

CLEARFIELD CITY COUNCIL
AGENDA AND SUMMARY REPORT
January 28, 2014 – POLICY SESSION

City Council Chambers
55 South State Street
Third Floor
Clearfield, Utah

Mission Statement: To provide leadership in advancing core community values; sustain safety, security and health; and provide progressive, caring and effective services. We take pride in building a community where individuals, families and businesses can develop and thrive.

7:00 P.M. WORK SESSION

Interviews for City Council Vacancy

(The convening of the Policy Session may be delayed in order to allow the City Council sufficient time to conclude all interviews for the City Council Vacancy)

8:00 P.M. POLICY SESSION

CALL TO ORDER:

Mayor Shepherd

OPENING CEREMONY:

Councilmember Bush

APPROVAL OF THE MINUTES:

November 12, 2013 – Work Session

December 10, 2013 – Work Session

January 14, 2014 – Policy Session

January 14, 2014 – Work Session

PRESENTATION:

1. **PRESENTATION ON THE BEAUTIFICATION COMMITTEE PROJECT REPORT FOR 2013**

BACKGROUND: A beautification committee was formed and assigned to review the City's property maintenance ordinances for strengths and weaknesses. The committee also performed area-specific assessments of all City neighborhoods for condition and needs, identified possible landscaping, signage and other elements for implementation, and prepared lists of prioritized projects and needs. Adam Lenhard, City Manager, is here to present the findings of the committee.

SCHEDULED ITEMS:

2. **CITIZEN COMMENTS**

3. **APPOINTMENT TO FILL THE CURRENT VACANCY ON THE CITY COUNCIL**

BACKGROUND: Mark Shepherd resigned his seat on the City Council on January 6, 2014 due to his being elected as mayor in November 2013.

4. **REAPPOINT THE CITY RECORDER**

BACKGROUND: State Law requires the City Recorder be appointed before the first Monday in February following a municipal election.

RECOMMENDATION: Approve the Mayor's reappointment of Nancy Dean, City Recorder.

5. APPOINT THE CITY TREASURER

BACKGROUND: State Law requires the City Treasurer be appointed before the first Monday in February following a municipal election.

RECOMMENDATION: Approve the Mayor's appointment of Rich Knapp as City Treasurer.

6. CONSIDER APPROVAL OF THE AWARD OF PROPOSAL FOR LANDSCAPE DESIGN SERVICES FOR CITY GATEWAYS TO PROJECT ENGINEERING CONSULTANTS (PEC)

BACKGROUND: Staff solicited proposals for the design of City gateways and parks signage including the surrounding landscape, etc. Thirteen firms submitted proposals and each proposal was reviewed and ranked by staff based on the guidelines included in the request for proposals (RFP). The top five firms were brought in for individual interviews with the selection committee. Based on the review, staff is recommending that Project Engineering Consultants (PEC) be awarded the contract for the provision of the services.

RECOMMENDATION: Approve the award of proposal for landscape design services for City gateways to Project Engineering Consultants (PEC) and authorize the Mayor's signature to any necessary documents.

7. APPROVE RESOLUTION 2014R-01 APPOINTING MARK R. SHEPHERD AS CLEARFIELD CITY'S REPRESENTATIVE ON THE ADMINISTRATIVE CONTROL BOARD OF WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT

BACKGROUND: Clearfield City is a member of the Wasatch Integrated Waste Management District. Each member city of the District has the power to appoint one member to the Administrative Control Board.

RECOMMENDATION: Approve Resolution 2014R-01 appointing Mayor Mark R. Shepherd as Clearfield City's representative on the Administrative Control Board of Wasatch Integrated Waste Management District and authorize the Mayor's signature to any necessary documents.

8. APPROVE RESOLUTION 2014R-02 APPOINTING TWO REPRESENTATIVES TO SERVE AS ITS APPOINTEES ON THE TAXING ENTITY COMMITTEES FOR PROJECT AREAS ESTABLISHED BY THE CITY'S COMMUNITY DEVELOPMENT AND RENEWAL AGENCY

BACKGROUND: Clearfield City must be represented on the taxing entity committee for any urban renewal, economic or community development project areas which either now exist or which may henceforth be created by the Clearfield Community Development and Renewal Agency. Mayor Shepherd is proposing to appoint Councilmember Kent Bush and Councilmember Mike LeBaron to the taxing entity committee.

RECOMMENDATION: Approve Resolution 2014R-02 appointing Councilmember Kent Bush and Councilmember Mike LeBaron as representatives to serve as appointees on any taxing entity committee for project areas established by the City's Community Development and Renewal Agency and authorize the Mayor's signature to any necessary documents.

8. MAYORAL APPOINTMENTS

BACKGROUND: Due to the results of the 2013 Municipal Election it is necessary to make new assignments to various boards and commissions for members of the City Council.

RECOMMENDATION: Approve and Consent to the Mayor's appointments and authorize his signature to any necessary documents.

COMMUNICATION ITEMS:

Mayor's Report
City Councils' Reports
City Manager's Report
Staffs' Reports

*****COUNCIL MEETING ADJOURN*****

Dated this 23rd day of January, 2014.

/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.

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. WORK SESSION
November 12, 2013

PRESIDING:	Don Wood	Mayor
PRESENT:	Kent Bush	Councilmember
	Mike LeBaron	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
EXCUSED:	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Scott Hess	Development Services Manager
	Rich Knapp	Administrative Services Director
	Natalee Flynn	Public Relations/Marketing
	Nancy Dean	City Recorder
	Kim Read	Deputy Recorder

VISITORS: There were no visitors.

Mayor Wood called the meeting to order at 6:30 p.m.

DISCUSSION ON THE YOUTH CITY COUNCIL

Natalee Flynn, Youth City Council Advisor, informed the Council an aggressive recruitment process had taken place with four returning members of the Youth City Council (YCC) but no additional applications had been received. She reported the returning members had some great ideas following the first meeting about promoting the YCC with no visible success.

Mayor Wood commented the YCC was initially a great program but due to the obvious lack of interest he suggested allowing the student government from the schools to assume its role. He suggested extending the opportunity to the North Davis Junior High. He pointed out some of the students participating in student government were not from Clearfield, but neighboring communities; additionally there were students from Clearfield attending Syracuse High.

Councilmember Murray asked what would happen with those four current participating members of the YCC. Ms. Flynn informed the Council about the FLY Program (Falcons Leading Youth) a mentoring program at Clearfield High which allowed for students to voluntarily serve via a non-

competitive process or election. Councilmember Shepherd suggested there were also participation opportunities in the Key Club or Kiwanis.

