

Minutes of the Work Session meeting of the Syracuse City Council held on February 26, 2013, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

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

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

City Employees Present:

City Attorney Will Carlson
Community Development Director Michael Eggett
Parks and Recreation Director Kresta Robinson
Fire Chief Eric Froerer
Police Chief Garret Atkin
Finance Director Steve Marshall
Public Works Director Robert Whiteley
Building Official Riley Jones

Visitors Present: Mike Thayne Nick Bybee Terry Palmer
Jake Jones Matt McBride John Lewis

The purpose of the Work Session was for the Governing Body to hear public comments; have pre-retreat budget discussions regarding a recycling program, the creation of two new Police Officer positions, crisis intervention training for the Police Department, staffing for storm sewer maintenance, utility rate increases, storm water fund increase to cover long-term projects, newsletter brief, and debt reduction; discuss special meeting agenda item four – Financial Ready Resolution; discuss 2013 Municipal Elections; discuss home business inspection process; discuss issuance of permits for water heater replacements; discuss iPad usage policy; discuss special meeting agenda item three – subdivision approval; and discuss Council business.

Public comments

[6:01:07 PM](#)

John Lewis stated he wanted to address the Council about employee merit raises. He stated he got some information off the City's website that says the employees are the number one asset of the City and we need to invest in our employees. He stated he feels those statements are a 'bunch of emotional bunk' personally for one reason – of the \$150,000 that was given for raises, Robert Rice and Steve Marshall took \$5,000 a piece, which was 15 percent, and Robert Rice makes \$140,000 a year and gives himself a \$5,000 increase.

Mr. Rice stated he did not give himself an increase. Mr. Lewis stated that it is his time to talk. He then stated Steve Marshall got a \$5,000 increase, Will Carlson got \$3,500, Kresta Robinson got \$3,500, and TJ Peace got \$3,400. He stated that he knows the Council is dealing with the fact that the Police Department has been working with inferior equipment, such as radios that do not work. He stated Officers are 'laying it on the line' and there are five employees, the top paid employees of the City, that could have paid for those radios with the increases they received. He stated there are seven employees total, including Robert Rice and Steve Marshall, that took \$40,000 of the \$150,000. He stated there is a lot of disparity and there was a plundering done by the top people in the City. He stated 19 employees got raises of \$.12, \$.21, and \$.22. He stated nearly 20 percent of the employees got those kinds of raises. He stated he is asking that the Council cut the purse strings with the administration; it is apparent that the administration cannot be trusted to make decisions based on giving them a block of money. He stated there needs to be some monitoring; for 'these guys' to make 'this kind of money' and for that kind of disparity to be given to the employees is a joke. He thanked the Council for their time.

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Pre-retreat budget discussions

A staff memo from the Finance Director explained City Administration wanted to bring some budget discussion items to the Council before the budget retreat to get input and feed back as to what would be the best decision for the City. There are a handful of budget items that administration would like to discuss at length with the council so that we can all decide what would be the best option for the City. These topics include:

- Potential to implement a recycling program in the city.
- Potential to hire 2 new police officers.
- Potential to hire a new storm/sewer compliance employee.
- Utility Rates – long-term financial plan.
- Potential for crisis intervention training for police officers.
- Newsletter results and options.
- Debt Reduction and Fund Balance Philosophy.

Recycling program:

The City has the opportunity to offer curbside recycling to residents; recycling would extend the useful life of the landfill because less garbage would be dumped. Capital costs of starting a new landfill would be huge (once the current landfill is full) and the City has responsibility to be environment friendly. Currently about half the residents have two black garbage cans. The City is charged based on number of cans instead of weight of garbage being sent to landfill. We currently charge \$7.20 for a second garbage can.

There are three types of programs offered by Robinson Waste:

- Mandatory (95%-100%) = \$2.10
- Opt-Out (60% - 95%) = \$2.25
- Opt-In (25% - 60%) = \$3.50

The total cost to citizens could be as low as \$3.00 to \$4.00 for recycling based on total costs of the program. Recycling Cans would be picked up every other week. The staff recommendation is to implement an opt-out program in the City. All residents would be signed up for recycling and would need to call the City to opt-out. Staff also recommends making the program mandatory for all new residents. The green waste opt-in program is still at only 19.8% (1315 cans out of 6650 households).

