

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
April 7, 2020 – WORK SESSION

Public meetings will be held electronically in accordance with Executive Order 2020-1 Suspending the Enforcement of the Provisions of Utah Code 52-4-202 and 52-4-207 due to Infectious Disease COVID-19 Novel Coronavirus issued by Governor Herbert on March 18, 2020. **No physical meeting location will be available.** The public may monitor or listen to the open portions of the meeting electronically by following the instructions below.

Zoom Meeting
<https://zoom.us/j/822120483>

Meeting ID: 822 120 483

Connect via telephone
1 669 900 6833
1 346 248 7799
Meeting ID: 822 120 483

6:00 P.M. WORK SESSION

Discussion on the 500 West Roadway Expansion Project

Discussion on the City's Clearfield Pipeline Shares

Discussion on Amendments to Title 11, Chapter 13, Section 34 of the Clearfield City Code Regarding Development Standards for Light Manufacturing and Limited Distribution

Discussion on Amendments to Title 11, Chapter 9, Article F, Section 5, Paragraph I of the Clearfield City Code Regarding Parking Standards for the Storage of Boats, Campers, Trailers, etc.

Discussion on the Fiscal Year 2021 Budget

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

Dated this 2nd day of April, 2020.

/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 525-2714, giving her 48-hour notice.



STAFF REPORT

TO: Mayor Shepherd and City Council Members
FROM: Braden Felix, City Engineer/Public Works Deputy Director
MEETING DATE: April 7, 2020
SUBJECT: 500 West Roadway Extension Project Update (#272)

DESCRIPTION / BACKGROUND

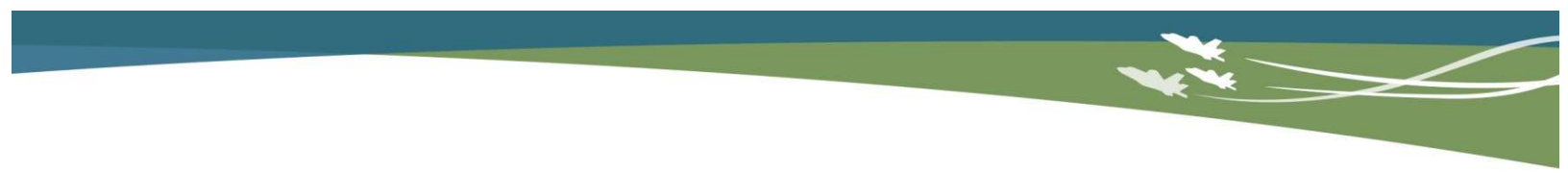
Since the beginning of the 500 West Roadway Extension project, WCEC (our consultant) has created a geometric plan showing where the road will go and what properties will be impacted. The plan includes approximately 1/2 mile of new roads, a signalized intersection for 500 West and Antelope Drive, and right-of-way acquisition from 9 property owners. The following are the items we wish to present to the Mayor and City Council.

1. Funding
 - a. What our estimate shows and what funds we have
2. Scope of the Project
 - a. The north leg going into Freeport West and concerns from those impacted
 - b. 500 West and Antelope Dr. intersection and the impact on 300 West
3. Timeframe
 - a. 30% design completion and future milestones
 - b. Construction
4. Naming of the Street
 - a. Sandridge Parkway

With the plans being at 30% completion, the next critical step is to begin the right-of-way acquisition process that will continue until the property is in the City's name and property owners have been paid. This will be assisted by specially selected agents to be hired by the City. WCEC will continue preparing plans including the utilities design work that is need for this project. We are aiming to have 60% completion around May and 90% completion around August.

CORRESPONDING POLICY PRIORITY (IES)

Providing Quality Municipal Services

- 
- The infrastructure being designed will provide better connectivity for both Clearfield and Syracuse cities.
 - We are reporting the budget and fiscal needs to give an accounting of what we have and what we anticipate needing at this point.
 - Working with Syracuse has been and will continue to be a positive relationship helping each other to be successful in making our cities a better place where people will want to be.

Improving Clearfield's Image, Livability and Economy

- This road will make for easier access to communities currently near 500 West as well as our own Barlow Park.
- This road is an example of our commitment to improve transportation and use all outside financial resources available to us.

FISCAL IMPACT

- Currently, all funds being used are from federal dollars and are being held and distributed by UDOT. We are going to pursue the last \$ 1 million needed from the Davis Council of Governments through the 3rd quarter sales tax. Clearfield and Syracuse will need to make a match. Clearfield will therefore pay about 4% of the total cost.

SCHEDULE / TIME CONSTRAINTS

30% design is complete and we are aiming to have 60% completion around May and 90% completion around August.

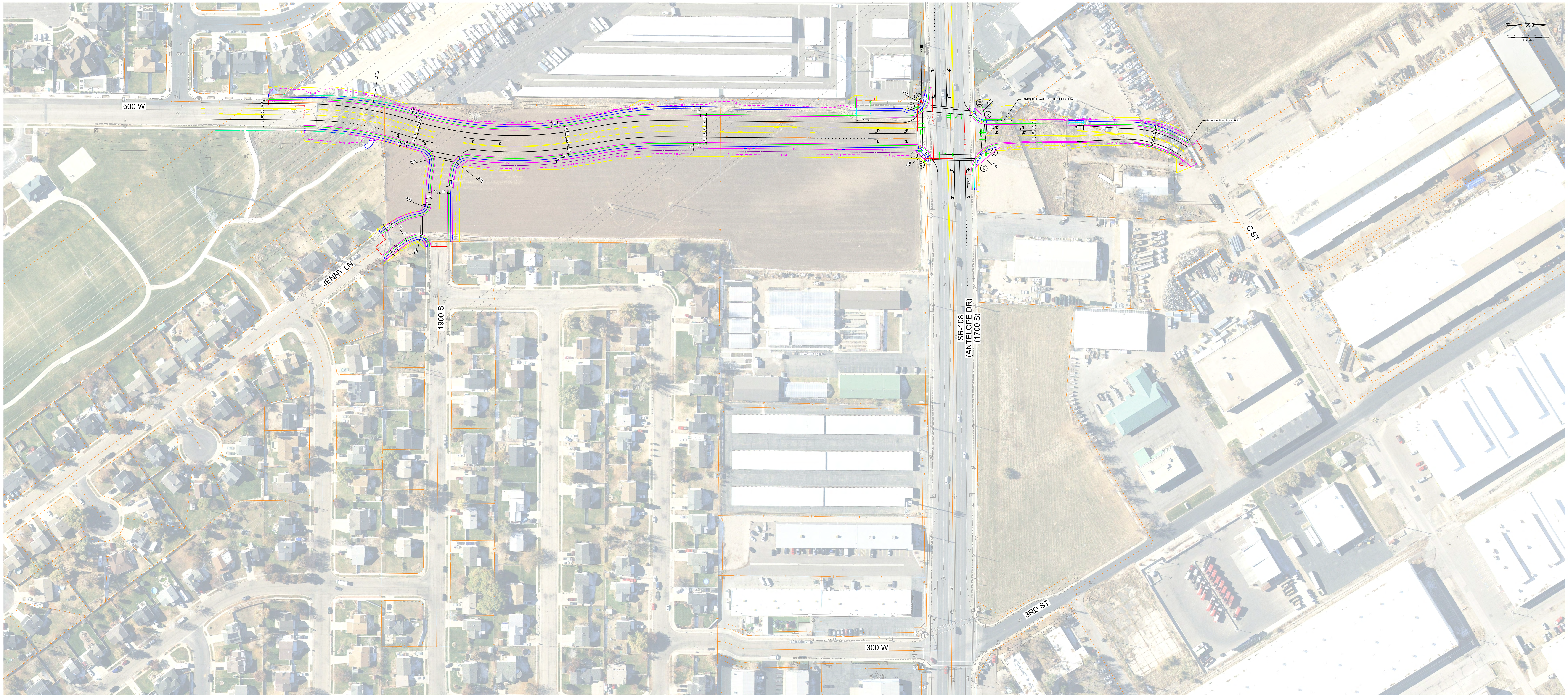
LIST OF ATTACHMENTS

- Scroll Plot of 500 West from WCEC

500 W EXTENSION; 2000 S TO C ST



PIN 14843
03/26/20





STAFF REPORT

TO: Mayor Shepherd and City Council Members
FROM: Curtis Dickson
MEETING DATE: April 7, 2020
SUBJECT: Clearfield Pipeline Corporation Watershares

I. RECOMMENDED ACTION

Create a resolution to move, rent or sell the City's six (6) water shares in the Clearfield Pipeline Corporation (CPLC) with the Mayor and City Council authorizing a staff member as its designee to perform the agreed upon transaction.

II. DESCRIPTION / BACKGROUND

Clearfield City currently owns and pays for six (6) Clearfield Pipeline Corporation (CPLC) water shares within the Davis and Weber Counties Canal Company (DWCCC). These shares were originally used to irrigate the Clearfield City Cemetery before the City moved to culinary water to irrigate the cemetery. The City has continued to pay for its rights to the water to maintain its water shares. Until recently, the City has been unable to do anything with these CPLC water share. However, CPLC Board has recently authorized shareholders of the pipeline the ability to convert their CPLC shares back to DWCCC shares and do as the shareholder pleases.

Currently, the six (6) CPLC water shares would convert into two (2) DWCCC shares. The City would have several options as to what it would like to do with these two (2) DWCCC shares. If the City chose to convert the CPLC shares to DWCCC shares these are the options:

- Sell the shares on the open market
 - According to DWCCC their water shares have been selling for around \$38,000 per share on the open market.
- Reallocate the shares to another pipeline/ditch within DWCCC
 - The City currently has 24.5 DWCCC shares allocated to one other pipeline/ditch in the DWCCC system. These are allocated to what is known as Ditch 18. This is the line that the City uses to fill and maintain the water level at Steed Pond.
- Retain ownership of the DWCCC shares and allow them to be used in the DWCCC rental pool.
 - The City would still own the shares and be responsible to pay our annual water share fees, but would rent them on an annual basis to another user in the DWCCC system. The rental would be setup and monitored by DWCCC and the City would receive on average \$150-\$200 per share per year.



III. IMPACT

a. FISCAL

Fiscal impact is dependent on the Council's decision concerning the watershares. The impacts could be none to a one time revenue increase if the Mayor and City Council choose to sell the shares.

b. OPERATIONS / SERVICE DELIVERY

Operations/Service Delivery would currently not be impacted since the shares are currently not used. However, there is the possibility in the future that the shares could be needed.

IV. ALTERNATIVES

The alternatives of what the City can do with the CPLC water shares are the following:

- Convert the shares and sell them on the open market for approximately \$38,000 per share
- Convert the shares and reallocate them to Ditch 18 for future use at Steed Pond
- Convert the shares and rent them on an annual basis if they are not going to be used elsewhere
- Keep the shares in the CPLC.

V. SCHEDULE / TIME CONSTRAINTS

The schedule for this item is to have the Mayor and Council discuss this item at the March 17, 2020 work session to decide on the best course of action. If it is the Mayor and Council's desire to convert the CPLC shares to DWCCC shares, staff will prepare a resolution for an upcoming policy session for vote.

LIST OF ATTACHMENTS



Planning Commission

STAFF REPORT

AGENDA ITEM
#3

TO: Clearfield City Planning Commission

FROM: Brad McIlrath, Senior Planner
brad.mcilrath@clearfieldcity.org
801-525-2784

MEETING DATE: Wednesday, April 1st, 2020

SUBJECT: Public Hearing, Discussion and Possible Action on **ZTA 2020-020024**, a zoning text amendment request by Mark Garza to modify the development standards for Light Manufacturing and Limited Distribution buildings and uses as outlined in Title 11 Chapter 13 Section 34 of the Clearfield City Code. **Planner:** Brad McIlrath (**Legislative Matter**).