Mayor Wood suggested disbanding the YCC as it was difficult to justify staffs' time commitment and City resources. Councilmember Murray expressed concern about the remaining members committed to the YCC.

Councilmember LeBaron mentioned follow through and commitment had always been an issue even when fully staffed. The Council agreed and a discussion took place regarding successes of neighboring YCCs and the required parental involvement. Councilmember Bush desired one last effort in recruiting participation. Ms. Flynn informed the Council of advertisement/recruitment efforts specific to the YCC. Mayor Wood believed the City had made its last effort in reviving the YCC. Councilmember LeBaron stated he would be willing to assist in revitalizing the YCC.

Councilmember Shepherd agreed with Mayor Wood's suggestion to disband the YCC. The Council agreed to support the student government at the schools as opposed to continuing with the YCC at this time.

REVIEW OF THE DRAFT CONFIGURATION OF THE CITY'S NEW WEBSITE

Natalee Flynn, Public Relations/Marketing, shared a visual presentation about how the new proposed website would look and how it could be accessed. She requested feedback from the Council on what it liked, disliked, what could be eliminated and what needed to be added. Councilmember Bush suggested the City consider promoting local businesses on its website. Councilmember LeBaron stated he participated on the committee and informed the Council of ideas which had been considered by the committee.

Ms. Flynn distributed three separate handouts reflecting homepage options and requested the Council let her know which format it desired. Mayor Wood requested each councilmember notify Ms. Flynn of his/her preferred option.

The meeting adjourned at 6:57 p.m.

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
December 10, 2013

PRESIDING:	Don Wood	Mayor
PRESENT:	Kent Bush	Councilmember
	Mike LeBaron	Councilmember
	Kathryn Murray	Councilmember
	Mark Shepherd	Councilmember
	Bruce Young	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Scott Hess	Development Services Director
	Rich Knapp	Administrative Services Director
	Steve Guy	City Treasurer
	Jessica Hardy	Accountant
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Keri Benson – Councilmember Elect, Ron Jones,

Mayor Wood called the meeting to order at 6:04 p.m.

PRESENTATION BY UTAH SENATOR JERRY STEVENSON

Senator Jerry Stevenson expressed his appreciation for the opportunity to work with Mayor Wood on several committees during his time as mayor. He specifically mentioned the significance of having Mayor Wood serve on the MIDA (Military Installation Development Authority) Board associated with development at HAFB (Hill Air Force Base). He pointed out the importance of HAFB to the surrounding communities and the mutual involvement of both elected officials and military personnel. He complimented the City as always being a great supporter of HAFB and mentioned how much he appreciated the direction received from Mayor Wood.

Mayor Wood expressed appreciation to Senator Stevenson for his support of Clearfield City.

Mr. Stevenson left the meeting at 6:10 p.m.

DISCUSSION ON TITLE 11, CHAPTER 15 – SIGN REGULATIONS

Scott Hess, Development Services Manager, announced a business submitted a sign plan and application to utilize an existing non-conforming pole sign at the Arby's building located at 729 North Main Street following which time staff wrote a zoning determination which limited expansion of the non-conforming use in accordance with City Code. He continued the applicant then applied for a zoning text amendment that would allow better use of the existing pole sign at that location. Mr. Hess indicated the Planning Commission asked that illumination standards be addressed in the ordinance. He reviewed the proposed illumination standards with the Council.

Councilmember Young inquired about the 700 foot radius requirement. Mr. Hess responded the original proposed distance from freeway interchanges was 650 feet; however, the Planning Commission extended the area to include all restaurants located along the City's restaurant row near the 650 North interchange.

Councilmember Young inquired if the proposed amendments would allow a sign in a commercially zoned area adjacent to residential. Mr. Hess responded that was a possibility near 1000 East and SR 193/700 South. He stated the proposed amendments were intended for signs in that area to be oriented to SR 193 and referred to the two written public comments included in the staff report that were received from the developers. He explained the developers were requesting the Council consider a height of 100 feet for pole signs to allow visibility over the trees in the UDOT right of way. He stated staff believed it would be bad practice to write an ordinance around trees because they grow, die or could be removed; therefore, the ordinance had been written based on the Planning Commission's recommendation.

Councilmember Bush stated he appreciated the Planning Commission's inclusion of Winger's in the proposed distance requirement. He recollected the process used years ago allowing for taller signs in the freeway corridor. Mr. Hess reviewed the height of the signs near the 650 North interchange. Councilmember Murray added she didn't like the height of the McDonald's sign and believed 40 feet tall was an adequate height.

Mr. Hess explained how modifications or allowances would be allowed to the reader boards. Brian Brower, City Attorney, explained how verbiage specific to illumination standards would need to be included in the motion during the policy session. Mr. Hess emphasized the City would be adopting acceptable standards used by other communities.

Councilmember Young inquired if the size of the sign negatively impacted neighboring residents. Councilmember Shepherd responded the signs were visible; however, he pointed out that was their purpose. He expressed his opinion the illumination would negatively impact residents if the signs were shorter because there would be greater potential for intruding in windows or doors. He didn't believe the signs were a concern.

DISCUSSION ON THE RE-OPEN OF THE FISCAL YEAR 2014 BUDGET

Rich Knapp, Administrative Services Director, distributed a revised staff report and reviewed the proposed budget amendments relating to each corresponding fund with the Council.

Councilmember Young stated he wasn't in support of the proposed salary increases for members of the City Council. He expressed his opinion there should be a volunteer effort for the role of an elected official. He reminded the Council of the difficulties with increasing compensation for staff and didn't believe this would be the appropriate statement with the situation. He stated he would be in support of an increase to the mayor's salary; however, not as much as was being proposed. He stated he would be in support of a \$1200 monthly salary.

Councilmember Bush expressed agreement with Councilmember Young but suggested the mayor position could have an increase; but not for the councilmembers. He referred to a handout which reflected the councilmembers' salaries were the second highest in the County and the mayor's compensation was fifth and believed the mayor's compensation should also be second to Layton City. He would prefer to use any excess funds toward deferring the employees' out of pocket costs to attend the holiday party.

Councilmember Murray expressed her understanding that the proposed increase to council salaries was related to offsetting the elimination the health in lieu benefit provided to councilmembers. Adam Lenhard, City Manager, explained if the health in lieu was eliminated the small increase would keep the city council compensation whole and indicated it wouldn't necessarily be an increase.

