

Minutes of the Work Session meeting of the Syracuse City Council held on January 27, 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

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

Excused: Councilmember Douglas Peterson

City Employees Present:

Finance Director Steve Marshall
Police Chief Garret Atkin
Fire Chief Eric Froerer
Community and Economic Development Director Sherrie Christensen
Parks and Recreation Director Kresta Robinson
Human Resources Manager Shauna Greer

The purpose of the Work Session was to hear public comments; review comprehensive edits to the first 11 chapters of the Personnel Policy Manual; discuss the design of the intersection of 3000 West and Antelope Drive; review and discuss City Council assignments and appointments; discuss a proposed ordinance amending title 10 re: second kitchens and yard landscaping (tabled from December 9, 2014); hear the concept plan report for Steeds Lakeview Farms Subdivision; have a discussion regarding a mid-year budget opening including capital projects for the fiscal year ending June 30, 2015; and discuss Council business.

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Public comments

TJ Jensen stated fuel costs are currently low and he suggested that the City do some investigation to see if there are opportunities to accelerate scheduled road projects in order to get better construction prices.

[6:03:15 PM](#)

Review comprehensive edits to the first 11 chapters of the Personnel Policy Manual

A staff memo from the Finance Director explained any questions about this agenda item may be directed at Finance Director Stephen Marshall. See the attached policy manual PDF documents. There is both a red line and a clean copy of the proposed edits to the first 11 chapters of the policy manual. Administration is presenting the first 11 chapters of the personnel policy and procedures manual to the City Council for a first reading. Administration's plan is to present half the policy manual now (Chapters 1-11) and the other half (Chapters 12-23) in the next few months so that the City Council has time to review the changes without being overwhelmed. This information was presented as a first reading to the City Council on November 19, 2014 with a plan to have a detailed discussion on the next extended work session.

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Finance Director Marshall reviewed his staff memo and facilitated a discussion of the proposed edits with the City Council. Councilmembers provided feedback and suggested edits to the document. Staff indicated they will make the requested changes and corrections and include an item on the next business meeting agenda to allow the Council to take final action on the proposed policy manual edits.

[7:14:33 PM](#) *The audio recording for the meeting failed at this point in the meeting.*

Discussion regarding the design of the intersection of 3000 West and Antelope Drive

A memo from the Public Works Director explained Syracuse City and UDOT are working together to improve the intersection of 3000 West Antelope Drive in an effort to improve traffic safety. In an effort to line up the offset asphalt roadways that exist on the north and south legs of the intersection, Syracuse City will expand the asphalt section along the west edge of the south leg. Syracuse City will also pipe a section of ditch along the east side of the north leg. UDOT will install a traffic signal and their anticipated cost is: \$178,000. The anticipated cost to Syracuse City is \$262,000 and the schedule on this is anticipated to begin in June 2015.

Mr. Whiteley reviewed his staff memo.

The Council discussed the design and concluded to fully fund Syracuse's portion of the installation of the traffic signal at the intersection of 3000 West and Antelope Drive.

Review and discuss City Council assignments and appointments

An administrative memo explained historically the City Council has reviewed the list of appointments and assignments at the beginning of each calendar year. Changes are typically made to the various appointments and assignments based on recent election results or other determining factors. The general assignment resolution that was adopted on 2014 is included herein for reference. The City has two additional appointments that have been addressed independent of the general assignment resolution: the City's position on the Wasatch Integrated Waste Management District (WIWMD) Board and the City's position on the North Davis Sewer District. Staff recommends the Council determine appropriate changes to the appointments and assignments in anticipation of adopting any changes at the February 10, 2015 business meeting.

Council discussion of the assignment and appointment resolution ensued. Councilmember Johnson indicated he can no longer serve as the Planning Commission liaison and as a voting member of the Utah League of Cities and Towns (ULCT) Legislative Policy Committee. Mayor Palmer volunteered to serve as a voting member of the ULCT Legislative Policy Committee. Councilmember Gailey volunteered to serve as the Planning Commission liaison. Public Works Director Whiteley noted that he has been elected to the Board of Directors for the Davis and Weber Canal organization.

