multi-Family Residential development on Secondary Streets within the Urban Core Commerce (UC) Zone; and

WHEREAS, pursuant to that direction, Staff prepared Zoning Text Amendment No. 2026-0704 for review by the Planning Commission and City Council; and

WHEREAS, the City is undertaking a Civic & Town Center Vision and Implementation Plan to establish a long-term vision for the area surrounding City Hall and the adjacent Clearfield Town Square property, emphasizing civic open space, recreation-based placemaking, community programming, and implementation strategies that support commercial, civic, and mixed-use redevelopment; and

WHEREAS, Clearfield Town Square, located within the UC Zone, has been identified as a significant redevelopment opportunity and potential catalyst for achieving the City's long-term Downtown vision; and

WHEREAS, the proposed zoning text amendment is separate from, but complementary to, the Civic & Town Center planning process and is intended to preserve opportunities for commercial and mixed-use redevelopment while maintaining flexibility until completion of that planning effort; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing, considered the proposed amendment, reviewed the staff report and public testimony, and forwarded its recommendation to the City Council; and

WHEREAS, the City Council conducted a duly noticed public hearing and finds that the proposed amendment satisfies the requirements of Clearfield City Code Section 11-6-3 for zoning ordinance text amendments; and

WHEREAS, the proposed amendment meets the City’s goals and objectives, is consistent with the General Plan, and is in the best interest of the City

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CLEARFIELD CITY, UTAH:

Section 1. Amendment to Downtown Form-Based Code.

The Clearfield City Downtown Form-Based Code is hereby amended as follows:

A. **Section 2.8 – Urban Core Commerce (UC) Zone** is amended to remove **Multi-Family Residential** as a permitted building type on **Secondary Streets** within the UC Zone.

B. **Section 3.4 – Use Development Standards**, under the **Residential and Lodging Uses** category, is amended to remove the development standard permitting the Multi-Family Residential building type within the UC Zone on Secondary Streets.

C. **Table 6.2(1) – Permitted Building Types by Districts** is amended to remove Multi-Family Residential as a permitted building type on Secondary Streets within the UC Zone.

D. **Table 6.5(1) – Multi-Family Residential Building Type** is amended as necessary to reflect the foregoing changes.

E. Any additional cross-references, formatting, or related provisions necessary to implement these amendments are hereby adopted as shown in Zoning Text Amendment No. 2026-0704.

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

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

DATED this 11th day of August, 2026, at the regularly scheduled meeting of the Clearfield City Council.

CLEARFIELD CITY CORPORATION

____
Mark R. Shepherd, Mayor

ATTEST

____
Nancy R. Dean, City Recorder

VOTE OF THE COUNCIL

AYE:

NAY:

CLEARFIELD
UTAH'S MILITARY CITY

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Nancy R. Dean, City Recorder

MEETING DATE: August 11, 2026

SUBJECT: AMENDMENTS TO THE COUNCIL RULES OF ORDER AND THE PLANNING COMMISSION BYLAWS

RECOMMENDED ACTION

Approve Resolution 2026R-212 approving amendments to the City Council Rules of Order and authorize the mayor's signature to any necessary documents.

DESCRIPTION / BACKGROUND

Staff have identified proposed amendments to the City Council's Rules of Order, originally adopted on August 27, 2019, in accordance with Utah Code Annotated § 10-3-606, to ensure continued compliance with statutory requirements governing parliamentary procedure, ethical conduct, and civil discourse.

CORRESPONDING POLICY PRIORITIES

- Improving Clearfield's Image, Livability, and Economy

FISCAL IMPACT

N/A

LIST OF ATTACHMENTS

- Resolution 2026R-21
- 2026R-21 Exhibit Final Draft City Council Rules of Order

CLEARFIELD CITY RESOLUTION 2026R-21

A RESOLUTION APPROVING AMENDMENTS TO THE CLEARFIELD CITY COUNCIL RULES OF ORDER AND PROCEDURE

WHEREAS, the Clearfield City Council adopted the Council Rules of Order and Procedure in August 2019 to govern its conduct under certain circumstances; and,

WHEREAS, the City Council recognized some amendments were needed to the document; and,

WHEREAS, staff, at the direction of the City Council, proposed amendments to the City Council Rules of Order and Procedure and presented the amendments during a previous meeting for further input from the City Council;

WHEREAS, the Council reviewed and carefully considered the proposed amendments;

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that the attached amendments to the City Council Rules of Order and Procedure are hereby adopted to continue to govern the conduct of the governing body under certain circumstances.

Passed and adopted by the City Council at its regular meeting on 11th day of August, 2026.

ATTEST	CLEARFIELD CITY CORPORATION
______________________	______________________
Nancy R. Dean, City Recorder	Mark R. Shepherd, Mayor

<u>VOTE OF THE COUNCIL</u>

AYE:

NAY:

Clearfield City Council
Rules of Order and Procedure

The Clearfield City Council hereby adopts, pursuant to the Utah Code Annotated § 10-3-606, as amended, the following rules of order and procedure to govern the meetings of the City Council and the elected official thereon. The City Council has not adopted the formality of the Robert's Rules of Order. However, the following rules are based on Robert's Rules of Order, with modifications, and more fully suit the needs of the Clearfield City Council. These are not the only rules followed by the City Council. They are in addition to rules set forth in Utah Code Annotated, as amended, (Title 10, Utah Municipal Code, and Title 52, Chapter 4, Open and Public Meetings). All rules and procedures of the Clearfield City Council must remain consistent with the Utah Code. These rules shall be made available to the public at each public meeting held by the Council, and shall be posted on the City's website.

I. PURPOSE.

The policies and procedures in this document provides guidelines and direction for the members of the Clearfield City Council and the Mayor in the performance of their duties and conducting their meetings. In addition to these rules, the city council and mayor shall be governed by the provisions of all applicable city ordinances and state statutes.

II. SCHEDULING AND CALLING OF MEETINGS.

Pursuant to Utah Code Annotated § 52-4-202(2)(a), as amended, and City Code § 1-6-4, the city council shall give public notice of its annual policy meeting schedule. Any additional meeting of the city council shall be called or scheduled in accordance with Utah Code Annotated § 52-4-201, *et. seq, as amended.*

A. Place. Unless identified otherwise in the notice and agenda, meetings of the city council will be held at City Hall, 55 South State, Clearfield, Utah.

