

CLEARFIELD CITY COUNCIL  
AGENDA AND SUMMARY REPORT  
May 25, 2021 – WORK SESSION

*Meetings of the City Council of Clearfield City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207 as amended. In such circumstances, contact will be established and maintained via electronic means and the meetings will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.*

City Building  
55 South State Street  
Multi Purpose Room  
Second Floor  
Clearfield City, Utah

**6:00 P.M. WORK SESSION**

Planning Commission and Parks and Recreation Commission Interviews

Discussion on the Planning Commission and Parks and Recreation Commission Vacancies

Discussion on Water Conservation Measures and Air Quality

Discussion on Amendments to the City's Consolidated Fee Schedule

Discussion on Amendments to the Form Based Code

Discussion on the City's Annual Events Planning

Discussion on the PARAT Tax Master Plan

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

**The Regular City Council Meeting  
scheduled for Tuesday, May 25, 2021  
at 7:00 p.m. has been  
CANCELLED.**

**The next regular meeting will be held  
Tuesday, June 8, 2021 at 7:00 p.m.**

Dated this 20<sup>th</sup> day of May, 2021.

/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.

## **Parks and Recreation Commission & Planning Commission Interviews**

### *Parks and Recreation Commission:*

6:00 p.m. - Matthew Mangum

6:10 p.m. – Anthony DeMille

### *Parks and Recreation Commission & Planning Commission:*

6:20 p.m. – Michael Bybee

6:30 p.m. – Megan Ratchford

### *Planning Commission:*

6:40 p.m. – Logan Eastman

6:50 p.m. – Paul Nielson



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members  
**FROM:** Eric Howes, Community Services Director  
**MEETING DATE:** May 25, 2021  
**SUBJECT:** Parks & Recreation Commission Appointments

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### **RECOMMENDED ACTION**

Consider appointing Alyssa Belford as a regular member of the Parks & Recreation Commission and Leanna Bucio as the new Youth Commission representative.

### **DESCRIPTION / BACKGROUND**

There are currently three vacant positions on the Parks & Recreation Commission (PRC). Although Alyssa Belford has continued serving on the PRC as a representative of the Youth Commission, she is no longer a member of that body. She has indicated an interest and willingness to continue to serve on the PRC as a regular member. Alyssa has been a consistent participant and staff would recommend that she be appointed to fill one of the three vacant positions.

This change would leave the position filled by a member of the Youth Commission vacant. Councilmember Roper and the Youth Commission is recommending Leanna Bucio to fill that role on the PRC.

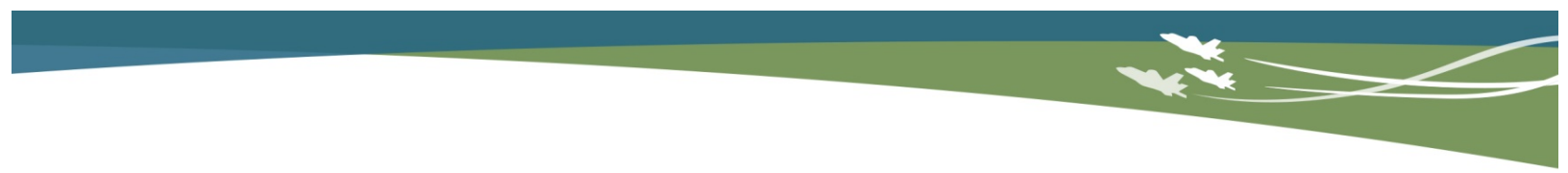
If these two changes are made, then there will be one regular position and one alternate position available needing to be filled. Staff would recommend that those two positions be filled by the current applicants that will be interviewed by the council on May 25, 2021.

### **HEDGEHOG ANALYSIS**

While these appointments have not been officially scored on the hedgehog tool, filling these positions is critical to the continued success of the Parks & Recreation Commission.

### **CORRESPONDING POLICY PRIORITY (IES)**

Improve Clearfield's Image, Livability, and Economy. Provide for high quality facilities and services. The input received by members of the Parks & Recreation Commission is vital to the process providing the services that are desired by our residents to create a place where people want to be right here in Clearfield.



## **FISCAL IMPACT**

a. **FISCAL** – N/A

b. **OPERATIONS / SERVICE DELIVERY**- The Parks & Recreation Commission provides important feedback that is used to guide the decisions of the Community Services Department. This helps to ensure that we provide the services that our residents desire.

## **ALTERNATIVES**

1. There is a one position to be filled by a member of the Youth Commission. Other than this position, Council could appoint Alyssa Belford and two of the applicants to the two vacant regular positions, and one other as an alternate.

## **SCHEDULE / TIME CONSTRAINTS**

These positions have been open for several months. By interviewing people to fill these positions on May 25<sup>th</sup> and by formally appointing them during the policy session on June 8<sup>th</sup>, they will be prepared to begin serving on the Parks & Recreation Commission during the regularly scheduled meeting on June 16, 2021.

## **LIST OF ATTACHMENTS**

N/A



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members  
**FROM:** Spencer W. Brimley, Community Development Director  
**MEETING DATE:** Tuesday, May 25, 2021  
**SUBJECT:** Planning Commission Appointments

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### **RECOMMENDED ACTION**

Staff is recommending the following actions be taken regarding appointments to the Clearfield City Planning Commission.

- Appoint Commissioner Bobby Austin as a regular member of the Planning Commission.
- Select two residents from the applicant pool to fill the alternate member vacancy made by Commissioner Fullmer's and Austin's appointments as regular member.

### **DESCRIPTION / BACKGROUND**

Since the appointments in March, there has been an additional change with the regular members of the Commission. Commissioner McAllister resigned from the commission in April of this year and his position is vacant until filled. Commissioners Fullmer and Austin have been acting in the role of alternate members since their appointment to the Commission and most recently Commissioner Fullmer was appointed as a regular member, for the duration of Nicole Bigelow's term, which would end in February of 2023. With Commissioner Fullmer being appointed as a regular member, this leaves commissioner Austin as an alternate with one alternate position and regular positions left vacant. Two appointments will be required by the Council to fill the current vacancies.

### **CORRESPONDING POLICY PRIORITY (IES)**

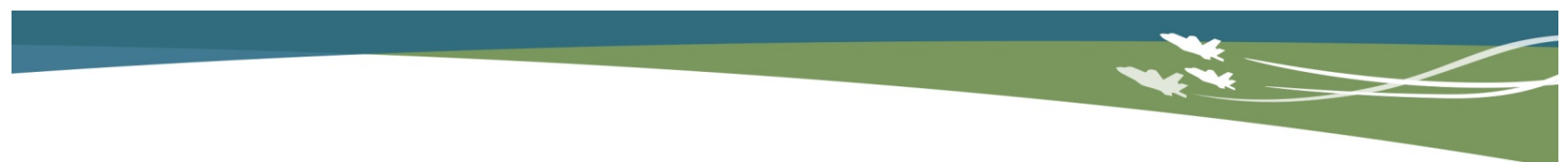
The appointments to the Planning Commission supports the Policy Priority of "Providing Quality Municipal Services" by placing interested and involved community members in positions of responsibility. These residents provide feedback and input that will have a direct impact in the City.

### **ALTERNATIVES**

Appoint a resident from the applicant pool to fill the regular member vacancy created by the resignation of Commissioner McAllister and keep Commissioner Austin as an alternate member of the Commission, with an additional resident being appointed as an alternate commissioner.

### **ATTACHMENTS**

#### **Current PC Members Roster**



| TERM EXPIRATION | NAME - Status                 | Proposed Action                                                                 |
|-----------------|-------------------------------|---------------------------------------------------------------------------------|
| February 2024   | Chris Uccardi - Chair         |                                                                                 |
| February 2024   | Kathryn Murray - Member       |                                                                                 |
| February 2021   | Karen Blackwood - Member      |                                                                                 |
| February 2022   | David Bloomfield - Vice-Chair |                                                                                 |
| February 2023   | Brogan Fullmer - Member       |                                                                                 |
| February 2022   | Robert Browning - Member      |                                                                                 |
| February 2025   | Vacant - Member               | Brett McAllister – Position vacant April 2021 – need appointment from alternate |
| March 2022      | Amber Brink                   |                                                                                 |
| February 2021   | Bobby Austin - Alternate      | May be appointed as regular member                                              |
| February 2022   | Vacant - Alternate            | Vacancy created by Commissioner Fullmer's appointment as a regular member       |



## STAFF REPORT

**To:** Mayor Shepherd and City Council Members  
**From:** Rich Knapp, Finance Manager  
**Meeting Date:** May 25, 2021  
**Subject:** Water Base Fees & Curbside Recycling Adjustment – July 2021

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### Recommended Action

Staff recommends the City Council adjust the Water Base Fees and the curbside recycling fee, effective July 1, by adopting the proposed changes to the Consolidated Fee Schedule.

### Description / Background

#### Water Base Fees

As discussed during several budget meetings for FY22, the Water Fund's ability to cover rising costs is diminishing. Historically, the City has increased water rates 3% every January 1. This yearly increase has not covered the rising cost of water from Weber Basin and increased construction costs on projects necessary for the aging system. Water purchased from Weber Basin accounts for 46% of the total operating cost of the Water Fund. Over the last five years, Weber Basin has increased their fee to the City by an average of 7.3%.

The recommended base fee adjustment of July 1, 2021 is a 7% increase. Some base fees in commercial are not proposed to change. The fees not proposed to change follow the 2016 rate study guidance. The recommendation for now, is to increase the base rates by the normally scheduled 3% in January.

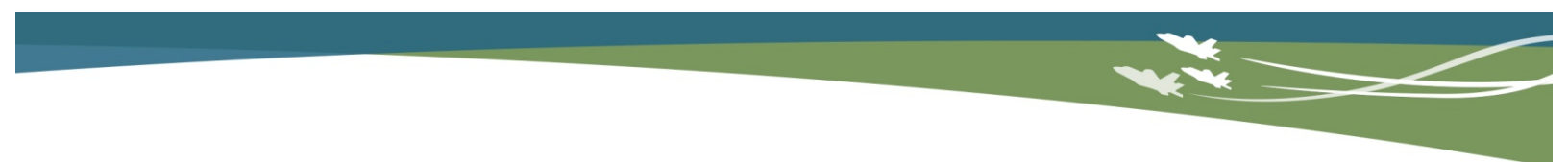
The City has just begun the process for a new rate study. This study will update projected operating and capital costs, account for Weber Basin increases more accurately, anticipate when the utility funds may need to borrow for projects, and recommend new rates. These recommendations will be considered before the normal January fee adjustments.

#### Curbside Recycling

As discussed in a prior budget meeting this year, Waste Management's July 1 increase of 3.2% will push the cost to the City higher than the charge to the resident. The proposed increase of .15 cents per can will bring the service within 2 cents of break even.

### Hedgehog Analysis

The hoglet score is 24. Providing water is the most essential function of a City. It is possible to delay these adjustments, but the costs to provide the service remains.



### **Corresponding Policy Priorities**

A sustainable Water Fund furthers all policy priorities including quality municipal services, image, livability and economy, and a highly motivated and a well-trained workforce.

### **Fiscal Impact**

This proposed July increase will result in an approximate increase of \$155,000 in the Water Fund. However, reduced water consumption, especially from conservation efforts this year, may reduce total revenues. The increased revenue will help the Water Fund borrow for projects, if needed, and help with sustainability.

### **Schedule / Time Constraints**

For the rate to take effect July 1, the adoption of the changes to the fee schedule must occur in June.

### **Alternatives**

Wait to increase the rates. This would probably result in a larger increase all at once.

