

Minutes of the Work Session meeting of the Syracuse City Council held on January 13, 2015, at 6:05 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan  
Mike Gailey  
Craig A. Johnson  
Karianne Lisonbee  
Douglas Peterson

Mayor Terry Palmer  
City Manager Brody Bovero  
City Recorder Cassie Z. Brown

City Employees Present:  
Finance Director Steve Marshall  
Police Chief Garret Atkin  
Fire Chief Eric Froerer  
Parks and Recreation Director Kresta Robinson

The purpose of the Work Session was to review the agenda for the business meeting to begin at 7:00 p.m.; discuss Seasonal wild land firefighter proposal; discuss efficiency audit request for proposals (RFP); have a follow-up discussion regarding Cook Quarters Subdivision development standards; review agenda item 10: Irrigation Load Control Program; review agenda item 11: award and authorize Administration to execute agreement with E.K. Bailey for 3000 West culinary and secondary waterline project; review items forwarded by Planning Commission: (i) General Plan Amendment request from General Commercial to Planned Residential Development Zone, located at 1600 W. 1700 S., applicant Q-2 LLC.; (ii) General Plan Amendment request from Neighborhood Services and R-3 Residential to Professional Office Zone, located at 1407 S. 2000 W., applicant Q-2 LLC.; (iii) Rezone request from R-3 Residential to Professional Office Zone, located at 1407 S. 2000 W., applicant Q-2 LLC.; (iv) Final Plan Approval Ninigret North II, located at approximately 1550 S. SR-193, R-3 Residential and GC General Commercial Zone; and discuss Council business.

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**Agenda review**

Mayor Palmer briefly reviewed the agenda for the business meeting to begin at 7:00 p.m.

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**Seasonal wild land firefighter proposal**

A staff memo from the Fire Chief explained The Fire Department proposes including 2 seasonal firefighters to support the wild land firefighting program we have established over the past three seasons. During the last wildfire season Syracuse Fire Department had to refuse two deployment requests for our Water Tender due to inadequate staffing, as we will not compromise our ability to respond to local incidents to deploy a wild land fire resource. Our current approved Syracuse City Wage Scale includes a Seasonal Firefighter position. This position was requested specifically for utilization during the wildfire season, June 1 through September 30 each year. The request is for two seasonal firefighters per wild land fire season. Wage cost per firefighter follows:

Number	Rate	Cost/ 20 hr Week	Season	Minimum Cost/Season
1 Firefighter	\$11.92	\$238.40	17 weeks	\$4052.80
2 Firefighters	\$11.92	\$476.80	17 weeks	\$8105.60

When the seasonal firefighters are not deployed on a wildfire, they will fill their 20 hour week with equipment maintenance and hydrant maintenance flow tests. During the wildfire seasons of 2012, 2013, and 2014, Syracuse firefighters deployed on 29 wildfires generating a gross revenue of \$396,170. The average revenue generated per wildfire based on those numbers is \$13,661. Our wildfire response apparatus are Brush Engine 31 and Water Tender 31. The chart below shows the standard rate structure for deployed apparatus:

Unit	Staffing	Rate/Hour	Hrs/Day	Rate/Day
Brush Engine	2	\$144	15	\$2160

Water Tender	2	\$145	15	\$2175
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Wildfire deployments can be anywhere from 1 day to 14 days, with the average deployment for Syracuse being 6 days. Lost revenue potential occurs if we have a request for the Brush Engine or Water Tender and are unable to send it due to staffing. For the two incidents in 2014 noted above this is a difference of \$27,322 (average). This more than makes up for the cost of having the seasonal wild land firefighters on the payroll.

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Chief Froerer summarized his staff memo. City Manager Bovero added Chief Froerer's proposal has no budgetary impact; however, the staffing structure being proposed may result in increased revenues generated by the Department.

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The Council briefly discussed the proposal, with a focus on the overall staffing level of the Department.

