

Minutes of the Work Session meeting of the Syracuse City Council held on May 28, 2019 at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Lisa W. Bingham
Corinne N. Bolduc
Dave Maughan
Doug Peterson
Jordan Savage

Mayor Mike Gailey
City Manager Brody Bovero
City Recorder Cassie Z. Brown

City Employees Present:

City Attorney Paul Roberts
Public Works Director Robert Whiteley
Police Chief Garret Atkin
Fire Chief Aaron Byington
Parks and Recreation Director Kresta Robinson
Community and Economic Development Director Noah Steele

The purpose of the Work Session was to receive public comments; consider Mayor's recommended appointees to the Syracuse City Planning Commission and Board of Adjustments; discuss Communities that Care coordination with The Island grant opening; receive a presentation from Zion's Public Finance re: bonding timeline and process; review and discuss draft Museum Plan proposed by Museum Board; discuss option to renew lease of space at City Hall with Accucolor; discuss option of amending Culinary Water Impact Fee Analysis Plan to include costs associated with culinary water tank project; continue review and discussion of draft Parks Master Plan; review and discuss draft Surplus Property Policy; discuss the following Planning items: review Section 10.35.030 of Syracuse City Code pertaining to home occupation business vehicle parking standards, review Section 10.35.030 of Syracuse City Code pertaining to home occupation employee parking standards, petition to open General Plan Map for property located at 409 South. 3000 West, and Preliminary Plat, The Fields Subdivision, located at approximately 2465 West Gentile (3700 South); continue review of the tentative Fiscal Year 2020 City budget pertaining to wage scale, proposed amendments to the Syracuse City Consolidated Fee Schedule for Fiscal Year 2019-2020, and Syracuse City's participation in the Public Employee's Retirement System and Public Safety Retirement System for Fiscal Year (FY) 2019-2020; review and discuss proposed budget amendments for Fiscal Year (FY) ending June 30, 2019; receive public comments; and discuss future agenda items/Council announcements – specifically adjustments to City Council meeting agendas and staff reports.

Mayor Gailey led the audience in the Pledge of Allegiance, after which Councilmember Maughan offered an invocation.

Public comments

Shawn Hess stated that he is interested in the subject of temporary parking for employees associated with home occupations; he is trying to build his own commercial kitchen at his home to create his food product that is very much in demand currently. He bakes low-carb and gluten free products that are great for individuals with celiac and other digestive diseases.

Presentation and consideration of Mayor's recommended appointees to the Syracuse City Planning Commission and Board of Adjustments.

An administrative staff memo explained there are currently vacant positions on the City's Planning Commission and Board of Adjustments. The City has advertised the vacancies and solicited letters of interest from residents who meet the requirements of the positions. Mayor Gailey has vetted and interviewed the applicants and is prepared to recommend the appointment of three individuals to the Planning Commission and one individual to the Board of Adjustments as follows:

- Alan Gallegos, Planning Commission – four-year term.
- Keith Kennington, Planning Commission – four-year term

- Gretchen Ivy Ruhlen, Planning Commission Alternate – four-year term
- Keith Restroff, Board Of Adjustment – four-year term

The Mayor has invited the four individuals to the work session to answer any questions the Council may have before the Council considers consent for the appointments at the next business meeting.

Mayor Gailey introduced each of the four individuals and invited them to address the Council to explain the reason they are interested in being appointed to advisory committees of the City. Each recommended appointee provided the Council with information regarding their professional and personal experiences, after which the Council concluded they support the Mayor's recommended appointments. Mayor Gailey indicated an action item will be added to the consent agenda for the next City Council business meeting to formalize the appointments.

Communities that Care coordination with The Island grant opening.

An administrative staff memo summarized an email from Councilmember Bolduc in which she explained that the Communities that Care Coalition was interested in participating in the grand opening event for The Island; the Coalition believed their present would accentuate The Island opening by encouraging family bonding and communication; when families visit the Care Coalition booth, they will receive a coupon that can be used at any of the food trucks at the event and they will receive tips about preventing underage drinking.

Councilmember Bolduc reviewed the information provided in the staff memo above and presented additional information about the efforts of the Coalition relative to combatting underage drinking.

Parks and Recreation Director Robinson noted that she needs direction from the City Council regarding to the amount of money that she is authorized to allocate to the grand opening event for The Island. The Council discussed the schedule of the event and the supplies needed and ultimately concluded to determine an amount to be allocated to the event during the next business meeting when they will consider a comprehensive budget opening for the entire City.

Presentation from Zion's Bank Public Finance re: bonding timeline and process.

A staff memo from the Administrative Services Director explained the goal of this discussion is to provide the Council with the timeline and explanation of the process of bonding for the City's culinary water tank project. Items to be discussed include:

- Municipal Advisors and Bond Council
- Interest Rates, terms of bond, and type of bond
- How much do we need to borrow?
- Direct Placement vs Going to the market
- Public Hearing and protest period
- Bidding
- Parameters Resolution

The estimate closing date for the bond would be around the 7th of August 2019. This is subject to change depending on the calendar of events listed. The next step in the process would be for the Council to approve the parameters resolution on June 11, 2019.