### **List of Attachments**

- Draft Consolidated Fee Schedule (proposed changes in red)

# CONSOLIDATED FEE SCHEDULE CLEARFIELD CITY CORPORATION

## UTILITIES

| <b>Water</b>                                                                                                                                                                                                |             | <b>2020</b> | <b>2021</b> | <b>July 1, 2021</b> | <b>2022</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|---------------------|-------------|
| Water rates are from January 1st to December 31st                                                                                                                                                           |             |             |             |                     |             |
| <b>Single Family Dwellings</b>                                                                                                                                                                              |             |             |             |                     |             |
| Base Fee (5/8" meter)                                                                                                                                                                                       | 3% per year | \$13.38     | \$13.78     | \$14.75             | \$15.19     |
| Consumption Charges per 1,000 gallons                                                                                                                                                                       |             |             |             |                     |             |
| 0 - 10,000                                                                                                                                                                                                  |             | \$0.91      | \$0.91      |                     | \$0.91      |
| 10,001 - 40,000                                                                                                                                                                                             |             | \$1.06      | \$1.06      |                     | \$1.06      |
| 40,001 - 60,000                                                                                                                                                                                             |             | \$1.21      | \$1.21      |                     | \$1.21      |
| 60,001 - 80,000                                                                                                                                                                                             |             | \$1.39      | \$1.39      |                     | \$1.39      |
| 80,000 +                                                                                                                                                                                                    |             | \$1.54      | \$1.54      |                     | \$1.54      |
| <b>Multiple Dwelling Units, Apartment Houses &amp; Mobile Home Parks</b>                                                                                                                                    |             |             |             |                     |             |
| (7,000 gallons allowed per unit, then commercial rates apply)                                                                                                                                               |             |             |             |                     |             |
| Each Unit                                                                                                                                                                                                   |             | \$14.47     | \$14.91     | \$15.95             | \$16.43     |
| <b>Commercial</b>                                                                                                                                                                                           |             |             |             |                     |             |
| <b>Increase per Year</b>                                                                                                                                                                                    |             |             |             |                     |             |
| Base fee, based on meter size                                                                                                                                                                               |             |             |             |                     |             |
| 5/8" - 3/4"                                                                                                                                                                                                 | 2.37%       | \$19.16     | \$19.62     | \$20.99             | \$21.49     |
| 1" - 1 1/2"                                                                                                                                                                                                 | 0%          | \$81.64     | \$81.64     |                     | \$81.64     |
| 2"                                                                                                                                                                                                          | 0%          | \$107.11    | \$107.11    |                     | \$107.11    |
| 3"                                                                                                                                                                                                          | 0.12282%    | \$274.12    | \$274.45    |                     | \$274.79    |
| 4"                                                                                                                                                                                                          | 0.62576%    | \$417.70    | \$420.32    |                     | \$422.95    |
| 6"                                                                                                                                                                                                          | 5.41%       | \$662.19    | \$698.03    | \$746.89            | \$769.30    |
| Consumption Charges per 1,000 gallons                                                                                                                                                                       |             | \$1.11      | \$1.11      |                     | \$1.11      |
| Sprinkling lawns, unmetered - base fee from 5/8" commercial rate plus per square foot of lawn area.                                                                                                         |             |             |             |                     |             |
| Unmetered lawn accounts will be billed monthly for a five (5) month period each from May 1 up to and including September 30.                                                                                |             | \$0.006056  | \$0.006238  |                     | \$0.006425  |
| Fire Protection Standby Charge:                                                                                                                                                                             |             |             |             |                     |             |
| Sprinkling system standby charge per diameter inch of main pipe supply                                                                                                                                      |             | \$3.58      | \$3.69      |                     | \$3.80      |
| More than one User:                                                                                                                                                                                         |             |             |             |                     |             |
| Minimum monthly fee based on meter size. Consumption fee shall be divided equally between users, unless users present a written agreement that fees shall be charged on different basis other than equally. |             |             |             |                     |             |
| Unmetered Services                                                                                                                                                                                          |             |             |             |                     |             |
| Commercial & industrial users not having metered water service shall be charged for water services based on the number of connections and number of employees                                               |             |             |             |                     |             |
| 8 or fewer employees minimum 1.0" meter size                                                                                                                                                                |             | \$92.79     | \$95.57     | \$102.26            | \$105.33    |
| 9 or more employees, charged at 2.0" meter size                                                                                                                                                             |             | \$121.83    | \$125.48    | \$134.26            | \$138.29    |

| <b>Sewer</b>                      |                            |             |                  | <b>2020</b> | <b>2021</b> | <b>2022</b> |
|-----------------------------------|----------------------------|-------------|------------------|-------------|-------------|-------------|
| <b>Residential</b>                |                            |             |                  |             |             |             |
| Single Family Base                | Clearfield City            | 2% per year | beginning Jan 1  | \$12.62     | \$12.87     | \$13.13     |
|                                   | North Davis Sewer District |             | beginning July 1 | \$21.50*    | \$21.50*    | \$21.50*    |
| Multi-Unit Base                   | Clearfield City            | 3% per year | beginning Jan 1  | \$9.56      | \$9.84      | \$10.14     |
|                                   | North Davis Sewer District |             | beginning July 1 | \$21.50*    | \$21.50*    | \$21.50*    |
| <b>Commercial</b>                 |                            |             |                  |             |             |             |
| Base Rate                         | Clearfield City            | 2% per year | beginning Jan 1  | \$15.07     | \$15.37     | \$15.68     |
|                                   | North Davis Sewer District |             | beginning July 1 | \$21.50*    | \$21.50*    | \$21.50*    |
| Consumption fee per 1,000 gallons | Clearfield City            |             | beginning Jan 1  | \$0.65      | \$0.65      | \$0.65      |
|                                   | North Davis Sewer District |             | beginning July 1 | \$2.15*     | \$2.15*     | \$2.15*     |

\*subject to change by the North Davis Sewer District

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

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

More than one User:

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

Unmetered Services

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

8 or fewer employees minimum 1.0" meter size

Commercial Monthly Base Fee

9 or more employees, charged at 2.0" meter size

Commercial Monthly Base Fee + \$1.00/employee

Special Treatment

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

**Storm Water****Residential**

Single-Family per ESU and duplex

5% per year

Tri-plex and fourplex

Apartments with more than 4 units at Commercial rate

**Commercial**

Retention Percent

0%

20%

30%

50%

**2020****2021****2022**

\$5.94

\$6.24

\$6.55

\$5.94

\$6.24

\$6.55

\$4.76

\$4.99

\$5.24

\$4.16

\$4.37

\$4.59

\$2.97

\$3.12

\$3.28

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

Credit for On-Site Mitigation:

50% with maximum release of 0.20 cfs/ac and having installed an approved sand &amp; oil interceptor

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

20% with maximum release of 0.20 cfs/ac within an impervious surface area on the site or within a

**Residential Solid Waste (Garbage) & Recyclables**

Base fee--1st trash container

\$16.75

Each additional trash container

\$10.00

First recycle container

\$4.95

Each additional recycle container

\$4.95

**Utility Taxes**

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

**Misc. Fees**

Refundable security deposit

\$120.00

Late Fee

\$10.00 or 1.5%, whichever is greater

Second Delinquent Notice

\$10.00

Utility Service Fee-disconnect/reconnect fee

\$35.00

Administrative fine for violations of Title 9

Not less than \$100, nor more than \$250

## **RECREATION FEES:**

### **Park Rental Fees:**

|                                                            | <b>Resident</b> | <b>Non-resident</b> |
|------------------------------------------------------------|-----------------|---------------------|
| \$25 refundable cleaning deposit due at the time of rental |                 |                     |
| Picnic shelter                                             | \$15.00         | \$35.00             |
| Amphitheater (per hour)                                    | \$10.00         | \$10.00             |

### **Athletic Field / Facility Usage Fees:**

|                                                                      | <b>SINGLE USE</b>        | <b>TOURNAMENT</b> |
|----------------------------------------------------------------------|--------------------------|-------------------|
| Refundable cleaning deposit due at the time of rental                | \$100                    | \$250             |
|                                                                      | <b>PRIORITY GROUP A</b>  | <b>GROUP B</b>    |
| Field Usage Fee (per hour per field)                                 | \$40.00                  | \$40.00           |
|                                                                      | <b>Baseball/Softball</b> | <b>Soccer</b>     |
| Practice Field Usage fee (per hour per field)                        | \$8.00                   | \$10.00           |
| Soccer Field Rental (per hour)                                       | \$12.00                  | \$24.00           |
| Lights (per hour per field)                                          | \$20.00                  | \$20.00           |
| Baseball/Softball Field preparation Mon-Fri (per field)              | \$25.00                  | \$25.00           |
| Baseball/Softball Field preparation Sat-Sun (per field)              | \$40.00                  | \$40.00           |
| Soccer Prep Field Preparation Mon-Fri (per field, practice fields)   | \$40.00                  | \$40.00           |
| Soccer Prep Field Preparation Saturdays (per field, practice fields) | \$60.00                  | \$60.00           |
| Weekly fee for game field preparation (per field)                    | \$5.00                   | \$5.00            |
| Scoreboard (per field)                                               | \$10.00                  | \$10.00           |
| Supervisor in charge of scoreboard (per hour)                        | \$12.00                  | \$12.00           |

### **Pickleball Facility Rental Fees and Regulations**

|                                          |         |
|------------------------------------------|---------|
| Single Court Rental (per court per hour) | \$10.00 |
|------------------------------------------|---------|

### **Weekend Rental Fee (Prime time use)**

|           | <b>Per Day</b> |
|-----------|----------------|
| 4 Courts  | \$300.00       |
| 8 Courts  | \$600.00       |
| 12 Courts | \$900.00       |
| 16 Courts | \$1,200.00     |

\* Only one all day event rental allowed per month on weekends between April - October

### **Weekday Rental Fee (non prime time use)**

|           | <b>8:00 a.m.-6:00 p.m.</b> |
|-----------|----------------------------|
| 4 Courts  | \$150.00                   |
| 8 Courts  | \$300.00                   |
| 12 Courts | \$450.00                   |
| 16 Courts | \$600.00                   |

### **Deposit (required to reserve courts for all tournaments)**

|  |          |
|--|----------|
|  | \$500.00 |
|--|----------|

\*using 4 courts for more than 4 hours constitutes a tournament.