B. Policy Meeting. Policy meetings are formal meetings wherein the city council may consider and take formal action on items properly presented before them pursuant to these Rules of Order and Procedure, city ordinance, and state law. All policy meetings of the city council shall be open to the public and include the opportunity for the public to provide comment during a scheduled "Open Comment Period" of the meeting. Policy meetings of the city council are generally scheduled for the second and fourth Tuesday of each month, beginning at 7:00 p.m.

C. Work Meetings. Work meetings may be held in addition to policy meetings, as determined by the mayor or two city council members for the purpose of discussion or study of issues or topics that may or may not come before the city council for action in a future policy meeting. All work meetings of the city council shall be open to the public. A work meeting is a less formal meeting than a policy meeting, and shall not include an "Open Comment Period" during the meeting. However, at the discretion of the mayor, limited public comment may be allowed to assist in the furtherance of discussion on a properly noticed and scheduled item. After discussion, items may be referred to a future policy meeting for final action or to a future work meeting if the matter needs further discussion. No action (vote) on items discussed will be taken at a work meeting.

D. Special Meetings. Pursuant to Utah Code Ann. § 10-3-502, as amended, and City Code § 1-6-4, the mayor or two city council members may order the convening of a special meeting, if the business of the city requires it. Under this circumstance, the city recorder shall provide notice of the special meeting to each city council member who did not sign the order by delivering the notice personally or by leaving it at each council member's usual place of abode (Utah Code Annotated § 10-3-502, as amended). Notice of the special meeting may also be conveyed by a telephone conversation, voice mail, or electronic notice if personal delivery is not accomplished. All other notice and voting requirements shall be as required by Utah Code Annotated § 52-4-202, as amended.

E. Emergency Meetings. Pursuant to Utah Code Ann. § 52-4-202, as amended, and City Code § 1-6-4, the mayor or two city council members may call an emergency meeting for matters of an emergency or urgent nature. An attempt will be made to notify all city council members of the emergency meeting and the best notice practicable shall be given. Pursuant to Utah Code Ann. 52-4-202(5), as amended, a majority of the city council members must vote in the affirmative to hold the meeting.

F. Closed Meetings. Pursuant to Utah Code Annotated § 52-4-204, the mayor or two city council members may deem it advisable to take certain matters under discussion into a closed meeting with only the mayor, city council members, and city staff essential to the meeting present. Such meetings may be held upon the affirmative vote of 2/3 of the city council members present at such a meeting. The vote must be taken in open meeting. Closed meetings may only be held for purposes deemed lawful under Utah Code Annotated § 52-4-205, as amended.

G. Quorum. Pursuant to City Code § 1-6-3, three (3) city council members shall constitute a quorum thereof for the transaction of all business except where otherwise required. The mayor and each city council member shall attend policy and work meetings of the city council unless duly excused or unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the mayor and the city recorder's office. In accordance with the procedures set forth in City Code § 1-6-4(H), the mayor and city council members may request to participate in a meeting via electronic means prior to publication of the agenda. If for any reason a city council member must leave prior to the adjournment of a regularly scheduled policy or work meeting, excluding extenuating emergency circumstances, said city council member must first gain permission from the mayor. If for any reason the mayor must leave prior to the adjournment of a regularly scheduled policy or work meeting, excluding extenuating emergency circumstances, said mayor must first gain permission from two city council members. The mayor and city council members may not ask to be excused from all or part of a policy meeting to avoid voting on an item lawfully before the elected body. If there is a recess during a policy meeting, the mayor and the city council members should not discuss any item on the policy meeting agenda until the policy meeting resumes.

H. Content. Discussion during city council meetings is to be limited to agenda items and issues reasonably related thereto.

I. Open Comment Period. The Open Comment Period shall be scheduled to take place during each policy meeting, and is intended to provide the public with the opportunity to address the mayor and city council regarding concerns or ideas on any topic relevant to the city, and each participating individual shall state his or her name for the record. To ensure that the meetings proceed in a timely and orderly manner, a three-minute time frame will be provided for such comments or presentations. Additional time may be granted by a majority vote of the city council. Pursuant to Utah Code Ann. § 52-4-301, as amended, any person who willfully disrupts the meeting by exceeding a time limit, discussing irrelevant issues, or otherwise, may be removed at the direction of the mayor. The Open Comment Period is not intended, nor shall it be, the forum in which the public and elected officials or city staff engage in dialogue or debate. At the discretion of the mayor, limited clarifying questions or dialogue between the public and elected officials may occur through the mayor, with special care given by the mayor to ensure that the intent of the Open Comment Period is not compromised.

J. Recess. The mayor, or two council members may call a recess to any city council meeting. All recesses should attempt to minimize disruption, be limited in time, and include an expression of when the meeting will be reconvened into order.

K. Additional Guidelines. In addition to these Rules of Order and Procedures, the city council may invoke additional guidelines as necessary to address issues as they arise, so long as they are consistent with the nature and intent with the content herein.

III. PREPARATION OF THE AGENDA AND DELIVERY OF INFORMATION PACKETS TO THE CITY COUNCIL MEMBERS

For each city council meeting, the city recorder’s office will prepare an agenda under the direction of the mayor and city manager. Under usual circumstances, the mayor and city council members will receive a packet containing the agenda of such meeting and information pertaining to items on the agenda. To allow the mayor and city council members adequate time to study the items for consideration at the upcoming meeting, all information for the agenda and packet will typically be delivered or made available electronically by the City Recorder's office as soon as reasonably possible but no later than 24 hours prior to a scheduled meeting.

The agenda and packet is also published online, at the city's webpage, clearfieldcityut.gov and online at the Utah Public Notice Website, www.utah.gov/pmn/.

IV. COMPUTERS, CELL PHONES AND TABLETS FOR CITY COUNCIL MEMBERS

The mayor and city council members may acquire and maintain computers, tablets, cell phones, etc. for ease of access to all pertinent city information, such as email, city code, web sites, and agenda packets. The cost allotted for such equipment, including maintenance and service, will be addressed and decided by the city council members each year during budget discussions. The amount decided upon will be included as a line item in the general fund.