Mr. Marshall reviewed his staff memo and introduced Zion's Bank Public Finance Vice President Johnathan Ward who presented the Council with a packet of materials containing the draft bond parameters resolution, the calendar of events included in the bond process, and a bonding scenario summary. He reviewed the components of the parameters resolution and noted the importance of this document is that it dictates the maximum amount of money for which the City is willing to bond; the resolution also provides for noticing of a public hearing relative to the bond issuance. He reiterated that the City's bond advisors are recommending that the parameters resolution be considered on June 11, 2019. He then reviewed the calendar of events, highlighting all events that require Council involvement. He also highlighted all notices that will be made to the public regarding the intent to issue bonds. The calendar contemplates a direct purchase bond, which can result in a higher interest rate, but provides for greater flexibility in terms of payment schedule and no prepayment penalty. He stated the other type of bond available to the City is a public capital market bond; the bonds are made available for purchase to all kinds of investors. This process is much more intensive and a sale to the public market removes the City's ability to prepay a bond. This typically results in a lower interest rate because investors know they can rely upon a defined bond term and return on their investment. He concluded his advice to the City is to proceed with a direct purchase bond to make it possible to

preserve the current cash on hand, which is gaining interest, and provide for the ability to prepay the bond early if possible. All inclusive costs for a direct purchase bond at 2.5 percent interest would equate to a total debt obligation of approximately \$6.2 million.

Councilmember Peterson asked if the City has the ability to refinance this type of bond in the event that interest rates fall dramatically. Mr. Ward answered yes, but noted that rates are very low, and he does not anticipate a scenario where it would be dramatically beneficial to refinance this bond.

Mr. Marshall added he is supportive of Mr. Ward's recommendation to proceed with a direct purchase bond.

Councilmember Savage asked if the bond proceeds can only be used for the water tower project or if it could be used for other needed culinary water projects. Mr. Marshall stated that he would recommend restricting the bond to the water tower project. Mr. Ward stated that the resolution will actually restrict the bond to a defined project; however, if other water system projects are needed in conjunction with or related to this project, it would be possible to use bond proceeds for those projects. Councilmember Savage indicated he is interested in including language in the bond resolution that dictates that the proceeds must be used for a specific project; he does not want a future City Council to have the ability to use bond proceeds for other projects in the event the entire bond amount is not needed for the water tank project. Mr. Marshall stated that the funds will be restricted and as the project moves forward, the City will have a greater understanding of the actual costs; any portion of the bond that is not needed for the project could be refunded.

Review and discussion of draft Museum Plan proposed by Museum Board.

A staff memo from the City Manager explained the **Museum Board** is a public body of the City that is appointed by the Mayor with the advice and consent of the City Council. The **Museum Foundation** is a private non-profit that was set up to care for the displays and fund the museum programs. Currently, the Museum Foundation Board members act as the City Museum Board members. By City ordinance, the Museum Board is responsible for the day-to-day management and operations for the Museum. The City owns and maintains the buildings and grounds for the use and operation of the museum. The ordinance also states that one of the duties of the Museum Board is to "Prepare and recommend for approval by the City Council a long-range plan, including goals, for the Museum and Cultural Center, review any adopted long-range plan on an annual basis, and recommend any updates or changes to the City Council." The memo concluded the goal of the discussion is for the Council to consider whether to place the Museum Plan on the June business meeting agenda for action.

Mr. Bovero reviewed his memo and introduced Dean Hill and Phil Gooch, members of the Museum Board; he asked them to provide an overview of the draft Museum Plan, which is intended to encompass years 2020-2025. Mr. Hill used the aid of a PowerPoint presentation and highlighted the four main goals of the Plan, which include increasing tourism; preserving history, culture, and community; improving internal organization for the Museum; and education, collaboration, and public involvement. Specific to improving the internal organization of the Museum, the Board would like to hire a curator with three to six months; additionally, an upgrade to the Museum's history-keeping software is needed in that same time frame. City support is sought for both of these endeavors.

Council discussion of the Museum Board requests centered on the Council's support for an appreciation of the improvements that have been made at the facility; the Council ultimately concluded to delay discussions about the curator position and software upgrade until detailed discussions regarding the Fiscal Year (FY) 2020 budget are finalized.

Council member Maughan stated while he feels the draft Plan is good, he does not feel it is complete and he would like to increase the Council's and Administration's involvement with the Board to pursue a more thorough Plan. Councilmember Peterson stated he is the liaison to the Museum Board and he now has the ability to engage more with that Board.

Mayor Gailey asked the Council if they are supportive of proceeding with placing an action item on the next business meeting agenda to allow for adoption of the Plan. The Council discussed the appropriate action to take, ultimately concluding to consider adopting the Plan as a starting point with the understanding that it is a living document that will be adjusted as more discussions among the Board with City involvement occur. Mr. Bovero added that if the Council is interested in satisfying the request for City support of the curator position, it is necessary to determine within which Department that employee will be placed. The Council indicated they feel the appropriate Department for the employee is Parks and Recreation, but committed to discussing the compensation for the employee during future budget discussions.

Discussion of option to renew lease of space at City Hall with Accucolor.

A staff memo from the Administrative Services Director explained the Accucolor lease expires on June 30, 2019. This was a 7-year lease that originated in July 2012. Accucolor is wishing to renew the lease with the city. They would like to renew for a new 3-year period with a one additional 2-year option for a total of 5 years. She would also like a 6-month termination clause in the event that the city would need the space before 5 years. We think that this is agreeable and would work for the City. City Administration compared market rates for lease space in and around Syracuse and determined that lease space like this is running between \$15-\$18 per square foot a year. Accucolor is currently paying \$16.07 per square foot a year based upon lease payments and property taxes paid. Administration proposes that the set rates should be as follows for the next five years. This would include a 3% escalator each year beyond year one.

