

Minutes of the regular meeting of the Syracuse City Council held on June 14, 2022, at 6:00 p.m., held in a hybrid in-person/electronic format via Zoom, meeting ID 879 2280 3440, in-person in the City Council Chambers 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  
Deputy City Recorder Marisa Graham

City Employees Present:

Administrative Services Director Stephen Marshall  
City Attorney Paul Roberts  
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

1. Meeting Called to Order/Adopt Agenda

Mayor Maughan called the meeting to order at 6:00 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Teague offered an invocation and Councilmember Bingham led the audience in the Pledge of Allegiance.

Mayor Maughan stated that it has been brought to his attention that two items listed on the agenda are no longer needed: item 10, adoption of a resolution of intent to adjust a common boundary with West Point City, and item 15, consideration of convening in a closed session. He asked that a motion to adopt the agenda include removal of those two items.

COUNCILMEMBER SAVAGE MOVED TO REMOVE ITEMS 10 AND 15 FROM THE AGENDA AND ADOPT THE AGENDA WITH THOSE CHANGES. COUNCILMEMBER TEAGUE SECONDED THE MOTION; ALL VOTED IN FAVOR.

2. Public comment:

Mayor Maughan stated that tonight's meeting agenda provided instructions for residents to email their public comments to City Recorder Brown by 5:00 p.m. tonight in order for them to be read into the record of the meeting. The City did not receive any emailed public comments.

Mayor Maughan invited in-person public comments.

There were no public comments.

3. Approval of minutes.

The following minutes were reviewed by the City Council: Work Session and Special Business Meeting of April 26, 2022, and the Regular Business Meeting of May 10, 2022.

COUNCILMEMBER TEAGUE MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA AS PRESENTED. COUNCILMEMBER BINGHAM SECONDED THE MOTION; ALL VOTED AYE.

4a. Authorize Administration to execute Interlocal Agreement for the billing and collection of fees for advanced life support services.

A staff memo from the Fire Department explained with the Davis County Sheriff's Office discontinuing paramedic services on December 31<sup>st</sup>, 2022, and Davis County fire agencies now beginning to provide this service, a new interlocal agreement regarding reimbursement is necessary. A document included in the meeting packet details how the City is to reimburse mutual aid agencies when they provide transporting paramedic services in our city as well as how the City is to be reimbursed for providing the same service to our mutual aid partners. Staff recommends the Council vote to authorize Mayor Maughan to execute the Interlocal Agreement regarding paramedic billing.

COUNCILMEMBER BINGHAM MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE INTERLOCAL AGREEMENT FOR THE BILLING AND COLLECTION OF FEES FOR ADVANCED LIFE SUPPORT SERVICES. COUNCILMEMBER CARVER SECONDED THE MOTION, ALL VOTED IN FAVOR.

4b. Authorize Administration to dispose of surplus property from the Fire Department.

A staff memo from the Fire Chief explained the fire department is requesting to surplus their 2009 GMC Sierra 4500 Brush Truck. This vehicle is no longer in service and is being replaced as part of our fleet rotation. The new brush truck should be in service within the next couple of months. The fire department is also requesting to surplus their 2002 Pierce 75' Ladder Truck. This vehicle is still in service and is in the process of being replaced as part of our fleet rotation. The new ladder truck is anticipated to be completed and placed into service this Fall.

COUNCILMEMBER BINGHAM MADE A MOTION TO AUTHORIZE ADMINISTRATION TO DISPOSE OF SURPLUS PROPERTY FROM THE FIRE DEPARTMENT. COUNCILMEMBER CARVER SECONDED THE MOTION, ALL VOTED IN FAVOR.

5. Public Hearing: Proposed Resolution R22-22 adopting the Tentative Budget as an Operating Budget for Fiscal Year 2022-2023 and continuing this Public Hearing in August to consider increasing the 2022 tax rate to a level to be determined, and to adopt a Final Budget.