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of **APPROVAL** for **ZTA 2020-010022** to the City Council, a zoning text amendment to remove the exterior building standards found in Section 11-11D-11F and add industrial development and building standards to Chapter 11-18 of the Clearfield Municipal Code as proposed. This recommendation is based upon the information and findings outlined in this report.

RECOMMENDATION OPTIONS

1. **Move to recommend approval of ZTA 2020-020024** to the City Council, a zoning text amendment request by Mark Garza to modify the development standards for Light Manufacturing and Limited Distribution buildings and uses as outlined in Title 11 Chapter 13 Section 34 of the Clearfield Land Use Code as proposed.
2. **Move to recommend denial of ZTA 2020-020024** to the City Council, a zoning text amendment request by Mark Garza to modify the development standards for Light Manufacturing and Limited Distribution buildings and uses as outlined in Title 11 Chapter 13 Section 34 of the Clearfield Land Use Code as proposed.
3. **Move to table ZTA 2020-020024** to request additional information for consideration.

The Planning Commission may also make a recommendation that is different than those listed above such as a modified recommendation of approval.

BACKGROUND & ANALYSIS

The applicant would like to develop group of properties along 1700 South (Antelope Drive) with buildings and uses that would fall under the design and use standards of light manufacturing and limited distribution buildings. Manufacturing and distribution services and buildings are a permitted use in the M-1 (Manufacturing) Zone, but are conditional uses in the C-2 (Commercial) Zone with those limitations outlined in the Supplementary chapter of the Land Use Ordinance. As adopted in 2015 in Section 34 of the Supplementary Regulations, light manufacturing and limited distribution buildings and uses are not “allowed on parcels that have frontage on,

are adjacent to, or have direct unobscured visibility from main transportation corridors in the city.” Streets specifically called out by ordinance include: “State Street, Main Street, 800 North, 300 North, 200 South, SR-193, 700 South, 1700 South (Antelope Drive), South Main Street, 1000 West, 1000 East, 1500 East, 2000 East, or Depot Street”. A map showing these streets is provided as an attachment to this report.

The properties that the applicant would like to develop are located in the C-2 Zone; therefore, because of the property locations along 1700 South, the light manufacturing or limited distribution buildings and uses are not allowed. The applicant requested the zone change from M-1 to C-2 in the fall of 2018, but has primarily had interest from potential tenants that would want the light manufacturing/limited distribution buildings and uses. Based upon this feedback from the market, the applicant is seeking approval to amend the development standards for light manufacturing and limited distribution buildings and uses to allow for those types of developments in the C-2 zone as long as they are directly adjacent to the Freeport Center.

Proposed Standards

The applicant proposes the following ordinance changes:

11-13-34: LIGHT MANUFACTURING AND LIMITED DISTRIBUTION USES:

- A. Neither light manufacturing nor limited distribution uses will be allowed on parcels which have frontage on, are adjacent to, (see subsection a. for exception) or have direct unobscured visibility from main transportation corridors in the city including: State Street, Main Street, 800 North, 300 North, 200 South, SR-193, 700 South, 1700 South, South Main Street, 100 West, 1000 East, 1500 East, 2000 East, or Depot Street. The official map will be available with the City.
 - a. Light manufacturing or limited distribution uses may be considered along 1700 South when directly adjacent to Freeport Center. A higher standard of design will be required when considering these uses. Added enhancements shall include brick on all facades visible from 1700 South. No less than 25% of the front façade will require glazing. When overhead doors are used on the front façade they must be glass paneling.
- B. Structures housing the light manufacturing or limited distribution uses must be not more than thirty thousand (30,000) square feet in size, unless qualified with the section above, and the use must be completely contained within a single enclosed structure on one parcel of land (no multiple parcels or structures for these light/limited uses).

Staff Proposed Standards

Staff has taken the proposed standards by the applicant and made the following changes shown in red.

11-13-34: LIGHT MANUFACTURING AND LIMITED DISTRIBUTION USES:

- C. Neither light manufacturing nor limited distribution uses will be allowed on parcels which have frontage on, are adjacent to, (see subsection a. for exception) or have direct unobscured visibility from main transportation corridors in the city including: State Street, Main Street, 800 North, 300 North, 200 South, SR-193, 700 South, 1700 South, South Main Street, 100 West, 1000 East, 1500 East, 2000 East, or Depot Street. The official map will be available with the City.
 - a. Light manufacturing or limited distribution uses may be considered along 1700 South when directly adjacent to Freeport Center. A higher standard of design ~~will be~~ is required when

considering these uses. Added enhancements shall include brick on all front facades and all street facing facades visible from 1700 South. The brick shall be broken up by windows, changes in brick pattern, or another material at a minimum of thirty feet (30'). A minimum of 25% of the front and street facing facades shall be provided with glazing/transparency. ~~No less than 25% of the front façade will require glazing.~~ When overhead doors are used on the front façade they must be glass paneling.

b. In addition to the standards listed above, light manufacturing and limited distribution developments shall comply with the commercial site and building standards outlined in the Design Standards Chapter (Chapter 18) of this title.

- D. Structures housing the light manufacturing or limited distribution uses must be not more than thirty thousand (30,000) square feet in size, **unless qualified with the section above**, and the use must be completely contained within a single enclosed structure on one parcel of land (no multiple parcels or structures for these light/limited uses).

PUBLIC COMMENT

Public notice was placed in the newspaper on March 1, 2020, on the State of Utah public notice website, and on the City's website. No public comment has been received to date.

GENERAL FINDINGS

Zoning Ordinance Text Amendment

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
1)	The proposed amendment is in accordance with the General Plan and Map; or	The proposed amendment is not contradictory to the General Plan. The General Plan encourages continual evaluation and modifications to adopted ordinances as circumstances require.
2)	Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	With changes in local and national commercial/retail markets and the desire for high quality light industrial buildings along the Wasatch Front, the proposed changes are necessary to encourage improved design with compatible uses adjacent to the Freeport Center.

FINDINGS OF FACTS & CONCLUSION

Based upon a review of the existing and proposed ordinance standards staffs concludes the following:

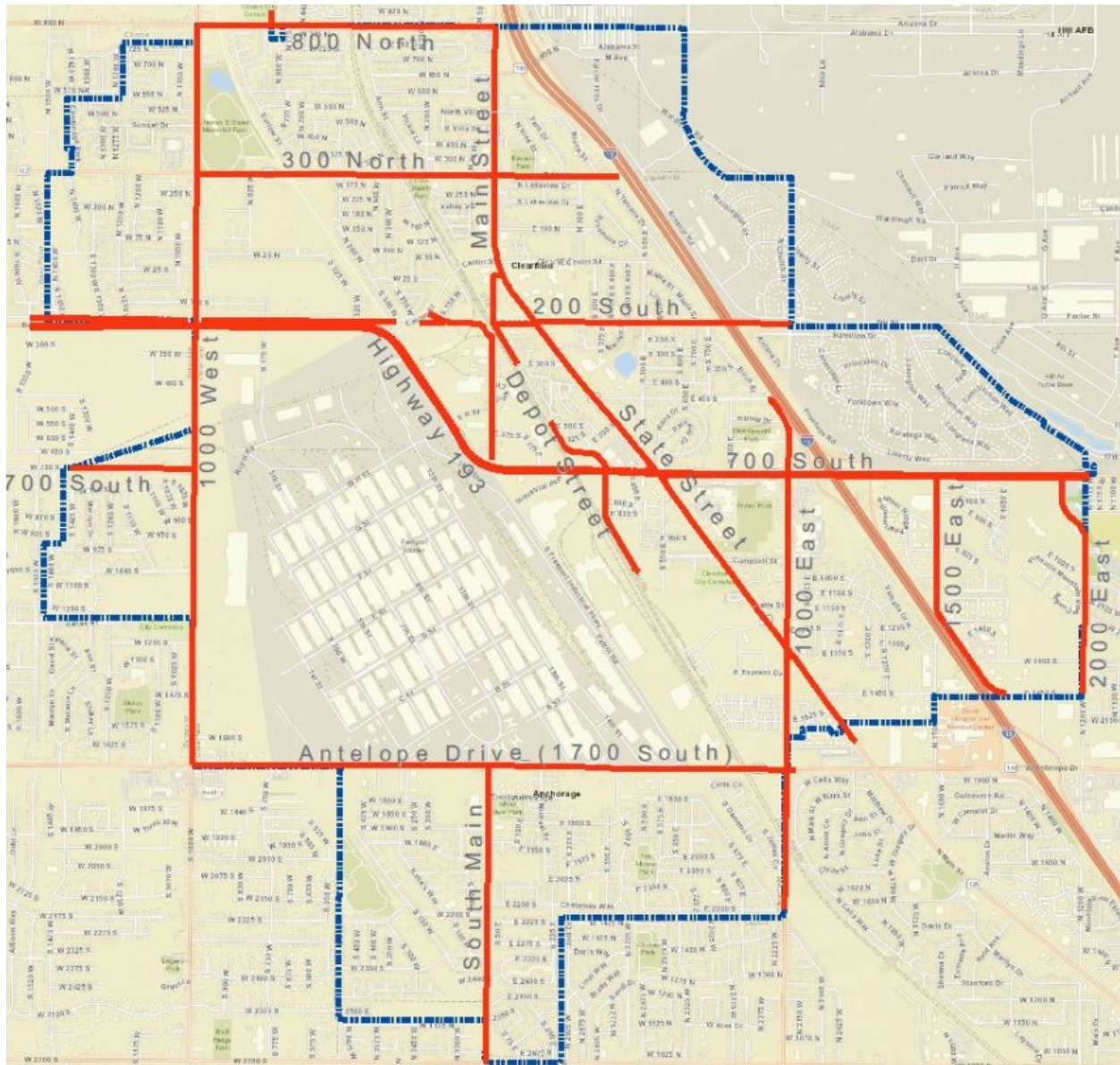
1. Light manufacturing and limited distribution buildings and uses are appropriate adjacent to the Freeport Center.
2. The proposed standards encourage high quality site and building design while allowing flexibility for the development and light industrial community.
3. The proposed standards are consistent with the following land use guidelines of the General Plan:
#5 Transitions between differing land uses and intensities should be made gradually with compatible uses, particularly where natural or man-made buffers are not available.

#9 Commercial and manufacturing uses should be highly accessible, clustered near the center of their service areas, and developed in harmony with the uses and character of surrounding districts.

ATTACHEMENTS

1. Prohibited Streets Map

LIGHT MANUFACTURING AND LIMITED DISTRIBUTION PROHIBITED STREETS*



*These limitations only apply to the C-2 Zoned properties.



Planning Commission

STAFF REPORT

AGENDA ITEM
#4

TO: Clearfield City Planning Commission

FROM: Brad McIlrath, Senior Planner
brad.mcilrath@clearfieldcity.org
801-525-2784

MEETING DATE: Wednesday, April 1st, 2020

SUBJECT: Public Hearing, Discussion and Possible Action on **ZTA 2020-030025**, a zoning text amendment request by Michael Henry with Investment Property Group to remove the development standard for boat, camper, trailer, etc. storage and outlined in Title 11 Chapter 9 Article F Section 5I of Clearfield City Code.
Planner: Brad McIlrath (Legislative Matter).

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward a recommendation of **APPROVAL** for **ZTA 2020-030025** to the City Council, a zoning text amendment to modify the development standard for boat, camper, trailer, etc. storage to require eighty (80) square feet of storage space for every mobile home spaces as proposed by staff. This recommendation is based upon the information and findings outlined in this report.