- Year 1: \$36,167 or \$3,013.92 per month
- Year 2: \$37,252 or \$3,104.33 per month
- Year 3: \$38,370 or \$3,197.50 per month
- Year 4: Option to renew at market rate
- Year 5: Option to renew at market rate

If the Council is agreeable to these terms, Administration can draft a new lease agreement and the Council could approve the contract in the June 11, 2019 meeting.

Mr. Marshall reviewed his staff memo and introduced Judy Barrett of Accucolor to allow her to address the Council regarding some concessions she would like made regarding her lease.

Ms. Barrett stated that while she is appreciative of the ability to lease space in City Hall, she desires greater flexibility in advertising the location of her business in City Hall; she would like to be able to place an advertising banner or other type of signage aside from the fixed sign that has been installed on the exterior of the building. She stated she would also like for the City to include an advertisement of her business in the monthly utility bill. Councilmember Maughan noted that the City publishes a monthly magazine and Ms. Barrett is welcome to advertise there. Ms. Barrett stated advertising costs in the publication are too high and she has decided not to pursue that option. Councilmember Maughan stated that he has heard complaints from others that the cost to advertise in the Syracuse Connection are abnormally high when compared to other publications and he wondered if it is appropriate for the Council to discuss advertising rates in a future meeting.

Ms. Barrett then stated she would like for the City to aid her in removing a door in her space to get a larger printing machine moved there. City Manager Bovero stated that is an administrative matter than can be handled by City staff. Ms. Barrett then concluded that she understands that the nature of this lease requires the City to limit lease periods to as low as two years, but in the event that the City decides to discontinue the lease in order to expand its own operations into the space she currently occupies, she would need six-months' notice of the termination. The Council agreed that is reasonable.

Councilmember Maughan then stated that he would like to perform a comprehensive review of the City's sign ordinance; specifically, he would like to discuss business and other advertising signage regulations as it seems that Syracuse is more restrictive than other cities. Councilmember Bingham stated she would support that type of discussion in a future meeting. Councilmember Maughan stated he would also like to discuss advertising rates in the Syracuse Connection to determine if rates are cost prohibitive for Syracuse City businesses.

Councilmember Bingham stated that she is supportive of placing an action item on the next business meeting agenda to approve the lease extension. Councilmember Peterson agreed; he is supportive of the lease as well, but he is not supportive of subsidizing advertising for Accucolor or any business in the City.

Ms. Barrett then stated that she would like for the City to consider some option for including her property tax in her monthly lease amount so that she is not required to pay a lump sum of property tax each year.

Discussion option of amending Culinary Water Impact Fee Analysis Plan to include costs associated with culinary water tank project.

A staff memo from the Administrative Services Director explained that during the last City Council meeting, City Administration and the City Council discussed the possibility of amending the City's culinary water Impact Fee Analysis (IFA) plan to include actual costs of the upcoming water tank project. Staff has updated the plan to include modified costs for the current tank and for future water tank storage. The change in estimates affects the rates as follows:

Water Meter Size	Proposed Amended Fee	Current Fee
3/4"	\$1,099.58	\$805.29
1"	\$1,832.63	\$1,342.15
1 1/2"	\$3,665.26	\$2,684.30

2"	\$5,864.42	\$4,294.88
3"	\$11,728.85	\$8,589.77
4"	\$18,326.32	\$13,421.51
6"	\$36,3652.64	\$26,843.02
8"	\$58,644.23	\$42,948.83

If the Council wishes to proceed with this change, a public hearing must be noticed; the amendment could be considered following a public hearing on June 11, 2019. There would also be a 90-day waiting period before the rate would become effective, meaning it would be effective September 9, 2019.

Mr. Marshall reviewed his staff memo and noted a few issues that are not addressed in his memo is that the purchase of the land for the water tank as well as a transmission line project to connect the tank to the culinary water system are not included in the original document IFA; if the Council would like to include those costs in the amended IFA as well, that direction is needed. The Council indicated they feel it is appropriate to include those costs in the IFA, which will result in the fee increasing further.

Councilmember Savage expressed his concern about fee increases as he wants to ensure Syracuse City is an affordable place to build a home. He asked if staff has conducted an analysis of fees charged in other cities. Mr. Marshall stated that it can sometimes be difficult to compare fees charged in other cities because different formulas are used to determine an impact fee; however, in his comparison, he found that Syracuse City is higher than just two other cities and that all other cities that were considered have higher fees than Syracuse. Councilmember Maughan added it is important to consider that the purpose of impact fees is to ensure that new developments pay for the impact they have on the City's infrastructure systems. Councilmember Savage stated he understands and he is supportive of covering the true cost of that impact, but it is important to remember that impact fees are also assessed on businesses and he does not want to enact fees that deter commercial growth. Councilmember Maughan agreed, but noted there are many other factors that a business considers when determining where to locate.

Continued review of Parks Master Plan.

A staff memo from the Parks and Recreation Department explained the intent of this agenda item is to allow the Council to continue their review and discussion of Councilmember Savage's proposal for amendments to the draft version of the Parks Master Plan. Staff anticipates one more work session discussion in to review the final draft, including maps, with a vote in the July business session.