A staff memo from the Administrative Services Director summarized State of Utah's Truth in Taxation process; as required by Utah Code Annotated 10-6-113, the governing body shall establish the time and place of a public hearing to consider its adoption and shall order that notice of the public hearing be published at least seven days prior to the public hearing. This requirement has been met since the City Council adopted the tentative budget on May 10th and set a public hearing on June 14, 2022, to consider adoption of the final budget. As required by Utah Code Annotated 10-6-118, "before the last June 22 of each fiscal period, or, **in the case of a property tax increase under Sections 59-2-919 through 59-2-923, before August 17 of the year for which a property tax increase is proposed,** the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal period for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within 30 days after adoption."

The council is considering a truth in taxation process and raising property taxes by \$1,210,000 to fund the second half of the paramedic program (\$450,000) and to fund eight new full-time positions and one part-time position in the general fund (\$760,000). Also included in this budget are benchmark adjustments based upon our revised recruitment and retention policy. Since the Council is considering increasing the tax rate above the county certified tax rate, it is considered a tax increase under state law and requires a truth in taxation process. The council will be required to continue this public hearing to August 9<sup>th</sup> to discuss increasing the tax rate. The city will be required to advertise in the newspaper once individually and once on a county combined advertisement the intent to increase taxes. This increase will be shown on the property tax bills sent to all residents during late July. The tax bill will show that a TNT meeting will be held and will give a date and time of the public hearing.

The memo concluded the action before the Council tonight is to consider adoption of the proposed Fiscal Year 2022-2023 Tentative Budget as an operating budget and continue public hearing to August 9<sup>th</sup> 2022 at 6:00 p.m. to consider increasing the tax rate in consideration of items noted above.

Mayor Maughan opened the public hearing at 6:05 p.m. There were no persons appearing to be heard and the public hearing was closed.

Administrative Services Director Marshall stated that since the publication of tonight's meeting packet, he has received the proposed certified tax rate from Davis County; considering the Council's intent to increase the tax rate, the number to be included in the adopted resolution and the Truth in Taxation notice is 0.001689.

COUNCILMEMBER TEAGUE MADE A MOTION TO ADOPT RESOLUTION R22-22 ADOPTING THE TENTATIVE BUDGET AS AN OPERATING BUDGET FOR FISCAL YEAR 2022-2023 AND CONTINUING THIS PUBLIC HEARING IN AUGUST TO CONSIDER INCREASING THE 2022 TAX RATE TO A LEVEL TO BE DETERMINED AND TO ADOPT A FINAL BUDGET. COUNCILMEMBER BINGHAM SECONDED THE MOTION, ALL VOTED IN FAVOR.

6. Proposed Resolution R22-25 authorizing and directing the participation rates of Syracuse City in the public employee's retirement system and the public safety retirement system for Fiscal Year 2022-2023

A staff memo from the Administrative Services Director explained 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.

Mr. Marshall reviewed the staff memo.

COUNCILMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION R22-25 AUTHORIZING AND DIRECTING THE PARTICIPATION RATES OF SYRACUSE CITY IN THE PUBLIC EMPLOYEE'S RETIREMENT SYSTEM AND THE PUBLIC SAFETY RETIREMENT SYSTEM FOR FISCAL YEAR 2022-2023. COUNCILMEMBER TEAGUE SECONDED THE MOTION, ALL VOTED IN FAVOR.

7. Public hearing: Proposed Resolution R22-23 amending the Syracuse City Consolidated Fee Schedule by making adjustments to the Storm Water Impact Fee and various utility rate fees.