RECOMMENDATION OPTIONS

1. **Move to recommend approval of ZTA 2020-030025** to the City Council, a zoning text amendment request by Michael Henry with Investment Property Group to remove the development standard for boat, camper, trailer, etc. storage and outlined in Title 11 Chapter 9 Article F Section 5I of Clearfield City Code.
2. **Move to recommend approval of ZTA 2020-030025** to the City Council, a zoning text amendment to modify the development standard for boat, camper, trailer, etc. storage to require eighty (80) square feet of storage space for every mobile home spaces as proposed by staff.
3. **Move to recommend denial of ZTA 2020-030025** to the City Council, a zoning text amendment request by Michael Henry with Investment Property Group to remove the development standard for boat, camper, trailer, etc. storage and outlined in Title 11 Chapter 9 Article F Section 5I of Clearfield City Code.
4. **Move to table ZTA 2020-030025** to request additional information for consideration.

The Planning Commission may also make a recommendation that is different than those listed above such as a modified recommendation of approval.

BACKGROUND & ANALYSIS

The applicant would like to have the development standard for boat, camper, trailer, etc. storage in mobile home parks be removed from City Code. As outlined in Title 11 Chapter 9 Article F (Mobile Home Residential

Zone), one (1) space for the storage of a boat, camper, trailer, etc. must be provided for every three (3) mobile home spaces in the park. The applicant would like to remove this development standard in order to accommodate the redesign of one of the mobile home parks in the city to add two more mobile home spaces. This redesign will also accommodate the need to provide sufficient recreational space which meets the standard of 200 square feet for every mobile home space.

Clearfield City currently has four (4) mobile home parks, Shady Grove (located by Clearfield Station), Hidden Glen (located west of Main Street and south of 250 North), Sundown (located west of 1000 West and North of Winegars), and Cambridge Court (located west of Sundown). Two (2) of the four (4) parks (Shady Grove and Hidden Glen) do not include a storage area as currently required by code. The Sundown Mobile Home Park includes a 35,806 square foot storage area, and Cambridge Court includes an 11,460 square foot storage area. Based upon the number of units in each park, the storage area for Sundown Mobile Home Park provides 168 square feet of storage space for every mobile home space while the storage area for Cambridge Court provides 150 square feet of storage space for every mobile home space. According to 2019 aerial imagery both storage areas are being used as intended by the code standard.

Based upon staff's review of other municipal code standards, the current size of these storage areas may be more than is needed. Staff reviewed ordinances for all cities in Weber, Davis, and Salt Lake Counties and has provided a list of the cities that have mobile home zones and what the standards are for storage areas (see attachments). Most cities that have a mobile home ordinance require a storage area, but only the cities in Weber County have a standard similar to the Clearfield City standard. The other cities in Davis County that have a mobile home zone require a certain amount of square foot storage space for every mobile home space. This is also the case for the cities in Salt Lake County; however, there are a few cities in Salt Lake County that do not have a requirement for storage space. Of the cities listed, Layton City has the highest square footage requirement of 100 square feet of storage space for every mobile home space while Kaysville has the lowest at eight (8) square feet of storage space.

With seven (7) cities that have a square footage requirement the average (mean) square footage of storage space is 66.8 square feet. The standard that appears the most often (mode) is 80 square feet, and the middle value (median) is also 80 square feet. Based upon this analysis, the existing storage use in Sundown and Cambridge Court, and the review of municipal codes for cities in Weber, Davis, and Salt Lake Counties, staff recommends that there be a change in the storage standard from the current format to one that is based on square footage per mobile home space. Therefore, staff recommends that the current standard be replaced with the standard of 80 square feet of storage space per unit. With this change, this has the potential to reduce the storage area for Sundown from 35,806 square feet to 17,040 square feet and for Cambridge Court from 11,460 square feet to 6,080. Staff sees that a reduction in the requirement could provide more flexibility for the mobile home developments in the city while still requiring a storage area that can be used by the residents of the mobile home parks. Based upon the observed use of the storage areas, staff is not supportive of removing the standard, but rather a reduction in the standard to one that is more in line with the standard used in other communities.

ORDINANCE STANDARD PROPOSALS

Applicant Proposal

I. Parking: See [chapter 14](#) of this title. ~~In addition, space shall be provided for the storage of boats, campers, trailers, etc.; one such space shall be provided for every three (3) mobile home spaces in the park.~~

Staff Proposal

I. Parking: See [chapter 14](#) of this title.-In addition, space shall be provided for the storage of boats, campers, trailers, etc.; at the amount of eighty (80) square feet of storage space for every one such ~~space shall be provided for every three (3) mobile home spaces in the park-~~

PUBLIC COMMENT

Public notice was placed in the newspaper on the State of Utah public notice website, and on the City's website on March 12, 2020. No public comment has been received to date.

GENERAL FINDINGS**Zoning Ordinance Text Amendment**

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
1)	The proposed amendment is in accordance with the General Plan and Map; or	The proposed amendment is in accordance with General Plan. The General Plan encourages continual evaluation and modifications to adopted ordinances as circumstances require.
2)	Changed conditions make the proposed amendment necessary to fulfill the purposes of this Title.	The proposed amendment will allow for more flexibility in the management of space in mobile home parks while still providing storage space for residents.

FINDINGS OF FACT & CONCLUSION

Based upon a review of the existing and proposed ordinance standards staffs concludes the following:

1. Current Clearfield City regulations for mobile home park storage are inconsistent with those of neighboring or similar sized communities in Davis and Salt Lake Counties.
2. There is a need to provide storage space for mobile home residents as evidenced by aerial imagery.
3. The proposed standards will provide additional flexibility in the use of mobile home park land while maintaining a standard similar to other mobile home parks for storage space.

ATTACHEMENTS

1. City Regulations List

MOBILE HOME PARK RV, BOAT, TRAILER, ETC. STORAGE STANDARDS

Title 11, Chapter 9, Article F, Section 5

“I. Parking: See [chapter 14](#) of this title. In addition, space shall be provided for the storage of boats, campers, trailers, etc.; one such space shall be provided for every three (3) mobile home spaces in the park.”

WEBER COUNTY COMMUNITIES:

Ogden

- Separate area for recreational vehicles is required for every 3 mobile home spaces.

Roy

- A separate parking area for recreational vehicles is required at a ratio of 1 space for every 4 mobile home spots.

Uintah

- A separate parking area for recreational vehicles such as trailers, boats, personal watercraft, etc. is required at the ration of 1 space for every 3 mobile home spaces.

West Haven

- Has an ordinance but no requirement for this space.

DAVIS COUNTY COMMUNITIES:

Kaysville

- Storage area of eight (8) square feet per manufactured home space.

Layton

- One hundred (100) square feet of recreational vehicle storage area per unit.

North Salt Lake

- Sixty (60) square feet per mobile home space.

SALT LAKE COUNTY COMMUNITIES:

Draper

- Bulk storage area of 80 square feet for each mobile home space.

Millcreek

- Bulk storage area of 80 square feet for each mobile home space.

Millcreek

- Bulk storage area of 80 square feet for each mobile home space.

Riverton

- Bulk storage area of 60 square feet for each mobile home space.

Sandy

- No requirement found.

Salt Lake City

- No requirement found.

Taylorsville

- Standards for a recreational vehicle storage area, but no minimum requirements for size.

West Jordan

- No requirement found.

West Valley City

- No requirement found.



STAFF REPORT

To: Mayor Shepherd and City Council Members
From: Rich Knapp, Finance Manager
Meeting Date: April 7, 2020
Subject: Fiscal Year 2021 Proposed Budget-Major Expense Changes, Revenues, Major Capital

Recommended Action

Staff recommends the City Council consider the FY 2021 proposed budget for major expense changes, revenues and capital.

Description / Background

The presentation in the packet is draft and may change before the meeting.

Future Meetings:

- April 7 – Major Expense Changes, Revenues, Major Capital
- April 14 – Detailed Expenditures & Debt
- April 21 – CDRA, general discussion if needed
- April 28 – General discussion
- May 12—Adopt Tentative Budget

Schedule / Time Constraints

The Tentative Budget must be approved on or before the first scheduled meeting in May, and the final budget must be approved by June 30 if there is no truth in taxation. With a truth in taxation the last opportunity to adopt the final budget is August 25.

List of Attachments

- FY21 Draft Budgeted Revenue & Capital First Council Presentation

Clearfield City | April 7, 2019

Draft Fiscal Year 2021 Budget Revenues & Capital



Purpose of Budgeting

Definition of “Budget”

A budget is a financial plan that includes both revenues and expenditures for a specified period of time. It's a legally binding financial plan.

Purpose of Budgeting

- Plan
- Establish Priorities
- Communicate

Agenda

- All Funds Budget Summary
- Major Operational Expense Changes & Assumptions
- General Fund Unrestricted Balance/Available Cash
- Revenues
- Major Capital Projects & Expenditures

Future Meetings:

- April 14 – Detailed Expenditures & Debt
- April 21 – CDRA, general discussion if needed
- April 28 – General discussion
- May 12—Adopt Tentative Budget



Budget Summary – Governmental Funds

	Revenues & Transfers In	Operating Expenditures & Transfers Out	Capital Expenditures	Total Expenditures	Change in Available Cash
General Fund	\$19,317,560	\$17,091,771	\$4,288,531	\$21,380,302	\$(2,062,742)
CDRA	2,493,099	2,156,189	-	2,156,189	336,910
Debt Service Fund	1,055,825	1,055,825		1,055,825	-
Capital Projects	1,399,500		3,095,817	3,095,817	(1,696,317)
Total Governmental	\$24,265,984	\$20,303,785	\$7,384,348	\$27,688,133	\$(3,422,149)

Budget Summary – Enterprise/Utility Funds

	Revenues & Transfers In	Operating Expenditures & Transfers Out	Capital Expenditures	Total Expenditures	Change in Available Cash
Water	3,718,500	3,141,283	3,411,261	6,552,544	(2,834,044)
Sewer	4,592,000	4,528,620	1,987,450	6,516,070	(1,924,070)
Storm Water	1,075,820	729,228	2,634,950	3,364,178	(2,288,358)
Garbage & Recycling	1,621,000	1,600,418	48,950	1,649,568	(28,568)
Total Enterprise	\$11,423,718	\$10,416,147	\$8,082,611	\$18,498,758	\$(7,075,040)

Personnel Expenditures

Headcount Changes

- FT Finance Clerk— \$78k (85% Utility Admin Fund)
- ~~PT Admin Assistant in Comm Services—\$21k~~
- ~~FT Facilities Maintenance—\$65k~~
- ~~PT 2 Day Porters at the CAFC—\$23k total~~
- ~~PT 2 Park Maint Specialists—\$33k each, total \$66k~~
- ~~Art & Culture Supervisor from PT to FT—\$40k~~
- ~~Communication Intern—\$5k~~
- PT Web – One time expense FY20—(**\$23k**) not renewed
- PT Reduced one PT in Court FY20—(**\$17k**)

Personnel Expenditures

Changes

- PT Emergency Preparedness Manager—Increase 20 to 25hrs—\$5k
- Parks & Rec Commission stipend increase—\$1k
- Moved Building Monitors from Rec to Customer Service
- Police recruitment incentive \$7,500
- Contract excess plan review and inspections—\$30k
- ~~Personnel Contingency—\$100k~~
- FT Community Resource Officer – \$95k full year- ½ grant
 - FY20 budgeted half year or \$40k
- Increase contracted nuisance & abatement—\$25k

Personnel Expenditures

Compensation

- Medical Insurance est increase = 15% or \$165k GF
- Merit increase 1% or \$67k GF
- Pay grade shift / market adjustment varies by position - \$243k GF
 - Compensation study refresh helped determine grade changes
- Public Safety URS Tier II required contribution 2%—\$16k
- Public Safety URS Tier II employer/employee pickup 2.27%
 - Public Safety only – \$17k
 - Public Employee – \$23k
- Total increase \$544k. Budget increase from FY20 \$332k or 3.1%

4th of July for the operation discussion?