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**Discussion regarding efficiency audit request for proposals (RFP)**

A memo from the City Manager explained The City recently received responses to an RFI from firms that perform operational efficiency studies. A subcommittee of the City Council, including Council Members Lisonbee and Peterson, Mayor Palmer, Brody Bovero, and Steve Marshall, reviewed the responses and discussed the potential scope of work for an RFP. Below is an outline of the suggested RFP for the efficiency audit

Goals of the Study

- Improve level service within our current budget capabilities
- Ensure the organizational structure of the City is best suited for service to residents & businesses
- Eliminate waste

Suggested Areas of Study

- *Organizational Structure:* Examination of organization-wide structure and based on organizational goals and vision, recommend restructuring, expansion, and/or consolidation of services or departments as needed.
- *Personnel, Facilities, Technology:* Examination full and part-time staffing levels. Provide recommendations on changes that will improve service and reduce costs through changes in personnel restructuring, utilization of technology, or use of facilities
- *Information Technology:* Evaluate adequacy and efficiency of existing assets, including a security analysis. Recommend operational software, hardware, and management improvements to improve efficiency of city services and integrity of information security.
- *Utility Metering/Billing:* Examine efficiency of current metering and billing. Recommend most efficient and cost-effective method.
- *Records Management:* Evaluate city-wide records management systems and methods. Make recommendations to improve cost efficiency, and improve effectiveness in document storage and retrieval throughout the organization.
- *Customer Service for Businesses:* Examine customer response, communication, and timeliness issues in business-related permitting, approvals, and processes. Provide recommendations to improve customer service performance this area.

Based on the RFI responses, the committee believes that this scope of work could be performed in the \$25,000 to \$50,000 range. Upon receiving direction from the Council, the Administration will proceed with drafting an RFP and solicit bids, with intent to award a contract in February, with the goal to complete the study in time for the FY2016 Budget adoption.

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Mr. Bovero reviewed his staff memo.

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General discussion regarding the scope and cost of the audit ensued and at the conclusion Mr. Bovero reviewed the timeline for executing a contract with one of the four consultants that responded to the RFI.

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**Follow-up discussion: Cook Quarters Subdivision development standards.**

An administrative memo explained Mayor Palmer has met with Steven Cook since the December 9 discussion regarding the development standards being imposed on his subdivision. He will provide the Council with an update regarding the issue.

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Ms. Christensen provided a brief introduction to the item.

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The Mayor and Council briefly discussed the exceptions to the City Code that Mr. Cook is requesting, with Ms. Christensen noted there is no mechanism in the Syracuse City Code that would allow for an exception and she requested direction from the City Council to request that the Planning Commission evaluate the issue and consider a potential code amendment that would provide fairness and for the law to be upheld. The City Council provided the direction requested by Ms. Christensen.

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**Review agenda item 10: Irrigation Load Control Program.**

A staff memo from the Public Works Director explained Rocky Mountain Power has partnered with EnerNOC to provide an energy reduction incentive program, so named the Irrigation Load Control Program to eligible customers in Utah and Idaho. This program was developed to ease the burden of high peak power demands from irrigation pumping during June 1 to Sept 30. Those who choose to enroll in the program will earn cash incentives for temporarily reducing electricity use by shutting off irrigation pumps during peak demand periods. Incentive rates can be up to \$25/kW savings, which is estimated at approximately \$13,000/year for all three of our pump stations. There is no enrollment fee for Syracuse City to participate in the program. Load Control Events are determined and notification is made 24 hours in advance. Syracuse is given the option to participate during the event. Opting out has no penalties. Events can last up to four hours/day, but are limited to 52 hours per season. Agreement and Earnings estimates are attached.

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Mr. Whiteley and Public Works Water Superintendent Ryan Mills reviewed the staff memo.

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General discussion of the load control program ensued, with a focus on ensuring the City will continue to meet the water demands of the citizens of Syracuse as well as protecting data regarding the City's customers. Councilmembers Duncan and Johnson expressed their opposition to participating in the program, with the Council ultimately determining to continue discussion of the item during the business meeting.

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**Review agenda item 11: Award and authorize Administration to execute agreement with E.K. Bailey for 3000 West culinary and secondary waterline project.**

A staff memo from the Public Works Director explained this culinary and secondary waterline project is one that was identified on our list presented to City Council as a high priority due to the age and restrictions the existing undersized lines place on the system. This project will involve the replacement of an existing 4" secondary main with an 8" main and abandonment of an existing 8" culinary main on 3000 West from 700 South north to the City border (200 South). Public Works is pleased with the bid results and recommends awarding the project to E. K. Bailey Construction, Inc. The construction will begin as soon as contract documents are in place and will be completed by early summer of 2015. The bid amount for the total project was \$394,195 which was well below the budget for the project. The memo concluded staff recommends that the bid be awarded to E. K. Bailey Construction, Inc.

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Mr. Whiteley reviewed his staff memo.