A staff memo from the Administrative Services Director summarized the following proposed fee adjustments:

- Update the storm water impact fee from \$8,967.37 to \$9,217.00 based on the City’s storm water impact fee analysis study.
- Changes to our utility rates as discussed through the budget process and detailed in the chart below:

<b>Utility Fund</b>	<b>Rate Change</b>	<b>Description</b>
Culinary Water	\$0.35	Weber Basin Water pass-through costs for higher cost of water.
Secondary Water	\$0.09	Rate Increases from water irrigation companies.
Park Maintenance Fund	\$0.40	Increase rate to fund priorities in budget proposal.
Garbage Fund	\$0.50	Increase cost with RFP for waste hauling services.
Secondary Fund	\$0.16	Fund new Public Works Inspector Positions.
Storm Fund	\$0.16	
Culinary Fund	\$0.16	
Sewer Fund	\$0.16	
Secondary Fund	\$2.84	Fund 4 new Maintenance Worker Positions for secondary metering program mandate from state.
Sewer Fund	\$0.18	Fund part-time admin assistant position.
Sewer Fund	\$0.68	Fund full-time sewer maintenance worker position.
Secondary Fund	\$0.29	Fund revised recruitment and retention policy change proposal and insurance benefit increase.
Storm Fund	\$0.21	
Culinary Fund	\$0.41	
Garbage Fund	\$0.03	
Sewer Fund	\$0.29	
<b>Total Increase</b>	<b>\$6.91</b>	<b>Per user per month minimum</b>

Mr. Marshall reviewed the staff memo.

Mayor Maughan opened the public hearing at 6:40 p.m. There were no persons appearing to be heard and the public hearing was closed.

COUNCILMEMBER TEAGUE MADE A MOTION TO ADOPT RESOLUTION R22-23 AMENDING THE SYRACUSE CITY CONSOLIDATED FEE SCHEDULE BY MAKING ADJUSTMENTS TO THE STORM WATER IMPACT FEE AND VARIOUS UTILITY RATES. COUNCILMEMBER SAVAGE SECONDED THE MOTION, ALL VOTED IN FAVOR.

8. Proposed Resolution R22-24 adopting the Syracuse City Wage Scale for Fiscal Year 2022-2023.

A staff memo from the Administrative Services Director explained The City Council approved the revised recruitment and retention policy in the May 10, 2022 council meeting. This agenda item is being discussed to align our wage scale document with the changes that were approved in the recruitment and retention policy. The updates to the wage scale will become effective for the new budget year starting July 1, 2022.

COUNCILMEMBER BINGHAM MADE A MOTION TO ADOPT RESOLUTION R22-24 ADOPTING THE SYRACUSE CITY WAGE SCALE FOR FISCAL YEAR 2022-2023. COUNCILMEMBER TEAGUE SECONDED THE MOTION, ALL VOTED IN FAVOR, WITH THE EXCEPTION OF COUNCILMEMBER CARVER.

Councilmember Carver stated that her opposing vote if based upon her concern that some wages are still too low.

9. Proposed Ordinance 2022-14 amending the Syracuse City General Plan Map for property located at approximately 1700 South Banbury Drive from Commercial to High-Density Residential.

A staff memo from the Community and Economic Development (CED) Department explained Erik Craythorn of Q-2 LLC has applied to amend approximately .91 acres of the General Plan Map from Commercial to High Density Residential designation. This would be contiguous with the already-general-planned high-density area to the east. It would also preserve approximately .62 acres of Q-2 LLC owned land on the corner for future commercial development. The High-Density Residential designation anticipates a future zoning of PRD among others. The applicant desires to build townhomes using the PRD zoning on this site that would be part of the larger proposed PRD townhome development. See attached concept plan. The total acreage of the entire project is proposed to be approximately 9.45 acres. Given the location of the site on a state highway, within the town center overlay, and being within 1/4 mile to a bus stop, the site would qualify for 12 units per acre under the PRD zoning should the zoning be granted. The proposed plan is at about 10 units per acre with a proposed 102 townhome units. All of the proposed townhomes are 2 stories except for 16 three story units in three buildings. The three-story units are proposed to be located near Antelope and none are located adjacent to single family homes. The process for a General Plan map amendment is for Planning Commission to provide a recommendation to City Council and to hold a public hearing. Then City Council will make the final vote to approve or deny the request. If the applicant is successful with the General Plan, next steps would be to request the PRD zoning which requires a development agreement that sets the architecture and preliminary plans. On May 10, 2022, the City Council briefly discussed the item, but then tabled it because the applicant informed council of a new design idea for the western side of the project that would include a parking lot instead of the proposed westernmost 7 townhome units. It is envisioned that the parking lot would be a shared lot between the residents of the townhome development, the city park patrons, and customers of the future commercial use that will someday be built on the corner. Since the proposed changes were a last-minute surprise, and since the proposal was not in the published staff report, the item was tabled for more discussion after staff had a chance to review the proposal more thoroughly. The new plan showing the parking lot is included in this report for review. The developer says he is willing to build the lot and grant access to the city in exchange for long term maintenance of the lot. This and any other necessary arrangements would be memorialized in a development agreement at the rezone stage of approvals. On April 5, 2022, the Planning Commission held a public hearing and voted to recommend approval of this item with a split 4-3 vote. There were many residents that expressed opposition to this and all of the other projects under construction. Concerns included traffic, growth, water, school capacity, etc. Planning Commission found that because the proposed General Plan amendment area did not have direct access or visibility from Antelope Drive, the commercial viability of the site was not good and therefore a two-story residential use would be the right fit.