V. SOLEMN MOMENT FOR REFLECTION

A. Each city council meeting will begin with a Solemn Moment for Reflection comprised of a prayer, other supplication, moment of silence, inspirational thought, an inspirational reading, etc. The Solemn Moment for Reflection will be led by or under the direction of the mayor, an assigned city council member, or a volunteer community member. The mayor or a city council member may delegate their assigned Solemn Moment for Reflection to an individual or group that agrees to provide the Solemn Moment for Reflection in accordance with Section V, subsection E, of these Rules of Order and Procedure. A volunteer community member may not delegate a scheduled Solemn Moment for Reflection.

B. Upon timely request, the Solemn Moment for Reflection may be conducted by any person having a significant connection to the Clearfield City community, including residents, city business leaders, city educational leaders, city religious leaders, city civic leaders, etc. The request must be delivered to the city recorder no later than noon on the Tuesday one week prior to the city council meeting for consideration for placement on the next available agenda. The request shall contain the following information:

1. The name and address of the individual requesting to present the Solemn Moment for Reflection;

2. The person's connection to the Clearfield City community; and

3. The general nature of the presentation, i.e., prayer, supplication, inspirational thought, moment of silence, or will specify if other than these types.

C. Upon receiving the request, if no other person has made an earlier request, the person will be placed on the agenda to present the Solemn Moment for Reflection at the next available scheduled city council meeting. If multiple requests are received, each person making a request shall be scheduled to present at an upcoming city council meeting according to the order in which the request is made.

D. Each person who files a request with the city recorder's office will be given a copy of the guidelines for presenting the Solemn Moment for Reflection outlined below in E.

E. The person providing the Solemn Moment for Reflection shall adhere to the following:

1. The purpose of the Solemn Moment for Reflection is to set the tone for the proceedings of the city council. It may consist of a prayer, supplication, inspirational thought, inspirational reading, a moment of silence, or other appropriate activity.

2. It should promote thoughtful attention to public duty and high moral and ethical standards.

3. It should promote peace, unity, and tolerance in the community.

4. It is not a time to disparage the beliefs of others or to promote one's own beliefs or point of view.

5. It should not degrade any person because of religion, race, ethnic background, national origin, sex, sexual orientation, or philosophy.

6. It should not be crude, vulgar, or offensive to the public sense of decency.

7. It is not a time to demean or criticize local leaders.

8. If it is the person's intent to argue, complain, criticize, etc., the Open Comment Period of each city council meeting is the time to do so, not the Solemn Moment for Reflection.

9. The presentation may not exceed three minutes.

10. The presenter must be in attendance and prepared to proceed on time.

11. A presenter may only present once in a six-month period.

12. The presenter must abide by the City Council's rules of decorum as set forth in Section IX of these Rules of Order and Procedure.

F. To provide equal access to participate, the opportunity to present the Solemn Moment for Reflection at city council meetings will be advertised to the community by the following methods:

1. An invitation to the public to participate will be posted at city hall outside the city council chambers.

2. An invitation to the public to participate will be posted on the city's website.

3. The invitation will be substantially in this form:
"The Clearfield City Council invites all city residents, city business leaders, city education leaders, city civic leaders, city religious leaders, or any other person with a significant connection to the Clearfield City community to participate at an upcoming city council meeting by presenting during the Solemn Moment for Reflection at the commencement of the meeting. Persons interested in volunteering for this public service should contact the city recorder's office no later than noon on the Tuesday preceding a scheduled city council meeting."

G. If an interested community member fails to timely volunteer, or, having volunteered, fails to timely appear, a city council member will be assigned to present the Solemn Moment for Reflection.

VI. ORDER OF BUSINESS AND ORGANIZATION OF CITY COUNCIL AGENDA

The City Council generally considers business at its scheduled Policy Meetings in the following order:

A. <u>Opening Ceremonies</u>.

1. <u>Welcome/Introductions – Acknowledge Visitors</u>. The mayor will call the meeting to order and welcome those in attendance and acknowledge visitors.

2. <u>Solemn Moment for Reflection/Pledge of Allegiance</u>. The mayor will announce the name of the person scheduled to present during the Solemn Moment for Reflection and pledge of allegiance. As outlined in Section V of these Rules of Order and Procedure, a person may volunteer and be scheduled to present the Solemn Moment for Reflection and/or pledge of allegiance by notifying the city recorder.

B. <u>Approval of the Minutes</u>. The mayor will ask if there are any changes or corrections for the draft minutes. When changes and corrections have been made, the mayor will call for a motion and second to adopt the minutes. Once the minutes have been adopted, no alterations may be made, and they become the official record of the meeting.

C. Special Presentations. Occasionally, ceremonial tasks or presentations from outside agencies are needed at the beginning of the city council meeting. Normally, such items do not require a motion.

D. Public Hearings. Some legislative items require public hearings for the city council to receive public comment prior to acting on the items. Public comment during a public hearing may only be received after proper notice has been made by the city recorder. The mayor will declare the public hearing open, call for public comments, and give all individuals desiring to comment the opportunity to address the city council on the matter. A public hearing shall only take place during a policy meeting, and is intended to provide the public with the opportunity to provide limited comments, testimony, or opinion. The public hearing portion of a policy meeting is not intended, nor shall it be, the forum in which the public and elected officials or city staff engage in dialogue or debate on the specific item scheduled for a public hearing. At the discretion of the mayor, limited clarifying questions or dialogue between the public and elected officials may occur through the mayor, with special care given by the mayor to ensure that the intent of a public hearing is not compromised.

E. Consent Items. If the agenda item is routine and likely non-controversial, it may be placed on the formal council meeting agenda, under "Consent Items." The mayor should ask if there are any questions concerning the consent items. The mayor should identify and briefly explain each of the consent items appearing on the agenda to all those present, viewing, or reviewing the record of the meeting. The items appearing as consent, generally, shall consist of matters which require no further discussion, or which are routine in nature. Usually, all items appearing as a consent item shall be adopted by a single motion, second and vote. However, prior to the motion to adopt the consent items, a council member may have an item removed from the consent items without a motion for further discussion. Items moved from the consent portion of the agenda will be addressed in that section of the agenda ahead of agenda items listed for discussion. A motion, second and vote will be called for the adoption of the remaining consent items.