Ms. Robinson reviewed her staff memo and presented Councilmember Savage's version of the plan, which includes edits that were recommended in previous discussions. She and City Manager Bovero facilitated the review of the updated version of the Plan; throughout this discussion, there was a focus on the maps to be included in the Plan; level of service for recreation programming based on current population and projected growth through the year 2024; the 70/30 ratio of active and passive use of park space in the City; overarching goals of the document; and open space preservation. Ms. Robinson indicated she will use the feedback provided tonight and make the final edits to the Plan before presenting it for a final read during the June work session meeting.

Review and discussion of draft Surplus Property Policy

A staff memo from the City Manager explained from time to time, the City must dispose of property. However, due to the nature of City property being public, and often times tax-funded, a policy is proposed to achieve the following:

- Conduct the disposal of surplus property in a manner that is efficient, but also transparent and in the best interest of the City.
- Execute the disposal of property in a prioritized manner in order to achieve consistency across departments in the disposal of property.

The proposed policy has been deliberated amongst the management team of the City, with the participation of Mayor Gailey. The proposed policy covers the following issues:

- General policy governing surplus property:
 - Items with an original purchase price of \$100 or less may be disposed of without formal action once the item is at the end of useful life.
 - Property with an original purchase price over \$100 with current value of \$0 to \$1,000 may be disposed of by Department Head using the prioritized method outlined in the policy, and includes documentation of the disposal.

- Any item with an estimated value between \$1,000 and \$5,000 may be disposed of with City Manager authorization, and using the prioritized methods outlined in the policy, and includes documentation of the disposal.
- Any item with an estimated value over \$5,000 must have City Council approval prior to disposal.
- Exceptions to the general policy.
 - Methods of disposal of property, along with terms and conditions of sale of property.
 - Acquisition of surplus property by employees of the City.
 - Disciplinary action related to non-compliance with the policy.
 - Ability to audit.

Mr. Bovero reviewed his staff memo and facilitated discussion among the Council regarding the draft policy; there was a focus on the practice of determining the value of a piece of surplus property; dollar amount thresholds that an item must fall under in order to be disposed of; communication with the Council regarding items that have been disposed of; and maintenance of technology equipment that is being taken out of use in the City or is being given to an employee upon their departure. In conclusion, Councilmember Bolduc indicated she felt the Council should receive a report of surplussed and disposed of items that follows the current purchasing policy of the City; meaning, if the Council is required to act on an expenditure over a certain dollar amount, according to the purchasing policy, the Council should also be required to act on disposal of an item valued at or above that same dollar amount.

Mayor Gailey asked the Council if they were comfortable with the placement of an action item on the next business meeting agenda to allow for discussion and action regarding this proposed policy; the Council consented to that course of action.

Planning item: Review Section 10.35.030 of Syracuse City Code pertaining to home occupation business vehicle parking standards.

A staff memo from the Community and Economic Development (CED) Department explained the City Council has directed staff to address the parking standards in the home occupation business section of the City Code to regulate parking for large vehicles and trailers and those with signage. A resident with a business on 2700 South requested that the City Council address these regulations. In response, staff has written a potential amendment to subsection (B)(7) of §10.35.040 which has been included in this report. The intent of the amendment is to allow the parking of more than one vehicle and trailer on properties fronting major roads. The proposed amendment specifies locations where additional vehicles and trailers may be appropriate and restricts these additions to properties of one-half acre or more to avoid deleterious impacts to surrounding properties. Vehicle signage has also been addressed to prevent the creation and maintenance of mobile signs which are not in accordance with the purpose of Home Occupation Code which states "The occupants should conduct such businesses so that neighbors, under normal conditions, would not be aware such businesses exist."

Mr. Steele reviewed the staff memo and facilitated discussion among the Council regarding suitable regulations for home occupation business vehicle parking; the Council debated the appropriateness of allowing for multiple business vehicles and trailers in residential areas of the City. Councilmember Bolduc stated she is not concerned about parking multiple business vehicles on a property so long as they are not parked on a public street and do not create a nuisance for neighboring property owners. Councilmember Savage stated he feels restrictions on the number and size of business vehicles is appropriate; otherwise, there would be nothing to prevent a home occupation owner from parking multiple large vehicles anywhere on their property. Additionally, the vehicles could have signage on them, which would equate to a business sign in a residential zone. He stated these activities are appropriate for commercial zones. Councilmembers Maughan and Peterson agreed and noted they are concerned about creating an ordinance that would lead to negative impacts for residential neighborhoods. Philosophical discussion continued and the Council reached consensus to allow parking on side and front yards rather than restricting all vehicle parking to the backyard. The Council also agreed to create street classifications rather than call out specific streets in the City as there is the potential for certain streets to change from arterial to major arterial as growth continues.

Planning item: Review Section 10.35.030 of Syracuse City Code pertaining to home occupation employee parking standards.

A staff memo from the Community and Economic Development (CED) Department explained recently the City received an application for a home occupation. The application was denied because it did not meet city ordinance. The applicant has petitioned a councilmember to add the topic as a discussion item to this agenda. Please find attached the home occupation ordinance with the portion of ordinance that has been requested to be modified highlighted in yellow. The purpose of this discussion is to direct staff if you would like to change the rules concerning home occupations.