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General discussion regarding the bid amount for the project ensued, with Mr. Whiteley assuring the Council that he verified the bid amount with the contractor and they have assured him that they can perform the scope of work for the proposed cost.

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**Review items forwarded to City Council by Planning Commission: General Plan Amendment request from General Commercial to Planned Residential Development Zone, located at 1600 W. 1700 S., applicant Q-2 LLC.**

A memo from the Community and Economic Development Director explained the current general plan designation for this parcel is General Commercial. The applicant has requested to break up the parcel and zone the northern part as Planned Residential Development while leaving a little over one half acre along Antelope Drive in the General Commercial zoning. The applicant has indicated intent to develop a 55 and older patio home community. A rezone will also be required upon approval of this application. The applicant requested both portions of his property adjacent to Banbury Dr. be General Planned PRD. The Planning Commission did not feel that the PRD zone was appropriate for the west side of Banbury. The applicant requested a recommendation on the east portion of the property and will amend his application to address a more suitable zone for the west parcel. The Planning Commission recommends approval to the City Council for the General Plan Amendments for the following: property owned by Q-2, LLC, at approximately 1600 W 1700 S, from General Commercial to PRD (Planned Residential Development), subject to all applicable requirements of the City's municipal codes.

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Ms. Christensen reviewed her staff memo.

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Councilmember Duncan stated a majority of the City Council has been very clear with the direction that they want to reduce PRD zoned areas in the City and he wondered who requested the zone change for this property. Ms. Christensen stated the property owner requested the change via an application. Councilmember Duncan asked Ms. Christensen if she had explained to the applicant that the Council does not look favorably upon PRD zoning. Ms. Christensen answered yes. Mayor Palmer stated he participated in a meeting with Ms. Christensen and the applicant where that was made very clear. Councilmember Duncan asked if the applicant is aware that the Council may deny the application, to which Ms. Christensen answered yes. Councilmember Johnson stated he is not inclined to approve the application.

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Councilmember Lisonbee stated she received a letter of dissent from the Planning Commission regarding this application and it brings up some valid points; if the Council were to approve the application there is a possibility that the development on the subject property could be even denser. The letter of dissent suggested an amendment to the City Code prior to consideration of the application.

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Councilmember Duncan noted that each time the City approves a PRD development, the neighboring property owners are up in arms; this is a bedroom community and PRD's eventually lose their appeal based upon demographics. He stated the Council needs to accept that residents do not want PRD developments next to their single family residential communities.

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**Review items forwarded to City Council by Planning Commission: General Plan Amendment request from Neighborhood Services and R-3 Residential to Professional Office Zone, located at 1407 S. 2000 W., applicant Q-2 LLC.**

A memo from the Community and Economic Development Director explained the current general plan designation for this parcel is Neighborhood Services and R-3 Residential. The applicant has requested a change to Professional Office. This lot is very long and narrow making it very difficult for residential development. The General Commercial zone will allow for increased development possibilities including a potential assisted living facility. City staff has no issues with this

request. The Planning Commission held a public hearing on the request on January 6, 2015. Staff had a concern that this property was within a High Priority Corridor designated by UDOT and therefore restricted from final action pending notification to UDOT and a 45 day waiting period. Please see the attached email from Randy Jeffries noting that this parcel is not affected by the widening of 2000 West and no waiting period is required. The Planning Commission recommends approval to the City Council for the General Plan Amendments for the following: property owned by Q-2, LLC, at approximately 1407 S 2000 W, from Neighborhood Services and R-3 to Professional Office, subject to all applicable requirements of the City's municipal codes.

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Ms. Christensen reviewed her staff memo.

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Councilmember Gailey inquired as to the size of the subject property, to which Councilmember Lisonbee answered approximately 1.5 acres. The Council discussed the location of the subject property and Councilmember Duncan inquired as to who owns the parcel of property zoned R-4 located directly north of the subject property. Ms. Christensen stated there are two small homes located on the R-4 parcel and Mayor Taylor added that R-4 zoning has eliminated from the City Code and would not be available for any new development in the City.