F. Scheduled Items. The city council may use this time to discuss matters identified on the agenda. The mayor may call for a motion on the matter then 1) announce the author of the motion, 2) restate the motion, 3) announce who seconded the motion, 4) ask if there is a question on the motion, and 4) call for a vote on the motion. The author of a motion may amend or withdraw that motion before it has been voted on with the concurrence of the person who seconded the motion and a vote of the city council.

G. Communication Items/Council Reports. The mayor and city council members may update, report, and communicate items of interest as well as report on their assignments on various boards. No action may be taken by the city council during communication items/council reports. The mayor and city council shall not use this time to thwart any section within these Rules of Order and Procedure, city ordinances, or state laws. The communication items portion of the agenda shall not be used in a manner to perform any act that would otherwise not be allowed. For example, the mayor and city council should not participate in discussions, debates, or engage with the public or act on issues not properly before the city council.

VII. MOTIONS.

A. Making of Motions. Any city council member may make or second a motion. Motions should state findings for denial or approval within the motion.

1. Motions should state findings at the beginning.

2. The staff reports should be in sufficient detail to assist the council in stating findings.

B. Second Required. Each motion of the city council must be seconded to proceed to a vote. A motion that receives no second shall fail.

C. Motion to Amend. After a motion has been seconded, another city council member may offer an amendment to the original motion author, which he or she, together with the seconder of the motion, may accept or reject. Incidental amendments are informal and are not counted toward motions to amend. To retain clarity, the main motion should be amended no more than two times.

D. Withdrawing a Motion. A motion may be withdrawn at any time before decision or amendment by the unanimous consent of the city council.

E. Motion to Continue. A motion to continue an agenda item for further study should be accompanied by specific reasons for tabling the matter. When possible, a specific date to rehear the matter should be scheduled, followed by a second. The mayor will call for a vote on the motion.

F. Motion to Close Public Hearings. The mayor will declare public hearings open. Following the conclusion of receiving any public comment, a motion shall be made to close the public hearing followed by a second. The mayor will call for a vote on the motion.

G. Motion to Recess. A motion shall be made to break for a specific purpose followed by a second. The mayor will call for a vote on the motion.

H. Motion to Adjourn. A motion to adjourn the meeting shall be made at the end of each city council meeting, followed by a second.

VIII. VOTING.

Except as otherwise specifically provided in these rules, a majority vote of the city council shall be required and shall be sufficient to transact any business before the city council.

A. Form of Vote. Voting shall be in the form of "yes" or "aye," "no" or "nay," and "abstain," and the names of those voting for, against, or abstaining entered in the city council minutes.

B. Roll Call. "Roll Call" means that each city council member verbally gives his or her vote when called upon to vote. A roll call vote is required for all ordinances and resolutions and may occur for other votes. Any member of the city council has the discretion to call for a roll call vote. The act of the roll call vote itself and subsequent accounting shall be performed by the city recorder.

C. Voice Vote. If a roll call vote is not required, a voice vote may occur. A voice vote is conducted by the mayor calling for a vote in turn of those in favor of the motion and those against with city council members responding simultaneously.

D. Changing a Vote. No member shall be permitted to change his/her vote after the decision is announced by the mayor.

E. Tie Votes. Tie votes shall be broken by the mayor casting a vote.

F. Conflict of Interest/Disqualification. The mayor and city council members are required by Utah Code Annotated § 10-3-1305, as amended, to disclose actual or potential conflicts of interest between their public duties and their personal interests. Under most conflict of interest situations, city council members (and mayor, if placed in voting situation) should abstain from voting on a matter if they have a substantial interest in the item, and avoid participating in the discussion as well. Pursuant to Utah Code Annotated § 10-3-1303(10), as amended, "Substantial interest" means the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least ten percent (10%) of the outstanding shares of a corporation or ten percent (10%) interest in any other business entity. Pursuant to Utah Code Annotated § 10-3-1313, as amended, the mayor and city council members are required to file with the city recorder's office a Conflict of Interest Disclosure no sooner than January 1 and no later than January 31 of each year during which they hold office.

G. Minimum Votes Required. Unless otherwise provided herein, a minimum of three (3) affirmative votes are required to make a determination on items presented to the City Council unless otherwise stipulated by law.

H. Explanation of Vote. A City Council member desiring to explain his or her vote should do so prior to the roll call or voice vote.

IX. DECORUM

A. Conduct of the Mayor and City Council Members. The Mayor and City Council members shall avoid personal attacks and restrict comments to issues before the body. Violations of decorum or conduct shall be resolved by the mayor or a majority vote of the city council.

The mayor and city council members should avoid engaging in private discourse or committing any other act which may tend to distract the attention of the city council or the audience from business before the city council, or which might interfere with any person's right to be heard after recognition by the mayor during a meeting.

The mayor and city council members shall avoid using city council meetings as an opportunity to campaign personal views or draw attention to personal websites or social media platforms. The mayor and city council members are serving in official positions and acting on behalf of the city in all open meetings.

B. Conduct of the Mayor and City Council Members on City Social Media Platforms. The city's image as a professional organization is critical to maintain the respect of its constituents. Although the city recognizes that elected and appointed officials may choose to express themselves by posting personal information upon social media platforms or by making comments on sites hosted by other persons, groups, or organizations, this right of expression should not interfere with the operation of the city. That is, although the mayor and city council acknowledges its officials have the First Amendment right to free speech, the right is not absolute when involving matters of official city business. As such, the mayor, with the consent of the city council, has authorized the city manager or his or her designee(s) to be the authorized individual(s) to speak on behalf of the city on all city social media platforms.

To ensure that the voice of the city is professional and consistent, the mayor and city council members shall avoid commenting on any city social media platforms. Comments shall include, but are not limited to "likes," "dislikes," or any other type of written or visual expression of opinion. The mayor and city council members may tag or share a link to a city social media platform, i.e. share the city message with others, but the mayor or a city council member may not link their personal social media platform to any city social media platform.