Mayor Wood reviewed how the number of City Council meetings had increased since 1998. Mr. Lenhard commented Clearfield City was the minority when it came to requiring elected officials to attend a greater number of meetings. Mayor Wood added his time had doubled on behalf of the City and councilmembers had seen similar increases to required time and believed that alone justified an increase and believed the increase to the mayor's compensation was justified as there were personal costs associated with serving that go beyond the stipend.

Councilmember Young expressed understanding with Mayor Wood's remarks yet explained his perspective that unless the City was willing to compensate the mayor with an hourly wage, which he believed the Council was not willing to bear at this time, the job should be considered "voluntary". Councilmember LeBaron expressed agreement with Councilmember Young specific to the proposed increase to the city council compensation but believed if the City moved to an hourly wage for a designated number of hours then the volunteer component would be completely eliminated. He stated he was in support of an \$826 per month increase to the mayor's salary.

Councilmember Bush pointed out the total compensation costs for the councilmembers was approximately \$58,000 per year which if divided by the 30,300 city residents calculated approximately \$1.85 per resident, per year and believed that was a great deal for the residents.

Councilmember LeBaron believed that until the City could provide consistent merit increases to the staff, the City Council shouldn't receive any increase to its compensation. He declared that he participated in the City's benefit package because he was self-employed.

Councilmember Young mentioned the \$1800 per month was still not enough compensation to entice the majority of residents to serve as mayor for the time that position required unless they approached the job as “volunteer”; however, he didn’t believe doubling the compensation was appropriate and suggested a salary of \$1200-\$1500 per month would be appropriate.

Mayor Wood pointed out the proposed increase to a salary of \$1800 per month was still considerably less than that of Layton City’s mayor and believed the City’s officials contributed more time to the City than those of Layton. Councilmember Murray reminded the Council the proposed ordinance allowed for the elected official’s compensation to be increased or decreased during the budget process every year and added the work load associated with serving had doubled.

Councilmember LeBaron believed staff’s work load had also increased without additional compensation and believed the pay should remain as it was; however, he expressed agreement for an increase to the mayor’s compensation at this time.

Councilmember Shepherd expressed his opinion the stipend probably wasn’t the deciding factor on whether an individual desired to run for mayor or city council. He announced he would abstain from voting on the issue. He emphasized he was well aware of any potential impact his personal business might incur because of the time needed to serve as the mayor.

Councilmember-elect Benson stated the compensation didn’t affect whether or not she decided to run for office. She continued she ran because of her love for the City and the desire to serve. She didn’t understand the health in lieu concept and therefore didn’t have an opinion.

Councilmember Shepherd pointed out the last increase for members of the city council was approximately 15 years ago and believed it was justified because it demanded an extreme time commitment. Mayor Wood expressed his opinion it was inaccurate to say nothing had been done for the employees as it was different historically; rather in one time payments.

Councilmember Murray suggested the verbiage in the proposed Ordinance 2013-13 be eliminated. She directed the Council to the Ordinance, Paragraph B – Quorum and suggested the verbiage referring to a smaller number which consisted of the last phrase in the paragraph following city council;. Brian Brower, City Attorney, commented he agreed with Councilmember Murray’s suggestion and believed it was better identified in State Code.

Councilmember LeBaron moved to adjourn and reconvene in a City Council policy session at 6:58 p.m., seconded by Councilmember Shepherd. All voting AYE.

The work session reconvened at 8:57 p.m.

DISCUSSION ON THE RECREATION COST RECOVERY MODEL

Eric Howes, Community Services Director, briefly reviewed the purpose of completing the Cost Recovery Model which identified whether recreation programs benefitted the whole community

or if the benefit was highly individual and everything in between and referred to the pyramid handout. He emphasized the results were based on direct costs associated with recreation programs. The Council inquired about specific programs and Mr. Howes reviewed the specific results with the Council. He emphasized the goal was to have a minimum cost recovery of thirty five percent and explained that philosophy.

Councilmember Young inquired if the results reflected participation levels and suggested that also be considered.

Mayor Wood inquired about the measuring tool used to determine the value. Curtis Dickson, Deputy Community Services Director, explained the criteria used to calculate the results in the Cost Recovery Model and a discussion took place regarding specifics of quantifiers.

Mr. Howes requested direction on whether the Council was in agreement with the placement of programs on the pyramid and if the goal percentages for each program were appropriate. He continued the figures would be used for future programming.

Councilmember LeBaron suggested using the proposed module for two years to see how the statistics presented themselves after which time any outliers would become evident. Councilmember Young stated the City Council needed to determine what level of subsidy it was comfortable with in offering programs such as the daycare and whether it should be moved to another section. A discussion took place regarding programs and its corresponding placement and the philosophy of the City competing against private enterprise. Councilmember LeBaron pointed out years ago the City built the Aquatic Center and at that time discussions took place whether competition with the private sector was appropriate. He continued the City now had the center and believed it would be a disservice to the taxpayers to not utilize it to its fullest capabilities. Councilmember Young believed if the City wasn't covering variable costs it shouldn't be in business and suggested the City narrow the gap between maximizing revenues and minimizing expenses.

Mayor Wood requested clarification for the intent of the presentation. Mr. Howes responded if the Council was to proceed with the proposed module, recreation programs would be planned to meet the desired parameters. He expressed his opinion adjustments would need to be made as the department began its implementation. Adam Lenhard, City Manager, emphasized the goal was to quantify every detail associated with every program. Mayor Wood cautioned staff to not forget the socio-economic character of the City in determining pricing for recreation programs based on results of the cost recovery module and expressed his concern to that effect. Mr. Howes emphasized that specific information and concern was included in every recreation program offered by the City and stated his staff was always looking for ways to fund the scholarship program to allow participation. Councilmember Bush suggested the resident component be included in the module and expressed his belief recreation programs should benefit Clearfield residents as opposed to neighboring communities. Mr. Lenhard believed that would be another piece of information relevant in determining how and what programs should be offered.

The Council directed staff to proceed with the proposed module.

The meeting adjourned at 9:40 p.m.

DRAFT

CLEARFIELD CITY COUNCIL MEETING MINUTES
7:00 P.M. POLICY SESSION
January 14, 2014

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Bruce Young	Councilmember
EXCUSED:	Mike LeBaron	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Scott Hess	Development Services Director
	Rich Knapp	Administrative Services Director
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Koral Vasquez, Anthony Vasquez, Gene Gelhard, Kathryn Murray.

Mayor Shepherd informed the citizens present that if they would like to comment during Citizen Comments there were forms to fill out by the door.

Councilmember Young conducted the Opening Ceremony.