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Finance Director Marshall reviewed his staff memo. He stated he has not put the tentative budget together yet; he wanted to talk to the Council about some of these items before proceeding with preparation of the budget. He stated if there is no desire to include these items in the budget he will direct his attention to other items.

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Council discussion regarding the item commenced. The final determination was to not pursue a traditional curb-side recycling program.

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Creation of two new Police Officer positions:

The general law enforcement standard is to have one Police Officer per 1,000 residents. The City currently has 19 officers for 24,756 residents. City staff estimates 250 building permits will be issued in FY2013; the average home size is four individuals meaning there will be approximately 1,000 new residents in FY2013. The proposal is to add one officer for new growth and one to “catch up” to standard. Each officer will cost the city \$65,000 to \$70,000 and the estimated equipment and start-up costs would be \$10,500 for each officer. There will be no need to purchase new vehicles.

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Police Chief Atkin reviewed the staff memo regarding this item.

[6:31:57 PM](#)

Council discussion regarding the item commenced. The final determination was to prepare two different budget proposals regarding this item; one including funding for the positions and one without. The item will be discussed further at the budget retreat.

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Staffing for storm sewer maintenance:

The Utah Water Quality Act (UCA 19-5) regulates our ability to discharge storm water, sewer, and land drain

Utah DWQ Permits. The Storm Water permit was issued July 2010 and the Sewer permit was issued Oct 2012. The staff recommendation is to ensure compliance with environmental regulations by adding one full time employee (FTE) to maintain compliance and increase part time hours for administrative permitting and reporting. The FTE would cost \$55,659 with wages and benefits and the additional part-time costs would be \$6,600.

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Public Works Director Whiteley reviewed the staff memo regarding this item.

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Council discussion regarding the item commenced. The final determination was to continue the discussion during the budget retreat.

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Utility rate increases:

The City has a responsibility to charge rates for utilities that are reasonable, responsible, and that only cover the costs of our expenses. The City has not adjusted utility rates for at least three years with the exception of the rate charged by North Davis Sewer District. Costs during this 3 year period have increased. Utility rates can be broken down into operational costs and capital costs. Operational costs are those costs that are incurred to provide the utility service (i.e. salaries, wages, disposal fees, water purchase, equipment, supplies, etc.) Capital Costs are those costs incurred to repair, maintain, and improve our infrastructure system that delivers the utility to our homes and businesses. Capital costs for infrastructure repairs, maintenance, and improvement projects is our biggest issue when talking about utility rates. The costs of repairing, maintaining, and improving our infrastructure is charged as an expense to each utility in the form of depreciation expense. It is charged as an estimated cost over 40-50 years; this is an estimate of the useful life of the infrastructure. Currently the City is not completely funding the depreciation expense in the secondary water fund, storm water fund, or sewer fund. Below is the current shortage of funding for depreciation expense in each fund:

- Secondary Water = Shortage of \$227,834
- Storm Water = Shortage of \$255,641
- Sewer Fund = Shortage of \$65,041
- Culinary Fund = Surplus of 11,158
- Garbage Fund = Surplus of 16,732.

In order to fully fund the depreciation expense for each of these funds rates would need to be increased.

- Secondary water = \$2.85/household per month
- Storm water = \$3.20/household per month
- Sewer Fund = \$0.82/household per month

North Davis Sewer District is also raising its rate by \$1.50 in July 2013. Rates could be reduced in culinary water and garbage by \$.35/household per month. Staff has compiled a benchmark of 9 other cities utility rates for comparison purposes. Syracuse City has the third lowest rates out of 10 cities. Even if the City increased rates by \$8.02 per month (\$2.85+3.2+.82+1.5-.35) to \$72.07 per month we would still have the third lowest rates out of 10 cities.