The mayor and city council members understand that if an elected official conducts any city business or communication as an official from a personal account, professional account, or an account created by a board/committee/commission, officials should assume the city-related communication will be considered (1) a public record subject to the Utah Public Records laws, and (2) communication subject to the Utah Open and Public Meetings Act.

The mayor and city council members shall abide by the city's Social Media Policy, as adopted.

C. Conduct of Residents and Attendees at City Council Meeting. There is a significant governmental interest in conducting orderly, efficient meetings. The mayor and city council have created limited public forum and comments related to relevant city business. Those in attendance should be admonished to avoid personal attacks, demonstrations, or outbursts without being recognized by the mayor. Individuals should be required to address their remarks directly to the city council as a body concerning any topic relevant to city business. Persons engaged in making threats, inciting lawlessness, and/or engaging in obscene acts or language shall be removed by a member of the city police department at the direction of the mayor or a majority of the city council members.

When speaking or discussing issues lawfully before the city council, all persons, including the mayor and city council members, shall confine their remarks to the question under discussion, avoiding remarks or discussions related to individual personalities, and not the issues lawfully before the city council. Anyone engaging in discussion beyond the question before the city council shall be ordered to stop by the mayor and no further discussion will be allowed by said person.

X. ORGANIZATION.

A. Duties of the Mayor.

1. Preside at all meetings of the city council and shall provide general direction for the meetings;

2. Call the city council to order and to proceed with the order of business;

3. Receive and submit in the proper manner all motions and propositions presented by city council members;

4. Put to vote all questions which are properly moved or necessarily arise in the course of proceedings and to announce the result thereof;

5. Inform the city council, when necessary, or when referred to for that purpose, on any point of order of practice. In the course of discharge of this duty, the mayor shall have the right to call upon legal counsel for advice;

6. Authenticate by signature when necessary, or when directed by the city council, all acts, orders and proceedings of the city council;

7. Maintain order at city council meetings;

8. Move the agenda along, hold down redundancy, reference handouts and procedures in a sensitive way during meetings;

9. Recognize speakers and city council members prior to receiving comments and presentations of physical evidence, i.e. plans and pictures; and

10. Participate in the voting procedures only when called upon to break a tie vote.

B. Duties of the Mayor Pro Tem. The mayor may appoint a mayor pro tem with the advice and consent of the city council. The mayor pro tem shall have and perform all the duties and functions of the mayor in the absence of the mayor. Throughout these Rules of Order and Procedure, the role and duties of the mayor may be inferred to apply to the mayor pro tem, as necessary.

C. Absence of Mayor and Mayor Pro Tem. In the absence of both the mayor and mayor pro tem, when necessary, the city council may elect in an open meeting, one of its members to serve as the mayor pro tem until either the mayor or the appointed mayor pro tem returns.

D. City Recorder. The city recorder shall serve as secretary to the city council. The city recorder shall have the following duties;

1. ~~Annually,~~ The city recorder shall annually give public notice of the ~~annual~~ policy meeting schedule of the forthcoming year. If during any year the annual policy meeting schedule for that year is revised, the city recorder shall give notice of the revised annual policy meeting schedule.

2. Give notice of the agenda, date, time and place of each meeting of the city council as follows:
   a. Post at the principal office of the city council at least twenty four (24) hours prior to the meeting; and
   b. Post on the city's website.
   c. Post on the State of Utah's Public Notice website.
   d. Copies of the notice shall likewise be furnished at least twenty four (24) hours prior to the meeting to each member of the city council.

3. Keep and record the minutes of the proceedings of all meetings of the city council;

a. Draft minutes will be made available to the public within 30 days following the meeting.
b. Approved minutes will be posted to the Utah Public Notice website and be made available at the primary office of the public body within (3) three business days following approval of said minutes.
c. Audio recordings of the meeting will be made available to the public within three business days of the public meeting.

4. Keep and maintain a permanent record file of all documents and papers pertaining to the work of the city council;

5. Prepare the approved written minutes for the Mayor's signature; and

6. Perform such other duties as may be required.

XI. AMENDMENT, REVISION, OR ADDITION TO THE RULES OF ORDER AND PROCEDURE

Any city council member may propose amendments, revisions, or additions to these Rules of Order and Procedure to the mayor.

Each amendment, revision, or addition proposed by a city council member shall be in written form and copies shall be provided to each city council member by the city recorder's office.

Consideration of any amendments, revisions, or additions to these Rules of Order and Procedure shall be noticed on a city council agenda in conformance with the Utah Open and Public Meetings Act.

A majority vote of the city council shall be required for passage and adoption of an amendment, revision, or addition to these Rules of Order and Procedure.

A copy of the Rules of Order and Procedures will be made available to any person who requests the same.

XII. COMPLIANCE AND ENFORCEMENT

The Clearfield City Council Rules of Order and Procedure are intended to be self-enforcing. It therefore becomes most effective when the mayor and all city council members are thoroughly familiar with it and embrace its provisions.

The Clearfield City Council Rules of Order and Procedure expresses standards for ethical conduct expected of the elected officials of Clearfield City. Individuals themselves have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The elected officials of Clearfield City have the responsibility to intervene when actions of members appear to be in violation of the Rules of Order and Procedure, any city ordinance, or state or federal laws, whether if they are witnessed or brought to their attention. The city council by majority vote may also impose sanctions on those individuals whose conduct does not comply with the city's ethical or professional standards. Sanctions may include:

- Official verbal reprimand in an open meeting
- Formal public letter of censure by the mayor or majority of the city council
- Loss of committee assignment(s)
- In accordance with Utah Code Annotated § 52-4-301 or 10-3-607, as amended, any member of the city council, including the mayor, acting in violation of these Rules of Order and Procedure, city ordinance, or state or federal law may be removed from meetings
- Other courses of action as they are made available by state statute and legal means and agreed upon by a majority of the Clearfield City Council.

CLEARFIELD
UTAH'S MILITARY CITY

STAFF REPORT

TO: Mayor Shepherd and City Council Members

FROM: Nancy R. Dean, City Recorder

MEETING DATE: August 11, 2026

SUBJECT: AMENDMENTS TO THE PLANNING COMMISSION BYLAWS

RECOMMENDED ACTION

Approve Resolution 2026R-22 approving amendments to the Planning Commission Bylaws and authorize the mayor's signature to any necessary documents.