APPROVAL OF THE MINUTES FROM THE NOVEMBER 19, 2013 WORK SESSION, THE NOVEMBER 26, 2013 WORK SESSION AND THE DECEMBER 10, 2013 POLICY SESSION

Nancy Dean, City Recorder, directed the Council to the handout on the dais reflecting a page from the December 10, 2013 policy session minutes. She stated the indicated change had been made at the request of Councilmember Young.

Councilmember Bush moved to approve the minutes from the November 19, 2013 work session, the November 26, 2013 work session as written and the December 10, 2013 policy session as amended, seconded by Councilmember Young. The motion carried upon the following vote: Voting AYE – Councilmembers Benson, Bush, and Young. Voting NO – None. Councilmember LeBaron was not present for the vote.

PRESENTATION TO GRETCHEN MYERS FOR HER SERVICE AS THE COMMUNITY BAND DIRECTOR - TABLED

CITIZEN COMMENTS

There were no citizen comments.

COMMUNICATION ITEMS

Mayor Shepherd – nothing to report.

Councilmember Benson – nothing to report.

Councilmember Bush – informed the Council the North Davis Sewer District Board had awarded the contract for construction of the co-generation building at the facility. He indicated it would take two years to construct this final building for upgrades which should benefit residents until 2025 notwithstanding any new restrictions mandated by the Environmental Protection Agency (EPA).

Councilmember Young – nothing to report.

Adam Lenhard, City Manager – nothing to report.

STAFFS' REPORTS

Nancy Dean, City Recorder - reviewed the City Council's calendar:

- no work session for Tuesday January 21
- the work session on Tuesday, January 28, 2014 would begin at 7:00. She announced 8 letters of interest had been received for consideration for the City Council vacancy. She stated interviews of the candidates would take place beginning at 7:00 p.m. and indicated an appointment would be made that evening during the policy session which would take place immediately following the work session.

Rich Knapp, Administrative Services Director, arrived at 7:07

There being no further business to come before the City Council, **Councilmember Young moved to adjourn as the City Council and reconvene as the Community Development and Renewal Agency at 7:08 p.m., seconded by Councilmember Bush. All voting AYE.**

CLEARFIELD CITY COUNCIL MEETING MINUTES
6:00 P.M. WORK SESSION
January 14, 2014

(This meeting was held following the regularly scheduled City Council Meeting.)

PRESIDING:	Mark Shepherd	Mayor
PRESENT:	Keri Benson	Councilmember
	Kent Bush	Councilmember
	Bruce Young	Councilmember
EXCUSED:	Mike LeBaron	Councilmember
STAFF PRESENT:	Adam Lenhard	City Manager
	JJ Allen	Assistant City Manager
	Brian Brower	City Attorney
	Greg Krusi	Police Chief
	Scott Hodge	Public Works Director
	Eric Howes	Community Services Director
	Curtis Dickson	Community Services Deputy Dir.
	Scott Hess	Development Services Director
	Rich Knapp	Administrative Services Director
	Nancy Dean	City Recorder
	Kim Read	Deputy City Recorder

VISITORS: Koral Vasquez, Anthony Vasquez, Gene Gelhard, Kathryn Murray.

Mayor Shepherd called the meeting to order at 7:18 p.m.

DISCUSSION ON THE YOUTH RESOURCE CENTER

Eric Howes, Community Services Director, reminded the Council his staff had been evaluating programs offered by the Community Services Department. He stated the Youth Resource Center (YRC) was located at 310 South 500 East, explained its proximity to the Mabey Pond and shared the background associated with acquiring the property. He pointed out a study completed in 2000 by the Davis School District identified the City's 10-14 year old population was at risk. He reported the City acquired the property in 2003 with the intent to use it as an urban fishery, but didn't have a plan for the house located on the property. He stated at that time several community groups were instrumental in housing a Boys/Girls Club at that location. He indicated some years later that organization left the facility. He informed the Council that the house was still being used as a meeting location for a Girl Scout troop and other similar groups.

Mr. Howes shared a visual presentation and reviewed funding associated with the YRC. Adam Lenhard, City Manager, and JJ Allen, Assistant City Manager, explained how the City received its CDBG funding which largely funded the facility. Mr. Howes mentioned there were other miscellaneous funding sources which benefitted the Center in addition to the City's contribution from the General Fund. Mr. Howes reviewed expenses associated with the Center and reported

operating expenses averaged approximately \$22,000 per year. He reviewed assets/projects associated with the facility and reported the utility expenses for the facility were approximately \$4000 per year. He reported the Center employed two part time workers. He reviewed proposed future capital expenses if the Center were to remain open: roof, new HVAC system, carpet and the need for rewiring of the electrical system.

Mr. Howes stated participants were required to sign in when visiting the center and indicated those logs had been used to collect data for the presentation. He reported the Center was open three hours per day and shared a map illustrating geographically where participants lived within the City. A discussion took place relative to the information presented by Mr. Howes.

Mr. Howes shared possible alternatives for the Youth Resource Center:

- Program CARE in conjunction with North Davis Junior High (NDJH) in which those participating at the Center could participate in the after school program offered at NDJH. He pointed out there was a fee associated with participation in addition to it being capped at a designated number.
- Offering a similar program at the Aquatic Center or Community Arts Center.
- Eliminate the Center and reviewed costs associated with the creation of redesigning the open space to create a public fishery.
- Sell the property in its entirety.

Councilmember Bush suggested contact be made with similar groups to consider their interest in using the facility. Mr. Lenhard informed the Council of issues related to the facility and expressed his opinion it would require significant maintenance if it remained a City facility and Mr. Howes explained the challenges associated with the pond and its use as an urban fishery.

Councilmember Young expressed his opinion the City expended a significant amount of funds for very few beneficiaries. Mr. Lenhard inquired what the Council would want to do with the property if research indicated the facility was not viable as a YRC. A discussion took place regarding the benefit and cost in relation to programs offered not only at the YRC, but also by other entities such as the Davis School District.

Councilmember Benson inquired if the City had received complaints from residents living near the YRC. Chief Krusi responded the complaints in that location were not any different than other areas within the City.

Mr. Howes expressed his opinion the City didn't serve this age group well and believed the YRC to be a benefit to the community in that regard. Councilmember Bush inquired if the City had considered assessing a small fee for walk in participants and suggested the idea for consideration.

The Council directed staff to contact other organizations with the idea of possible partnerships in order to continue operation of the YRC and if that option was not viable consider demolition of the facility.