City	Total Bill @ 8,000 GAL	Notes
ROY CITY	\$63.28	Basic
CLINTON CITY	\$63.56	Basic
SYRACUSE CITY	\$64.05	Basic
FARMINGTON CITY	\$77.43	BENCHLAND SECONDARY
FARMINGTON CITY	\$89.93	WEBER BASIN - SECONDARY
LAYTON CITY	\$80.65	INCLUDING AN ESTIMATE FOR SEC WATER
CLEARFIELD CITY	\$80.69	INCLUDING AN ESTIMATE FOR SEC WATER
KAYSVILLE CITY	\$81.75	Basic
WEST POINT	\$82.65	Basic
NORTH ODGEN CITY	\$83.96	Basic
SARATOGA SPRINGS	\$102.35	Basic
AVERAGE RATE	\$79.12	

The staff recommendation is to adjust utility rates to fully fund depreciation expense; this would provide a better financial plan for the City long term. Rates would still be very competitive with surrounding cities. These other cities have recognized the need to fund their infrastructure costs.

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Mr. Marshall and City Manager Rice reviewed the staff memo regarding this item.

[7:14:25 PM](#)

Council discussion regarding the item commenced. The Council resolved they did not have the appetite for a large utility rate increase, but would discuss smaller incremental increases during the upcoming budget retreat.

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Crisis intervention training for the Police Department:

Chief Atkin would like to discuss the potential to apply for a grant that would cover crisis intervention training (CIT) for all of his officers. This would be completed over a two to three year period of time. Police officers would all be required to attend 40 hours of training to complete the course. The grant would cover 50% of our costs to complete the training. Estimated costs of the training course and the overtime shift to cover those officers while they are at the training is estimated at approximately \$14,000. The City's net cost would be \$7,000 that would be spread over two to three years. This training will train officers to help citizens who are experiencing a mental health crisis. There was a resolution adopted during last legislative session to endorse Crisis Intervention Training. There was a case in Hurricane, Utah where a mentally ill person was tasered by police and later died.

[7:40:49 PM](#)

Chief Atkin reviewed the staff memo regarding this item.

[7:44:03 PM](#)

Council discussion regarding this item commenced. The conclusion was to include this item in the tentative budget.

[7:45:45 PM](#)

Newsletter brief:

The city asked its residents to help determine the most preferred way to receive their City Newsletter, aka "The Lake View", via survey in the newsletter. The survey was include in the following newsletters:

- July/August: Prices not included
- September/October: Prices included
- November/December: Prices included
- January/February: Prices included

The total newsletters mailed was 6,909. Total responses received was 128; total people who did not respond was 6,780. Responses were received via email, phone calls and delivery of survey insert included in the newsletter.