### **July 4th Booth Fees:**

|                                            | <b>All vendors</b> |
|--------------------------------------------|--------------------|
| Shaded booth, no electricity               | \$80.00            |
| Shaded booth, non-food w/electricity       | \$110.00           |
| Shaded booth, w/electricity food vendor    | \$110.00           |
| Food vendor with own trailer w/electricity | \$100.00           |
| Each additional electrical outlet          | \$10.00            |

### **Recreation Leagues, Sports, Classes, and Misc. Fees:**

Contact Community Services Department

## **AQUATIC CENTER FEES:**

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

**(All fees include tax)**

### **Daily Admission**

|                   |        |
|-------------------|--------|
| Child 3 and under | \$2.00 |
| Youth 4-17        | \$5.00 |
| Adult 18+         | \$7.00 |

### **Annual Membership fees**

Membership rates includes tax

|                   | <b>2020-2021 Rates</b>        |               |                    |               |
|-------------------|-------------------------------|---------------|--------------------|---------------|
|                   | <b>Resident Discount Rate</b> |               | <b>Market Rate</b> |               |
|                   | <b>Monthly</b>                | <b>Annual</b> | <b>Monthly</b>     | <b>Annual</b> |
| Youth             | \$ 18.00                      | \$ 205.00     | \$ 27.00           | \$ 315.00     |
| Adult             | \$ 27.00                      | \$ 315.00     | \$ 40.50           | \$ 470.00     |
| Couple/Buddy Pass | \$ 35.50                      | \$ 410.00     | \$ 53.00           | \$ 615.00     |
| Family (up to 6)* | \$ 45.00                      | \$ 525.00     | \$ 64.00           | \$ 750.00     |

\*The annual fee for each additional family member above the maximum of 6 is \$25.00 per person

|                   | <b>2021-2022 Rates</b>        |               |                    |               |
|-------------------|-------------------------------|---------------|--------------------|---------------|
|                   | <b>Resident Discount Rate</b> |               | <b>Market Rate</b> |               |
|                   | <b>Monthly</b>                | <b>Annual</b> | <b>Monthly</b>     | <b>Annual</b> |
| Youth             | \$ 20.50                      | \$ 240.00     | \$ 31.50           | \$ 370.00     |
| Adult             | \$ 31.50                      | \$ 370.00     | \$ 47.00           | \$ 550.00     |
| Couple/Buddy Pass | \$ 41.00                      | \$ 480.00     | \$ 61.50           | \$ 720.00     |
| Family (up to 6)* | \$ 53.00                      | \$ 615.00     | \$ 75.00           | \$ 875.00     |

\*The annual fee for each additional family member above the maximum of 6 is \$25.00 per person

|                   | <b>2022-2023 Rates</b>        |               |                    |               |
|-------------------|-------------------------------|---------------|--------------------|---------------|
|                   | <b>Resident Discount Rate</b> |               | <b>Market Rate</b> |               |
|                   | <b>Monthly</b>                | <b>Annual</b> | <b>Monthly</b>     | <b>Annual</b> |
| Youth             | \$ 24.00                      | \$ 280.00     | \$ 37.00           | \$ 435.00     |
| Adult             | \$ 37.50                      | \$ 435.00     | \$ 55.00           | \$ 645.00     |
| Couple/Buddy Pass | \$ 48.00                      | \$ 560.00     | \$ 72.00           | \$ 840.00     |
| Family (up to 6)* | \$ 62.00                      | \$ 720.00     | \$ 87.50           | \$ 1,020.00   |

\*The annual fee for each additional family member above the maximum of 6 is \$25.00 per person

### **Membership Registration Fee**

|                                        |         |         |
|----------------------------------------|---------|---------|
| Individual one-time registration fee   | \$25.00 | \$25.00 |
| Adult Couple one-time registration fee | \$50.00 | \$50.00 |
| Family one-time registration fee       | \$75.00 | \$75.00 |

### **Corporate/Business Annual Membership Group Discount Rates**

|                                | <b>10-19 Members</b> |                      | <b>20+ Members</b>   |                      |                     |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
|                                | <b>5% Discount</b>   |                      | <b>10% Discount</b>  |                      |                     |
| <b>RESIDENT BUSINESSES</b>     |                      |                      |                      |                      |                     |
| Senior                         |                      | \$166.25             |                      | \$157.50             |                     |
| Adult                          |                      | \$256.50             |                      | \$243.00             |                     |
| Sr. Couple                     |                      | \$256.50             |                      | \$243.00             |                     |
| Adult Couple                   |                      | \$332.50             |                      | \$315.00             |                     |
| Family                         |                      | \$427.50             |                      | \$405.00             |                     |
| <b>NON RESIDENT BUSINESSES</b> | <b>5-9 Members</b>   | <b>10-14 Members</b> | <b>15-19 Members</b> | <b>20-24 Members</b> | <b>25+ Members</b>  |
|                                | <b>5% Discount</b>   | <b>10% Discount</b>  | <b>15% Discount</b>  | <b>20% Discount</b>  | <b>25% Discount</b> |
| Senior                         | \$265.50             | \$243.00             | \$229.50             | \$216.00             | \$202.50            |
| Adult                          | \$380.00             | \$360.00             | \$340.00             | \$320.00             | \$300.00            |
| Sr. Couple                     | \$380.00             | \$360.00             | \$340.00             | \$320.00             | \$300.00            |
| Adult Couple                   | \$498.75             | \$472.50             | \$446.25             | \$420.00             | \$393.75            |
| Family                         | \$608.00             | \$576.00             | \$544.00             | \$512.00             | \$480.00            |

### **Membership Cancellation Fee**

|            |         |         |
|------------|---------|---------|
| Individual | \$25.00 | \$25.00 |
| Couple     | \$50.00 | \$50.00 |
| Family     | \$75.00 | \$75.00 |

### **15-Punch Pass**

|            |          |          |
|------------|----------|----------|
| Youth 4-17 | \$60.00  | \$60.00  |
| Adult      | \$105.00 | \$105.00 |

**Aquatic Center Day Care**

|                       |          |          |
|-----------------------|----------|----------|
| Hourly rate per child | \$3.75   | \$3.75   |
| 5-hour punch pass     | \$16.25  | \$16.25  |
| 10-hour punch pass    | \$30.00  | \$30.00  |
| 30-hour punch pass    | \$68.75  | \$68.75  |
| 50-hour punch pass    | \$125.00 | \$125.00 |

**Aquatic Center Programs**

|                                                                      | <b>Resident</b> | <b>Non-resident</b> |
|----------------------------------------------------------------------|-----------------|---------------------|
| Swim lessons                                                         | \$34.00         | \$40.00             |
| Private swim lessons - one student                                   | \$14.00         | \$16.00             |
| Private swim lessons - two students                                  | \$15.00         | \$17.00             |
| Private swim lessons - three students                                | \$16.00         | \$18.00             |
| Clearfield City Aquatics Team - Bronze (3 days/week, 1 hr practice)  | \$34.00         | \$40.00             |
| Clearfield City Aquatics Team - Silver (3 days/week, 2 hr practices) | \$44.00         | \$50.00             |
| Clearfield City Aquatics Team - Gold (5 days/week, 2 hr practices)   | \$54.00         | \$60.00             |

**Aquatic Center Facility Rentals:**

|                                                                             | <b>Per hour</b> |
|-----------------------------------------------------------------------------|-----------------|
| Leisure pool 1-100 people                                                   | \$150.00        |
| Lap pool 1-100 people                                                       | \$100.00        |
| Lap and Leisure pool 1-100 people                                           | \$225.00        |
| Lap pool / splash pad                                                       | \$125.00        |
| Lap pool / leisure pool / splash pad                                        | \$300.00        |
| Splash pad & patio area                                                     | \$75.00         |
| Lane rental                                                                 | \$12.50         |
| Shower rental                                                               | \$50.00         |
| Wet classroom                                                               | \$35.00         |
| Party room                                                                  | \$35.00         |
| Birthday party package includes 1 hour in party room, 8 children, 2 adults) | \$80.00         |
| Full aquatic center                                                         | \$400.00        |
| Full Gym                                                                    | \$100.00        |
| Half Gym (east or west)                                                     | \$50.00         |
| 1 full court                                                                | \$30.00         |
| 1 basket                                                                    | \$15.00         |

**Aquatic Center Misc. Fees:**

|                                     |          |
|-------------------------------------|----------|
| Body Fat Testing                    | \$10.00  |
| Group Personal Training 1 session   | \$60.00  |
| Group Personal Training 3 sessions  | \$168.00 |
| Group Personal Training 6 sessions  | \$312.00 |
| Group Personal Training 10 sessions | \$480.00 |

|                                 | <b>Members</b> | <b>Non-Members</b> |
|---------------------------------|----------------|--------------------|
| Personal Training - 1 session   | \$35.00        | \$40.00            |
| Personal training - 10 sessions | \$290.00       | \$340.00           |
| Personal training - 6 sessions  | \$186.00       | \$216.00           |
| Personal training - 3 sessions  | \$99.00        | \$114.00           |

## **BUSINESS LICENSE FEES**

### **General Business License**

|                      | <b>Fee / Amount</b>  |
|----------------------|----------------------|
| New / Commercial     | \$75                 |
| New / Home           | \$75 when applicable |
| Renewal / Commercial | \$64                 |
| Renewal / Home       | \$64 when applicable |

### **Rental Dwelling License**

|                                 |       |
|---------------------------------|-------|
| New                             | \$190 |
| New - Good Landlord Participant | \$30  |
| Renewal or amendment            | \$64  |

### **Temporary or Seasonal Merchant License**

|                                     |       |
|-------------------------------------|-------|
| New - One hundred eighty (180) Days | \$120 |
|-------------------------------------|-------|

### **Mobile Food Vendor License**

\$75 when applicable

### **Solicitors License**

|                      |       |
|----------------------|-------|
| New                  | \$215 |
| Renewal              | \$64  |
| Identification Badge | \$15  |