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**Review items forwarded to City Council by Planning Commission: Rezone request from R-3 Residential to Professional Office Zone, located at 1407 S. 2000 W., applicant Q-2 LLC.**

A memo from the Community and Economic Development Director explained as presented this property is contingent upon the previous General Plan Amendment. The applicant has requested a change to Professional Office. This lot is very long and narrow making it very difficult for residential development. The Professional Office zone will allow for increased development possibilities including a potential assisted living facility. City staff has no issues with this request. The Planning Commission held a public hearing on the request on January 6, 2015. Staff had a concern that this property was within a High Priority Corridor designated by UDOT and therefore restricted from final action pending notification to UDOT and a 45 day waiting period. Please see the attached email from Randy Jeffries noting that this parcel is not affected by the widening of 2000 West and no waiting period is required. The Planning Commission recommends approval to the City Council for the Rezone request for the following: property owned by Q-2, LLC, at approximately 1407 S 2000 W, from R-3 to Professional Office, subject to all applicable requirements of the City's municipal codes.

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Ms. Christensen reviewed her staff memo.

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**Review items forwarded to City Council by Planning Commission: Final Plan Approval Ninigret North II, located at approximately 1550 S. SR-193, R-3 Residential and GC General Commercial Zone.**

A staff memo from the Community and Economic Development Director explained the Council approved the preliminary plat but requested the staff confirm that the commercial zone north of the school site and along SR-193 is in conformance with general plan and zoning maps approved in August 2014. The plat as currently submitted has not changed and more specifically the depth of the commercial lots and location of the cul-de-sac have remained consistent with the general plan and zoning approvals. The following exhibits are provided as a timeline for the project, to clarify the question raised as to the approved Rezone Boundary of the Commercial Area.

**Ninigret North II-History Timeline**

July 1, 2014 (Exhibit A)

Application filed to Amend General Plan to CG and R-3 with Map and Legal Descriptions

*The initial proposal by the applicant was to have all of the area west of the power corridor up to the boundary of the EDA be General Planned R-3(the SAA was included within the R-3 Zone, west of 1550 West) with the exception of 3.575 Acres west of 1550 West to be General Commercial.*

August 5, 2014 **(Exhibit B)**

Planning Commission held a public hearing on the proposed General Plan/Zoning Amendment.

*The Planning Commission modified the request and recommended a General Plan Amendment with the General Commercial area being extended to the east, up to the power corridor, with the remaining property being designated as R-3*

August 12, 2014 **(Exhibit C)**

The City Council reviewed the recommendation from the Planning Commission. The discussion entailed the desire of the Council to move the school site from the west side of 1550 West and maintain the Business Park Zone on the west, while increasing the commercial area on the east to 5 Ac.

*For the purpose of this discussion staff has added to the submitted documents, the dimensions (in red) of the areas in question. The depth of the Commercial area proposed by the developer shows lots that are ~219 feet deep; and ~285 feet total commercial zone, including road.*

August 26, 2014 **(Exhibit D)**

Based upon the Council's request, the applicant amended the layout for the property, putting the SAA on the east side of 1550 West and adding additional commercial. Staff prepared colored General Plan Maps and Zoning Maps, the applicant submitted the proposed layout via email, identifying 5 acres of General Commercial.

*For the purpose of this discussion staff has added to the submitted documents, the dimensions (in red) of the areas in question. The revised plat shows Commercial area as amended to be ~262 feet deep; and ~329 feet total commercial zone, including road.*

December 9, 2014 **(Exhibit E)**

*The Preliminary Plat shows the same measurements of depth from August 26, 2104, with 5 acres of commercial consistent with the August 26, 2014 General Plan and Zoning Approvals.*

January 13, 2015 **(Exhibit F)**

*The Plat submitted shows the same depth, the 5 acres of commercial has been divided into 5 lots to address Councilmember Duncan's concerns from December.*

**(Exhibit G)**

*Example of the type of commercial which could fit in the Commercial Area.*

The Syracuse City Planning Commission hereby recommends that the City Council approve the final plat for the Ninigret North II Subdivision, located at approximately 1550 West 200 South subject to meeting all requirements of the City's Municipal Codes and City staff reviews.

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Ms. Christensen reviewed her staff memo.

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The Council briefly discussed the application, with a focus on the appropriate street name for the road running through the development. Councilmember Gailey thanked Ms. Christensen for the thoroughness of the staff report regarding this application; he also thanked Councilmember Lisonbee for her idea to move the road from the west side of the property to the east side of the property, which ultimately facilitated the progress of the application.

## **Council business**

There was no Council business.

The meeting adjourned at 7:00 p.m.

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Terry Palmer  
Mayor

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Cassie Z. Brown, CMC  
City Recorder

Date approved: February 10, 2015