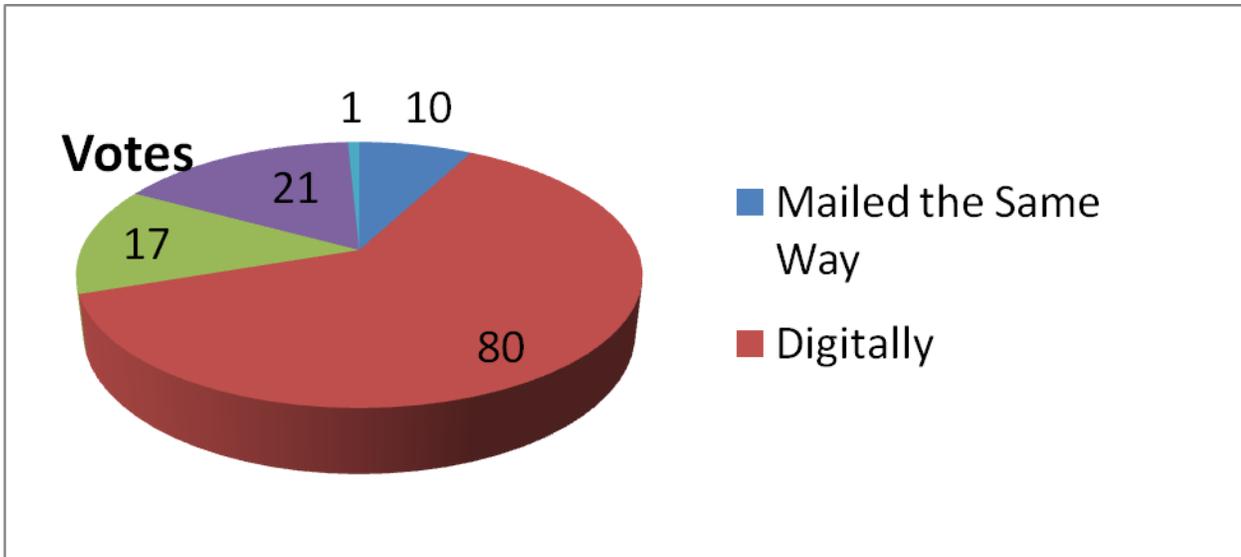
Newsletter Production Survey

We are asking for residents help to determine the most preferred way to receive your Syracuse City Newsletter, aka "The Lake View". Please choose whether you would like to receive the newsletter:

- A:** The same way as it is delivered now, bi-monthly via mail. (\$2,796.33)
- B:** Digitally, the newsletter will be created as usual but will be posted on the website and emailed to residents who wish to receive it that way. (\$0)
- C:** As a one page column every two weeks in the "Islander" newspaper. (\$400.00)
- D:** Included with your monthly City Utility Bill. (\$605.20)

I would like to receive my City Newsletter via: _____

Please return this survey to City Hall, email mmartinson@syracuseut.com,
or call 801-825-1477 with your response.



[7:45:46 PM](#)

Mr. Marshall reviewed the staff memo regarding this item.

[7:46:55 PM](#)

Council discussion regarding the item commenced. The conclusion was to maintain the current practice of mailing a paper copy of the newsletter to each household in the City.

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Debt reduction:

The City's fund balance was at 17.26% at the end of FY2012. We budgeted in October to use \$300,000 of that fund balance to give employee raises, fund more money to roads, and purchase some capital assets. This would have brought our fund balance down to around 14%. However, revenue trends are showing that we will most likely make up the \$300,000 we budgeted to use in October. Our fund balance will most likely end up at around 17-18% at the end of FY2013. Excess revenues over expenses can be utilized in several ways. Administration believes that the best use of that money can be narrowed to three options:

- Use money to fund road projects.
- Pay down debt.
- Keep in the general fund and build up our rainy day fund.

Administration believes that the best option is to use the excess money to fund roads. We recommend using as much revenues and/or fund balance as the council feels appropriate to fund our road projects. Once our roads are improved to our satisfaction, the next best option would be to pay down debt. Short-term debt is the preferred option because it will get paid off faster than our bonds. The last option would be to increase our rainy day fund balance. Currently our fund balance is close to the statutory maximum. SB158 is most likely going to increase the maximum from 18-25%. Administration recommends that before we increase our fund balance any higher that we fix our roads, pay down debt, and then look to increasing our fund balance.

[7:59:52 PM](#)

Mr. Marshall reviewed the staff memo for this item.

[8:02:29 PM](#)

Council discussion regarding the item commenced. The conclusion was to discuss budgeting philosophies relative to debt reduction at the upcoming budget retreat.

[8:04:28 PM](#)

**Discuss special meeting agenda item four –
Financial Ready Resolution**

This resolution was added to the agenda at the request of Councilmembers Lisonbee and Johnson, after hearing a presentation on the idea at the League of Cities and Towns Policy Committee meeting on Monday, February 11. The brochure and draft resolution were provided in the Council packet for study prior to the meeting.

[8:04:31 PM](#)

Councilmember Johnson explained he and Councilmember have attended recent Legislative Policy Committee meetings at the Utah League of Cities and Towns (ULCT) and there is a package of bills that deal with being fiscally responsible or ready in the case that there is a lack of federal funding. He stated Senator Henderson has recommended a financial ready resolution that says the City will try to be prepared financially for those things and be good stewards of what 'we' have. He stated the proposed resolution gives support to the mentality of being financially ready. He stated it follows the vein of increasing the general fund reserve and being conservative with money. He stated it is possible the State will not get as much federal funding as they have received in the past. He noted 40 percent of the State's budget is supported by federal funding and so they have to have two budget plans since there is a potential sequester looming.

[8:06:01 PM](#)

Council discussion regarding the item commenced. The Council concurred they were comfortable considering adoption of the resolution during the special meeting following this meeting.