### **Beer Licenses**

#### **Class A - Off-Premise**

|         |       |
|---------|-------|
| New     | \$138 |
| Renewal | \$64  |

#### **Class B - Restaurant**

|         |       |
|---------|-------|
| New     | \$138 |
| Renewal | \$64  |

#### **Class C - Tavern**

|         |       |
|---------|-------|
| New     | \$138 |
| Renewal | \$64  |

#### **Class D - Nonprofit Organization**

|         |       |
|---------|-------|
| New     | \$138 |
| Renewal | \$64  |

#### **Class E - Temporary Special Event**

|         |       |
|---------|-------|
| New     | \$138 |
| Renewal | \$64  |

### **Sexually-Oriented Business Licenses**

#### **Outcall Services**

|         |       |
|---------|-------|
| New     | \$200 |
| Renewal | \$64  |

#### **Adult Business**

|         |       |
|---------|-------|
| New     | \$200 |
| Renewal | \$64  |

#### **Nude Entertainment Business**

|         |       |
|---------|-------|
| New     | \$200 |
| Renewal | \$64  |

#### **Semi-nude Dancing Bar**

|         |       |
|---------|-------|
| New     | \$200 |
| Renewal | \$64  |

#### **Nude and Semi-nude Dancing Agency**

|         |       |
|---------|-------|
| New     | \$200 |
| Renewal | \$64  |

### **Sexually-Oriented Business Employee Licenses**

#### **Non-performing Employee**

|         |       |
|---------|-------|
| New     | \$200 |
| Renewal | \$64  |

#### **Outcall Services Performer**

|         |       |
|---------|-------|
| New     | \$200 |
| Renewal | \$64  |

|                                                                                                                                                                                                                                                                                 |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>Adult Business Performer</b>                                                                                                                                                                                                                                                 |         |
| New                                                                                                                                                                                                                                                                             | \$200   |
| Renewal                                                                                                                                                                                                                                                                         | \$64    |
| <b>Nude Entertainment Business Performer</b>                                                                                                                                                                                                                                    |         |
| New                                                                                                                                                                                                                                                                             | \$200   |
| Renewal                                                                                                                                                                                                                                                                         | \$64    |
| <b>Semi-nude Dancing Bar Performer</b>                                                                                                                                                                                                                                          |         |
| New                                                                                                                                                                                                                                                                             | \$200   |
| Renewal                                                                                                                                                                                                                                                                         | \$64    |
| <b>Firework Stand License</b>                                                                                                                                                                                                                                                   |         |
| New                                                                                                                                                                                                                                                                             | \$120   |
| Cleaning Deposit                                                                                                                                                                                                                                                                | \$100   |
| <b>Pawnbroker License</b>                                                                                                                                                                                                                                                       |         |
| New                                                                                                                                                                                                                                                                             | \$138   |
| Renewal                                                                                                                                                                                                                                                                         | \$64    |
| <b>Massage Establishment License</b>                                                                                                                                                                                                                                            |         |
| New                                                                                                                                                                                                                                                                             | \$178   |
| Renewal                                                                                                                                                                                                                                                                         | \$64    |
| <b>Sole Massage Therapist Establishment License</b>                                                                                                                                                                                                                             |         |
| New                                                                                                                                                                                                                                                                             | \$178   |
| Renewal                                                                                                                                                                                                                                                                         | \$64    |
| <b>Outcall Massage Services License</b>                                                                                                                                                                                                                                         |         |
| New                                                                                                                                                                                                                                                                             | \$178   |
| Renewal                                                                                                                                                                                                                                                                         | \$64    |
| <b>City Massage Therapist Identification Badge</b>                                                                                                                                                                                                                              | \$15    |
| <b>Massage Businesses Appeal</b>                                                                                                                                                                                                                                                |         |
| Appeal of Final Business License Violation Determination                                                                                                                                                                                                                        | \$150   |
| <b>Massage Establishment Reinspection Fees</b>                                                                                                                                                                                                                                  |         |
| First time Massage Business reinspection fee                                                                                                                                                                                                                                    | \$150   |
| Any inspection that lasts over one hour shall incur the cost of an Additional Massage Business reinspection fee, to be collected in addition to the first time Massage Business reinspection fee.                                                                               |         |
| Additional Massage Business reinspection fee                                                                                                                                                                                                                                    | \$250   |
| Any Additional Massage Business reinspection that lasts over one hour shall incur the cost of an Additional Massage Business reinspection fee, to be collected in addition to the original Additional Massage Business fee, and compounded therefrom from each additional hour. |         |
| <b>Disproportionate Service Fees</b>                                                                                                                                                                                                                                            |         |
| Daycare / Preschool, Commercial (new only)                                                                                                                                                                                                                                      | \$10    |
| Daycare / Preschool, Home (new only)                                                                                                                                                                                                                                            | \$135   |
| Manufacturing Businesses (new and renewal)                                                                                                                                                                                                                                      | \$200   |
| Single-Family Rental (new and renewal) with Good Landlord Program - per unit                                                                                                                                                                                                    | \$7     |
| Two-Family Rental (new and renewal) with Good Landlord Program Discount - per unit                                                                                                                                                                                              | \$3     |
| 3/4-Plex Rental (new and renewal with Good Landlord Program Discount - per unit                                                                                                                                                                                                 | \$9     |
| Multi-Family Rental (new and renewal) with Good Landlord Program Discount - per unit                                                                                                                                                                                            | \$7     |
| Mobile Home Park (new and renewal) with Good Landlord Program Discount - per unit                                                                                                                                                                                               | \$7     |
| Single-Family Rental (new and renewal) - per unit                                                                                                                                                                                                                               | \$66.50 |
| Two-Family Rental (new and renewal) - per unit                                                                                                                                                                                                                                  | \$12.50 |
| 3/4-Plex Rental (new and renewal) - per unit                                                                                                                                                                                                                                    | \$92.00 |
| Multi-Family Rental (new and renewal) - per unit                                                                                                                                                                                                                                | \$67.00 |
| Mobile Home Park (new and renewal) - per unit                                                                                                                                                                                                                                   | \$49.50 |
| Convenience Stores (new and renewal)                                                                                                                                                                                                                                            | \$500   |
| Restaurants (new and renewal)                                                                                                                                                                                                                                                   | \$150   |
| Tavern (new and renewal)                                                                                                                                                                                                                                                        | \$800   |
| Automotive (new and renewal)                                                                                                                                                                                                                                                    | \$115   |
| Financial Services (new and renewal)                                                                                                                                                                                                                                            | \$440   |
| Pawn Shops (new and renewal)                                                                                                                                                                                                                                                    | \$500   |

**Bonds Required****Sexually-Oriented Businesses:**

Each applicant for a sexually-oriented business license shall post with the City's business license department a cash or corporate surety bond, payable to the City, in the amount of two thousand dollars (\$2,000). Any fines assessed against the business, officers or managers for violations of City ordinances shall be taken from this bond if not paid in cash within ten (10) days after notice of the fine, unless an appeal is filed. In the event the funds are drawn against the cash or surety bond to pay such fines, the bond shall be replenished to two thousand dollars (\$2,000) within fifteen (15) days of the date of notice of any draw against it.

**Firework Stands:**

Bond Or Liability Insurance: Any application for permit as herein provided shall be accompanied by a certificate of insurance insuring the licensee and naming the City as *the certificate holder*, conditioned for the payment of all damages which may be caused either to a person or to property by reason of the display so licensed and arising from any acts of the licensee, his agents or employees. Such insurance shall be in a sum not less than (\$100,000.00/ per person and \$300,000.00) per occurrence for bodily injury and (\$50,000.00/-per person and -\$100,000.00) per occurrence for property damage and no City officer or licensing agent or other representative of the City shall in any event issue any permit hereinabove referred to until such certificate of insurance has been furnished and passed upon by the City Manager and the City Attorney as to form and sufficiency.

**Pawnbrokers:**

Prior to the issuance of any license for the business of a pawnbroker, the applicant therefore shall file with the Director of Finance a bond with a sufficient surety in the penal sum of two thousand dollars (\$2,000.00), in such form as shall be approved by the City Attorney, conditioned for the faithful observance of all laws and ordinances respecting pawnbrokers. The form of the bond and the sufficiency of the surety shall be approved by the City Attorney.

**Miscellaneous**

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

**Penalties**

|                                             |                              |
|---------------------------------------------|------------------------------|
| Renewals not paid on or before January 15th | 50 % of the total amount due |
| Engaging in business without a license      | \$50                         |

**Amended License**

|                |     |
|----------------|-----|
| Processing Fee | \$5 |
|----------------|-----|

**Business License Appeal**

|     |      |
|-----|------|
| Fee | \$75 |
|-----|------|

**POLICE**

|                               |         |
|-------------------------------|---------|
| Fingerprinting (resident)     | \$10.00 |
| Fingerprinting (non-resident) | \$15.00 |
| BCI Background check          | \$15.00 |

**Alarms**

|                                                                       |          |
|-----------------------------------------------------------------------|----------|
| Failing to have a responsible person respond on alarm                 | \$25.00  |
| False Alarms per quarter of a calendar year outside of a 24 hr period |          |
| (A) Third alarm                                                       | \$50.00  |
| (B) Fourth alarm                                                      | \$75.00  |
| ( C ) Fifth alarm                                                     | \$100.00 |

**Registration Fee**

|                                       |                                   |         |
|---------------------------------------|-----------------------------------|---------|
| Sex Offender                          | Yearly Registration               | \$25.00 |
| Sex Offender                          | DNA collection                    | \$25.00 |
| Child Abuse Offender                  | Yearly Registration               | \$25.00 |
| Child Abuse Offender                  | DNA collection                    | \$25.00 |
| Contract Services for Police Officers | \$65.75 per hour (2 hour minimum) |         |

**GRAMA FEES (includes Police Reports):**

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

**PLANNING & ZONING FEES:**

|                                                      |                                            |
|------------------------------------------------------|--------------------------------------------|
| Engineering Fees                                     | Per City Engineer Hourly Rates             |
| Site Plan Review                                     | \$500 plus Engineering                     |
| Administrative Site Plan Review                      | <u>\$200</u> plus Engineering              |
| Conditional Use Permit                               |                                            |
| Home Occupation                                      | \$200 plus Engineering                     |
| Residential                                          | \$350 plus Engineering                     |
| Commercial                                           | \$350 plus Engineering                     |
| Request for Extension                                | \$200 plus Engineering                     |
| Downtown Clearfield Form Based Code Site Plan Review | \$700 plus Engineering                     |
| Rezone                                               | \$650 plus Engineering                     |
| Zoning Ordinance Amendment                           | \$650 plus Engineering                     |
| General Plan Amendment                               | \$900 plus Engineering                     |
| Street Vacation                                      | \$450 plus Engineering                     |
| Plat Vacation / Amendment                            | \$300 plus Engineering                     |
| Annexation                                           | \$1000 plus Engineering                    |
| Special Planning Commission Meeting                  | \$500                                      |
| Subdivision Approval                                 |                                            |
| Preliminary                                          | \$500 + \$25 per lot, plus Engineering     |
| Final                                                | \$400 + \$25 per lot, plus Engineering     |
| Subdivision Public Hearing                           | \$300                                      |
| Development Agreement Fee                            | \$500                                      |
| Appeal to the Planning Commission or City Council    | \$150 plus Independent Legal Fees          |
| Recording Fees                                       | Paid directly to Davis County Recorder     |
| Permanent Sign Permit                                | \$50 application fee, plus building permit |
| Temporary Sign Permit                                | \$25 application fee                       |
| Variance                                             | \$250 plus Engineering                     |
| Zoning Verification Letters                          | \$75                                       |

**GIS Data Pricing**

|                             |                  |
|-----------------------------|------------------|
| Parcel Layer                | \$50.00          |
| Street (Centerline) Layer   | \$50.00          |
| Zoning Layer                | \$50.00          |
| Any other GIS or CAD Layers | \$20.00 each     |
| Aerial Photography          | \$90.0/sq. mi.   |
| Special Projects            | \$50.00 per hour |
| Hard copy color maps        | \$1.00 / Sq. Ft. |

**Small Wireless Facility Fees:**

|                                                                                             |                        |             |                                |
|---------------------------------------------------------------------------------------------|------------------------|-------------|--------------------------------|
| Application Fees:                                                                           |                        | \$100.00    | ea. SWF on same app            |
| Co-location of an SWF on an existing or replacement utility pole                            |                        | \$250.00    | per application                |
| Permitted use to install, modify, or replace a utility pole with an SWF                     |                        | \$1,000.00  | per application                |
| Non-permitted use to install, modify, or replace a new or existing utility pole with an SWF |                        |             |                                |
| Co--Location Fee                                                                            |                        | \$50.00     | annually per City utility pole |
| Right-of-Way Rates:                                                                         | (whichever is greater) | 3.5 percent | of all gross revenue, or       |
|                                                                                             |                        | \$250.00    | annually for each SWF          |

**BUILDING PERMIT AND DEVELOPMENT FEES:**

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

**General - Building valuation:**

|                               |                                                                    |
|-------------------------------|--------------------------------------------------------------------|
| From \$1 to \$500             | \$23.50                                                            |
| From \$501 to \$2,000         | \$23.50 plus \$3.05 each additional \$100 or fraction thereof      |
| From \$2,001 to \$25,000      | \$69.25 plus \$14.00 each additional \$1,000 or fraction thereof   |
| From \$25,001 to \$50,000     | \$391.75 plus \$10.10 each additional \$1,000 or fraction thereof  |
| From \$50,001 to \$100,000    | \$643.75 plus \$7.00 each additional \$1,000 or fraction thereof   |
| From \$100,001 to \$500,000   | \$993.75 plus \$5.60 each additional \$1,000 or fraction thereof   |
| From \$501,000 to \$1,000,000 | \$3,233.75 plus \$4.75 each additional \$1,000 or fraction thereof |
| From \$1,000,000 up           | \$5,608.75 plus \$3.65 each additional \$1,000 or fraction thereof |

**Pools, tubs and spas:**

|         |            |
|---------|------------|
| Public  | \$150 each |
| Private | \$47 each  |

**Landscape sprinkling system**

\$47 each

**Plan check fee:**

|                                                                            |                                |
|----------------------------------------------------------------------------|--------------------------------|
| Commercial                                                                 |                                |
| 65% of the building permit fee for building value of \$1 - \$100,000       |                                |
| 60% of the building permit fee for building value of \$100,001 - \$500,000 |                                |
| 50% of the building permit fee for building value of \$500,001 and greater |                                |
| Use of outside consultants for plan checking                               | Actual Cost **                 |
| Residential and pools                                                      | 20% of the building permit fee |
| Residential "Identical Plans"                                              | \$47                           |

\*\* Actual costs include administrative and overhead costs

**Plan check deposit required for new construction**

|             |       |
|-------------|-------|
| Residential | \$100 |
| Commercial  | \$250 |

**Off-site Bonds**

|             |                                      |
|-------------|--------------------------------------|
| Residential | \$2,000                              |
| Commercial  | As per City Engineer's cost estimate |