City Recorder Brown stated she will make changes to the assignment and appointment resolution to reflect the discussion of the Council and include an item on the next business meeting agenda to allow the Council to take final action.

Continued discussion of proposed ordinance amending title 10 re: second kitchens and yard landscaping (tabled from December 9, 2014)

A staff memo from the Community and Economic Development (CED) Director explained staff has requested the proposed revisions to the City Code Title 10 regarding administrative issues regarding: second kitchens, not part of an accessory dwelling unit and a requirement for landscaping to be installed within one year of occupancy of a dwelling. Staff has requested this amendment to allow home owners to construct second kitchens in their homes without requiring a conditional use permit for an accessory dwelling unit. Many people wish to have a second kitchen in their basements for entertaining or canning purposes. The Building Code and the Zoning Code currently require that be viewed as a second living unit and as such require additional permitting and expensive construction for fire walls, utility access, etc. The proposed amendment would allow homeowners to build a second kitchen, file a notice on the property that the kitchen is not approved as a second living unit, until such time that appropriate permits are obtained. This protects future home buyers who will receive notice prior to closing on the home that they cannot rent the basement as an apartment until it is brought up to code and has a permit issued. A draft Second Kitchen Agreement has been created to demonstrate how the ordinance would be administered. The agreement would be recorded and would only be binding until such time that permits were obtained to use the kitchen as part of an accessory dwelling unit. This is a common method used in many cities, examples can be found in Draper, Herriman, Hurricane, Murray, Pleasant Grove, Salt Lake City, Provo, and West Point. Also in the packet are excerpts from the International Building Codes. Under these codes the Building Inspector would still need to treat a kitchen as a second dwelling unit, unless the agreement noted above was recorded for assurance. The second part of the requested amendment is a requirement that landscaping be installed within one year of issuance of a certificate of occupancy. This will give homeowners at least one summer season to complete landscaping regardless of the month the home is completed. The Planning Commission held public hearings on the proposed amendments on October 21, 2014. At a public meeting on November 18, 2014 the Planning Commission recommended to the City Council the adoption of the proposed amendments. In making determination on Code amendments the City Council should review the City Municipal Code, Section 10-4-070(E)(1), which states the following:

- (E) Approval Standards. A decision to amend the text of this Title or the zoning map is a matter of legislative discretion by City Council and not controlled by any one standard. However, in making an amendment, the City Council should consider: (Ord. 10-02)
1. Whether it would be is consistent with goals, objectives and policies of the City's General Plan; (Ord. 10-02)

The memo concluded the Syracuse City Planning Commission hereby recommends that the City Council approve the adoption of the proposed ordinance Amending Title X.

Councilmember Johnson provided each member of the Council with a document detailing his suggestion to change the definitions of family and landscaping as follows:

FAMILY: (1) One individual living alone or one, but nor more than one at the same time, group of individuals described in the following subsections who together occupy a single family dwelling unit as one nonprofit housekeeping unit and who share common living, sleeping, cooking, and sanitation facilities.

- (a) A head of household and all persons related to the head of household by blood, marriage, adoption, guardianship, or other duly authorized custodial relationship, and not more than two additional related or unrelated persons, including but not limited to, personal care or personal service providers.
- (b) UP to four related or unrelated persons and any children of either individual, if any.

KITCHEN: means any room and/or other place used, or intended, or designed to be used for cooking, or for the preparation of food.

The Council briefly discussed the proposed ordinance and concluded to include an item on the next business agenda to allow for final action on an ordinance with Councilmember Johnson's edits.

