

Minutes of the Work Session of the Syracuse City Council, held on May 23, 2023, at 6:00 p.m., in a hybrid in-person/electronic format via Zoom, meeting ID 814 8911 5801, in-person in the City Council Conference Room at 1979 W. 1900 S., and streamed on the Syracuse City YouTube Channel in accordance with House Bill 5002, Open and Public Meetings Act Amendments, signed into law on June 25, 2020.

Present: Councilmembers: Lisa W. Bingham
Jennifer Carver
Jordan Savage
W. Seth Teague
Paul Watson

Mayor Dave Maughan
City Manager Brody Bovero
City Recorder Cassie Z. Brown
Deputy City Recorder Marisa Graham

City Employees Present:

Administrative Services Director Stephen Marshall
City Attorney Brienne Brass
Fire Chief Aaron Byington
Police Chief Garret Atkin
Parks and Recreation Director Kresta Robinson
Public Works Director Robert Whiteley
Community and Economic Development Director Noah Steele

The purpose of the Work Session was to receive public comments; discuss proposal to renew contract with Connection Publishing for the Syracuse City Connection Magazine; review and discuss Annexation Petition 2023-01, Susan Bourgeois, 2761 S. 3000 W., and the Planning Commission’s recommendation regarding zoning of the property; review and discuss petition for extension of culinary water service outside Syracuse City – Applicant Eric Goodell; discuss proposal to award Construction Management General Contractor (CMCG) Contract to SIRQ Construction for the Syracuse Fire Station #32 project Fire station RFP; receive a presentation of proposed West Davis Corridor Interchange Design concept from Blu Line Designs; discuss recommendation from Planning Commission on application for zone change for property located at 1472 W. 300 S., General Commercial (GC) to Neighborhood Services (NS), Earthworks; review and discuss proposed amendments to the Syracuse City Consolidated Fee Schedule for Fiscal Year (FY) 2023-2024; and participate in Fiscal Year (FY) 2023-2024 budget discussion, including the following:

1. Review and discussion of proposed Syracuse City Wage Scale updates for FY 2023-2024.
2. Review of Syracuse City participation rates in the Utah Retirement Systems (URS) public employee’s retirement system and public safety retirement system for FY 2023-2024.

Public comments

There were no public comments.

Discussion of proposal to renew contract with Connection Publishing for the Syracuse City Connection Magazine.

A staff memo from the City Manager explained for over 5 years the City has utilized the services of Connection Publishing to produce the monthly Connection Magazine, which is the City’s primary print media for information to its citizens. The significant changes to the contract are outlined below:

- No initial start-up cost: The original contract required an initial start-up fee to get the magazine established so advertisers could start buying into it. There is no start-up fee in the proposed renewal.
- Change in per copy fee: The current per copy fee is \$0.11/copy. The proposed fee is \$0.20/copy.
- Magazine size limits: The original contract included a 36 – 64 page size limit for each edition. The proposed size is 32-128 pages, determined by Connection Publishing based on the amount of content submitted and costs.
- Advertisement space: The original contract did not exceed 50% of the content in advertising. The current proposal changes that to a commitment to “reasonable balance” of content and advertising.
- Contract term: The original contract was for a term of 60 months. The current proposal is for 60 months with opt-out periods every 12 months.

City Manager Bovero reviewed his staff memo and engaged with the Council in a discussion. The Mayor concluded the City will pass the feedback on to Connection Publishing and this will be discussed and/or action will be taken during the next business meeting.

Review and discussion of Annexation Petition 2023-01, Susan Bourgeois, 2761 S. 3000 W., and the Planning Commission's recommendation regarding zoning of the property.

A staff memo from the City Recorder explained Susan Bourgeois filed a petition for annexation of 1.944 acres of property at 2761 S. 3000 W. into Syracuse City. The annexation was deemed as accepted by the City Council on April 24, 2023 and has since been certified by the City Recorder pursuant to Title 10-2-403(2), (3), and (4) of the Utah Code Annotated.

City Recorder Brown reviewed her staff memo and mentioned Davis County asked the City to take ownership of 3000 West, which is currently owned by the County, but maintained by the City. She indicated staff believes that matter can be addressed independent of the proposed annexation. The Council briefly discussed certain characteristics of the property, including the presence of a drainage ditch adjacent to the property, and concluded they were comfortable moving the item to the next business meeting agenda for a public hearing and possible action.