**Permit inspection fees:**

|                                                                                     |               |
|-------------------------------------------------------------------------------------|---------------|
| Outside normal business hours (minimum charge of two hours)                         | \$47 per hour |
| Re-inspection                                                                       | \$47 per hour |
| Inspections for which no fee is specifically indicated (minimum charge of .5 hours) | \$47 per hour |
| Additional plan review required by revisions (minimum charge of .5 hours)           | \$47 per hour |

|                                                                |           |
|----------------------------------------------------------------|-----------|
| <b>Home daycare or preschool plan check and inspection fee</b> | \$25 each |
|----------------------------------------------------------------|-----------|

**Street Cut Permit (Excavation Permit)**

|                                                                          |                  |
|--------------------------------------------------------------------------|------------------|
| Lateral excavation (roads older than 1 year)                             | \$60 / lane cut  |
| Lateral excavation (roads newer than 1 year)                             | \$120 / lane cut |
| Longitudinal excavation (roads older than 1 year)                        |                  |
| First 660 lineal feet                                                    | \$120            |
| Each additional 660 lineal feet or fraction thereof                      | \$240            |
| Longitudinal excavation (roads newer than 1 year)                        |                  |
| First 660 lineal feet                                                    | \$240            |
| Each additional 660 lineal feet or fraction thereof                      | \$240            |
| Excavations off improved right-of-ways                                   | \$60             |
| Bond per lateral excavation                                              | \$1,000          |
| Bond per unlimited number of lateral excavations                         | \$15,000         |
| Bond for longitudinal excavation for 100 lineal feet or fraction thereof | \$2,000          |

|                                                  |       |
|--------------------------------------------------|-------|
| <b>Demolition permit (including inspections)</b> | \$150 |
|--------------------------------------------------|-------|

**State Surcharge**

A 1% state surcharge may be applicable to building permit fees

**Water Meter Fees**

|                                                 | <b>Cost</b> | <b>Installation Fee</b>           |
|-------------------------------------------------|-------------|-----------------------------------|
| 5/8" x 3/4" Meter                               | \$208       | \$25                              |
| 1" Meter                                        | \$292       | \$25                              |
| 1-1/2" Meter                                    | \$530       | \$25                              |
| 2" Meter                                        | \$700       | \$25                              |
| 2" Compound Series Meter w/2 Orion Transmitters | \$1,945     | Per City Public Works Hourly Rate |
| 3" Compound Series Meter w/2 Orion Transmitters | \$2,263     | Per City Public Works Hourly Rate |
| 4" Compound Series Meter w/2 Orion Transmitters | \$3,528     | Per City Public Works Hourly Rate |
| 6" Compound Series Meter w/2 Orion Transmitters | \$4,927     | Per City Public Works Hourly Rate |
| 1-1/2" Turbine Meter                            | \$800       | Per City Public Works Hourly Rate |
| 2" Turbine Meter                                | \$875       | Per City Public Works Hourly Rate |
| 3" Turbine Meter                                | \$987       | Per City Public Works Hourly Rate |
| 4" Turbine Meter                                | \$1,448     | Per City Public Works Hourly Rate |
| 6" Turbine Meter                                | \$3,413     | Per City Public Works Hourly Rate |

|                                                     |       |
|-----------------------------------------------------|-------|
| <b>Telecommunications franchise application fee</b> | \$500 |
|-----------------------------------------------------|-------|

**Sewer Connection Fees**

|                                                                             |       |
|-----------------------------------------------------------------------------|-------|
| Each connection to the city sanitary sewer system including each new        | \$500 |
| Additional connection fee per lot within the subdivision, mobile home park, | \$25  |

**Building Permit - New Construction Water Fee**

|                                                                                        |      |
|----------------------------------------------------------------------------------------|------|
| Fee for water usage during construction of new residential units, fee charged per unit | \$50 |
|----------------------------------------------------------------------------------------|------|

**DEVELOPMENT IMPACT FEES:**

**Dec. 13, 2016**

**Residential**

|                                              |                               |            |
|----------------------------------------------|-------------------------------|------------|
| Single Family (includes attached & detached) | Park Impact Fee-Single Family | \$2,339.00 |
|                                              | Park Impact Fee-Multi Family  | \$1,441.00 |
|                                              | Storm Water per ESU           | \$64.00    |
|                                              | Water                         | \$254.00   |
|                                              | Sewer                         | \$613.00   |

**Non-residential**

Storm water per ESU (1 ESU = 2,700 sq. ft. of impervious surface)

If there is storm water detention onsite, the fee is reduced if the detention area is:

Paved - 20% reduction

Grassed - 30% reduction

Sand &amp; Oil Interceptor - 50% reduction

Water Impact (per water meter size\*)

**Dec. 13 2016**

|             |             |
|-------------|-------------|
| 3/4"        | \$352.00    |
| 1" - 1 1/2" | \$705.00    |
| 2"          | \$1,411.00  |
| 3"          | \$4,517.00  |
| 4"          | \$7,059.00  |
| 6"          | \$14,118.00 |

Sewer Impact (per water meter size\*)

|             |             |
|-------------|-------------|
| 3/4"        | \$851.00    |
| 1" - 1 1/2" | \$1,703.00  |
| 2"          | \$3,406.00  |
| 3"          | \$10,900.00 |
| 4"          | \$17,031.00 |
| 6"          | \$34,062.00 |

\* Water and sewer impact fees for meters larger than six inches will be based on annualized average day demand and the net capital cost per gallon of capacity.

**Independent Fee Calculation Review**

\$150 plus Actual Cost

**Administrative fee for Appeals**

\$75

**DOG LICENSES**

|                                        |         |
|----------------------------------------|---------|
| Duplicate (replacement) tag            | \$6.00  |
| Unaltered and no chip                  | \$40.00 |
| Altered with no chip                   | \$15.00 |
| Altered with chip                      | \$10.00 |
| Senior unaltered one year license      | \$10.00 |
| Senior lifetime, with chip and altered | \$20.00 |

**FIRE HYDRANT METERS**

|                                   |                            |
|-----------------------------------|----------------------------|
| Short Term Meter (3 days or less) | \$8.00 + usage charges     |
| Long Term Meter (4 or more days)  | \$30/month + usage charges |
| Lost, broken or damaged meter     | \$2,500.00                 |
| Lost, broken or damaged hose      | \$100.00                   |

**NEIGHBORHOOD DUMPSTERS**

\$100.00

**CEMETERY FEES**

|                                                                               | <b>Resident</b> | <b>Non-resident</b> |
|-------------------------------------------------------------------------------|-----------------|---------------------|
| Plot - adult (includes perpetual upkeep)                                      | \$450.00        | \$950.00            |
| Interment - adult                                                             | \$300.00        | \$600.00            |
| Plot - infant (includes perpetual upkeep)                                     | \$150.00        | \$400.00            |
| Interment - infant/cremains                                                   | \$200.00        | \$300.00            |
| Plc Interment extra fee for evenings/weekends/holidays*                       | \$250.00        | \$500.00            |
| * Evening services are defined as those that are scheduled for 3:30pm or late | \$200.00        | \$250.00            |
| Disinterment                                                                  | \$500.00        | \$500.00            |
| Ce within 1 year of purchase                                                  | \$100.00        |                     |
| All other certificate transfers                                               | \$10.00         | \$10.00             |
| Gravesite Marker (for second and each additional time)                        | \$25.00         | \$25.00             |

**BUILDING RENTAL FEES**

|                                                                         | <b>Resident</b> | <b>Non-resident</b> |
|-------------------------------------------------------------------------|-----------------|---------------------|
| Refundable cleaning & security deposit - no food                        | \$50.00         | \$50.00             |
| Refundable cleaning & security deposit - food served                    | \$250.00        | \$250.00            |
| Room Rental /hour (2-4 hrs) non-profit, government, commercial          | \$35.00         | \$50.00             |
| Room Rental /hour (5-8 hrs) non-profit, government, commercial          | \$31.50         | \$45.00             |
| Room Rental /hour (9-12 hrs) non-profit, government, commercial         | \$28.00         | \$40.00             |
| Room Rental /hour (13+ hrs) non-profit, government, commercial          | \$24.50         | \$35.00             |
| Theater & MP room pkg /hr (2-4 hrs) non-profit, government, commercial  | \$50.00         | \$70.00             |
| Theater & MP room pkg /hr (5-8 hrs) non-profit, government, commercial  | \$45.00         | \$63.00             |
| Theater & MP room pkg /hr (9-12 hrs) non-profit, government, commercial | \$40.00         | \$56.00             |
| Theater & MP room pkg /hr (13+ hrs) non-profit, government, commercial  | \$35.00         | \$50.00             |
| Sound and lighting / per hour                                           | \$20.00         | \$20.00             |
| Projector & screen / per hour                                           | \$20.00         | \$20.00             |

**LEGAL DEPARTMENT DISCOVERY FEES**

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

**ONLINE TRAFFIC SCHOOL**

|         |         |
|---------|---------|
| Tuition | \$50.00 |
|---------|---------|

**PARKING VIOLATIONS:****UNAUTHORIZED USE OF STREETS**

|                                                                            |          |
|----------------------------------------------------------------------------|----------|
|                                                                            | \$125.00 |
| Stopping, Standing and Parking 7-4-1 through 7-4-25                        | \$125.00 |
| Stopping, Standing and Parking 7-4-28 through 7-4-30                       | \$125.00 |
| Stopping, Standing and Parking 7-4-26 Fire Lanes                           | \$200.00 |
| Stopping, Standing and Parking 7-4-27 Parking for Person with Disabilities | \$200.00 |
| Trucks, Dynamic Braking & Restricted Vehicles 7-5-2 Parking of Trucks      | \$200.00 |

**PAYMENT REDUCTION; TIME LIMITS**

|                                                                                   |                        |
|-----------------------------------------------------------------------------------|------------------------|
|                                                                                   | <b>Fee Reductions:</b> |
| Any penalty that is paid within ten (10) days from the date of                    | \$100.00               |
| Any penalty that is paid within twenty (20) days from the date of notice shall be | \$50.00                |
| Any penalty that is paid within thirty (30) days from the date of notice shall be | \$25.00                |

**CIVIL INFRACTION HEARING EXAMINER ("CIHE") REDUCTION**

|                                                                                 |         |
|---------------------------------------------------------------------------------|---------|
| A Penalty Reduction for a Parking Violation by CIHE Pursuant to 1-15-6(3) shall | \$15.00 |
|---------------------------------------------------------------------------------|---------|

**CODE ENFORCEMENT:****Penalties, Costs, and Filing Fees**

|                                                                                |         |                                                                                                                                  |
|--------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------|
| Vehicle Restoration Permit (Not to exceed six (6) consecutive months)          | \$25.00 |                                                                                                                                  |
| Vehicle Restoration Permit Extension (One (1) six-month extension)             | \$50.00 |                                                                                                                                  |
| Violation Penalty                                                              |         | Subject to reduction at the discretion of the city manager                                                                       |
| Hearing Request Filing Fee                                                     |         | Subject to reduction at the discretion of the city manager or his or designee, the hearing request fee is \$150.00 per No Charge |
| First Compliance Inspection                                                    |         | No Charge                                                                                                                        |
| Repeat Re-Inspection Fee                                                       |         | Subject to reduction at the discretion of the city manager                                                                       |
| Administrative Code Enforcement Costs, including costs of hearing preparation, |         | Actual hourly rates for participating employees and actual                                                                       |
| Interest Rate on Overdue Amounts                                               |         | 10% per annum, compounded monthly                                                                                                |

**MISCELLANEOUS**

|                           |                              |
|---------------------------|------------------------------|
| Returned payment          | \$20.00                      |
| Chicken License           | \$15.00                      |
| Original Art Mural Permit | \$50.00 plus inspection fees |



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members  
**FROM:** Brad McIlrath, Senior Planner  
**MEETING DATE:** Tuesday, May 25, 2021  
**SUBJECT:** Downtown Form-Based Code Proposed Revisions/Updates Discussion

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### **RECOMMENDED ACTION**

Staff recommends that the City Council review the proposed revisions/updates and provide feedback and direction for staff to move forward.