Concept Plan Report – Steeds Lakeview Farms Subdivision

A staff memo from the Community and Economic Development (CED) Director explained staff is providing this report of the pre-application meeting conducted for the concept plan, Steeds Lakeview Farms Subdivision in accord with Syracuse City Code Section 8.20.030:

8.20.030 Pre-Application Review.

The developer shall meet with City staff to review the plan of the proposed subdivision. The pre-application meeting shall be attended by staff from applicable city departments, special service districts, county agency and others as deemed necessary by the Community Development Director.

The Community Development Director shall report to the Planning Commission and City Council of pre-application meetings during regular work sessions.

Details

Pre-Application Date:	Wednesday, January 14, 2015
Subdivision Name:	Steeds Lakeview Farms
Location:	700 S 3000 W
Total Area:	46.82 Acres
Zoning:	R-2 with 31.10 net developable area Density Allowed 31.10@ 3.79 lots/acre=117 lots Requested 92 lots
	R-3 with 15.66 net developable area Density Allowed 15.66@ 5.44 lots/acre=85 lots Requested 49 lots

Ms. Christensen reviewed her staff memo.

Mid-year budget opening discussion including capital project discussion for the fiscal year ending June 30, 2015

A memo from the Finance Director explained each fiscal year, staff completes a mid-year review of our budget around the mid-point of the fiscal year to make recommendations on any needed changes to the current year budget. Along with this review, City Administration has worked with staff in updating and revising the capital projects list for upcoming projects. A separate spreadsheet regarding capital projects was included with the staff memo; the items in black are existing projects that have already been approved in previous budgets. The items in red are the proposed changes to the capital

projects listing. City Administration is proposing adding two new projects as well as changing a couple of projects from the previous list; the total cost of the new projects would be approximately \$832,000. These projects are needed to fix aging infrastructure. The City has cash in the funds to pay for the new projects. Along with the capital project changes, I have included a list below of requested budget changes in this budget opening:

General Fund

- o \$100,000 increase in sales tax revenue.
- o -\$4,000 decrease for liquor fund allotment.
- o \$25,000 increase in ambulance revenue.
- o \$6,500 increase for basketball program revenues.
- o \$3,000 increase for ice skating rink sponsorships.
- o -\$50,000 decrease in court fines.
- o \$7,000 increase in park reservations revenue.
- o \$27,000 increase in professional & technical for efficiency audit (total budget of \$50,000)
- o \$51,325 increase for purchase of ice rink, skates, and construction supplies.
- o \$6,000 decrease in expense for liquor fund expenses.
- o \$617,000 increase in transfer of funds to transportation fund to pay for additional road construction projects and surface treatments.
 - Over the past 5 years we have added roughly \$400,000 to fund balance. It looks like we will be adding the same amount to this fund balance. This would put us over the 25% cap. We are proposing committing this money to road construction projects and also adding another \$217,000 from fund balance to draw the fund balance down to around 22%. This would still leave 5.3% or approximately 500k to 600k in fund balance above our required 16.7% in accordance with our fund balance policy.

Capital Projects Fund

- o Decrease in capital lease payment of \$25,000 for police vehicle lease.
- o Increase in capital equipment of \$25,000 for purchase of ambulance equipment and upgrades. The net change to the fund is 0.

Staff recommends moving forward with a budget opening on the February 10, 2015 meeting and adjusting the Syracuse City budget for the fiscal year ending June 30, 2015.

Mr. Marshall reviewed his staff memo.

The Council had a philosophical discussion regarding the best use of the available fund balance, ultimately concluding to fund the road projects suggested and to use a portion of the money to pay down the debt associated with the Jensen Nature Park bond with the intention of making the final bond payment next year and retiring the debt three years ahead of schedule. Mr. Marshall stated he will make the recommended changes to the budget opening proposal and include an item on the February 10 agenda to allow the Council to take final action.

Council business

The Council and Mayor provided brief reports regarding the activities they have participated in since the last City Council meeting.

The meeting adjourned at 8:15 p.m.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: February 10, 2015