

CLEARFIELD CITY COMMUNITY DEVELOPMENT AND RENEWAL AGENCY
MEETING MINUTES
6:00 P.M. WORK SESSION
April 4, 2023

City Building
55 South State Street
Clearfield City, Utah

PRESIDING:	Karece Thompson	Chair
PRESENT:	Kent Bush	Director
	Nike Peterson	Director
	Vern Phipps	Director
	Tim Roper	Director
	Mark Shepherd	Director
STAFF PRESENT:	JJ Allen	City Manager
	Summer Palmer	Assistant City Manager
	Stuart Williams	City Attorney
	Kelly Bennett	Police Chief
	Adam Favero	Public Works Director
	Eric Howes	Community Services Director
	Spencer Brimley	Community Development Director
	Brad McIlrath	Senior Planner
	Shaundra Rushton	Communications Manager
	Nancy Dean	City Recorder

Chair Thompson called the meeting to order at 7:34 p.m.

DISCUSSION ON FISCAL YEAR 2024 CDRA BUDGET

Summer Palmer, Assistant City Manager, reviewed the Fiscal Year 2024 (FY24) CDRA draft budget with the directors as presented below. Ms. Palmer explained the tax increment payment to Northrup Grumman was significantly reduced this year due to an erroneous allocation of \$80M in personal property taxes to a different property. She explained that Davis County and Northrup Grumman were working through the error.

FY24 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	\$ 257,965	\$ 346,397	\$ 271,100	\$ 667,938	\$ 246,020	\$ 141,906	\$ 264,215	\$ 333,133		\$2,528,674
Interest Earnings									\$100,000	\$100,000
Total:	\$257,965	\$346,397	\$271,100	\$667,938	\$246,020	\$141,906	\$264,215	\$333,133	\$100,000	\$2,628,674
Transfers and Expenditures										
TRNF to GF: Sales Tax Bond Payment	\$130,000	\$140,000	\$90,000	\$212,225	\$200,000					\$772,225
TRNF to GF: CDRA Administration	\$2,580	\$25,000	\$50,000	\$35,000	\$25,000	\$7,095	\$13,211	\$16,657		\$174,542
Incentive Payments*		\$70,341				\$116,363		\$283,163		\$469,867
Housing Set-Aside								\$33,313		
Other Projects		\$500,000								\$500,000
Total:	\$132,580	\$735,341	\$140,000	\$247,225	\$225,000	\$123,458	\$13,211	\$333,133	\$0	\$1,916,634
Contribution to/(use of) Fund Balance:**	\$125,385	-\$388,944	\$131,100	\$420,713	\$21,020	\$18,448	\$251,004	\$0	\$100,000	\$712,040
Expiration Year (fiscal):	2031	2024	2026	2027	2027	2032	2040	2037		
*Incentive payments in FY23 will be made for City Centre (RDA 7), Northrup Grumman (EDA 3), and Lifetime Products.										
**Fund balance from RDA project areas will accumulate over the next several years in order to store up sufficient funds to service the sales tax bond in the future.										
Pending matters: 2023 valuations: Northrup Grumman value adjustment: powerline undergrounding: streetscape:										

Ms. Palmer pointed out the increase to the allocation toward the future undergrounding of the power and telecommunications lines on the west side of State Street, from 350 South to 550 South (RDA 7) which they anticipated would be more than the \$500,000. Once action started on the project, staff would return to the directors for an amendment to the budget. Mr. Allen was not optimistic that any action would begin in the next 15 months and explained the outstanding issues with a couple of the telecommunications companies. Ms. Palmer pointed out on the draft budget that the Clearfield Station Apartments had been removed from the budget due to it being paid in full in 2023. The draft budget reflected the tax incentive payments to Lifetime, City Centre, and Northrup Grumman. Ms. Palmer said the CDRA did not yet have the exact evaluations from the County because it was making MIDA adjustments. Mr. Allen said the numbers reflected what had been received or was about to receive for FY23. He anticipated the projection reports would be received in May and depending on the timing of the receipt of the reports the budget might have to be updated.

Director Bush pointed out the boundary line on the North Freeport expansion should reflect that it was expanded to 1000 West. Ms. Palmer said they would check the plan and correct it if needed.

Director Shepherd moved to adjourn at 7:46 p.m., seconded by Director Roper. 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 9th day of May, 2023**

/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, April 4, 2023.

/s/ Nancy R. Dean, City Recorder