### **DESCRIPTION / BACKGROUND**

With the update and adoption of the Downtown Clearfield Form-based Code (FBC) in February 2020, the City Council recognized the need for constant evaluation of the Code which may bring about amendments from time to time. With this direction, Staff has worked to track needed document changes as well as development standard changes identified through the literal enforcement of the FBC. As a very comprehensive Code and with the ever-changing landscape of land use in the State of Utah, staff anticipates the need for periodic evaluations of the Code and is working to track needed changes and present them to the City Council when necessary. Attached to this report is a summary sheet of the updates that have been identified by staff.

### **HEDGEHOG ANALYSIS**

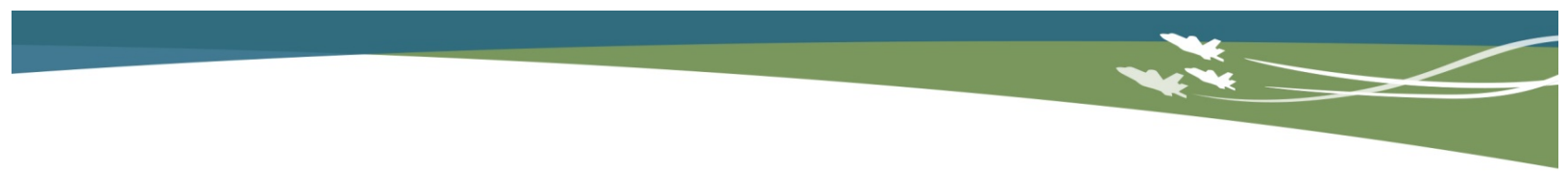
Staff scored the FBC and the proposed updates with a 22 out of 24.

### **CORRESPONDING POLICY PRIORITY (OR PRIORITIES)**

#### *Providing Quality Municipal Services*

“Continuous improvement through innovation” is identified as an aspect of this policy priority. To provide quality municipal services and in-turn land use development, Staff sees that continual evaluation and improvement of our land use codes is essential in meeting this policy priority.

#### *Improving Clearfield's Image, Livability, and Economy*



A main purpose of the FBC is to provide high quality redevelopment of the SR 126 corridor to be the downtown of Clearfield City. Continual evaluation and updates of the FBC are necessary to support “high quality economic development” and “beautification” to this core area of the City.

### **FISCAL IMPACT**

None is anticipated at this time. The update to the FBC is not anticipated to require outside costs or fees to update the document. Staff can perform the necessary updates and revisions to address the needed changes. Planning staff with other internal staff to reformat and make changes within the required document platform. The likelihood of additional costs, outside of staff time is very low.

### **ALTERNATIVES**

The City Council may request additional or different changes to the Form-Based Code, other than those proposed by staff.

### **SCHEDULE / TIME CONSTRAINTS**

The majority of the items can be addressed with the amendment process within the coming months. Other changes, such as parking regulations will likely come later following the City parking study.

### **LIST OF ATTACHMENTS**

- Form-Based Code Updates Summary Sheet
- Regulating Plan Changes

# Form-Based Code Updates Summary Sheet

The following is a summary of proposed Staff revisions/updates for the Downtown Clearfield Form-Based Code. Each revision is listed in the order it appears in the code document.

1. **Reduce the boundary of FBC Area:** Staff recommends a reduction of the FBC area as shown on the regulating plan map attached with this report. This is to align the current and commercial and residential uses with the surrounding development pattern as well as to provide a more direct and narrow focus for success of implementing the Downtown Vision outlined in the Creating Downtown Clearfield Small Area Plan and the FBC. The reduction of the C-C area north of North Villa Drive and other T-R areas are shown on the attached regulating plan.
2. **Street and Block Network:** Staff recommends the reduction of new streets shown on the regulating plan map (page 6) and the street hierarchy diagram (page 24). This reduction is based upon staff's analysis of the need for these future streets along with the likelihood of completion of those streets. Streets that are not recommended for removal are seen as likely future connections that can be addressed with redevelopment of those areas.
3. **Urban Mixed Residential Zone (U-R) & Multi-Family Building Type:** Staff recommends that this change be made to have a similar street façade on both sides of State Street in this area of the downtown. This would also change the building type table standards in Chapter 6. This building type is currently allowed on all street types in the U-R Zone, including State Street. Does the Council want to continue to allow this building type along State Street?
4. **Urban Core Commerce Zone (U-C) & Multi-Family Building Type:** Staff recommends that the multi-family building type only be allowed in the U-C Zone on a secondary street and as part of a mixed-use development. This would also change the building type table standards in Chapter 6. The multi-family building type is currently allowed on secondary streets in the U-C Zone. Previously this building type was only allowed in the U-C Zone as part of a mixed-use development.
5. **Minor Text and Formatting Corrections:** Minor grammatical, reference or edits recommended by staff. (Pages 35, 37, 45, 56, 62, & 116). None of these edits change the regulation or Code language but would help clean up minor items for a cleaner document.
6. **Block Layout Requirements:** Staff recommends that this section of the FBC be reduced to reference the road network shown on the regulating plan and street hierarchy diagram and not impose additional standards for block lengths or perimeter. Current and proposed blocks are non-conforming to these standards which can be addressed by

compliance with current Public Works standards. Under the “Block Connectivity” section, access points for residential developments are addressed for the number of units constructed. These standards should be moved to the access standards found in the parking chapter of the FBC.

7. **Fire Access:** After meeting with the Fire District, staff recommends that this section be revised to specifically call out Appendix D of the International Fire Code and state, “The minimum total width of all travel lanes for vehicular street types shall be 20 feet of drivable surface. Developments shall comply with all current adopted fire code standards. For a complete list of access standards refer to International Fire Code (IFC) Appendix D.” The table standards for an Alley will also be modified to refer to this new language. Conflicts between the FBC language and IFC language necessitate this need to defer to the IFC for fire access standards.
8. **Street Type Standards:** Some tables and the cross-sections below have conflicting measurements. Staff recommends that these tables and cross-sections be corrected to remove the conflicts and provide greater clarity in the code.
9. **Access Road Street Type:** This is a private street type is intended to be a low-capacity drive for access to shopping centers or residential complexes. The FBC requires Public Works approval to use the street type. Following the changes to The Hart at City Center project, is this a street type that should be an option for developments? Or with changes proposed to the location and use of multi-family buildings in the U-C Zone, is this an appropriate street type for the downtown? If this street type remains, the language for the street buffer needs to be changed to be clearer about the width of the buffer and street trees.
10. **Urban Core Arterial and Gateway Corridor Arterial:** Updates will be required for these code sections following SR-126 updates and approval from UDOT.
11. **Minimum Unit Size:** This was discussed during the last update to the FBC. Staff has seen a growing desire from the development community to allow for smaller units, maybe even micro/studio units (between 300-400 SF). Based upon this understanding staff recommends that a minimum unit size of 500 square feet be required for all residential units for the multi-family and mixed-use building types. It is common for studio apartments to be smaller and units with dedicated bedroom space. If the Council wants to set a minimum size staff believes setting this minimum standard can help to promote livability and the quality of life for future tenants.
12. **Impervious Coverage Percentages:** Based upon current application of these standards, staff sees there is a need and is recommending that these current amounts be increased a little to allow more design flexibility for developments in the FBC. Several projects in the FBC area have found it difficult to comply with site design standards given the permeable vs. impermeable requirements. Each building type in the FBC has a

maximum allowed impervious coverage for building site as well as an additional semi-pervious coverage. These percentages change by building type and by zone with the most urban zones (U-C & U-R) allowing the highest percent of impermeability with lower amounts of impermeability allowed for the neighborhood and commercial zones (T-C, T-R, C-C, CV). The purpose of impermeable coverage regulations is to reduce the amount of storm water demand on the city system as well as provide for landscaped open space on a site.

- 13. Townhome Front Build-to-Zone (not facing a street):** staff recommends that the front build-to-zone be increased from 10 to 15 feet for the U-R and T-C Zones and from 10 to 20 feet for the T-R Zone. Staff believes this will encourage more open space between townhomes facing a common non-automobile passageway.
- 14. Townhomes Design Review:** With the passage of HB 98 in the most recent legislative session, municipalities can no longer regulate the design for single-family, duplex, or townhomes. The form-based code design standards for townhomes no longer can apply as the City has been pre-empted by the State. The only applicable exception to this is agreed upon design standards outlined in a development agreement.
- 15. Building Materials:** Staff would like to know if it is worth looking into additional permitted materials for primary and secondary materials. Recently staff have received requests from developers to use other materials such as wall tile as part of project. That is not currently a permitted building material under the current regulations. This discussion is especially important if there are materials the City Council would like to see used that are not currently permitted.
- 16. Drive-Through Structures:** Based upon development interest for new businesses in the FBC area and the impediment to development these standards cause, staff recommends that the code limit drive-through structures and stacking lanes on the rear and sides of buildings. The FBC only allows drive-through structures or canopies on the rear façade of a building. The structure is also not allowed to be visible from any Primary Street. The stacking lanes for the drive-through are also required to be located behind the building. To ensure street presence and pedestrian connections, it is not recommended that a drive-through structure or stacking lanes be allowed in the front yard area or between the building and a street.
- 17. Parking Regulations:** Following the parking study, staff recommends that the parking ratios and any other applicable standards be modified to reflect the recommendations of the parking study once it is completed. Reduced parking ratios in the FBC area may not be as advantageous for a suburban downtown like Clearfield as they would be for a metropolitan downtown like Salt Lake City, Ogden, or Provo. If a reduced parking standard is included in the FBC it should reflect the local context and not create a parking burden for the downtown area.

- 18. Covered Parking:** The FBC currently does not include a standard for the amount of covered parking that must be provided for residential developments. The previous standards was 50% and staff recommends that this or a similar standard be added to the FBC to provide sufficient covered parking for residents in the FBC. Instead of the 50% standard that was previously required, the code could require that in addition to this standard at a minimum, one covered parking space per residential unit must be provided.
- 19. Parking Lot Lighting:** The FBC like all other city zones, includes parking lot lighting standards to address the amount of light and glare on adjacent properties. With the types of parking lot lights that have been installed at a certain development, staff recommends that standards be added to the FBC that require a commercial light at a specific height and required material that encourages quality development in the downtown area.
- 20. Definitions:** The FBC lacks an extensive list of definitions to provide clarity for staff and developers. Staff recommends that additional definitions be added to provide clarity on terms of the code that are not defined as well as referencing the definitions of title 11 that are not listed in the FBC.
- 21. Other items:** If there are other items the Council would like to see addressed or have staff evaluate, we would like to obtain that information. The items listed in 1-19 are those that have come up during different project proposals and staff reviews.

Rezone properties  
back to C-2.

### Form Based Code Street Network

— New Street

— Existing Street

### Form Based Code Zone Districts

— Civic (CV)

— Gateway Corridor Commerce (CC)

— Town Mixed Commerce (TC)

— Town Neighborhood Residential (TR)

— Urban Core Commerce (UC)

— Urban Mixed Residential (UR)

Remove roads highlighted  
in orange from network.

Rezone properties  
back to R-1-8 & R-3.

Rezone back to R-3 to avoid  
split zoning on development.