Review and discussion of petition for extension of culinary water service outside Syracuse City – Applicant Eric Goodell.

A staff memo from the Public Works Director explained Public Works Director Whiteley reviewed his staff memo and he and other staff members engaged in discussion with the Council regarding Eric Goodell owns property at 3849 West 2700 South. This property is outside city limits. Syracuse Code 4.15.130 requires those outside city limits to petition the city council for water service. There is a well associated with this property, the well has a water right 31-3148 for 0.10 cubic feet per second flow. The memo summarized discussion items for the Council to consider. If the council agrees to serve that property, the water right could be deeded to Syracuse City via change application to Division of Water Rights prior to getting an excavation permit. The property owner (Goodell) should pay a connection fee, impact fee, and for the complete installation from the connection at the water main to the point of delivery on his property including the water meter. The water meter must not be located on private property, but in public right-of-way not interfering with traffic. The city shall determine the location of the meter. All water pipes and appurtenances downstream of the meter will be owned and maintained by the property owner. All installation shall comply with city standards. An excavation permit is required to verify compliance through public works inspectors. Once complete, a utility application must be completed to create a utility account. The service must comply with Utah Administrative Rule 309-105-12 Cross Connection Control. Failure to do so will result in the water service being turned off and/or eliminated. All yard hydrants must have a vacuum breaker installed. Any water used for outdoor irrigation must comply with city ordinances.

Mr. Whiteley reviewed his memo and facilitated discussion amongst the Council regarding Mr. Goodell's petition. The Council ultimately supported moving the item to the next business meeting agenda for a vote.

Discussion regarding proposal to award and Construction Management General Contractor (CMCG) Contract to SIRQ Construction for the Syracuse Fire Station #32 project Fire station RFP.

A staff memo from the Fire Chief explained on April 27, 2023, an invitation seeking proposals for the construction management and general contractor services of Syracuse Fire Station #32 was advertised. The proposal due date was set for May 16th, 2023, no later than 10:00 AM. A total of four proposals were received. The respondents were: City Creek Construction, Hogan Construction, Kier Construction, and SIRQ Construction. Proposals emails were opened by Chief Byington and Deputy Chief Hamblin, and shared with City Manager Bovero, City Engineer Bloemen, and our architect representative from Galloway, Jonathon Faull. All proposals were evaluated based on the criteria in the RFP. On May 17th, 2023, the staff met to review the proposals. The group discussed the construction management portion of the responses including related experience and proposed fees for service with a \$27,500 difference between the lowest and highest proposals respectively, with the following cost proposals:

1. Kier Construction: \$5,000
2. SIRQ Construction: \$14,200
3. Hogan Construction: \$15,000
4. City Creek Construction: \$32,500

The group then reviewed the general contractor portion of the responses which included related experience, scope of services, approach to perform the work, job timeline, and proposed fees for service. The fee structure is multi-faceted and includes:

- General Conditions
- Overhead
- Profit
- Change orders- Performed in-house

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- Change orders- Subcontractors
- Change orders- Materials only

SIRQ Construction provided the overall best combination of experience, proposed timelines, and cost, and the top candidate for our Fire Station #32 CMGC project. While Kier had the lowest construction management fee, their proposed information and explanation of pre-construction services was non-satisfactory. SIRQ, therefore, would also be the lowest and best proposal for construction management. The proposed fee from SIRQ Construction is:

- General Conditions: 5.95% of construction cost
- Overhead: Included
- Profit: 4.5% of construction cost
- Change orders- Performed in-house: 4.5%
- Change orders- Subcontractors: 4.5%
- Change orders- Materials only: 4.5%

Chief Byington reviewed the staff memo and discussed the results of the RFP for the the Fire Station 32 The Council expressed their support for the proposal to enter into a CMGC contract and to consider approval of such during the special meeting scheduled to follow this meeting

Presentation of proposed West Davis Corridor Interchange Design concept from Blu Line Designs.

A staff memo from the City Manager explained The city has hired landscape architecture firm Blu Line Designs to create a landscape plan for our two new freeway interchanges. They recently presented to the staff committee their initial ideas.

