

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY WORK
SESSION MEETING MINUTES

May 3, 2022

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Kent Bush	Vice Chair
PRESENT:	Nike Peterson	Director
	Vern Phipps	Director
	Tim Roper	Director
EXCUSED:	Mark Shepherd	Director
	Karece Thompson	Director
STAFF PRESENT:	JJ Allen	City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Adam Favero	Public Works Director
	Eric Howes	Community Services Director
	Rich Knapp	Finance Manager
	Lee Naylor	Accountant
	Jayden Martin	Communications Coordinator
	Nancy Dean	City Recorder
	Joannie Strong	Deputy City Recorder
ATTENDING VIA TEAMS:	Summer Palmer	Assistant City Manager

Vice Chair Bush called the meeting to order at 7:44 p.m.

DISCUSSION ON THE FISCAL YEAR 2023 (FY23) BUDGET

JJ Allen, City Manager, reviewed the Fiscal Year 2023 (FY23) CDRA draft budget with the directors as presented below.

FY23 CDRA Draft Budget										
	RDA 6	RDA 7	RDA 8	RDA 9	RDA 10	EDA 3 (ATK)	Clfd Stn CDA (1)	Lifetime Products CRA	General CDRA	Fund 20 Total
Revenue										
Tax Increment Revenue	\$ 224,391	\$ 276,716	\$ 252,817	\$ 534,668	\$ 216,707	\$ 780,663	\$ 170,163	\$ 125,140		\$2,581,263
Interest Earnings									\$30,000	\$30,000
Total:	\$224,391	\$276,716	\$252,817	\$534,668	\$216,707	\$780,663	\$170,163	\$125,140	\$30,000	\$2,611,263
Transfers and Expenditures										
TRNF to GF: Sales Tax Bond Payment	\$130,000	\$133,611	\$90,000	\$233,800	\$190,000					\$777,411
TRNF to GF: CDRA Administration	\$2,000	\$25,000	\$45,000	\$30,000	\$25,000	\$39,033	\$8,508	\$6,257		\$180,798
Incentive Payments*		\$55,688				\$640,144		\$106,369		\$802,201
Housing Set-Aside								\$12,514		
Other Projects										\$0
Total:	\$132,000	\$214,299	\$135,000	\$263,800	\$215,000	\$679,177	\$8,508	\$125,140	\$0	\$1,760,410
Contribution to/(use of) Fund Balance:**	\$92,391	\$62,417	\$117,817	\$270,868	\$1,707	\$101,486	\$161,655	\$0	\$30,000	\$850,853
							2-year COVID extension			
Expiration Year (fiscal):	2031	2024	2026	2027	2027	2032	2040	2037		
*Incentive payments in FY23 will be made for City Centre (RDA 7), Northrop Grumman (EDA 3), and Lifetime Products.										
**Fund balance from RDA project areas will accumulate over the next several years in order store up sufficient funds to service the sales tax bond in the future.										
Pending matters: 2022 valuations; Argentine Corner; additional façade grants; powerline undergrounding; streetscape; Lakeside CRA creation										

Mr. Allen explained the tax increment revenue expected in FY23 and noted that most of the numbers were replicated from numbers received in FY22. The EDA 3 (ATK) number declined due to the depreciation of the equipment. He informed Council that Summer Palmer, Assistant City Manager, would inquire if ATK would reinvest in new equipment. The Lifetime Products CRA was based on what the original budget assumed. He continued to explain that sometime in May, the City would receive projection reports from the County that estimated next year's tax increment. The budget could be updated once that number was received.

Director Bush asked if Lifetime tax increment revenue should increase. Mr. Allen stated it would be dependent on the valuation of their building. Director Phipps questioned what the "(1)" denoted after Clearfield Station CDA. Mr. Allen explained it stood for the first tranche that was triggered. There would be two more that would be triggered at some point. Director Peterson questioned what the triggers were. Mr. Allen reported that in the Interlocal Agreement and plan there was a hard deadline that triggered the first tranche. The next two could be triggered at the CDRA's discretion.

Director Bush asked if there would be new construction in the various areas that would contribute to the revenue. Mr. Allen confirmed there would be. He reviewed the Redevelopment Areas map with the Board and showed what areas would have new construction.

Mr. Allen reviewed the CDRA transfers and expenditures. Director Bush asked what bonds there were. Rich Knapp, Financial Manager, highlighted them for the Board. There was a 2016 sales tax bond which would end in 2029, a 2020 UTOPIA bond that would end in 2047, 2021 Clearfield Station bond that would end in 2045, and the energy performance loan that would end in 2030. He mentioned there was the possibility of a water bond.

Mr. Allen highlighted pending CDRA matters. The 2022 valuations had not yet been received, Argentine Corner was promised a \$50,000 incentive, however, the agreement had expired since they were not able to get up and running. He hasn't heard if they would like the CDRA to amend the agreement again or not, and it was not included in the FY23 budget. There was nothing plugged into the budget for new façade grants, powerline undergrounding had stalled out, streetscape investments were not budgeted for, there was a CRA creation for Lakeside, and \$597,000 from the sale of the old library. Mr. Allen noted the money from the sale of the library was in the FY22 CDRA budget, they just hadn't decided what to do with it. He presented a graph of the historical tax increment by area for a comparison.

There were no further questions or discussion regarding the CDRA budget.

Director Peterson moved to adjourn at 8:20 p.m., seconded by Director Phipps. The motion carried upon the following vote: Voting AYE – Director Bush, Peterson, Phipps, and Roper. Voting NO – None.

The minutes for the City Council work session are in a separate location

**APPROVED AND ADOPTED
This 13th day of December, 2022**

/s/ Karece Thompson, Chair

ATTEST:

/s/ Nancy R. Dean, Secretary

I hereby certify that the foregoing represents a true, accurate, and complete record of the Clearfield Community Development and Renewal Agency meeting held Tuesday, May 3, 2022.

/s/ Nancy R. Dean, City Recorder