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members  
**FROM:** Eric Howes, Community Services Director  
**MEETING DATE:** May 25, 2021  
**SUBJECT:** Events Discussion

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### **RECOMMENDED ACTION**

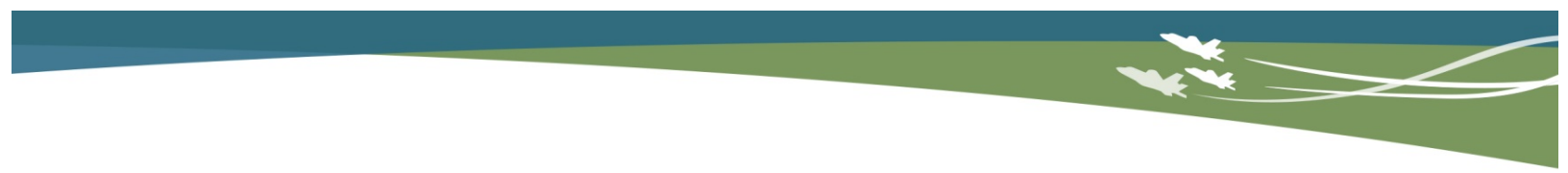
Review the events plan as presented by staff to determine the appropriate magnitude and frequency of special events in the community throughout the year. Provide staff with direction regarding the appropriate use of existing resources for the provision of special events.

### **DESCRIPTION / BACKGROUND**

Staff from the Community Services Department and the Communications Division have been meeting over the course of the last several months to develop a plan for the provision of special events in Clearfield City. Over the course of the past decade, the number, variety, and frequency of events offered by the City has continued to grow. The staff and resources dedicated to the provision of these events has not grown at the same rate and it has become increasingly challenging to meet the demand.

The plan development began with a discussion of how we define special events and why we offer them to the community. The definition or conception of the purpose of special events that we believe best describes these events is *“from a public relations perspective, the reason an organization hosts a special event is to promote an idea, a cause, or a project that is important to the organization and its publics. Special events should not be done just for the sake of doing them.”*

The reason that we hold special events is included in the City’s goal of “Creating a place where people want to be.” Community events bring people together and show our residents that we care about them and about creating a sense of community. Additionally, some events are held to highlight services, departments, facilities, or businesses within the community. Finally, other events include sporting events like tournaments, or performances of the band, theater group, or choir, and often generate revenue. We recommend dividing our events into these three categories: (1) Community Building, (2) Highlighting things in the community (education), and (3) Sporting events, performances, and competitions.



We believe that community building events are intended to connect people with each other and with their leaders. The goal is to create a sense of community and belonging with the people, places, and spaces within the community. We currently hold three of these events each year: (1) Easter egg hunts, (2) 4<sup>th</sup> of July events, (3) Boonanza. These events are generally the responsibility of the Community Services Department. However, the Communications Division also plays a critical role in the marketing and coordination of specific elements of the events.

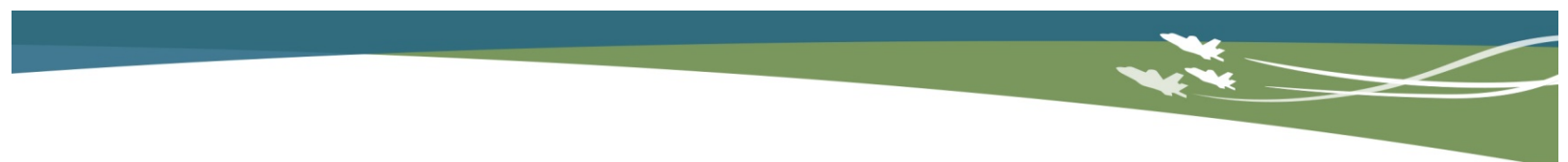
Events that highlight things in the community can be categorized as “Ceremonies and Open Houses.” These events are intended to highlight places and amenities in our community and to educate our residents about the many things that we offer to the community. An important goal of these kinds of events is to improve public awareness and public image. The frequency of these events is less concrete because they are often tied to grand openings of new parks or facilities. Some examples of these kinds of events include the Police Department’s National Night Out, the Christmas tree lighting ceremony, Arbor Day, Movies in the park, pop-up parties, and search the city. The specific responsibility for these events will vary depending on the nature of the event. Pop-up parties or open houses that are intended to accomplish specific Council initiatives would be the responsibility of Communications. The Tree Lighting Ceremony would be the responsibility of Community Services. There is still more discussion regarding specific responsibility for this type of event that still needs to be determined.

There are also a variety of sporting events and performances that draw people to our community and often are intended to generate revenue. Pickleball and softball tournaments are great examples of this as are concerts and theater performances. These events are intended to showcase the talents and abilities of the participants and should be planned and implemented by the department or division responsible for the activity. “Swim with Santa” would be managed by the CAFC, the “Tax Man Tournament” by Recreation, and so forth.

It is the recommendation of staff that the total number of events held throughout the year be carefully managed and limited throughout the year. Additional events serve to stretch available resources and inhibit staff’s ability to manage the regular day to day workload and plan and hold high quality events that represent the City in the best way possible. To that end, other holidays such as Memorial Day, Juneteenth, and Veteran’s Day should be classed as observances and celebrated by the display of flags in front of City Hall, the CAFC, and the Cemetery, and not by hosting additional events on those days.

### **HEDGEHOG ANALYSIS**

My hoglet score for this item is a 21. Staff is committed to holding high quality events that represent the City very well. These events are a crucial part of “Creating a place where people want to be” and building a sense of community.



### **CORRESPONDING POLICY PRIORITY (IES)**

Improve Clearfield's Image, Livability, and Economy. Provide for high quality facilities and services.

### **FISCAL IMPACT**

- a. **FISCAL** – At this point, the adoption or acceptance of the plan as proposed will not have a significant fiscal impact at this time. As we begin to implement the plan, the goal is to create a separate “Special Events” budget to provide a tool for the better tracking of funds allocated for the provision of special events. These funds are generally included in various budgets in several departments making the tracking of these expenses more difficult.
- b. **OPERATIONS / SERVICE DELIVERY**- Defining the purpose of special events and the department or division responsible for the planning of each event will prevent the duplication of services and the “stepping on of toes” that has sometimes occurred in the past. Many different departments and divisions need to work together effectively and efficiently to manage all these events and this plan is an attempt to define the number and frequency of each kind of event and to determine the responsibility for each.

### **ALTERNATIVES**

- 1. Adopt the categories and recommendations as presented.
- 2. Add to or eliminate events as desired.

### **SCHEDULE / TIME CONSTRAINTS**

The sooner that we can define our overall plan and purpose for special events, the better. While there is no specific timeline for the implementation of this plan, delaying the implementation of a defining purpose and structure for planning special events will keep us on target and help us to avoid over stretching our resources.

### **LIST OF ATTACHMENTS**

Events Presentation

# City Council

Work Session

May 25, 2021





# Special Events Plan



# Special Event Definition

*From a public relations perspective, the reason an organization hosts a special event is to promote an idea, a cause, or a project that is important to the organization and its publics. Special events should not be done just for the sake of doing them.*



# Why do we hold Special Events?

- *Build community relationships and community pride*
- *Highlight things in our community/Educate*
- *Sporting Events/Competitions*



# Three Types of Special Events

*Create a Place Where People Want to be*

## **Community Building**

- Bring people together
- Highlight rituals & traditions
- Create a sense of belonging
- Show that we care
- Connect the community & leaders
- Connect people & Places

## **Ceremonies & Open Houses**

- Exposure of city services & facilities
- Improve Public Image (Awareness)
- Brand Loyalty – Increase Participation
- Educate the Public

## **Sporting Events, Competitions, Performances**

- Bring people to our community
- Perform for and audience
- Revenue Generation

# Community Building

- *Egg hunts*
- *4<sup>th</sup> of July*
- *Boonanza*



# Ceremonies & Open Houses

- *Police Outreach Events*
- *Tree Lighting*
- *Arbor Day*
- *Pop-up Parties*
- *Search the City*
- *Recreation End of Summer*
- *Movies in the Park*



# Sporting Events, Competitions, Performances

- *Pickleball Tournaments*
- *Tax Man Tournament*
- *Band Concerts*
- *Choir Concerts*
- *Swim with Santa*



# Observances

- *Memorial Day*
- *Juneteenth*
- *Veteran's Day*



## STAFF REPORT

**TO:** Mayor Shepherd and City Council Members  
**FROM:** Eric Howes, Community Services Director  
**MEETING DATE:** May 25, 2021  
**SUBJECT:** PARAT Tax Master Plan

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### **RECOMMENDED ACTION**

Review and discuss the options for the remaining PARAT Tax funding prior to its return to the ballot in November of 2024. Staff will present a recommendation for consideration and discussion so that the Council can provide staff with direction for future PARAT projects.

### **DESCRIPTION / BACKGROUND**

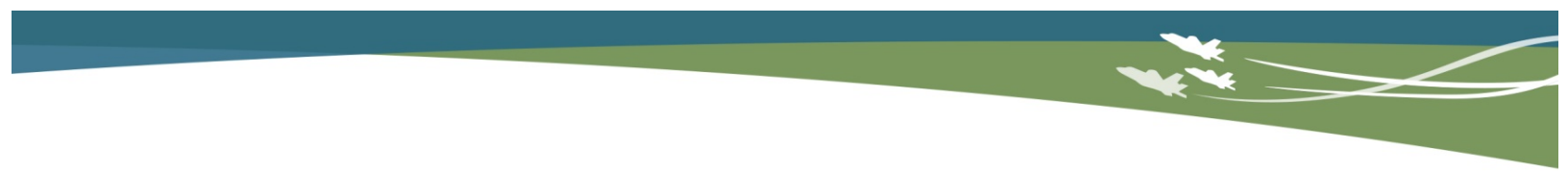
Staff and Council have reviewed the PARAT Tax Master Plan several times since it was adopted by voters in November of 2014. Staff will present a recap of projects that have been completed, projects currently planned, and a recommendation for remaining funds for Council's consideration.

There are just three and a half years remaining prior to the potential renewal of the PARAT Tax by voters in November of 2024. With the limited time remaining to plan and complete projects prior to that election, it is essential that we determine how the remainder of these funds should be used. Any projects intended to be complete prior to the 2024 election will need to be included in the budget for the FY24 fiscal budget that begins in July of 2023.

Since approximately \$420,000 of the remaining projected revenue in this fund is expected to be received after July of 2023 (when the FY24 budget goes into effect) it will also be important to determine the best way to fund the remaining projects. Without borrowing against the projected revenue at some point, it will not be possible to utilize all the available resources to encourage support to the renewal of the tax in 2024. Staff recommendations are included in the attached presentation.

### **HEDGEHOG ANALYSIS**

My hoglet score for this item is a 22. The PARAT Tax has provided the Community Services Department of Clearfield City with the opportunity to complete a variety of projects that we would not otherwise be able to complete. Since the parks, programs, services, and events that we provide play a critical role in "Creating a place where people want to be" right here



at home in Clearfield, additional funding support, and the wise use of these resources, increases our ability to accomplish this goal.

### **CORRESPONDING POLICY PRIORITY (IES)**

Improve Clearfield's Image, Livability, and Economy. Provide for high quality facilities and services.

### **FISCAL IMPACT**

- a. **FISCAL** – The decision regarding the utilization of the PARAT Tax will determine the preferred practices for the expenditure of approximately \$699,000 over the course of the next three and a half years. Another important fiscal consideration is whether to continue to cash fund projects as funds are available, or to borrow against future revenues to maximize the availability of funds prior to the 2024 election.
- b. **OPERATIONS / SERVICE DELIVERY**- This item will provide direction for staff to initiate the utilization of the PARAT Tax and to optimize the impact of these funds for our community. It is critical to the potential continuation of the PARAT Tax when in 2024 that these funds are utilized effectively and in a timely manner.