DESCRIPTION / BACKGROUND

The Planning Commission is required to have rules governing its procedures during a public meeting in accordance with Utah Code Annotated § 10-20-301. Recently, the City Council changed Planning Commission terms to three years. This change needed to be added to the Planning Commission Bylaws. Staff also identified other proposed amendments needed in the bylaws. The Council discussed the amendments at its meeting on July 28, 2026.

CORRESPONDING POLICY PRIORITIES

- Improving Clearfield's Image, Livability, and Economy

FISCAL IMPACT

N/A

LIST OF ATTACHMENTS

- Resolution 2026R-22
- 2026R-22 Exhibit Final Draft Planning Commission Bylaws

CLEARFIELD CITY RESOLUTION 2026R-22

A RESOLUTION APPROVING AMENDMENTS TO THE CLEARFIELD CITY PLANNING COMMISSION BYLAWS

WHEREAS, the Clearfield City Planning Commission adopted its bylaws in 2020 to govern its conduct under certain circumstances; and,

WHEREAS, the City Council recognized some amendments were needed to the document; and,

WHEREAS, staff, at the direction of the City Council, proposed amendments to the City Planning Commission Bylaws and presented the amendments during a previous meeting for further input from the City Council;

WHEREAS, the City Council reviewed and carefully considered the proposed amendments;

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council that the attached amendments to the City Council Planning Commission Bylaws are hereby adopted to continue to govern the conduct of the governing body under certain circumstances.

Passed and adopted by the City Council at its regular meeting on 11th day of August, 2026.

ATTEST	CLEARFIELD CITY CORPORATION
____________________________	________________________________
Nancy R. Dean, City Recorder	Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

CLEARFIELD CITY PLANNING COMMISSION RULES
AND REGULATIONS
(Rev. 08/11/2026)

Article 1: Planning Commissioners, Youth Ambassador, and Alternate Commissioners

A. <u>Planning Commissioners</u>

1. Number of Commissioners:
   a. The city intends to have seven appointed commissioners, and a single youth ambassador.

2. Appointment:
   a. Pursuant to Clearfield City Code, Title 3, Chapter 2, each of the Commissioners shall be appointed by the mayor, subject to the advice and consent of the city council.

3. Training:
   a. Planning Commissioners shall complete the necessary training to fulfill their appointment as stipulated in Utah Code Annotated § 10-20-302, as amended.

B. <u>Commissioners:</u>

1. Commissioners:
   a. The city intends to have seven members appointed to the Planning Commission.

2. Appointment:
   a. Pursuant to Clearfield City Code, Title 3, Chapter 2, seven members shall be appointed by the mayor, subject to the advice and consent of the city council.

3. Minimum Qualifications:
   a. Commissioners must reside within the jurisdictional boundaries of the City.
   b. Commissioners shall be selected for appointment based on those qualities determined by the mayor and city council to best serve the needs of the city.

4. Length of Appointment:
   a. Commissioners are appointed for three-year terms with a maximum number of three (3) terms or nine (9) years (consecutive or nonconsecutive).

5. Unexpired Terms of Appointment:
   a. Should a Commissioner no longer be able to fulfill their responsibilities during the term of appointment due to death, resignation, removal, disqualification, etc., the mayor, subject to the advice and consent of the city council, may elect to appoint an Alternative Commissioner, or any other qualified individual to fulfill the unexpired portion of the term.

6. Oath of Office:
    a. Duly appointed commissioners shall take the oath of office prior to sitting on the Planning Commission.

C. <u>Youth Ambassador</u>

1. Youth Ambassador:
    a. A Youth Ambassador may be appointed to the Planning Commission.
    b. The Youth Ambassador shall carry the same responsibilities and participate in the meetings as all Planning Commissioners.

2. Appointment:
    a. A Youth Ambassador may be appointed by the mayor, subject to the advice and consent of the city council.

3. Minimum Qualifications:
    a. The Youth Ambassador shall be selected for appointment based on those qualities determined by the mayor and city council to best serve the needs of the city.
    b. The Youth Ambassador is not required to be a duly qualified elector.
    c. The Youth Ambassador should be an eleventh or twelfth grade student or between the age of fifteen and eighteen years at the time of appointment.
    d. The Youth Ambassador must primarily (at least fifty-percent or greater) reside within the jurisdictional boundary of the City during the term of appointment.

4. Length of Appointment:
    a. The term of a Youth Ambassador appointment shall be for a minimum term of one year with a maximum term of two years. The term shall begin and expire as determined to be in the best interest of the City.
    b. A Youth Ambassador may finish a term of appointment past the age of eighteen.

5. Unexpired Terms of Appointment:
    a. Should a Youth Ambassador no longer be able to fulfill their responsibilities during the term of appointment due to death, resignation, removal, disqualification, etc., the mayor, subject to the advice and consent of the city council may elect to appoint a new Youth Ambassador to fulfill the unexpired portion of the term.

6. Oath of Office:
    a. A duly appointed Youth Ambassador shall take the oath of office prior to sitting on the Planning Commission.

D. <u>Alternate Commissioners</u>

1. Number of Alternate Commissioners:

    a. The city intends to have two appointed Alternate Commissioners.

2. Appointment:
   a. Pursuant to Clearfield City Code, Title 3, Chapter 2, each of the two Alternate Commissioners shall be appointed by the Mayor, subject to the advice and consent of the City Council.

3. Minimum Qualifications:
   a. In addition to those qualities determined by the mayor and city council to be in the best interest of the city, the two Alternate Commissioners must reside within the city.

4. Length of Appointment:
   a. Alternate Commissioners are appointed for three-year terms.

5. Unexpired Terms of Appointment:
   a. Should an Alternate Commissioner no longer be able to fulfill their responsibilities during the term of appointment due to death, resignation, removal, disqualification, etc., the mayor, subject to the advice and consent of the city council may elect to a appoint an Alternate Commissioner, or any other qualified individual to fulfill the unexpired portion of the term.