Dan Gardner – resident, suggested developing the property as a park-like environment and improving the shore line which would allow a more attractive urban fishery. He suggested the City partner with a commercial sponsor such as ATK. Councilmember Bush expressed agreement with Mr. Gardner in soliciting commercial sponsorship. He also believed street visibility would contribute to greater success of the fishery.

DISCUSSION ON ESTABLISHING AN ECONOMIC DEVELOPMENT TASK FORCE

Mayor Shepherd announced his desire to create an economic development task force as a goal to encourage business in the City. He briefly reviewed the individuals who would serve on the task force and stated it would need a budget. Adam Lenhard, City Manager, distributed a handout regarding the proposed task force and reviewed it with the Council. He emphasized the task force would operate only in an advisory capacity with none of the members receiving compensation. Mayor Shepherd explained his opinions and thought process in proposing the task force.

Councilmember Benson inquired if information obtained from the Retail Leakage Analysis completed by Buxton Company last year would be made available to members of the task force. Mr. Lenhard responded information from the Analysis would be a useful tool for the task force as well as the additional data Buxton would be forwarding to the City. Councilmember Bush stated he liked the idea. Councilmember Young expressed concern about providing the task force with a budget and inquired who would have oversight regarding the budget. Mr. Lenhard emphasized any expenditures, as well as meetings and negotiations would have oversight by the City Council.

Mr. Lenhard explained how a body could be established while avoiding additional administrative overhead. Brian Brower, City Attorney, pointed out the obligations associated with establishing Advisory Boards and Mr. Lenhard suggested additional research would be needed. JJ Allen, Assistant City Manager, recollected how Clearfield University had been accomplished and suggested considering that avenue in establishing the Task Force. Mr. Brower agreed with Mr. Allen and suggested a less formal capacity would better serve the City's interest in assisting staff.

The meeting adjourned at 8:20 p.m.

project report 2013



Clearfield City

beautification
committee



PREPARED FOR:

Clearfield City Council
Clearfield Planning Commission
Clearfield Parks and Recreation Commission

ACKNOWLEDGEMENTS

COMMITTEE MEMBERS:

Barbara Bloomfield, Resident
Becky Brooks, Planning Commission
Tracy Brooks, Business Representative
Kristi Bush, Resident
Mike LeBaron, City Council
April Seidel, Resident
Janet Silotti, Business Representative
Darlene Wiggill, Resident

PROJECT STAFF:

Kelly Bennett, Police Sergeant
Curtis Dickson, Community Services Deputy Director
Eric Howes, Community Services Director
Adam Lenhard, City Manager
Ginger Myers, Recreation Programmer



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EXECUTIVE SUMMARY

The appearance of a city affects community pride and shapes public opinion. Clean and attractive property leads to a positive image, which in turn fosters community investment and ownership. Property values are strengthened when buildings, landscaping, and other infrastructure are well-maintained.

As Clearfield seeks to reinvent itself and improve its image, emphasis must be placed on beautification of all property, both public and private. We believe that higher standards for property maintenance will lead to greater economic vitality and increase the city's appeal for new development and investment.

The beautification of our community is a shared responsibility. No one person, group, or agency can do it alone. Public entities and private property owners must work together to accomplish this task.



Vision 2020, Clearfield's 10-year strategic plan, speaks to the importance of beautification. In addition, the Clearfield City Council identified beautification efforts as a top priority in 2013. With full support of the Council, a committee was formed in mid-2013 to study the issue and come back with recommendations for improvement.

The Beautification Committee consists of eight volunteer community representatives (including both residents and local business owners) and five City staff members. The first Committee meeting was held on June 26 and subsequent meetings continued throughout the summer. Early in the process, Committee members responded to a series of brief questions relative to attitudes and opinions on the topic of beautification in the community. Their responses are listed in Appendix 1.

There are many great examples within Clearfield of how property should be maintained. In Legend Hills the architecture is attractive and the landscaping is of high quality. In downtown the Davis County Health Department Administration Building, Clearfield Municipal Building, and Kier Corporation's Clearfield Town Square set the standard. Pinnacle Apartments and Rocky Mountain Care are attractive examples of multi-family and long term care facilities. Our schools, churches, and parks are all generally clean and well-maintained. In addition, there are many beautiful homes of varying ages and sizes throughout all of our residential neighborhoods.



The Committee finds, however, that there are several areas of general concern throughout the community. Poor quality landscaping—in both design and maintenance—is a significant problem. In various areas there are homes and commercial buildings that have fallen into disrepair and have become an eyesore. Abandoned and junk vehicles, graffiti, and litter are problems as well.

The Committee respectfully submits this Project Report of our findings and recommendations to the Clearfield Parks and Recreation Commission, Planning Commission, and City Council. We encourage each of you in your respective roles and responsibilities to implement these findings and appropriate the necessary resources and time toward the gradual completion of the administrative actions and projects listed herein.



PURPOSE AND OBJECTIVES

The Beautification Committee was tasked with the following objectives:

- Review the city's property maintenance ordinances for strengths and weaknesses
- Perform area-specific assessments of all city neighborhoods for condition and needs
- Identify possible landscaping, signage, and other design elements for implementation
- Prepare lists of prioritized projects and needs
- Present findings and written recommendations to City Council, Planning Commission, and Parks and Recreation Commission