- FY20 was over budget \$14k - \$94k budget \$108k actual
- Marketing budget was not budgeted ~\$8k
- Sponsor Deliverables was not budgeted - \$4,500
 - Offsetting revenue
- FY21 Entertainment additional - \$3,000
- FY21 Council & Youth Commission Float additional - \$1,600
- FY21 Inflatables - \$2,100



Measure of Sustainability

General Fund-Budget Net Ongoing Rev & Exp

Sources

Revenues	\$17,241,669
Transfer In	\$1,200,086
Non-Operating Revenues	-\$1,520,384
Total Operating Revenue	\$16,921,371

Ongoing Expenditures

Personnel	\$11,173,686
Materials & Services	\$4,676,623
Debt	\$1,144,435
Total Ongoing & Debt	\$16,994,744
Net Ongoing Surplus	<u>(\$73,373)</u>

Measure of Security

GFOA Recommendation –
Maintain unrestricted fund balance of
no less than two months of regular
general fund operating expenditures.

**2 months of operating expense =
\$2,832,457**

**Amount above 2-month Operating
Expense = 57,131**

General Fund-Budget Summary

Sources

Revenues & Transfers In	\$18,441,755
Transfer from Restricted	1,665,911
Total Sources	\$20,107,666

Expenditures

Personnel	\$11,173,686
Materials & Services	4,676,623
Debt	1,144,435
Total Operating & Debt	\$16,994,744

One-time Operations Expense	\$32,000
CDBG (pass through)	179,248
2018 Mabey Bond Payment	585,911
Mabey Place Construction	1,000,000
Capital	3,415,135
Total One-Time Expenses	\$5,212,294

Total Expenditures **\$22,207,038**

Use of Available Reserves

\$(2,099,372)

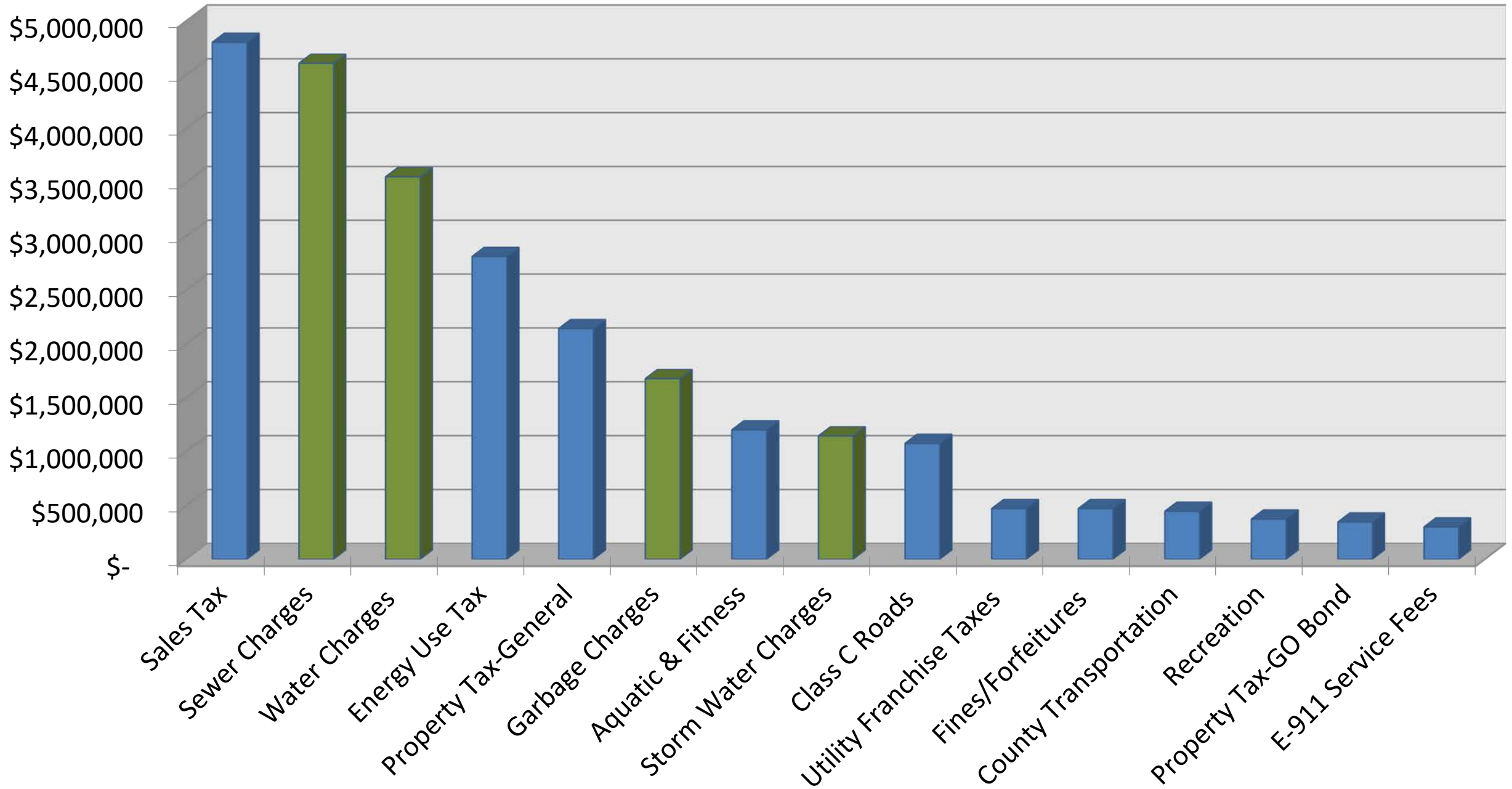
Est Beg Unrestricted Balance	\$4,405,960
End Unrestricted Fund Balance	\$2,889,588
Unrestrctd % of Revenues	16.8%

General Fund Balance

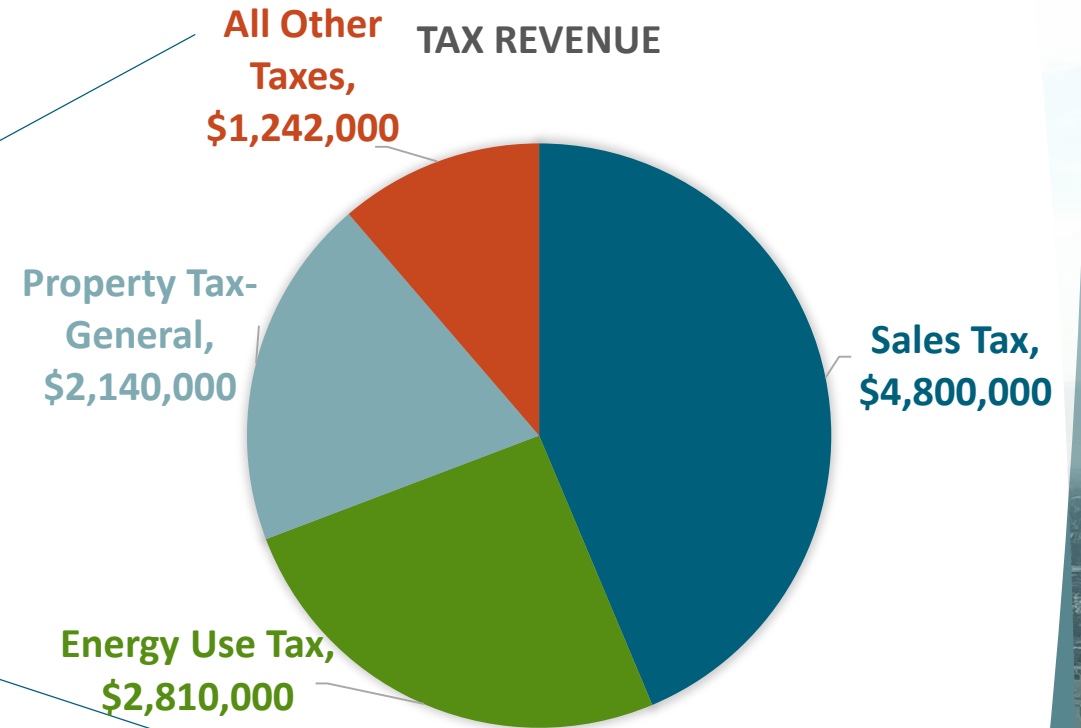
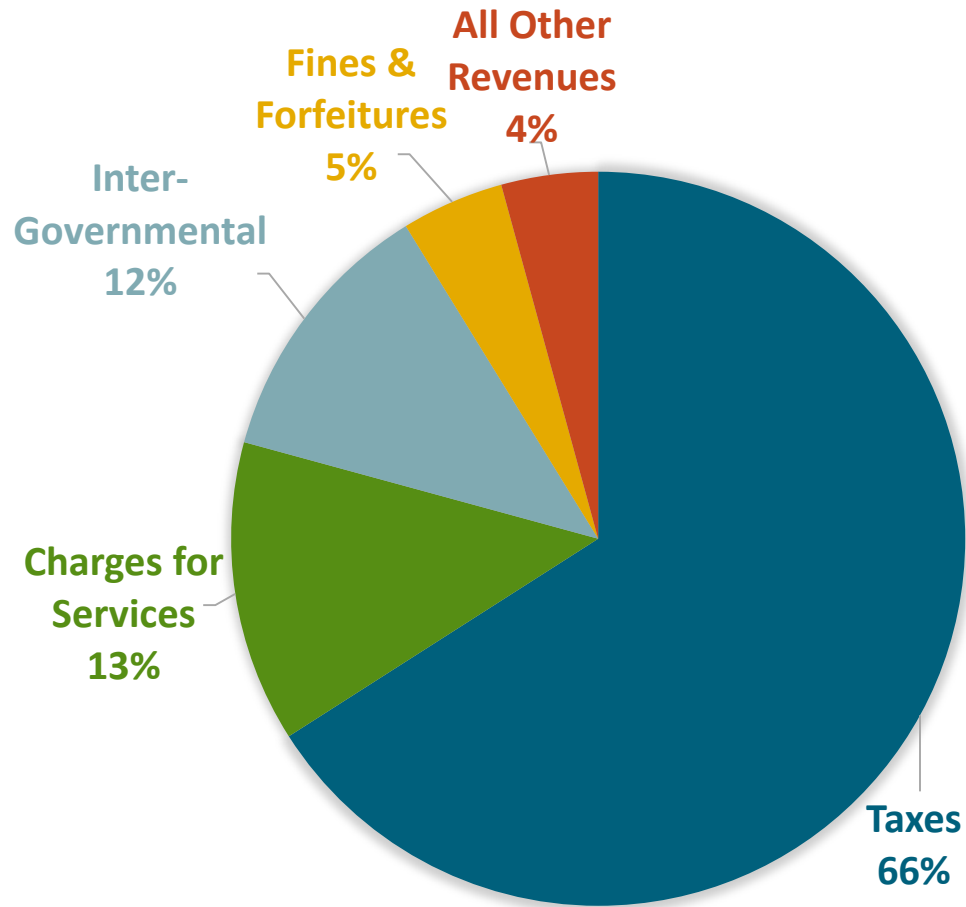
- State law allows for General Fund balance in amount equal to 25% of total revenue
- June 2018 Unrestricted Fund Balance=\$6.8 mill, exceeded 25% by \$2.7 million

