

Minutes of the Work Session meeting of the Syracuse City Council held on February 14, 2012, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Craig A. Johnson
Karianne Lisonbee
Douglas Peterson
Larry D. Shingleton

Mayor Jamie Nagle
City Administrator Robert Rice
City Recorder Cassie Z. Brown

City Employees Present:
Finance Director Steve Marshall
City Attorney Will Carlson

The purpose of the Work Session was for the Governing Body to review the meeting agenda for the Regular Council Meeting to begin at 7:00 p.m.; discuss the process to fill a City Council vacancy; receive a presentation from UDOT regarding the West Davis Corridor; discuss Councilmember Lisonbee's proposal of a hardship waiver for the \$10 late fee on the utility bill; review proposed Resolution R12-04 updating and adopting Syracuse City Engineering Standards and Construction Specifications; review the proposed Lease Purchase Agreement with Zion's Bank; review proposed Resolution R12-08 of the City Council Syracuse City, Utah, authorizing the issuance and sale by the Municipal Building Authority of Syracuse City, Utah, of its Lease Revenue Refunding Bonds, Series 2012, in the aggregate principal amount of not to exceed \$5,700,000 and related matters; review the City Council Rules of Order and Procedure; and discuss Council Business.

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Agenda review

Councilmember Lisonbee stated she would still like to table adoption of the minutes listed on the business meeting agenda. City Attorney Carlson stated that he has sent a legal opinion regarding the North Davis Sewer District (NDS) appointment to several attorneys that Councilmember Lisonbee has been working with, but he has not received a response from them to date. Councilmember Peterson stated that he is comfortable waiting two more weeks to discuss the issue because it will be necessary to consider making appointments to fill all the vacant positions left as a result of Councilmember Kimmel's resignation.

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Discussion regarding the process to fill a City Council vacancy.

City Recorder Brown explained she sent an email to the entire Council last week explaining the process for filling a Council vacancy. She briefly reviewed the process.

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Presentation from UDOT regarding the West Davis Corridor.

Utah Department of Presentation (UDOT) Project Manager Randy Jeffries provided a brief status update for the West Davis Corridor project. There was brief Council discussion throughout the presentation.

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Discuss Councilmember Lisonbee's proposal of a hardship waiver for the \$10 late fee on the utility bill.

A PowerPoint presentation from Finance Director Marshall explained the City began assessing late fees on February 7, 2012 for all accounts that were past due. There were a total of 759 accounts that were assessed a fee or \$7,590 in total revenues. The fees are calculated by running a report that assesses the fees to all accounts past due all at once, which requires little to no staff time. The fee was assessed 13 days after the utility bills were due; bills are due on the 25th of every month. When staff was made aware of the potential discussion of waiver of late fees they decided to benchmark against seven other cities in the area with the following results: Clearfield – waives late fee once every three years; Layton, West Point, Roy, and Ogden – waive late fees once on the lifetime of the account; Clinton and Sunset - will never waive a late fee. The presentation pointed out items to consider when waiving a fee as follows: staff time and resources needed to evaluate each

waiver request and adjust each utility account individually; the City may need to add additional staff to handle all of the potential waiver requests. The presentation concluded by explaining the staff recommendation would be to allow only one waiver on an account for the lifetime of the account. There is a 10+ day grace period for people who forget to pay bill on the due date. Allowing no more than one waiver on the lifetime of an account would minimize staff time in tracking and processing waivers.

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Mr. Marshall reviewed his PowerPoint presentation.

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Council discussion regarding the item then ensued. Discussion concluded at [2:52:46 PM](#).

[2:53:07 PM](#)

Review Proposed Resolution R12-04 updating and adopting
Syracuse City Engineering Standards and Construction Specifications.

A staff memo from Public Works Director Whiteley explained the proposed Syracuse City Engineering Standards and Construction Specifications were provided to each member of the Governing Body as an attachment to a Resolution to be considered for adoption. Each municipality follows a set of engineering standards to ensure that minimum requirements are being followed based upon industry standard and local conditions. The City's standards are currently included as an appendix of Title 8 of the Syracuse City Code. The original standards have been incorporated into this document (shown in gray shading). This document is more comprehensive based upon common standards used in the engineering industry. As technologies advance, the standards must advance as well. That is the purpose for the currently proposed updates. In order to streamline updates of this document in the future, it is recommended that these standards stand as a separate document from the ordinance. The ordinance will still refer to the city standards. Future resolutions will ensure that the most current version is being followed.

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Mayor Nagle stated she emailed the Council and asked that they send questions to Mr. Whiteley in advance of this meeting because it is a very lengthy document.

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Mr. Whiteley reviewed his staff memo and stated that the document can be discussed further during the business meeting. Mayor Nagle thanked Mr. Whiteley for his work on the document.

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Review Proposed Lease Purchase Agreement with Zion's Bank

A staff memo from Mr. Marshall explained that in July of 2011 the Council approved the FY12 budget which included the acquisition of 10 hybrid police vehicles to replace some of the older vehicles we had. Historically the City has purchased three police vehicles each year. However, due to budget constraints, the City has not purchased any vehicles since 2009. By leasing these 10 vehicles, we are paying approximately the same amount that we would spend to purchase the same three vehicles we have in previous years. This lease agreement is between Zion's Bank and the City for the purchase of 10 hybrid police vehicles. The vehicles have been built and are now in service with our Police Department. This lease agreement authorizes the City to borrow the money from Zion's Bank so that we can pay the vendor who built the cars. This lease is a four payment, three year lease with the first payment to be made at the inception of the lease agreement and each additional payment to be made annually on February 15 of each year. The final payment will be made on February 15, 2015. The interest rate is a fixed 2.7% rate over the life of the lease agreement.

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Mayor Nagle stated the Council has already voted to allow the purchase and it is now necessary to approve the execution of this contract. She noted the new vehicles are very nice. Mr. Rice gave a brief overview of the equipment that is being added to each vehicle to make them a Police vehicle.

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Councilmember Peterson asked why the lease is being executed after the vehicles have already been delivered. Mr. Marshall explained the process of ordering the vehicles and then executing the lease in order to avoid making a payment until the City is satisfied that the vehicles meet the City's expectations.

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City Council Work Session
February 14, 2012

Item H was moved to the next work session meeting.

The meeting adjourned at 6:55 p.m. ([3:00:43 PM](#)).

Jamie Nagle
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: February 12, 2013