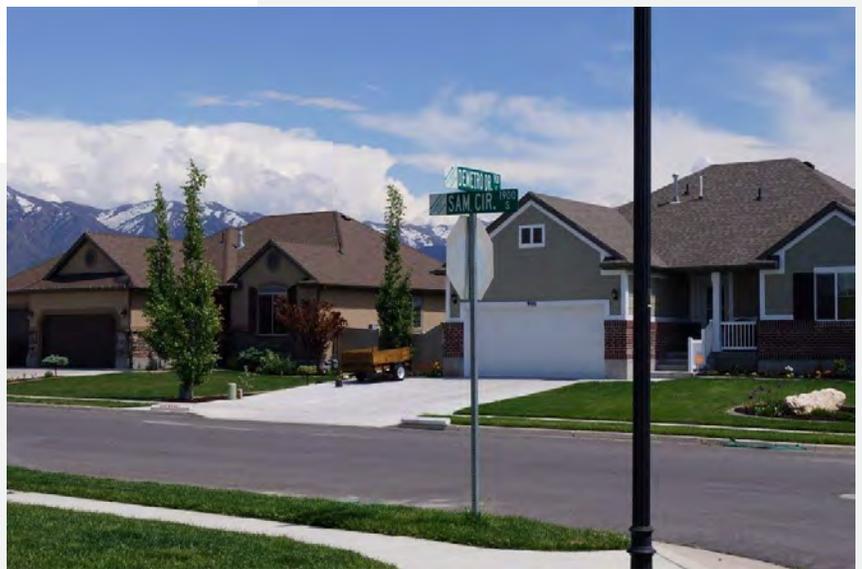
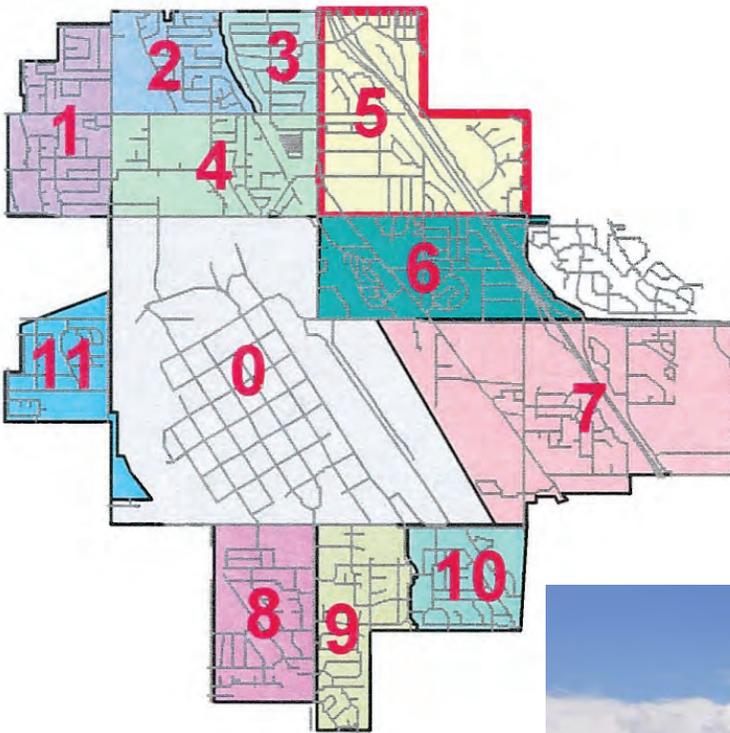
CITY CODE REVIEW

We find it necessary to establish and enforce basic standards for property maintenance. The Committee reviewed Title 5 of the Clearfield City Code, Public Health and Safety, and found the standards set forth therein to be generally reasonable.

The City currently employs two full-time code enforcement officers who serve under the direction of Sergeant Kelly Bennett in the Police Department. These officers are charged with the enforcement of Title 5 and other City ordinances. When code officers serve property owners with a notice of violation, compliance is achieved nearly 95% of the time. Unfortunately, the number of violations throughout the community far outweighs the availability and resources of city staff to address. The few owners who fail to bring their property into compliance after receiving a notice are cited and the case is sent to court for further action. Violations of Title 5 are punishable as Class B misdemeanors. Section 5-1-15 of City Code imposes minimum fines.

NEIGHBORHOOD ASSESSMENTS

The second objective of the Committee was to “perform area-specific assessments of all city neighborhoods for condition and needs.” With the assistance of city staff, the following map was created and each numbered area was assigned to one or more Committee members. Committee members presented on their assigned areas at the July 11th meeting, and their findings served as the starting point for the lists of recommended administrative actions and projects that follow.





RECOMMENDATIONS - ADMINISTRATIVE ACTIONS

The Committee recommends that the following administrative actions be explored and implemented where feasible. They are listed in order of highest priority.



City staff should increase weed control and removal efforts along major roadways such as SR 193, State Street / Main Street, 300 North, and 1700 S.

We recommend that the Beautification Committee becomes a permanent advisory body to the City Council to assist with ongoing efforts to lift and elevate the appearance of our community.

The City must set the example with the maintenance of its own property (parks, streets, and other infrastructure). Obtaining approval from UDOT to maintain our freeway interchanges and rights-of-way is a good first step, but we must make sure that those areas are attractive.

We recognize the importance of due process in code enforcement. Whenever possible, property owners should be given the opportunity to bring their property into compliance within a reasonable timeframe. Less flexibility should be given to nonresponsive property owners or repeat offenders.



City staff should explore the civil process for code enforcement, similar to what is done in West Valley City. Move from a criminal process to a civil process if feasible. A similar approach should be explored to assist with the abatement and removal of deleterious and/or abandoned buildings.

Code Enforcement should adopt and adhere to a prioritized work plan that emphasizes attention to highly-traveled and visible commercial corridors and gateways before less-traveled local residential streets and neighborhoods.

RECOMMENDATIONS - ADMINISTRATIVE ACTIONS

The Committee recommends that the following administrative actions be explored and implemented where feasible. They are listed in order of highest priority.



A volunteer matching program, such as “Clearfield Helping Clearfield” could help lighten some of the enforcement burden from city staff. A central individual or group could work with staff and community groups to maintain a list of needed service projects and match them with volunteers. This will likely require a simplification of the City’s volunteer process.

Given the high compliance rates for enforcement notices of violation, more resources should be dedicated to enforcement efforts. This may take the form of additional personnel.

When code enforcement cases are prosecuted, minimum fines should be higher than those currently set forth in the ordinance. We recommend that an analysis of our fines be performed to make sure they are in line with those of similar cities and that they cover the true costs of enforcement.



Additional part-time and seasonal staff should be added as necessary to ensure that we are able to meet all of our maintenance responsibilities. City staff should adopt and adhere to strict prioritized maintenance plans to ensure that those responsibilities are taken care of in a timely and regular manner.

Bring back “Take Pride in Clearfield Day”. Partner with schools, churches, and other civic/social groups and involve the business community. This duty could be handled by a community volunteer.

The City should consider a long-term or permanent expansion of the no-fee dumpster program if utilization rates remain high.



RECOMMENDATIONS - ADMINISTRATIVE ACTIONS

The Committee recommends that the following administrative actions be explored and implemented where feasible. They are listed in order of highest priority.



Park hours (including the allowance of night fishing) should be further restricted if litter and vandalism continue to be problems.

Restrictions on vehicle parking surfaces should focus on the presence of weeds and other unsightly material instead of the actual parking surface material (concrete and asphalt vs. gravel). The parking of vehicles in front of a residence should continue to be restricted in most cases. Grass and dirt parking surfaces should not be allowed except in limited locations within an established agricultural zone.

The City should explore the adoption of a strict graffiti removal ordinance.

The City should increase its educational outreach on property maintenance standards. This can be done in the city newsletter, City website, new resident packets, business licensing materials (for both new and renewal licenses), utility bill inserts, etc.