Fiscal Year	Unrestricted Fund Balance	Unrstrctd Fund Bal % of Rev	\$ Over 25%
2013	5,128,757	38%	1,736,722
2014	5,143,488	38%	1,732,687
2015	4,938,411	36%	1,466,525
2016	6,093,119	41%	2,381,424
2017	6,088,836	38%	2,089,321
2018	6,816,199	41%	2,699,142
2019	7,172,917	40%	2,736,427
2020 Proj	2,676,146	16%	(30,530)
2021 Proj	2,889,588	16%	(1,546,902)

FY21 Budgeted - Top 15 Revenue Sources (All Funds)



General Fund Revenues



General Fund Revenues Historic Summary

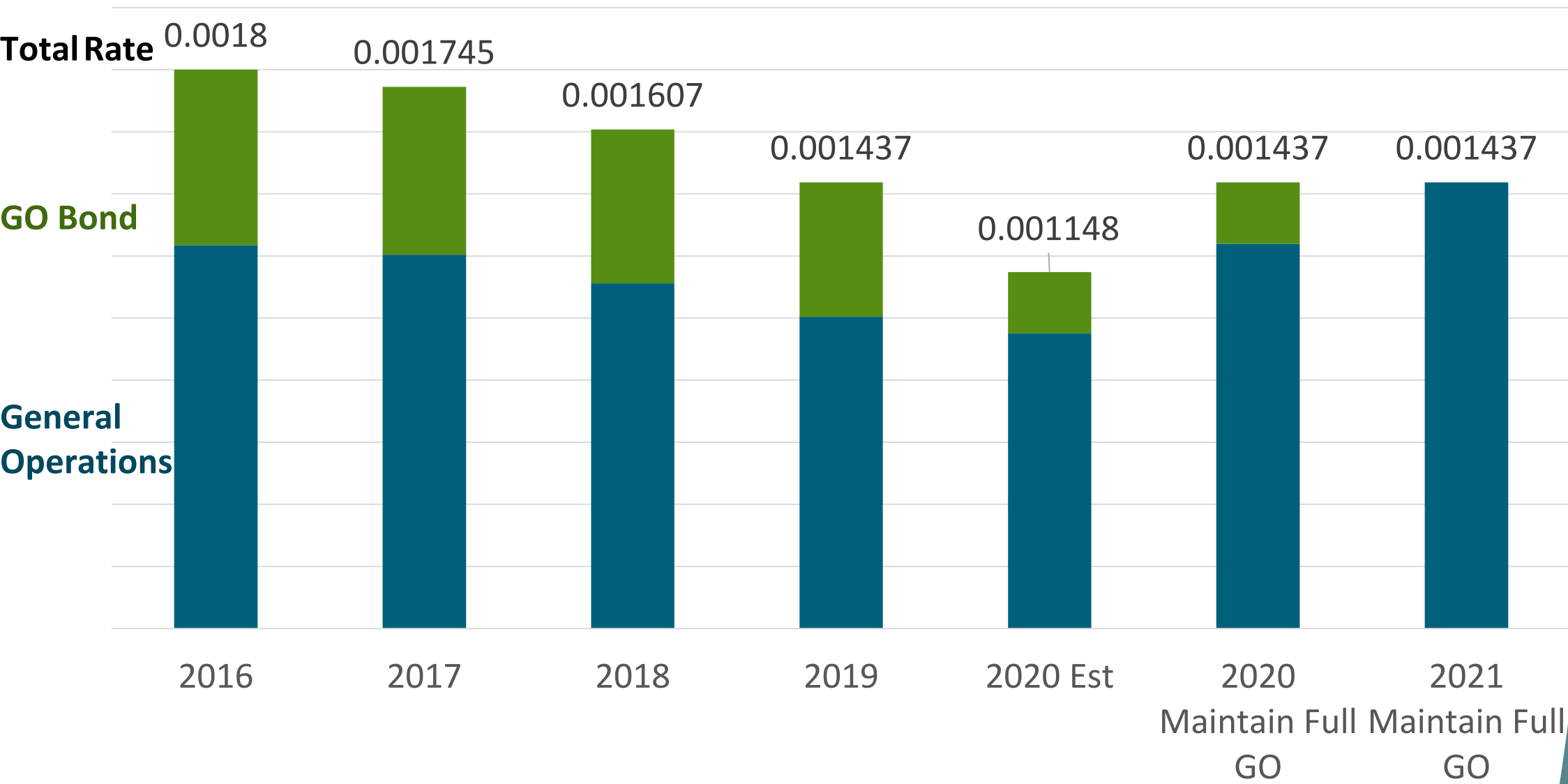
	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget	Change from FY20
Taxes	\$9,554,262	\$10,191,811	\$10,463,508	\$10,133,297	\$10,992,000	\$858,703
Licenses & Permits	\$532,113	\$329,145	\$458,046	\$377,200	\$377,200	\$0
Inter-Governmental	\$1,595,622	\$1,483,139	\$1,937,532	\$1,878,232	\$1,996,855	\$118,623
Charges for Services	\$2,292,010	\$2,216,910	\$2,222,322	\$2,244,000	\$2,214,000	(\$30,000)
Fines & Forfeitures	\$677,527	\$770,582	\$760,075	\$753,000	\$754,000	\$1,000
Miscellaneous Revenue	\$2,857,685	\$443,490	\$723,310	\$392,750	\$436,950	\$44,200
Contributions & Transf	\$2,091,516	\$2,218,067	\$2,303,661	\$2,414,081	\$2,390,850	(\$23,231)
GF Total Revenue	\$19,600,734	\$17,653,144	\$18,868,454	\$18,192,560	\$19,161,855	\$1,004,295

General Fund Revenues Historic Summary

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget	Change from FY20
Taxes	\$9,554,262	\$10,191,811	\$10,463,508	\$10,133,297	\$10,992,000	\$858,703

- \$300k increase in Sales Tax
 - FY19 Proj \$4.8 mill, FY20 Budget \$4.5 mill
 - **Cut 15% of \$4.8 mill or \$720k**
- \$60k increase in Energy Use Tax
 - FY19 Proj \$2.8 mill, FY20 Budget \$2.75 mill – Corona impact?
- \$499k increase in Property Tax – maintaining rate in budget
 - Maintain current rate of .001437 = extra \$145k (rough projection)
 - Reduced GO bond payment to general use = \$345k
 - \$11 increase per household if maintain rate (rough projection)

Property Tax Rate History & 2020 Estimate



General Fund Revenues Historic Summary

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget	Change from FY20
Licenses & Permits	\$532,113	\$329,145	\$458,046	\$377,200	\$377,200	\$0

- Building Permits difficult to project

General Fund Revenues Historic Summary

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget	Change from FY20
Inter-Governmental	\$1,595,622	\$1,483,139	\$1,937,532	\$1,870,232	\$1,996,855	\$126,623

- \$25k increase to Class C Roads (fuel tax)
- \$96k increase to County Transportation (local fuel tax)
- Cost and demand for fuel will impact projections

General Fund Revenues Historic Summary

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget	Change from FY20
Charges for Services	\$2,292,010	\$2,216,910	\$2,222,322	\$2,244,000	\$2,214,000	(\$30,000)

- \$42k increase Plan Check Fee to match historic
- **\$100k** decrease to Aquatic and Fitness Center - \$1.2mill
 - Projected \$1.2 for FY20 before shut down
- \$23k Net Increase to Recreation
 - **\$20k** decrease to Recreation based off historic
 - \$43k increase for Home School

Changes to recreation fees may change actuals

General Fund Revenues Historic Summary

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget	Change from FY20
Fines & Forfeitures	\$677,527	\$770,582	\$760,075	\$753,000	\$754,000	\$1,000

- **\$5k** decrease in Fines/Forfeitures
- \$6k increase to Code Enforcement Fines

General Fund Revenues Historic Summary

	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget	Change from FY20
Miscellaneous Revenue	\$2,857,685	\$443,490	\$723,310	\$392,750	\$436,950	\$44,200
Contributions & Transf	\$2,091,516	\$2,218,067	\$2,303,661	\$2,414,081	\$2,390,850	(\$23,231)

- \$38k decrease to Donation Revenue – amount always matches Aquatic equipment replacement
- May need to reconsider Investment Earnings
- **\$30k** Transfers – declining admin transfer from the CDRA

Enterprise Revenues-Utility Rates

- North Davis Sewer District—No increase this year
- Wasatch Integrated—No increase this year
- City Utility Increase—January 2020 (need to adopt next three years)
 - Study was good for 9 years or through 2025
 - Water Base Fee 3%
 - Sewer 2%
 - Storm 5%
 - Total of .95 cents per month or \$11.41 for the year



Enterprise Revenues-Utility Rates

- Garbage & Recycling Collection—3.2% increase July 2019 to City
 - The Fuel Protection clause net decreased to all containers .03 cents
 - Additional trash container up .08 cents, City will lose .36 cents per month
 - Recycling increase is .14 cents higher if Wasatch Integrated Facility is not online by July 1

	FY18 Rate	FY19 Rate	FY20 Rate	FY21 Rate	
First Trash Container	\$4.26	\$4.28	\$4.88	\$4.97	1.8%
Additional Trash Container	\$2.41	\$2.49	\$2.58	\$2.66	3.1%
Clean-up Dumpsters	\$84.36	\$87.06	\$90.08	\$94.34	4.7%
Recycling 0% to 74%	\$3.77	\$3.80	\$4.70	\$4.78	1.7%

Street Funding

- Capital plan recommends \$500k per year in surface treatment
- Maintenance of effort \$263,935

	FY17	FY18	FY19	FY20
Revenue				
B&C Roads	\$ 977,905	\$ 960,000	\$ 1,050,000	\$ 1,075,000
County Transportation	\$ 351,938	\$ 335,000	\$ 349,000	\$ 445,000
Total Rev	\$ 1,329,843	\$ 1,295,000	\$ 1,399,000	\$ 1,520,000
Expense				
Streets Operating Exp	\$ 413,955	\$ 450,207	\$ 459,506	\$ 450,602
Debt Service	\$ 283,163	\$ 278,081	\$ 274,388	\$ -
Surface Treatment	\$ 400,000	\$ 400,000	\$ 400,000	\$ 500,000
Street Reconstruction	\$ 430,000	\$ 650,000	\$ 915,500	\$ 259,300
Set Aside Future Projects				\$ 500,000
Total Exp	\$ 1,527,118	\$ 1,778,288	\$ 2,049,394	\$ 1,709,902
Net	\$ (197,275)	\$ (483,288)	\$ (650,394)	\$ (189,902)