Mr. Steele reviewed the staff memo and facilitated discussion among the Council regarding the current ordinance; the Council agreed that the current ordinance is too restrictive in nature and it would be appropriate to consider adjustments that would allow for parking of additional vehicles. Councilmember Peterson stated he is concerned about allowing too many vehicles, especially when those vehicles may be coming and going from the home several times a day; this could be problematic in neighborhoods with large numbers of children. Councilmember Savage stated that he is concerned about allowing so many vehicles that it is necessary for them to be parked on the property and on the street. Councilmember Maughan agreed and stated that when a home occupation approaches the size that their property can no longer accommodate employee vehicles on-site, it may be time to consider moving the business to a commercial area. Councilmember Peterson suggested elimination of Section 10.35.040(B)(8) and the addition of language that indicates that any vehicular activity or parking associated with a business must be accommodated on-site. The Council supported this proposed language adjustment.

Mr. Steele stated that this matter must be reviewed by the Planning Commission due to the fact it is included in the City's Land Use Code; he noted he will inform the Commission of the Council's recommendations and he will report back to the Council once the Commission has made a formal recommendation.

Planning item: Petition to open General Plan Map for property located at 409 South 3000 West.

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

Location:	409 S. 3000 W.
Current Zoning:	R-1
General Plan:	R-1
Proposed General Plan:	R-3
Acres:	.5 acres
Applicant Name:	Hassan Namazi
Parcel ID:	12-034-0006

The applicant is requesting to amend his general plan and zoning from R-1 to R-3. The lot is a half acre corner lot and the applicant desires to split the parcel, creating one new building lot. Current R-1 zoning requires 2.3 units per acre and a minimum lot size of 12,000 sf. He can meet the minimum lot size requirement with the split, but not the maximum units per acre. R-2 zoning has a maximum of 3 units per acre which would still not allow two lots on .5 acre. R-3 allows 4 lots maximum per acre which would allow 2 lots. Since the general plan map is currently outside of an open amendment period, a special vote by council is required to allow this amendment. If the council voted to open the general plan map, then the application would resume its normal course to Planning Commission and back to council for a vote. It is proposed that both general plan and zoning map be run concurrently due to the simplicity of the application. After general plan and zoning is right, the applicant will be required to submit an application for subdivision which would again go through Planning Commission and City Council.

Mr. Steele reviewed his staff memo. The Council engaged in high-level philosophical discussion regarding the nature of the request with a focus on the requested zoning and compatibility with the surrounding developments.

Mayor Gailey inquired as to the applicant's development plans for the property. Mr. Namazi stated that he does not live on the property, but he maintains it for his family and that responsibility has become overwhelming. The home is currently vacant and his family would like to subdivide the property before selling it.

City Attorney Roberts noted the action before the Council tonight is to consider whether to open the General Plan; he reviewed the criteria that the Council should consider before consenting to opening the Plan. Councilmember Maughan stated that he does not believe this application meets those criteria and he suggested the application be denied at this point. Councilmember Savage agreed. Councilmember Peterson also agreed, but noted that he would be amenable to this type of zone change in the future if it was in line with the General Plan. Councilmember Bingham agreed and suggested that the applicant file an application next year when the General Plan will be open.

Planning item: Preliminary Plat, The Fields Subdivision, located at approximately 2455 West Gentile (3700 South).

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

Location:	2465 West Gentile (3700 South)
Current Zoning:	R-1
General Plan:	R-1
Total Subdivision:	54.59 Acres
Area/Number of Lots:	115

The applicant has requested preliminary plat approval of a 115-lot residential subdivision called The Fields. This is a cluster subdivision in three phases. Minimum lot size in the cluster is 7,000 square feet and maximum density is 2.3 units per acre. The northern half will accommodate the building lots and access to 2400 West while the southern half will be largely open space dedicated to the City. This meets the requirements of the open space required in the Cluster Conditional Use and provides for a continuation of the large open space created by the dedication of the regional park property as part of the Still Water development to the east. The restriction in the City Code on sewer lift stations without a dedicated Special Service Area to finance and maintain the lift stations limits development significantly in this area of the city. This provides opportunity for new development to create large open spaces as a buffer between development and the more natural environment across Gentile Street. The trails master plan shows a trail to cross this property east to west, but is now proposed to run along 2400 West to be closer to the planned regional park. The developer is proposing a trail in the open space are that will eventually connect to the planned shoreline trail. The Planning Commission voted on 5-21-19 to approve the conditional use permit for the cluster subdivision and forward a recommendation for approval of the preliminary plat. The vote was six affirmative and one abstention, with one Commissioner absent.

Mr. Steele reviewed the staff memo and reviewed the site plan and conceptual plan for the proposed project. He also reviewed the tentative elevations for the homes to be built in the project and noted that if the applicant desires to deviate from those elevations, an amendment to the development agreement would be required. High level discussion among the Council centered on the layout of the subdivision, street configuration, building materials to be used on the homes, streetscaping standards, and any traffic calming techniques that could be incorporated into the project.

Mayor Gailey asked for Council support of placing an action item on the next business meeting agenda regarding this application; the Council consented.

Continued review and discussion of tentative Fiscal Year (FY) 2020 City budget.

Wage Scale: all recommended changes to the wage scale are highlighted in red on the wage scale document. City staff performed a salary benchmark review for the Administrative and Public Works departments in conjunction with scheduled quadrennial reviews. The proposed changes to each of the Administrative and Public Works positions are highlighted in red. The Information Technologies (IT) Technician position has also been changed from part-time to full-time based upon prior discussion and needed services throughout the City. The Development Services Manager position has been eliminated upon department restructuring and hiring another Building Permit Technician. No other changes have been proposed with this wage scale update.

Mr. Marshall briefly reviewed the adjustments and noted that two additional changes that were made to the document since it was provided to the Council are the inclusion of the Fire Marshall and Museum Curator positions.