Mr. Bovero reviewed his staff memo and opened the discussion to the Council on the landscape ideas. The Mayor indicated they are not picking trees right now and this is just to get feedback to make sure they are heading in the right direction. The Mayor asked how far down antelope do they want to go with trees if any. He also asked the Council if they like the idea of walls and what types of plants they would prefer. The Council agreed a wall would be appropriate and to use smaller plants instead of trees.

Planning item: Recommendation from Planning Commission on application for zone change for property located at 1472 W. 300 S., General Commercial (GC) to Neighborhood Services (NS), Earthworks.

A staff memo from the Community and Economic Development (CED) Department provided the following information regarding the application:

- Address: 1472 W 300 S
- Acres: .926
- Current General Plan Map Designation: Commercial
- Current Zoning: General Commercial
- Proposed Zoning: Neighborhood Services

Planning Commission discussed the item during their meeting on May 2, 2023. They held a public hearing during which no comments were received. The Commission is forwarding a unanimous recommendation for approval of the requested zoning. They found that the request was consistent with the General Plan.

CED Director Steele reviewed his staff memo. Council member Savage asked if Earthworks should be in an industrial zone, to which City attorney Brie Brass answered no and indicated their operations will still need to comply with City ordinances. The Council decided to move the application forward to the next business meeting for consideration and/or action.

Review and discussion of proposed amendments to the Syracuse City Consolidated Fee Schedule for Fiscal Year (FY) 2023-2024.

A staff memo from the Administrative Services Director explained the changes to the consolidated fee schedule including utility rate changes.

- Adding new Floodplain development permit fees:
 - Permit fee = \$100 per application
 - Compliance Observation = \$150 per occurrence
 - Compliance Verification = \$150 per occurrence
- Utility Rate Changes:
 - Culinary Water: Increase of \$0.41 for water rate increases from Weber Basin Water and benchmark adjustments.
 - Secondary Water: Increase of \$0.56 for water rate increases from irrigation companies and benchmark adjustments.

- Sewer: Increase by \$0.36 for benchmark adjustments.
- Park Maintenance: Increase by \$1.48 to pay for 5 year capital projects plan.
- Rename the "Parking Violation Appeal Hearing Fee" to "Administrative Citation Appeal Hearing Fee" and keep it at \$25.00. Move from under the Police Department subsection to the Administrative Fees subsection.
- Update Football and Flag Football Fees:
 - Flag Football Fees: 1st thru 4th grade: \$75
 - Flag Football Fees: 5th thru 9th grade: \$90
 - Tackle Football Fees: Jr Mites: \$170
 - Tackle Football Fees: Mitey Mites, Jr Pee Wee, Pee Wee, Sr Pee Wee, Jr
- Bantam, Bantam: \$185
- Sewer Impact Fees were approved.

Mr. Marshall reviewed his staff memo; the Council decided to move forward with the proposed changes to the Fee Schedule by taking action during the next business meeting. .

Fiscal Year (FY) 2023-2024 budget discussion.

Review and discussion of proposed Syracuse City Wage Scale updates for FY 2023-2024: A staff memo from the Administrative Services Director explained proposed benchmark adjustments for CED, Administration, and Public Works are included in the wage scale. Next year we will perform benchmark adjustments for Police, Fire, and Parks & Recreation. New positions or amended positions include the following:

- IT Manager – F/T
- Battalion Chief – F/T
- Move Fac. Maint. Crew Leader to Superintendent
- Move Code Enforcement to F/T
- Add Passport Program Manager/ Deputy Recorder
- Create Passport I and Passport II positions.

Review of Syracuse City participation rates in the Utah Retirement Systems (URS) public employee's retirement system and public safety retirement system for FY 2023-2024: A staff memo from the Administrative Services Director explained the City is required by Utah Code Title 49, Chapters 11-15 to pay retirement for full-time employees. Each year, the City is required to certify the contribution rates that will be paid for retirement to Utah Retirement Systems (URS) for our full-time employees. These rates vary depending on which system the employees are in and when they were hired. The City currently participates in nine different retirement programs offered by URS. This includes our police, fire, and administrative staff as well as tier I and tier II employees.

Mr. Marshall reviewed his staff memos regarding the City wage scale and participation in the URS; the Council concluded to support both recommendations and to move forward with the budget for Fiscal Year (FY) 2023-2024 budget; a public hearing will be held June 13, after which the Council can consider adoption of the final budget.

The meeting adjourned at 6: 55 p.m.

Dave Maughan
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: July 11, 2023