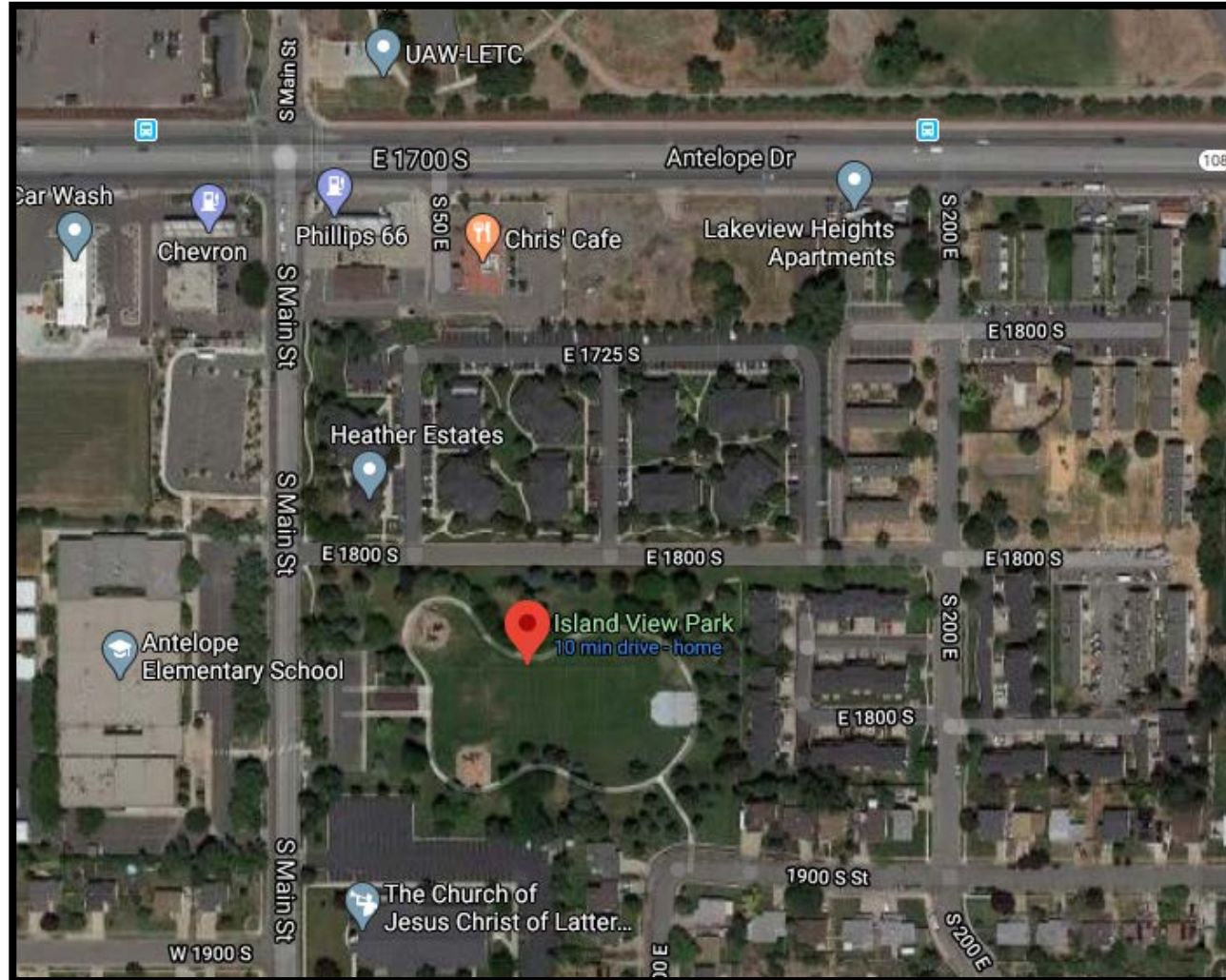
Major New Capital Projects-Streets

- **975 S 1480 W Reconstruct - \$1.58 million**
 - \$280k Streets, \$666k Water, \$518k Sewer, \$117k Storm



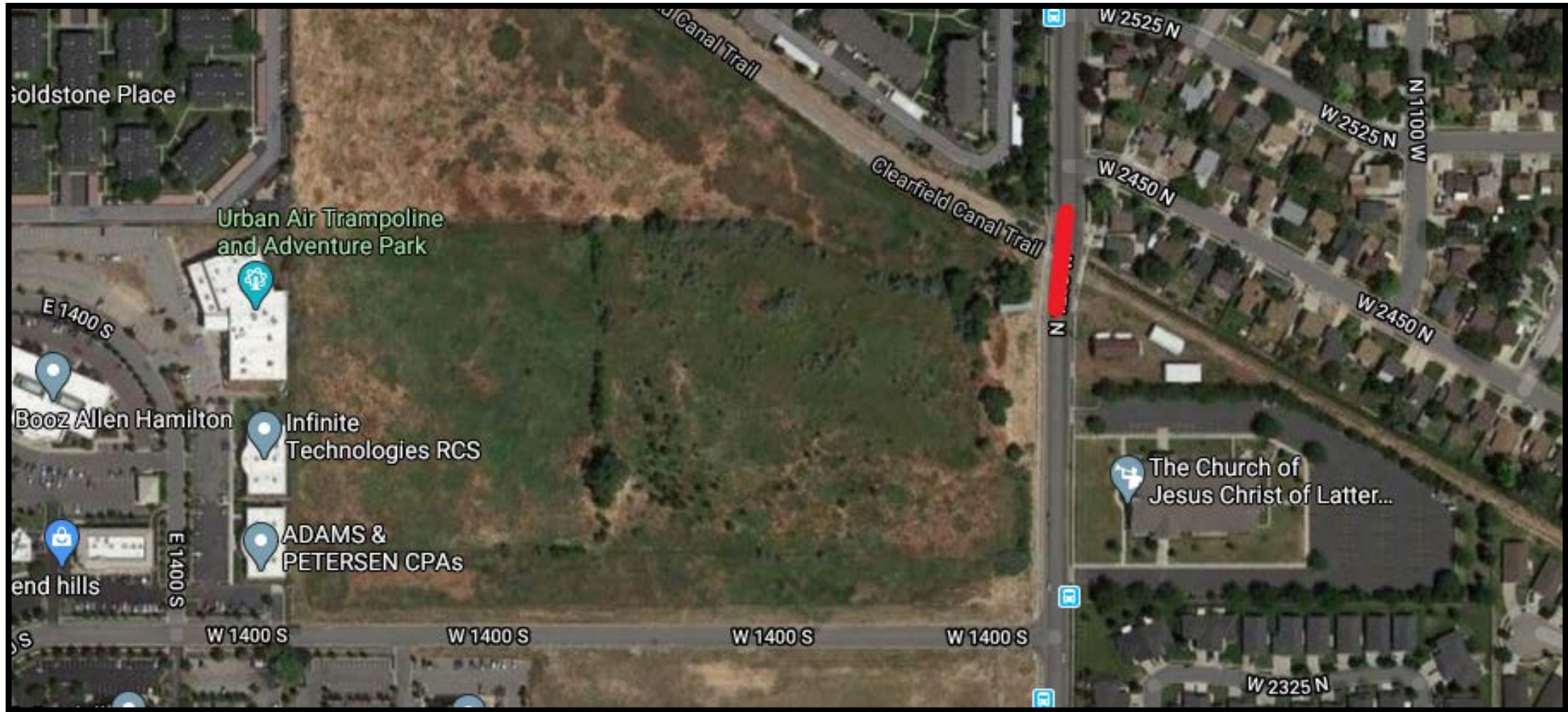
Major New Capital Projects-Streets

- **Island View Park Streetlights, 1800 South - Main St. to 200 E. - \$46k**



Major New Capital Projects - Streets

- **Davis Weber Canal Xing at Univ. Park Blvd Reimbursement - \$20k**



Major New Capital Projects - Streets

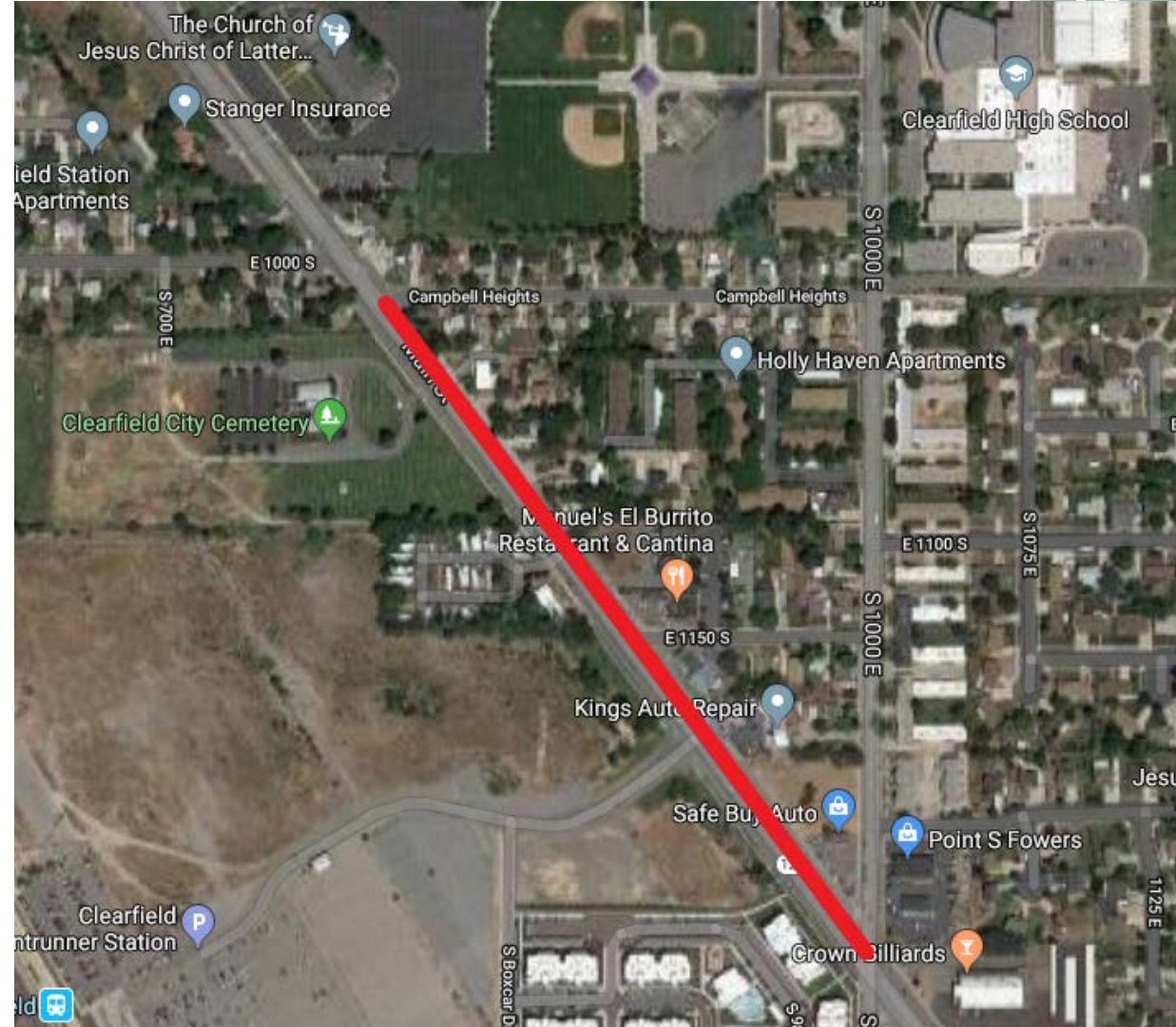
- **Sips Development 1000 East State Street ST/STRM Project Total = \$13,300**
 - \$7,300 Streets, \$6,000 Storm

Sips plans to build north of Wendy's and has asked for the City to reimburse them for work performed to straighten curb and gutter and asphalt along 1000 East from about Wendy's parking lot to the intersection