6. Oath of Office:
   a. Duly appointed Alternate Qualified Elector Commissioners shall take the oath of office prior to sitting on the Planning Commission.

7. Miscellaneous
   a. Although Alternate Commissioners do not vote on or participate in the deliberation of issues as regular commissioners unless the alternate member is filling the position of a regular member due to absence, excused or otherwise, during that meeting, alternate members may of course address the Planning Commission on issues when appropriate as would the public or other residents.

   b. When an Alternate Commissioner is sitting as a regular member of the Planning Commission due to an absence, then that Alternate Commissioner assumes all the duties and responsibilities of a regular Commissioner during that meeting.

E. <u>Attendance Requirements for Planning Commissioners, Youth Ambassador, and Alternative Qualified Elector Commissioners</u>

   1. Commissioners, Youth Ambassadors, and Alternate Commissioners are expected to attend Planning Commission meetings regularly. Any commissioner may be removed by the city council for cause, including but not limited to, a poor attendance record.

F. <u>Election of Chair and Vice-Chair</u>

   1. Selection Process:
      a. The Planning Commission shall annually elect a chair and vice- chair at

the first regularly scheduled meeting in January by majority vote after taking nominations from the body.

2. Term as Chair or Vice-Chair:
    a. The term will be for a period of one year, with a maximum of five terms.

3. Unexpired Term of Chair or Vice-Chair
    a. If the chair is no longer able to fulfill the responsibilities of their position, for any reason, the vice-chair shall serve as the acting chair until a new chair is elected by the body to fulfill the remaining portion of the chair's unexpired term.
    b. The Planning Commission need not wait until the annual election in January to replace the chair.
    c. If the vice-chair is no longer able to fulfill the responsibilities of their position, for any reason, the chair shall select an acting vice-chair until a new vice-chair is elected by the body to fulfill the remaining portion of the vice-chair's unexpired term.
    d. The Planning Commission need not wait until the annual election in January to replace a vice-chair.

4. Minimum Qualifications:

    a. Chair
        (i) A commissioner must serve on the Planning Commission for at least one year before being eligible to be elected as the chair.
        (ii) Time spent serving as an alternate member of the Planning Commission does not count as time served as a regular member of the Planning Commission for the purpose of qualifying to serve as the chair.
        (iii) A Youth Ambassador is not eligible to serve as the chair.

    b. Vice-Chair
        (i) All commissioners, except Alternate Commissioners and the Youth Ambassador are eligible to serve as the vice-chair.

G. <u>Duties of the Chair</u>

The Chair has the following duties and responsibilities:

1. To preside over all meetings of the Planning Commission and provide general direction for the meetings;

2. To call the Planning Commission to order and proceed with the order of business;

3. To announce the business before the Planning Commission in the order in which it is to be acted upon;

4. To receive and submit, in the proper manner, all motions and propositions presented by the members of the Planning Commission;

5. To put to vote all questions which are properly moved, or necessarily arise during proceedings, and to announce the result thereof;

6. To inform the Planning Commission, when necessary or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty the chair shall have the right to call upon legal counsel for advice.

7. To authenticate by signature when necessary or when directed by the Planning Commission, all acts, orders, and proceedings of the Planning Commission;

8. To maintain order at meetings of the Planning Commission;

9. To move the agenda along, hold down redundancy, reference handouts and procedures in a sensitive way during meeting; and

10. Recognize speakers and commissioners prior to receiving comments and presentation of physical evidence, i.e., plans and pictures.

11. Recognize the Youth Ambassador and solicit input from them regarding items on the agenda.

12. It is recommended that the chair attend city council meetings when items that have been recommended by the Planning Commission to the city council for a final decision are being considered.

H. <u>Vice-Chair</u>

When the chair is absent, the vice-chair assumes the duties and responsibilities of the chair for that meeting.

I. <u>Chair Pro-Tem</u>

In extraordinary cases where both the chair and vice-chair are absent from the meeting or hearing, the remainder of the commissioners shall elect a chair pro-tem, by majority vote, to act as the chair for that meeting. A youth ambassador shall not be permitted to serve as chair pro-tem.

J. <u>Gifts and Favors</u>

Gifts, favors, or advantages must not be accepted if they are offered because the receiver holds a position of public responsibility. It is very important that Planning Commissioners are fair and impartial in their dealings with the public and they serve all citizens equally. It is not enough to avoid favoritism. They should strive to avoid even the appearance of giving preference to one citizen or business over any other.

K. <u>Treatment of Information</u>

It is important to differentiate between planning information that belongs to the public and planning information that does not:

1. Reports and official records of a public planning agency must be open on equal basis to all inquiries.

2. Information considered private, controlled, or protected, that is learned while performing planning duties, must be treated in confidence if specifically requested by the applicant. Such information becomes public when an application for official action, such as a change in zone classification or approval of a plat is submitted.

3. Pre-arranged private meetings between a commissioner and applicants, their agents, or other interested parties, are prohibited. Partisan information or communications on any application received by a commissioner, whether by mail, telephone, or other communication, shall be made part of the public record.

Article 2: Planning Commission Staff Duties

A. Community Development Office
Serve as staff of the Planning Commission and Chief Administrative Officers regarding planning, development, and redevelopment; coordinate and supervise work by staff; prepare all documents for presentation to the Planning Commission; assist the chairperson of the Planning Commission in the exercise of duties.

B. Legal Counsel

The City Attorney, or designee, should serve as legal counsel; prepare memoranda of law as requested by the Planning Commission; review drafts of ordinances, resolutions, and guideline amendments regarding planning and development.

Article 3: Meetings of the Commission

A. Place

Meetings of the Planning Commission shall be held in the Clearfield City Council Chambers, 55 South State Street, Clearfield, Utah (Third Floor) or at such other place as the Planning Commission may designate.

B. Agenda Setting

The chair may change the order of the business or consider matters out of order, if there is no objection from any member of the Planning Commission, or by a majority vote of the Planning Commission.