Councilmember Maughan asked if the wage scale reflects actual salary changes for employees. City Manager Bovero reported that the wage scale is adjusted to be more comparable with the market, but only those employees who are in Departments that were evaluated as part of the City's recruitment and retention policy will receive market adjustments. Those market adjustments are accounted for in the budget, and this action is to set the new wage scale for all employment positions in the City. Councilmember Maughan is concerned about the City's ability to absorb the fiscal impact of the proposed market adjustments in one year. He suggested phasing of the market increases over a two-year period. Mr. Marshall stated that the total impact of the market increases is included in the tentative budget, which is a balanced budget. Councilmember Peterson stated that the City's budget is tight each year and he asked Councilmember Maughan where he would shift the funding to if the fiscal impact of market increase were cut in half. Councilmember Maughan stated he has a list of items to discuss with the Council. He added that the initial draft of the budget was not balanced, and the Council was not informed that it has since been balanced due to the fact that the Council has not been as involved in this budget process as in years past. Mr. Bovero

expressed concern about implementing market adjustments for the Administrative and Public Works departments differently than has been done for the other Departments of the City that have already undergone a quadrennial review.

Councilmember Maughan then stated that a part-time administrative assistant position in the City has a higher wage than a full-time administrative assistant position. Mr. Marshall stated he will research the data considered for those positions and make changes where necessary. Councilmember Maughan then referenced employees in the City who have cross-trained to perform multiple jobs; he asked if they receive the pay for the higher of the two jobs. Mr. Bovero stated that every employee is assigned a fixed wage scale and that does not fluctuate depending on the duties performed from day to day. All employees understand it is part of their job to cover other areas of the City.

Councilmember Maughan asked if the City has always paid interns. Mr. Bovero answered yes; he has found that the City will get better applicants if they are compensated. He stated that if there were a decision made by the Council that required him to reevaluate the wage for interns, he would do so, but he feels strongly that it is appropriate to pay interns.

Review proposed amendments to the Syracuse City Consolidated Fee Schedule for Fiscal Year (FY) 2019-2020: the staff memo included a list of proposed changes to the Consolidated Fee Schedule:

- Amendment to culinary impact fees – see schedule
- Changes to Secondary Connection Fee – install of secondary meters and radios on new development. See schedule for change in fees.
- Utility Rate Changes:
 - Garage: Increase of \$2.00 per can
 - Culinary Water: Increase of \$1.05 for water rate increases from Weber Basin Water and hiring a new maintenance worker.
 - Secondary Water: Increase of \$0.95 for water rate increases from irrigation companies and hiring a new maintenance worker.
 - Parks Maintenance Fee: Increase \$0.50 for park maintenance. This includes \$0.15 for trees & landscaping, \$0.15 for electrical, utilities, and supplies for splash pad and linear park, and \$0.20 for equipment replacement (i.e. lawnmowers, etc.).

Mr. Marshall reviewed the proposed adjustments to the Consolidated Fee Schedule. Discussion among the Council centered on the portion of the total fee increase that the City is responsible for. The total fee increase is \$4.45 and \$2.55 is pass-through fees from other taxing or service entities. Councilmember Bingham stated that means that less than 40-percent of the fee increase can be attributed to the needs of the City and those needs are a result of population growth. The Mayor polled the Council to gauge each member's feelings about the increase proposal; Councilmembers Bingham, Bolduc, and Peterson stated they are comfortable with the fee increase as they feel the decisions being made are responsible and are only being considered to cover the costs associated with growth. Councilmember Savage agreed, but noted he wished there were options for reducing the burden on City residents. Councilmember Maughan stated he understands the need, but wished there were a way to spread out the burden. Councilmember Savage stated the alternative is to consider a property tax increase. Councilmembers Bingham and Savage stated they have heard from residents that they are more comfortable with a property tax increase as that is paid with their monthly mortgage escrow. Councilmember Bolduc stated she has heard that as well, but she feels a fee is more appropriate because it is assigned to the account associated with the need while revenues associated with a property tax increase go directly into the City's general fund. This led to philosophical discussion and debate regarding the appropriate way for the Council to proceed: a property tax increase or fee increase; there was a brief focus on the opportunity to eliminate the City's street light utility fee once the debt associated with street lighting is satisfied next year or even eliminating the Parks Maintenance Fee at one point in the future. Councilmembers Bolduc and Peterson stated they support the proposal to proceed with fee increases rather than a property tax increase. Councilmembers Bingham, Maughan, and Savage expressed interest in exploring the option of maintaining the City's property tax rate, which is defined as a tax increase. Mr. Bovero likened gradual increases to the City's mechanism for 'digging itself out of a hole'; past City Council's deferred maintenance costs because they did not want to increase fees or taxes to adequately cover costs. This has made it necessary for the current City Council to make difficult decisions for the past several years as they try to appropriately fund the City and provide appropriate levels of service. Councilmembers Bingham and Savage stated that based upon that explanation, they can support the proposed fee increases.

Parks and Recreation Director Robinson asked that the Council proceed with caution if they are seriously considering elimination of the Parks Maintenance Fee; that fee was put in place to provide a secure source of funding to perform parks maintenance duties that are in line with the standards expected by the residents of the City. If that source of funding is eliminated, she will be forced to fight for adequate funding each year in the City's General Fund and that is very concerning to her as future City Councilmembers may not value parks in the same manner as the current City Council.