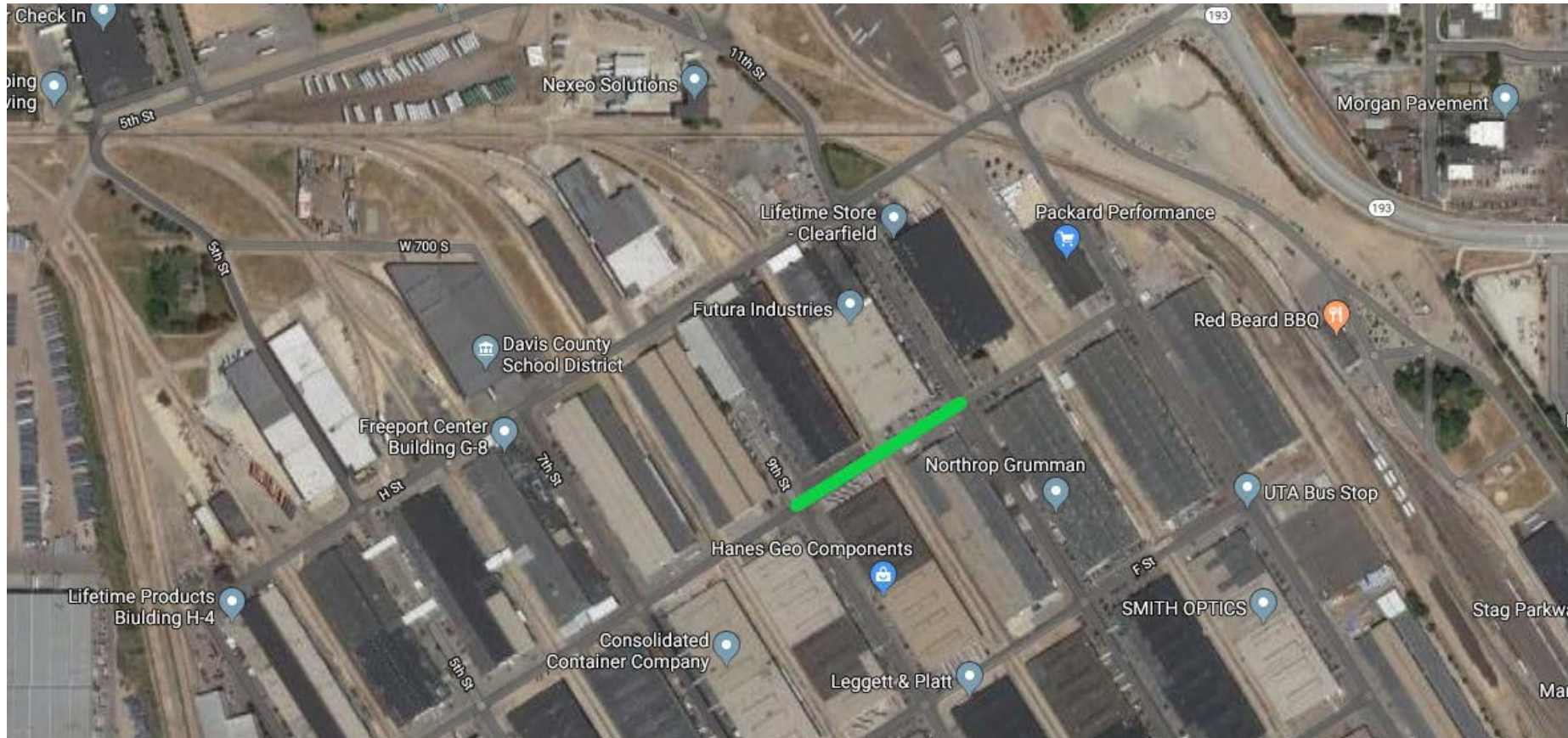
Major New Capital Projects-Water

- State Street Phase 2 - 1000 S. to 1000 E. 10 Inch Waterline - \$500k Impact Fee?



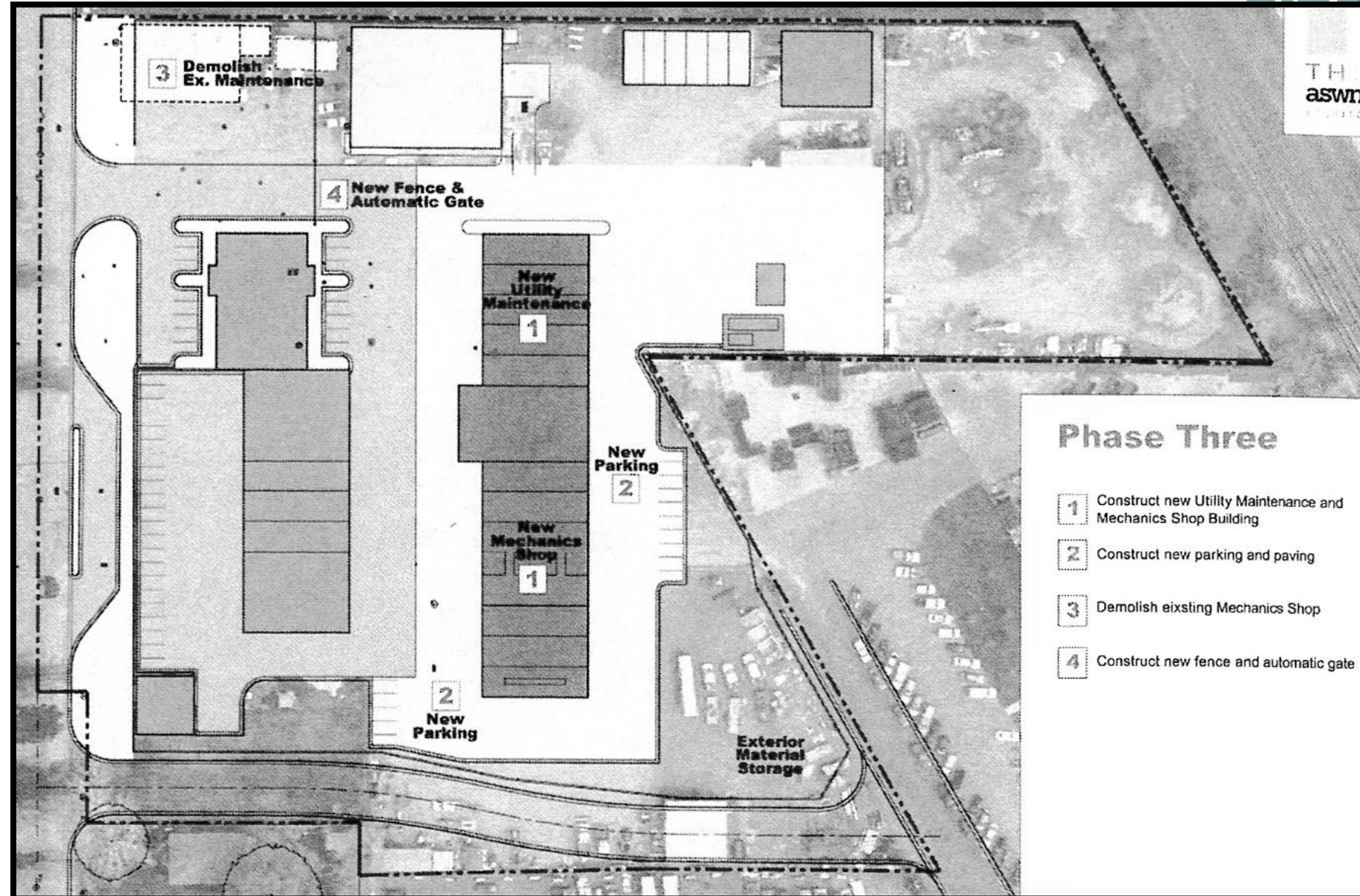
Major New Capital Projects-Sewer

- G Street Sewer Phase 4 additional—\$335k
 - All phase budget now \$1.2 million



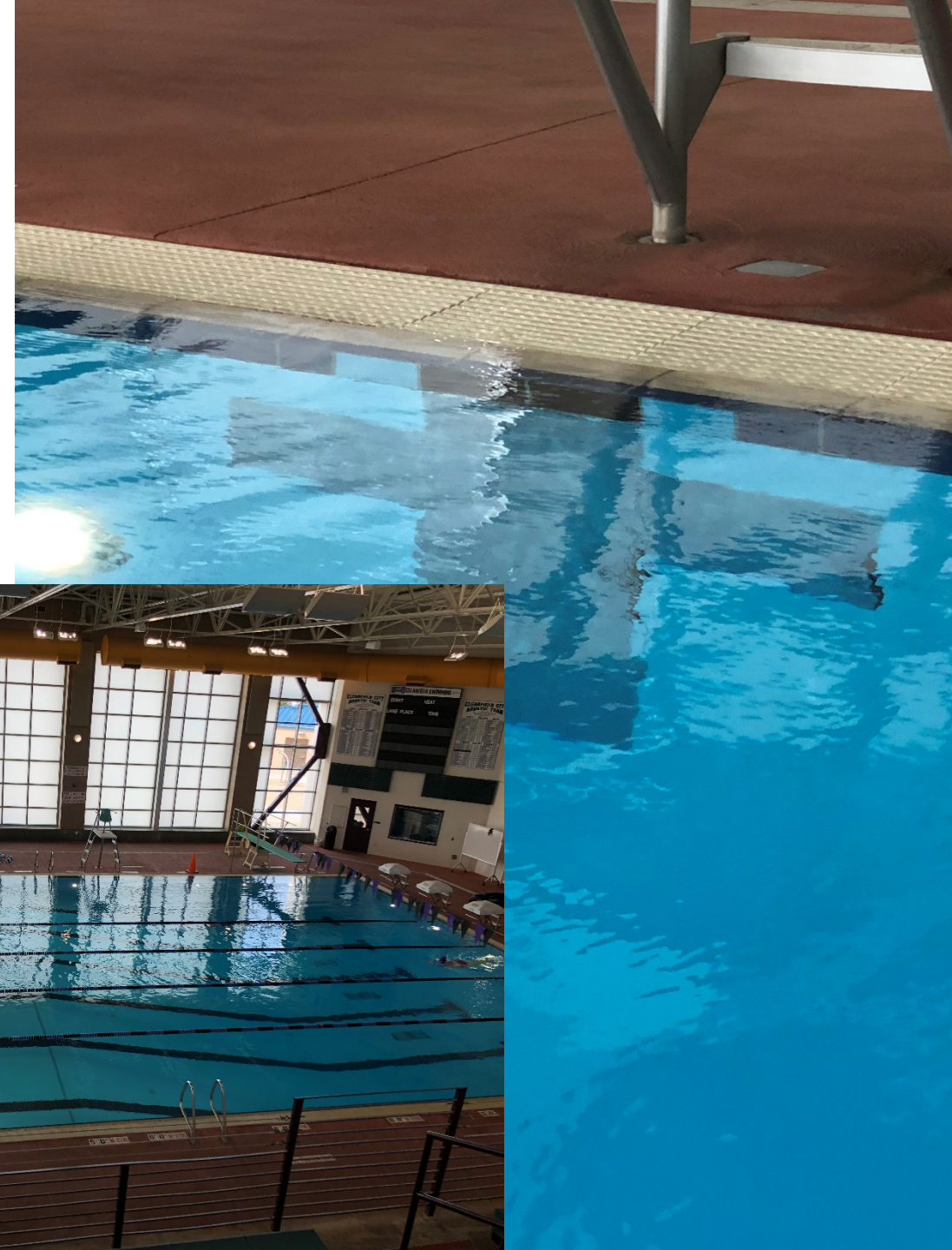
Buildings

- Addition to FY20 Maintenance & Operation Center Yard Pavement ph 2 – \$30k
 - Split out 5 Funds \$6k each GF, Water, Sewer, Storm, Garbage
- Maintenance & Operation Center Phase 3 – add \$200k
 - \$40k 5 way split Streets, Water, Sewer, Storm, Garbage



Major Capital Projects-Buildings

- CAFC – Lap pool liner - \$110k
- CAFC – Lap lane markers - \$6k



Major Capital Projects-Buildings

- CAFC – Natatorium blinds - \$35k



Major Capital Projects-Buildings

- CAFC – Plexiglass for pool toy - \$35k
- CAFC – Master plan - \$20k



Major Capital Projects-Buildings

- City Hall – Common area painting project - \$150k
 - Public lobbies, Council and Court Chambers