### **ALTERNATIVES**

- 1. Choose to follow staff recommendations as presented.
- 2. Select other items not included in staff recommendations.
- 3. Choose a combination of staff recommendations and other items.

### **SCHEDULE / TIME CONSTRAINTS**

There are 26 months remaining until the FY24 budget goes into effect. Items not scheduled and funded prior to that date are unlikely to be completed prior to the 2024 election. This is an important consideration because the renewal of the PARAT Tax will be on that ballot and only funds utilized for projects prior to that date will impact the opinions of voters.

### **LIST OF ATTACHMENTS**

PARAT Tax Presentation

# City Council

Work Session

May 25, 2021





# PARAT TAX MASTER PLAN

# Completed PARAT Projects

|                                                                                                  |                    |
|--------------------------------------------------------------------------------------------------|--------------------|
| ○ <i>Playgrounds</i>                                                                             | <i>\$401,815</i>   |
| ○ Hamblin Park, North Steed Park, Island View Park (2-5), Fisher Park (electronic), Central Park |                    |
| ○ <i>CAFC Play Structure</i>                                                                     | <i>\$150,000</i>   |
| ○ <i>Pickleball Courts</i>                                                                       | <i>\$750,000</i>   |
| <i>TOTAL</i>                                                                                     | <i>\$1,301,815</i> |

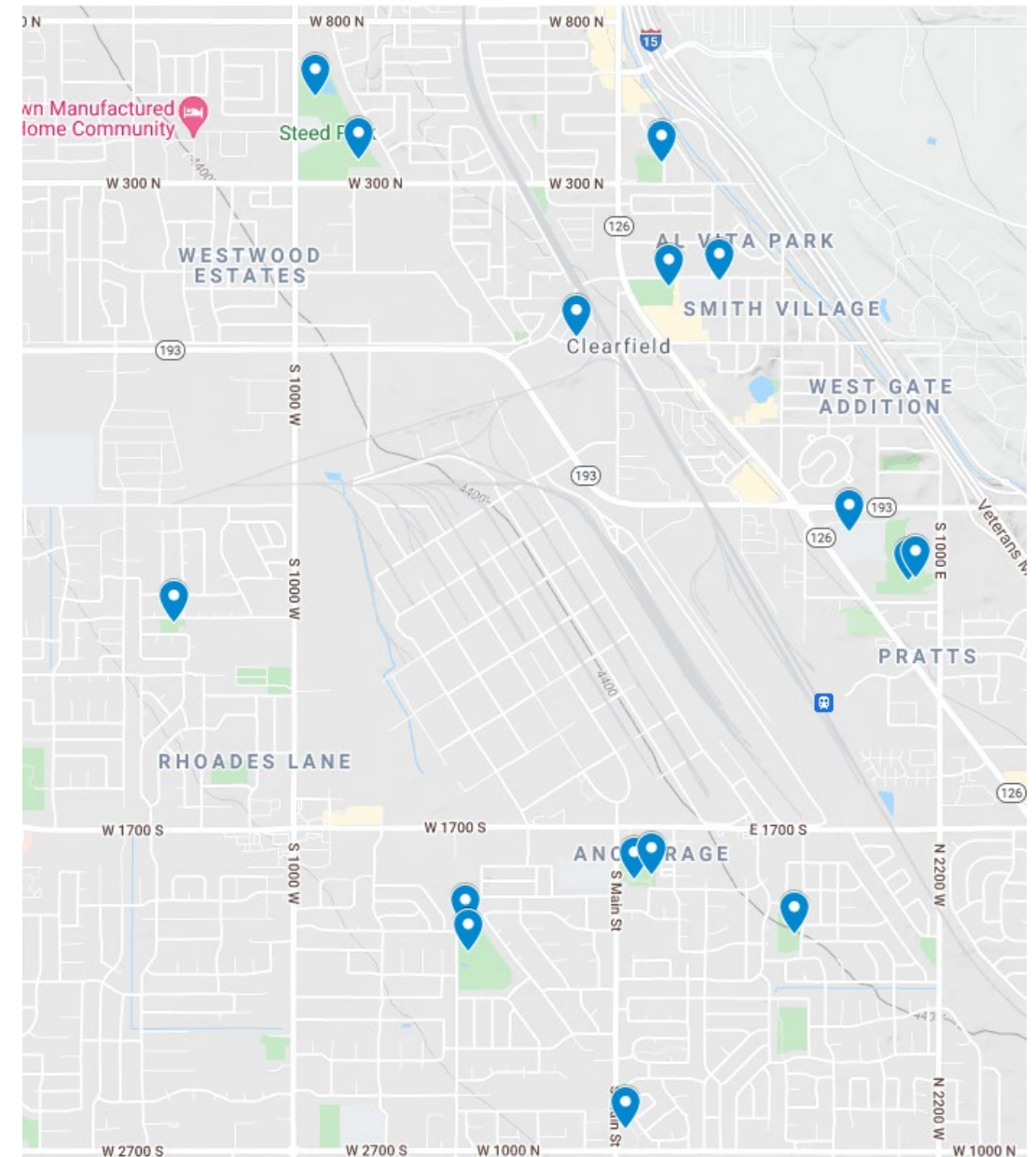
# PARAT Projects in Process



|                                             |             |
|---------------------------------------------|-------------|
| ○ Arts Supervisor Conversion to FT (1 Year) | \$36,000    |
| ○ Dog Park at Barlow Park                   | \$50,000    |
| ○ Outdoor Court Resurfacing                 | \$40,000    |
| ○ Arts Center Remodel                       | \$250,000   |
| TOTAL                                       | \$376,000   |
| Grand Total                                 | \$1,677,815 |

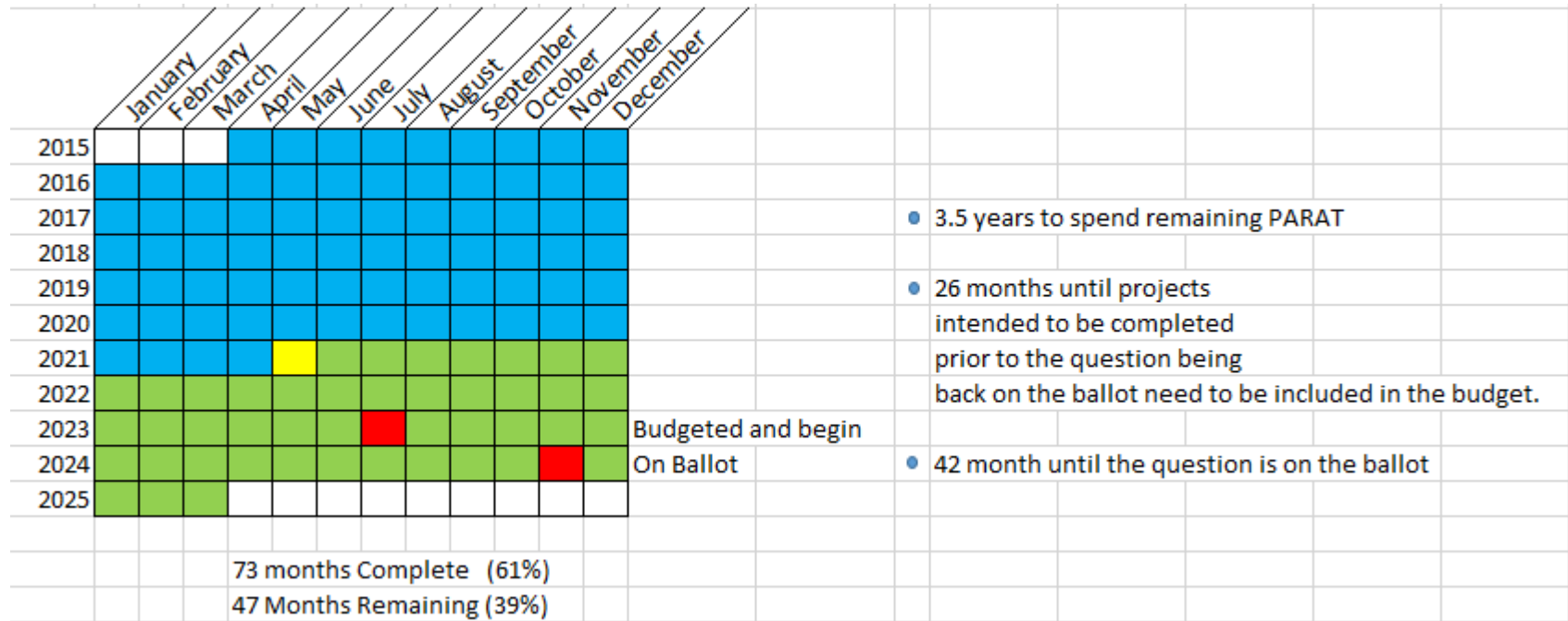
# PARAT Distribution

| PARKS              |                 | ARTS                |               |
|--------------------|-----------------|---------------------|---------------|
| Playgrounds        | \$ 401,815.00   | FT Supervisor       | \$ 36,000.00  |
| Pickleball Complex | \$ 750,000.00   | Center Remodel      | \$ 250,000.00 |
| Dog Park           | \$ 50,000.00    |                     | \$ -          |
| Court Resurfacing  | \$ 40,000.00    |                     | \$ -          |
|                    | \$ -            |                     | \$ -          |
|                    | \$ -            |                     | \$ -          |
|                    | \$ 1,241,815.00 |                     | \$ 286,000.00 |
| RECREATION         |                 | AQUATICS            |               |
| Pickleball Complex | \$ 750,000.00   | CAFC Play Structure | \$ 150,000.00 |
| Court Resurfacing  | \$ 40,000.00    |                     | \$ -          |
|                    | \$ -            |                     | \$ -          |
|                    | \$ -            |                     | \$ -          |
|                    | \$ -            |                     | \$ -          |
|                    | \$ -            |                     | \$ -          |
|                    | \$ 790,000.00   |                     | \$ 150,000.00 |
| TRAILS             |                 |                     |               |
|                    | \$ -            |                     |               |
|                    | \$ -            |                     |               |
|                    | \$ -            |                     |               |
|                    | \$ -            |                     |               |
|                    | \$ -            |                     |               |
|                    | \$ -            |                     |               |



# Estimated PARAT Funds Remaining

**\$699,847.00**



# Previously Considered Projects

|                                             |                          |
|---------------------------------------------|--------------------------|
| ○ <i>Adventure Course</i>                   | <i>\$350,000-750,000</i> |
| ○ <i>Bike Park/Trails</i>                   | <i>\$10,000-200,000</i>  |
| ○ <i>Steed Pond Landscaping</i>             | <i>\$500,000-750,000</i> |
| ○ <i>Remodel/Replace Amphitheater</i>       | <i>\$</i>                |
| ○ <i>Park Signage Replacement</i>           | <i>\$120,000 (16)</i>    |
| ○ <i>Pavilion Replacement/Updates</i>       | <i>\$180,000</i>         |
| ○ <i>Tables, Benches, Trash Receptacles</i> | <i>\$215,000</i>         |
| ○ <i>Portable Stage and Sound</i>           | <i>\$250,000</i>         |



# Other options

- *Trailside fitness equipment*
- *Property Acquisition on Barlow Street*
- *Open Space Landscape Development*
- *Additional Restroom Facilities*
- *Concrete Paths at Steed*
- *CAFC Upgrades*
- *Fish Cleaning Stations*

# Recommendation

- *Projects that update and improve existing park infrastructure before adding new maintenance responsibilities.*
- *Canal Trail Connection (200 S to 300 N) grant match*
- *Bike Trails/Bike Park Development (Chelmes Park)*
- *Steed Pond Area Development*
- *Trailside Fitness equipment*
- *Adventure Course*