The City should consider the use of CDRA funds as an option to assist with the demolition of dilapidated buildings.



We recommend that the City explore the designation of a "Code Education Officer" or "Community Improvement Official." Whereas enforcement officers typically use the "stick" approach, an education officer could provide the "carrot" approach.

More should be done to recognize attractive and recently improved properties. In addition to the yard of the week winners, small "thank you" notes could be left for property owners by the Committee. A standardized process is recommended for purposes of consistency.

RECOMMENDATIONS - PROJECTS

The Committee recommends that the following projects be explored and completed where feasible. They are listed in order of highest priority.

The gateways to the City should be enhanced with monument signs, lighting, and high-quality landscaping. The City should strive for a uniform appearance and attractive design.



Landscaping elements - such as trees, shrubs, and public art - should be installed at major street intersections and other highly visible public places. These elements should be consistent with the brand and theme established at our gateways and parks.

The City should install and maintain trees, flowerpots, trash cans and benches along State Street and Main Street.

The City's freeway interchanges need to be improved. Long-term landscaping solutions should be implemented to reduce manpower demands, add color, and have a more finished appearance.

All signage should be evaluated for efficacy and attractiveness, particularly at our gateways, parks, city facilities, and at transaction points between cities.





RECOMMENDATIONS - PROJECTS

The Committee recommends that the following projects be explored and completed where feasible. They are listed in order of highest priority.

Mabey Pond should be cleaned up. Aerating fountains should be installed and the pond should be dredged to improve water quality. Additional garbage cans should be installed. Shorelines should be restored and the renovation of the Youth Resource Center and grounds should be considered. A formal maintenance plan for the property should be created and implemented, addressing such things as signage, lighting, and landscaping.



The City should consider a revolving loan fund or grant program in cases of significant need for business façade and landscaping improvements.



The remaining landscaping of the Center Street overpass approaches should be completed.

When S.R. 193 is complete, landscaping and screening improvements should be made to help clean up the most visible areas of the new road. Landscaping along the south side of 200 S should be completed as funds allow.

RECOMMENDATIONS - PROJECTS

The Committee recommends that the following projects be explored and completed where feasible. They are listed in order of highest priority.



A permanent, low maintenance landscaping solution should be implemented along the I-15 soundwall in the area of 450 S and 1000 E.

The City should seek to bury all overhead utility lines over time as resources allow.

Landscaping and design standards should be assembled through competitive bid by qualified professionals. Thematic elements should be created.



The island in front of the Quincy Park subdivision on 300 N should be professionally landscaped.



APPENDIX 1:

BEAUTIFICATION COMMITTEE MEMBER QUESTIONNAIRE

1) Why are you interested in serving on the Beautification Committee?

- To make Clearfield City attractive to all.
- Making changes within the City - including ordinances and landscape issues.
- Promote awareness regarding code enforcement.
- I care about the community I live in.
- I would like us to be proud.
- To make OUR city better.
- There needs to be a change in the way our City looks to attract business and residents. We look as if we don't care about the City.
- Concerned with the redevelopment/rejuvenation of the downtown area. Would like to see more businesses come in Clearfield City.
- Because it matters to the future of our community.
- I live and work in Clearfield and am thoroughly invested in its future.
- Good opportunity to make a difference.
- I like to be involved in the community and I care what Clearfield looks like and feels like because we will be staying long-term.

2) How long have you lived in Clearfield?

- All my life.
- 38 years.
- 34 years.
- Almost 40 years.
- Owned my business here for 13 years.
- 33 years.
- 10+ years.

3) What is your overall impression of the appearance of Clearfield?

- Some areas look really good, some areas could use a little work.
- Having worked for the City and living in West Point my entire life, the appearance represents a good portion of the social class in the City.
- Old businesses in Clearfield are old.
- Not bad, could be better.
- Only certain areas are inviting. Parks are great but not seen by visitors or business as they move into the area.
- Not as appealing as it should be.
- Love it, but we have a lot of work to do.
- Average, with some places being better than others.
- Needs work! Affects economic development and investment in our community. Freeport=blight.
- Mixed feelings. Good/needs work.
- More industrial.

4) Which places do you feel look the best (specific examples)?

- Newer Areas... housing, City Building area, most of the parks.
- Developed portion of Legend Hills.
- Towne Square Development.
- Parks.
- Trails- especially Rail Trail Legend Hills.
- Steed Pond/Park.
- Most of the parks.
- Many of the subdivisions.
- Developed portion of Legend Hills.
- Very center downtown, mainly East side.
- Trails.
- Parks.
- Aquatic Center.
- City Office Building.
- Health Department.
- The neighborhoods with HOA's and the neighborhoods 20 years or newer.
- Legend Hills.
- Madbrook.
- New business.
- Some neighborhoods.
- City offices and right around them.
- Steed Pond and Park.
- Walking rail trail.
- NDJH and Park behind it.

5) Which places need the most improvement (specific examples)?

- State Street (Highway) weeds in mow strip pavers.
- Entrance to Freeway on 650 N (Flower beds).
- State Street.
- Main Street.
- Next to Beto's.
- Freeway entrances.
- Hill AFB entrance.
- Main Street.
- City Building is weedy.
- Off ramp into City was landscaped, but not maintained.
- Some business fronts.
- Freeway on and off ramps.
- Older areas of the City.
- Downtown from Hwy 197 to Sunset City border.
- Downtown needs a draw - a place for families to come and hang out.
- Rental properties, apartments.
- Main/State Street.
- The north side of the City east of the tracks and north of Center.
- Downtown (Taco Time, Wilcox Carpets).
- Parks.
- Freeway interchanges.
- Freeport.
- Some parks and houses.
- State Street - pockets of old run-down buildings.
- 300 N heading west over viaduct.

6) In your opinion, how do other Clearfield residents feel about the appearance of the City?

- They accept the appearance. Those that do not recognize the need for improvement and suggest enforcement.
- We do need more pride.
- I think it depends on the pride of each individual on how well they want their property to look.
- The City of Bridges.
- Generally that we are okay.
- It's okay- but would be better with some cleaning up. Needs more shopping and eating areas.
- Most feel it is okay, they wish more people would take some pride in their yards.
- Mixed.
- Most people I know honestly complain that Clearfield is not pretty.

7) In your opinion, how do non-residents perceive the appearance of Clearfield?