Discussion regarding Syracuse City’s participation in the Public Employee’s Retirement System and Public Safety Retirement System for Fiscal Year (FY) 2019-2020: The City is required by Utah Code Title 49, Chapters 11-15 to pay retirement on our 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. We currently participate in 9 different retirement programs offered by URS. This includes our police, fire, and administrative staff as well as tier I and tier II employees. They are outlined below and in the URS rates table below:

Local Government Employee	Tier I – DB	18.47%
Local Government Employee	Tier II – DB Hybrid	16.69%
Local Government Employee	Tier II – DC	16.69%
Public Safety – Police	Tier I – DB	34.04%
Public Safety – Police	Tier II – DB Hybrid	23.83%
Public Safety – Police	Tier II – DC	23.83%
Public Safety – Fire	Tier I – DB	19.66%
Public Safety – Fire	Tier II – DB Hybrid	12.08%
Public Safety – Fire	Tier II – DC	12.08%

The Council offered their support for proceeding with this action at a future business meeting.

General budget discussion: A staff memo from the Administrative Services Director explained City Administration would like to have an open budget discussion for the FY2020 budget to discuss any topics or concerns that the City Council has regarding the tentative FY2020 budget. The memo highlighted the changes made to the budget since the Council’s last review:

- Removed the Bluff Ridge Pavilion from budget.
- Changed budget message to remove reference to new website creation.
- Remove the construction and funding for the park maintenance facility.
- Proceeds from items below will be transferred to the capital projects fund and held in that fund for construction of park maintenance facility:
 - \$450,000 from UDOT for Syracuse property along West Davis Corridor
 - \$150,000 surplus money
 - \$120,000 – sell of land by church
 - \$24,000 – cell tower rent (previously not budgeted because of proposal to sale)
 - **\$744,000 – Total**
- Also, discussions about proceeds from sell of cemetery land could be earmarked for the park maintenance facility.

Mr. Marshall reviewed the changes made to the budget included in the list above. He added Administration also needs direction from the Council relative to funding the museum curator position and the upgraded software needed for the Museum. The Council discussed this matter and concluded to proceed with the software upgrade, which has a fiscal impact of \$700 per year, using Recreation, Arts, Parks (RAP) tax revenue, and to fund the museum curator position from the general fund.

Councilmember Maughan then emphasized his concern regarding the Council’s lack of involvement in the budget preparation process. He referenced the discussions that have taken place tonight regarding fairly minor budget items and indicated that he feels that up to 10 similar discussions could have taken place over the past several months. He stated he has been put in a position where he does not feel very comfortable with the tentative budget. He stated the Council is expected to adopt a budget at their next business meeting, but there has not been sufficient time to review it. Mayor Gailey disagreed; he referenced occasions where the Council has reviewed the budget and noted there was an attempt made to hold a budget retreat this spring, but some individuals were not available. He added that the Council has been invited to discuss their concerns with Mr. Marshall and Mr. Bovero and that would lead to an issue being addressed in that setting or being brought to the entire Council for a resolution. He stated he is not sure what more could have been done given the time constrictions and the unavailability of Councilmembers. Councilmember Savage stated that he only remembers being asked about one date for a retreat; he does not recall being presented with multiple options for a retreat date. Mayor Gailey stated that multiple dates were discussed, but when he encountered opposition with one person, he quit pursuing the retreat meeting. He stated he knows many Councilmembers have sat down with Administration to discuss their budget concerns; if all members had done that, he and Mr. Bovero would have been able to address those concerns. He stated he will give Councilmember Maughan 10 minutes to raise his concerns tonight. Councilmember Maughan stated that he feels that all budget concerns should be

discussed among the entire City Council rather than one-on-one between a Councilmember and a member of City Administration. He then commenced sharing his list of budget concerns, which included the \$6,000 budget for public surveys conducted by a private consultant. He stated he feels the purpose of this proposal is to eliminate the Council's voice regarding policy matters in the City and he suggested that rather than using a private consultant, that the City conduct surveys using the Syracuse Connection monthly publication. Mr. Bovero noted that the intent of the public survey proposal is not to eliminate the voice of the Council; rather, it would augment their decision-making process by providing statistically valid input that is currently unavailable or difficult to gather. Councilmember Maughan then referenced the tuition assistance line item and noted he thought it had been eliminated two years ago. Mr. Bovero stated that is not correct; the budget has been reduced over the years, but the tuition assistance program was never eliminated. Councilmember Maughan then stated he is concerned the budget does not include funding for post construction road resurfacing. Public Works Director Whiteley stated that the City's standard construction contract includes a clause requiring contractors to repair damage made to roads that are not part of the project they are working on. Councilmember Maughan suggested that it is appropriate to include funding in the budget to allow the City to make the repairs, after which the City could try to recoup the amount spent from the responsible contractor. The Council briefly discussed the issue and indicated they feel this is a bigger issue that should be addressed from a policy standpoint outside of the budget. Councilmember Maughan then expressed concern about the purchase of new Surface Pro devices in the Community and Economic Development (CED) Department when these devices were purchased just two years ago. Mr. Steele stated that the current versions of the Surface Pros cannot do what they were intended to do for CED staff using them. He would be happy to reassign the devices to another Department that may be able to utilize them. Councilmember Maughan stated his final concern relates to the amount of funding and other resources that the City continues to dedicate to the Farmer's Market. Mr. Steele stated that the Farmer's Market continues to grow and he thinks it will be more successful this year. The Council discussed the program and indicated they would like to allow the Market to continue for one more year to see if it is benefitted by the opening of The Island splash pad. Councilmember Maughan stated he has received reports from residents that they feel unsafe using the City's trail system due to the overgrowth of phragmite. Mr. Bovero stated that the Public Works Department and Fire Department is evaluating the length of the trail to prioritize the areas that need the most attention. This will be done with mowing and burning practices. Councilmember Maughan concluded his final concern relates to the placement of a drinking fountain at the skate park, which has been vandalized in the past. He does not want to spend money on something that will likely be damaged or vandalized. The Council discussed the matter with Ms. Robinson and ultimately concluded to remove that expenditure from the budget this year and evaluate the situation again next year.