CED Director Steele reviewed his staff memo.

COUNCILMEMBER SAVAGE MADE A MOTION TO ADOPT ORDINANCE 2022-14 AMENDING THE SYRACUSE CITY GENERAL PLAN MAP FOR PROPERTY LOCATED AT APPROXIMATELY 1700 SOUTH BANBURY DRIVE FROM COMMERCIAL TO HIGH-DENSITY RESIDENTIAL. COUNCILMEMBER BINGHAM SECONDED THE MOTION, ALL VOTED IN FAVOR, WITH THE EXCEPTION OF COUNCILMEMBER WATSON.

10. Proposed Resolution R22-27, intent to adjust a common municipal boundary with West Point City

This item was removed from the agenda at the beginning of the meeting.

11. Proposed Resolution R22-26 approving comprehensive edits to the Syracuse City Personnel Policies and Procedures Manual.

A memo from the Administrative Services Director explained periodically City Administration and Department Heads propose changes to the personnel policies and procedures manual. It has been a few years since our last update and there are several proposed changes, which were presented to the Council during their May 24 work session meeting:

- 3.040 – fixed typo – changed many to may
- 3.100 – Corrected website address
- 4.050 – added light duty language for fire fighters
- 5.030 – changed to allow department heads to pay wages up to midpoint/budgeted amount without needing prior approval.
- 5.090 (c) (iii) – changed that Law Enforcement employees will get paid OT after 80 hours
- 5.110 – added language to reference Holiday's in section 8.080
- 5.120 – Removed language saying exempting police and fire from on-call policy, since we do have some police that go on-call.
- 5.170 – Added Part-Time Fire Fighter Incentive Pay policy
- 5.180/5.190 – took out a reference that wasn't needed
- 7.040 – removed vision insurance since the City no longer offers it
- 7.120 – added cash in lieu policy