- Run-down, ghost town.
- Not acceptable- compare the appearance to surrounding cities.
- Low income, old, trashy, unsafe.
- Unkept, old, not wanting to move to older areas of the City. General run down appearance.
- Ok - not as good as Layton/Syracuse Cities.
- Needing improvement.
- I think their opinions are getting better, but still wanting to be better.
- Negative, but changing.
- Struggle in some areas.
- They are not impressed and not planning to move here.

8) What do you feel should be the top three areas of focus in Clearfield for beautification?

- Weed control (Main Street/Freeway entrances).
- Entrance points landscape.
- Landscape of Freeway access.
- Secondary water.
- Gateways - Freeways, City borders.
- A sense of community - examples: a. flowers at businesses b. something to tie us together - like Farmington rocks landscaping.
- Main Street - landscaping, weed control, overall spiffing up.
- Code enforcement for business/residents.
- Entrances to City.
- Would love big planters with flowers lining Main Street.
- Weed control.
- Freeway on and off ramps.
- Code enforcement - weeds, etc.
- Flowers/greenery along State Street.
- Downtown draw - i.e. gathering like Farmington Station.
- General weed control.
- Landscaping.
- Freeway entrances.
- Downtown.
- Freeport.
- Aging storefronts downtown, dilapidated buildings.
- Have youth in the community take pride in the parks maybe or community projects.
- Help businesses who need it.
- Help some homes look better.
- Both freeway exits.
- Any run-down lot on State Street.
- Trash cans on State Street?

project report2013



CLEARFIELD CITY RESOLUTION 2014R-01

A RESOLUTION APPOINTING MARK R. SHEPHERD AS THE CLEARFIELD CITY REPRESENTATIVE TO THE ADMINISTRATIVE CONTROL BOARD OF WASATCH INTEGRATED WASTE MANAGEMENT DISTRICT

WHEREAS, Clearfield City is a member of the Wasatch Integrated Waste Management District; and

WHEREAS, each member city of the District has the power to appoint one member to the Administrative Control Board of Wasatch Integrated Waste Management District; and

WHEREAS, Donald W. Wood had been serving as Clearfield City's representative,

WHEREAS, Mr. Wood no longer serves as Mayor; and

WHEREAS, Mark R. Shepherd has been elected Mayor of Clearfield City.

NOW, THEREFORE, be it resolved that the Clearfield City Council approves the appointment of Mayor Mark R. Shepherd as the City's representative on the Administrative Control Board of Wasatch Integrated Waste Management District.

Be it further resolved that the term of office shall be January 1, 2014 through December 31, 2017.

PASSED AND ADOPTED this 28th day of January, 2014.

ATTEST:

CLEARFIELD CITY CORPORATION

Nancy R. Dean, City Recorder

Mark R. Shepherd, Mayor

VOTE OF THE COUNCIL

AYE:

NAY:

CLEARFIELD CITY RESOLUTION 2014R-02

A RESOLUTION OF THE CLEARFIELD CITY COUNCIL APPOINTING TWO REPRESENTATIVES TO SERVE AS ITS APPOINTEES ON ANY TAXING ENTITY COMMITTEE FOR PROJECT AREAS ESTABLISHED BY THE CITY'S COMMUNITY DEVELOPMENT AND RENEWAL AGENCY

WHEREAS, the Clearfield Community Development and Renewal Agency (the "CDRA") was created to transact the business and exercise the powers provided for in Utah's Limited Purpose Local Government Entities – Community Development and Renewal Agencies Act (the "Act"); and

WHEREAS, the Act, more specifically Utah Code Ann. § 17C-1-402 (2)(a)(i)(C) (2013), provides that the Clearfield City Council shall appoint by resolution two representatives to serve on any taxing entity committee when the CDRA has caused a taxing entity committee to be created; and

WHEREAS, pursuant to the Act, as a municipality with a Community Development and Renewal Agency which has adopted both urban renewal, economic and community development project area plans, Clearfield City must be represented on the taxing entity committee for any urban renewal, economic or community development project areas which either now exist or which may henceforth be created by the CDRA or Clearfield City; and

WHEREAS, results of the recent 2013 municipal election have caused the City to consider changes to its appointments to any taxing entity committees, either present or future;

NOW THEREFORE BE IT RESOLVED by the Clearfield City Council as the legislative body for Clearfield City that:

1. Commencing with the date of this resolution, Clearfield City Council Member Kent Bush and Clearfield City Council Member Mike LeBaron are hereby appointed as Clearfield City's official representatives on the taxing entity committee for each and every project area which either now exists or which may henceforth be created by CDRA or the City until further notice from the Clearfield City Council; and
2. Said appointees are hereby authorized to attend meetings of any taxing entity committee created by the CDRA, to vote on behalf of Clearfield City and the CDRA on all matters coming before any such taxing entity committee, and to approve or disapprove any project area budgets and/or amendments thereto for each and every project area on behalf of Clearfield City, its CDRA, and governing board; and
3. City staff is hereby directed to provide written notice to the CDRA of these newly appointed taxing entity committee representatives by providing the CDRA with a copy of this resolution.

PASSED AND ADOPTED by the Clearfield City Council this 28th day of January, 2014.

CLEARFIELD CITY CORPORATION

Mark R. Shepherd, Mayor

ATTEST:

Nancy R. Dean, City Recorder

VOTE OF THE COUNCIL

AYE:

NAY:

EXCUSED:

MARK

North Davis Fire District

Davis County COG

Utah Economic Development Corp Board Member

Utah Defense Alliance Board Member

Wasatch Integrated Board Member

MIDA Board Member (Pending)

Weber State Davis Campus Advisory Council Member

Family Connection Center Board Member

Davis County Business Development Fund Committee Board Member

Clearfield Job Corps Community Relations Council

CDRA Member

Building Authority Member

Housing Authority Member

BRUCE

CDRA Chair

Building Authority Chair

Mosquito Abatement Board Member

Building Authority Member

Housing Authority Member

Alternate Tax Entity Committee

MIKE

Mayor Pro-Tem

North Davis Fire District

CDRA Member

Planning Commission Liaison

Housing Authority Member

Tax Entity Committee

Employee Appeal Board

Building Authority Member

KENT

North Davis Sewer District

Parks & Recreation Commission Liaison

Affordable Housing Liaison (Other agencies as needed)

CDRA Vice-Chair

Building Authority Member

Housing Authority Chair

Tax Entity Committee

KERI

CDRA Member

Building Authority Member

Housing Authority Vice-Chair

Employee Appeal Board Member

NEW

CDRA Member

Housing Authority Member

Building Authority Vice-Chair

Alternate Employee Appeal Board Member

Business Development Task Force Liaison