C. Regular Meetings

Regular meetings of the Planning Commission are expected to be held once a month, typically the first Wednesday of each month or at the request of the chair when necessary and pursuant to proper noticing requirements. All noticed official meetings are open to the public. The purpose is to obtain information, deliberate, and vote on specific matters. Written and recorded minutes will be kept. At a minimum, the Planning Commission shall meet once a quarter to review applications, be briefed on development progress, and to receive training.

D. Work Meetings

Work meetings shall be held as needed. Work sessions are noticed; official meetings open to the public to discuss specified matters. The intent of the work meeting is informational. The Planning Commission may not take any formal action or vote during such work meetings. A record will be kept stating the date and general items that are discussed.

E. Public Hearings

A noticed official meeting, the express and limited purpose of which is to provide an opportunity for the public to offer input. The Planning Commission may not vote during the hearing.

F. Field Trips

A noticed official meeting, open to the public, for the purpose of visiting specific sites. Public comment may be made, but the Planning Commission will take no vote or formal action during the field trip.

G. Training Meetings

A noticed official meeting, open to the public, for the purpose of training planning commissioners.

Article 4: Form and Character of Motions

A. Making of Motions

Upon review of the full public record pertaining to an application or request and following due deliberation among the members of the Planning Commission, any member of the Planning Commission, except the chairperson, may make a motion. The motion shall include not only the direction of the motion, but also specific findings, conditions as applicable, denial, and the recitation of specific findings supporting such motion.

B. Second to the Motion Required

A second to the motion shall be required for each motion citing compatible findings. A motion shall die in the absence of a second.

C. Withdrawing a Motion

After a motion has been seconded, it shall be deemed in the possession of the Planning Commission, but may be withdrawn at any time before decision or amendment by the unanimous consent of the Commission.

D. Motion to Continue

A motion to continue an agenda item for further study should be accompanied by specific reasons for continuing the matter, and whenever possible, a specific date to re-hear the matter should be scheduled.

E. Amending Motions

When a motion is pending before the Planning Commission, any member may suggest an amendment, at any time prior to the final vote, to amend the stated motion. The author and the second may choose whether to accept the amendment.

F. Substitute Motions

A substitute motion, which when seconded serves to replace the original motion, may be made prior to a vote on the original motion.

G. To Rescind a Motion

A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Planning Commission's action on the motion.

H. To Reconsider a Motion

To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Planning Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made or when the minutes containing that item are approved.

I. Motion to Close Hearings

When the Planning Commission is acting in a quasi-judicial capacity as an appeal authority pursuant to the City Code or state statute, the deliberation portion of a hearing may be closed if authorized by law. To close a portion of a hearing for deliberation by the body, a motion shall be made by a commissioner prior to discussion and voting on the matter. *Open meetings may only be closed pursuant to Utah law, and legal counsel should be consulted prior to doing so*.

J. Motion to Recess

A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be on the same day as the meeting in which the motion to recess was made.

K. Motion to Adjourn

A motion to adjourn the meeting shall be made at the end of each planning commission meeting. No second is required to the motion to adjourn.

Article 5: Quorum and Voting Requirements

A. Majority Required

A minimum of the four (4) appointed planning commission members, which may include alternate members when an otherwise insufficient number of regular commissioners are present, shall constitute a quorum for all hearings and meetings. Ex-officio may not be counted as part of the quorum. With all items a simple majority is required to pass, deny, or table an item.

B. Tie-Votes

When there is a tie vote, the Planning Commission must continue to deliberate until a majority vote can be cast.

C. Abstention from Voting

A Commissioner should abstain from deliberation or consideration of an issue when a conflict prevents that Commissioner from being completely fair, unbiased and deciding an issue based wholly on the merits. Abstention from voting shall not be counted in the determination of the motion, but shall be noted on the record.

Article 6: Requirements for Submission of Requests

A. Forms

The Planning Commission shall adopt standard forms for the submission of requests, and these forms shall include advance time requirements.

B. Completion of Forms

The Planning and Zoning Administrator shall certify the completeness, or lack thereof, of all requests.

C. Items Scheduled

Upon a complete submittal and full review, the request(s) will be scheduled for the next available planning commission meeting, after assuring required public notification has been completed.

Article 7: Administrative Calendar

A. Public Notice

Notice for all public hearings, work sessions, and regular meetings shall conform to requirements of the Utah Code.

B. Yearly Meeting Schedule

The regular meeting schedule for the next calendar year shall be determined at a meeting of the Planning Commission in December

Article 8: Conduct of Members of the Planning Commission

A. Meeting Preparation

Members of the Planning Commission shall take such time as necessary to prepare themselves for hearings and meetings.

B. Conflict of Interest

A planning commissioner to whom some private benefit may come as the result of a planning commission action shall not participate in that action.

1. The private benefit may be direct or indirect, create a material or personal gain, or provide an advantage to relations, friends, or to groups and associations which hold some share of a person's loyalty. However, membership itself in a group or organization shall not be considered a conflict of interest as to Planning Commission action concerning such group unless a reasonable person would conclude that such membership by itself would prevent an objective consideration of the matter.
2. A planning commissioner experiencing a conflict of interest shall declare that interest publicly on the record in the meeting where the item or issue creating the conflict will be under consideration. If a conflict of interest is of such degree that a commissioner will be unable to fairly consider the issue based wholly on the merits and offer an unbiased position on the matter, then that commissioner must abstain from voting on the action and shall be excused from the dais during discussion and consideration of that issue. That commissioner shall not discuss the matter privately with any other commissioner. An alternate member of the Planning Commission may take the place of a commissioner when the commissioner has been recused for that issue.

3. No planning official shall engage in any transaction in which the official has a financial interest, direct or indirect, with the agency or jurisdiction that the official serves unless the transaction is disclosed publicly and determined to be lawful.

C. Ex-Partee Communication

If there has been communication between commission members outside of the work session and regular meeting, with the applicant, or with any other party regarding an item to be voted upon, such communication shall be disclosed and added to the official record and included as part of the commission deliberations prior to voting.

Article 9: Adoption and Amendment of Guidelines

A. Legal Review

Guideline adoption or amendment may only be made following review by legal counsel to the City Council.

B. <u>Majority Vote</u>

The Planning Commission guidelines shall be adopted or amended upon a vote of a majority of the City Council. Such shall take effect immediately after successful vote to adopt or amend.