Review and discussion of proposed budget amendments for Fiscal Year (FY) ending June 30, 2019.

A staff memo from the Administrative Services Director explained highlighted the proposed budget amendments for the Fiscal Year budget ending June 30, 2018.

- Changes to **General Fund budget:**
 - The City will have approximately \$400,000 in budget savings across all general fund department expenses. This is primarily due to salary and benefit savings.
 - Add a transfer of \$628,000 to the capital projects fund (\$400,000 in savings above plus \$228,000 in budget surplus from previous budget openings).
- Changes to **Storm Water budget:**
 - Add \$202,000 storm water project for a storm drain in bluff road. This would be split equally between storm water operating and storm water impact funds.
- Changes to **Capital Project budget:**
 - Add transfer into fund for \$628,000.
 - Insurance proceeds for lawn mower of \$39,075.
 - Purchase of new mower ~ \$86,000.
- Reduction of cemetery parking lot maintenance and savings from fire truck purchase ~ \$47,000.

Mr. Marshall reviewed his staff memo. He noted that one item that is not included on the list relates to the joint project completed by Syracuse and Clearfield City on 500 West; Clearfield recently invoiced the City for its portion of the project, which is roughly \$60,000. He noted that adjustment will be included in the proposal that will be submitted to the Council and public advertised for consideration at the June 11, 2019 meeting.

City Council Work Session
May 28, 2019

Ms. Robinson added that she needs direction from the Council regarding the amount of money to be spent on The Island grand opening event and from where to spend the money. The Council discussed the matter and concluded not to exceed \$2,500 and to use Recreation, Arts, Parks (RAP) tax revenue for the event.

Public comments

There were no public comments.

Discussion of future agenda items/Council announcements

Several Councilmembers complimented the Parks and Recreation Department on their efforts to beautify the City Cemetery in advance of the annual Memorial Day Celebration. There was no additional discussion among the Council regarding future agenda items or Council business.

The meeting adjourned at 10:33 p.m.

Mike Gailey
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: July 9, 2019

Minutes of the Special meeting of the Syracuse City Council held on May 28, 2019 at 9:33 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Lisa W. Bingham
Corinne N. Bolduc
Dave Maughan
Doug Peterson
Jordan Savage

Mayor Mike Gailey
City Manager Brody Bovero
City Recorder Cassie Z. Brown

City Employees Present:

City Attorney Paul Roberts
Public Works Director Robert Whiteley
Parks and Recreation Director Kresta Robinson
Community and Economic Development Director Noah Steele

1. Meeting Called to Order.

Mayor Gailey called the meeting to order at 9:33 p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

2. Common consent: Minor Subdivision Plat Approval, Rosewood Townhomes Subdivision, located at approximately 1600 S. 2000 W.

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

Location: approximately 1600 South 2000 West
Number of Lots: 9
Current Zoning: R-4 residential
Subdivision Acreage: 1.278

The applicant has requested approval of a minor subdivision called Rosewood Townhomes. This plat is intended to allow for sale of the townhomes as individual units and to allow for universal irrigation of the entire project. The subdivision will create 6 new lots and add them to three existing 4-plex units on the property. The ground will be platted as common space to allow for universal irrigation of both the existing and new areas of the subdivision. Building permits for the 6 proposed townhomes have already been issued to construct on the larger legal parcel.

The R-4 Code states the following about new development:

The purpose of this zone is to provide for the development of one- to four-family residential structures and service facilities in a more consolidated fashion than other areas permit. This zoning is only applicable to the existing R-4 zones on the zoning map. In no case shall any additional property within the city be rezoned or general planned to R-4.

This prevents new properties from being developed in the R-4 Zone but does not prohibit improvement or new development within existing R-4 Zone areas. On January 29, 2018 the applicant met with the Board of Adjustment concerning the front setback of the western-most townhomes shown on the plat. This request was denied, and the applicant modified the location of the townhomes to meet the R-4 ordinance.

The memo concluded the Planning Commission held a public hearing on March 5, 2019 and unanimously voted to forward a positive recommendation for approval. City Council reviewed the item during a work session on March 12 and asked that the item be forwarded to a consent agenda.

COUNCILMEMBER PETERSON MOVED TO GRANT MINOR SUBDIVISION PLAT APPROVAL FOR THE ROSEWOOD TOWNHOMES SUBDIVISION, LOCATED AT APPROXIMATELY 1600 SOUTH 2000 WEST. COUNCILMEMBER BINGHAM SECONDED THE MOTION, ALL VOTED IN FAVOR.

At 10:35 P.M. COUNCILMEMBER BINGHAM MADE A MOTION TO ADJOURN. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

Mike Gailey

Cassie Z. Brown, MMC

City Council Special Meeting
May 28, 2019

Mayor

City Recorder

Date approved: July 9, 2019