- 7.130 – added language to include mental health services for first responders
- 8.060 – changed wording of vacation accrual to fix confusion of when accrual actually gets bumped up.
- 8.070 (d) – added mental illness and therapist appointments as reasons that sick leave can be used
- 8.070 (g) – corrected Chapter reference
- 8.080 – Added Juneteenth as a Holiday
- 8.100 – Added language to specify that employee can use vacation, sick or holiday leave while on military leave.
- 8.120 – Corrected chapter reference
- 8.130 – changed title to bereavement leave. Adjusted language to address the new Utah bereavement leave law.
- 8.140 – added language to include miscarriage & stillbirths for funeral leave as per state code
- 9.040 – made changes to ensure policy includes remote working and also updated policy to be more inclusive. Also, added a language about maintaining safety.
- 13.100 (b) – changed language to address medical marijuana
- 13.100 (C) (1) – Added paramedic positions & Engineering Tech. & also changed format to match background check list.
- 14.130 (a) – Added Streets Maintenance Crew Leader & also changed format to match background check list.
- 15.010 (a) – changed language to match current practice that all ongoing volunteers will have a background check done and those who are required to have annual background checks.
- 15.010 (g) – Added Building Inspector
- 16.120 (b) – Updated where to go to get medical attention
- 16.130 – Specified that employees will not accrue leave while days away from work.
- 19.010 (g) (2) – Updated meal per diem rates to match the state. (Utah code R25-7-6)
- 19.030 – added an item to the list for emergency preparedness
- 20.030 – changed that 16-17 may operate a single deck mower instead of single blade mower
- 22.060 – Added language stating employees must comply with personal appearance policy while video conferencing and location requirements. Also, added language stating an employee can't telework out of state for longer than 30 days
- 25.120 – Added language stating that City Manager may delegate duties related to pre-disciplinary action hearings
- 25.130- Added language stating that City Manager may delegate duties related to disciplinary action.
- 25.140 – Removed positions that are not appointed by the Mayor Council and do not have severance pay coverage. So, these positions will have merit protections.
- 26.060- Added language stating that employees that don't give 2 months' notice when retiring will not get sick leave payout.
- Appendix D&E – Added forms for Leave Donation Policy.

Administrative Services Director Marshall reviewed the memo.

Councilmember Teague referenced the amendments dealing with drug screening; he asked if there are any available exceptions to the policy if an employee has a valid prescription for a controlled substance. Mr. Marshall answered yes; if an employee has provided a prescription prior to a drug screen, their drug test for that substance will be classified as negative.

COUNCILMEMBER TEAGUE MADE A MOTION TO ADOPT RESOLUTION R22-26 APPROVING COMPREHENSIVE EDITS TO THE SYRACUSE CITY PERSONNEL POLICIES AND PROCEDURES MANUAL. COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED AYE.

## 12. Discussion of future of Syracuse City Youth Council.

Mayor Maughan indicated this item was included on the agenda at Councilmember Teague's request; he invited Councilmember Teague to discuss the matter with the Council.

Councilmember Teague briefly discussed the history of the Youth Council and the challenges the group and its advisors have faced over the past several years. He would like to adjust the membership terms for the youth to reflect the school year rather than the calendar year, define a cap for membership in the group, adjust their meeting schedule, and allow the group to identify six events they would like to be involved in each year. The Council and Parks and Recreation Director Robinson engaged in discussion regarding the proposed adjustments to the organization of the Youth Council and concluded to support the change in the membership terms to reflect the school year. Councilmember Bingham stated that she does not think it would be beneficial to define a cap for membership on the Youth Council and the Council agreed. Mayor Maughan stated that he will include an additional item on a future work session agenda for continued discussion of the matter, after which the Council can consider voting on adjustments to the Youth Council structure/organization.

13. Public comments.

Jared Stoker stated he has asked for a City ordinance amendment, and he hopes the Council will discuss it at their next work session meeting. He is proposing an adjusted setback for corner lots and cul-de-sac lots in the City to allow for the construction of an accessory building on such lots. He looks forward to the Council's discussion of his application in the near future.

14. Recess to convene in special Redevelopment Agency (RDA) and Municipal Building Authority (MBA) meetings.

Mayor Maughan recessed the meeting at 6:29 p.m.  
The meeting reconvened at 6:36 p.m.

15. Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the character, professional competence, or physical or mental health of an individual; pending or reasonably imminent litigation; or the purchase, exchange, or lease of real property (if necessary).

This item was removed from the agenda at the beginning of the meeting.

15. Mayor/Council announcements.

The Council and Mayor provided announcements about upcoming community events and other opportunities for public involvement.

At 6:49 P.M. COUNCILMEMBER BINGHAM MADE A MOTION TO ADJOURN. COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED IN FAVOR.

---

Dave Maughan  
Mayor

---

Cassie Z. Brown, MMC  
City Recorder

Date approved: July 12, 2022