Major Capital Projects-Buildings

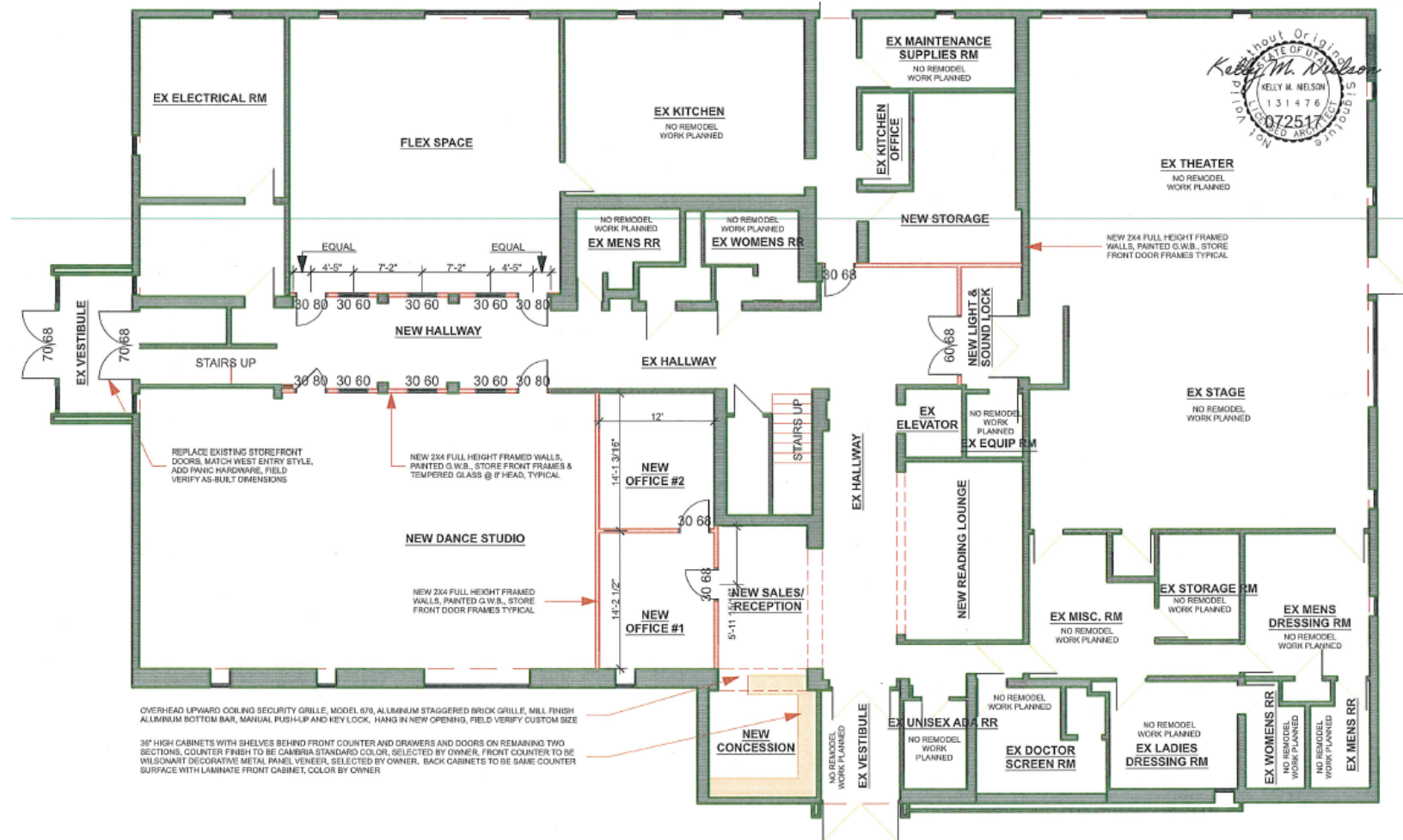
- Arts Center – First floor renovation set aside - \$150k
- Total cost \$300k +



1 GROUND FLOOR DEMOLITION PLAN

Major Capital Projects-Buildings

- Arts Center – First floor renovation set aside - \$150k
- Total cost \$300k +



Major New Capital Projects-Parks

- Kiwanis Park – Resurface basketball & tennis courts—\$25k



Major New Capital Projects-Parks

- Fisher Park – Resurface basketball—\$15k



Major New Capital Projects-Parks

- CAFC driveway island-Create hardscaped walking & landscape—\$20k



Major New Capital Projects-Parks

- Skate Park-replace lighting at skate park or steed complex LED—\$150k



Major New Capital Projects-Parks

- Central Park- add restroom—\$90k



Major New Capital Projects-Parks

- Replace playground at Kiwanis Park—\$65k



Major New Capital Projects-Cemetery

- Cemetery expansion project—\$500k



Cut Now Restore Later Major New Capital Projects-Parks

- Veteran's Monument— \$100k
- City Hall multi-purpose room A/V replace—\$26k
- CAFC daycare counters and facing—\$6,500
- City Hall replacement of appliances—\$15k
- City Hall tile re-grout—\$8,000
- City Hall west entrance renovation—\$250k
- CAFC concrete leveling project—\$20k
- CAFC natatorium area wooden doors replacement—\$7,500



Cut Now Restore Later Major New Capital Projects-Parks

- Steed Park tower siding renovation— \$6k
- Steed Park tower sound system replacement— \$10k
- Fisher Park tower sound system replacement—\$10k
- CAFC locker room floor epoxy—\$30k
- Marquee Monument Signs—\$8,000
- Arts Center update landscaping & add musical equip—\$80k
- 700 S north bound off-ramp berm—\$150k



Cut Now Restore Later—Larger Operation Budget

- Office 365— \$30k
- Additional cameras CAFC— \$20k
- City Hall additional camera—\$5,000
- Business License & Other Fees' Study—\$20k
- Art Center tables & chairs ph2—\$10,000
- Holiday decorations for City Hall west entrance pillars—\$9k
- Police conference room chair replace—\$5k
- Police-red dot optic for 9mm Glock—\$14k
- Police-Centennial coins—\$7,500



Cut Now Restore Later—Larger Operation Budget

- Econ Dev - Façade Improvement Grant— \$25k
- Marketing - Portable LED signs for sponsorship displays— \$3k
- Marketing - Video equipment —\$2,500
- Proactive Nuisance Abatement—\$20k
- Planning: Housing Symposium and Market study—\$30k



Capital Expenses-Water

- Geospatial GPS Device – \$28k (split-Parks, Streets, Water, & Storm)
- Backhoe - \$93k



Capital Expenses-Water

- Aerial Lift - \$65k
- Increased water meters for development - \$64k
- Park meter vaults - \$66k



Capital Expenses-Water

- VMS (variable message) boards – 2 @ \$16k each - \$32k
 - Construction projects and special events
 - Split 4 ways



Capital Expenses-Sewer

- Utility line camera - \$79k split with Storm
- Box truck (used) - \$13k split with Storm



Capital Expenses-Parks

- Zero turn mower - \$13,500
- Tractor - \$30,000
- Trailer for skid steer - \$9,000
- ~~• Articulating boom lift - \$45k~~
- ~~• ATV 4 wheeler with plow - \$8k~~



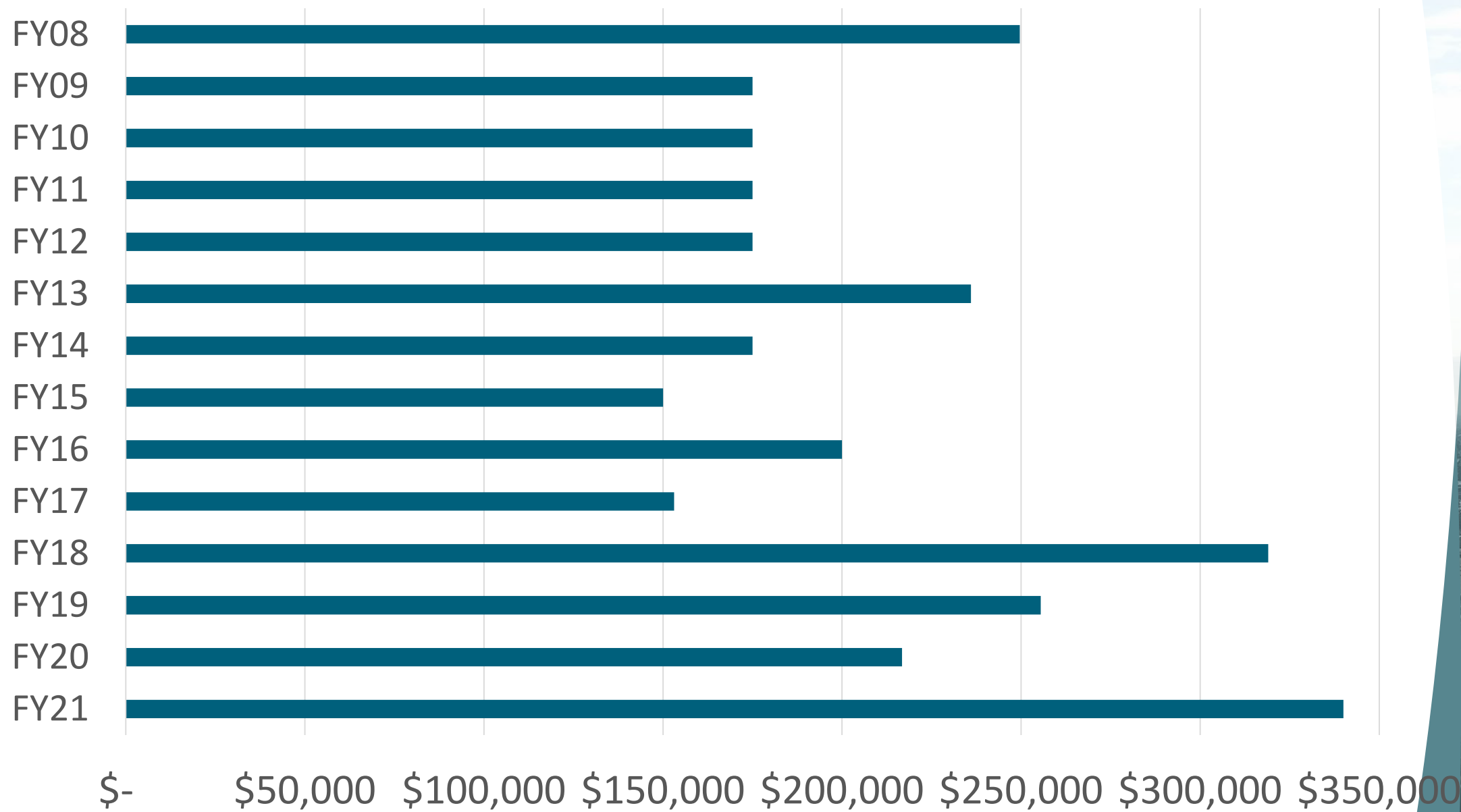
Capital Expenses-Aquatic & Fitness Center

- Aerobic equipment—\$18k (membership registration fees)
- Fitness equipment replacement—\$28k (membership registration fees)
 - ARC trainers, stair climber, replace TVs, \$5k contingency



Vehicles

Historic Governmental Vehicle Spending



Vehicles

- Police—4 Ford Explorers @ \$48,733 = \$195k
- Police—Ford Explorer XLT = \$40k
- Police—Unmarked vehicle = \$31k
- Parks—F-150 to replace = \$36k
- Comm Dev—F-150 for Staff Engineer = \$37k
- Water—F-250 w utility bed replace = \$44k
- Waiting to test 3 year replace market



Capital Expenses-IT

- Desktop replacements—\$25k
- Additional copier Customer Service Center—\$10k