[8:06:59 PM](#)

Discuss 2013 Municipal Elections

A staff memo from the City Recorder since 2007 Syracuse City has conducted electronic elections and all registered voters have voted at the Syracuse Community Center. The average cost of City elections has been around \$23,000. Average voter turnout for primary elections has been 14% and for general elections has been 34%. Based on these turnouts, the cost per vote in an electronic election has been \$4.06. The Utah State Legislature has adopted legislation that allows a City to conduct an entire election by mail. Davis County would like to partner with Syracuse City to conduct a by-mail election. However, the costs to conduct both a primary and general election by mail would be \$53,448. After reviewing these costs, the City Recorder and Davis County Election Officials have decided to conduct an electronic primary election and a by-mail general election. The budget needed for this hybrid-type of election would be \$25,000, which is a \$5,000 increase over the 2011/2012 election budget. Washington and Oregon States have conducted by-mail elections for the past several election cycles and their average turnout for local elections conducted by-mail is between 50-60%. If Syracuse achieved a turnout of 50%, the cost per vote would be approximately \$2.64, but the turnout would be higher than it has been in the past. There have always been discussions in the past about the low voter turnout in the City; those discussions have centered on what can be done by the City to increase voter turnout. The City Recorder has tried several things, such as consolidating all voters to one voting site and extending hours for early voting, but turnout has remained low. This is the City's opportunity to try a new option that is proven in other jurisdictions to increase voter turnout.

[8:07:06 PM](#)

City Recorder Brown summarized her staff memo.

[8:07:53 PM](#)

Council discussion regarding the item commenced. The conclusion was to proceed with the proposal to conduct this hybrid-type election and include a budget of \$25,000 for the election.

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Discuss home business inspection process

A memo from the Community Development Department explained that historically, home business inspections were implemented because many residents were finishing areas in their basements to accommodate their business needs and were doing the work without the required permits and subsequent inspections. Home business inspections were established as a service to help inform the public of building requirements and the need for inspections of safe construction measures and have continued since that time. As stated in Syracuse City Ordinance, 6-01-070. Inspections:

“(a) Authorized officers shall be permitted to make an inspection to enforce any of the provisions of this Title or any other applicable statute or ordinance, and may enter any building or may enter upon any premises during regular business hours; or, if there are no regular business hours, the officers or their authorized representatives shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry.

(b) No owner, occupant or any other person having charge, care or control of any building or premises shall fail or neglect, after proper request is made as herein provided, to properly permit entry therein by the authorized officer or his representative(s) for the purpose of inspection and examination to ensure compliance with this Title.”

In contacting building departments of other cities and researching their processes of inspecting home based businesses, most cities stated they inspect when people are coming to the home, when chemicals, ammunitions or other materials are used or stored, all child related businesses, (ex: day-care, pre-school, art classes, dance classes...), hair and nail salons, or those who have on-site employees.

Building staff recommends that businesses meeting certain criteria or performing certain identified services (such as the above listed examples) still require an inspection and that the criteria would be determined by a self-home inspection form of questions attached to the business application and filled out by the business owner prior to submittal of such home business application (refer to the self-inspection document developed by the Syracuse City Fire Marshall). Also if complaints arise from surrounding neighbors or customers, a building inspection would then be required to investigate the complaints/claims.

[8:18:52 PM](#)

Fire Chief Froerer and Building Official Riley Jones summarized the staff memo.

[8:21:12 PM](#)

Council discussion regarding the item commenced. The conclusion was to change the practice of conducting inspections for home inspections so that businesses that do not have customers coming to their home will not be required to have a home inspection. There was also direction to digitize the home inspection form on the City’s website so that a business owner can fill out the form online and submit it electronically.

[8:25:09 PM](#)

Discuss issuance of permits for water heater replacements

A memo from the Community Development Department explained International Residential Building Code (IRC), Section R105.1 states:

“Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit(s).”

For work that is exempt from permits see IRC Section R105.2.

The cost of the permit is \$ 56.40, (plus state fee of \$.56 for a total of \$56.96) and is considered our permit cost for one-time inspection projects, regardless of valuation of such project.

Here are some estimated costs for a basic inspection. Keep in mind that inspections could last from ½ hour to 1 ½ hours depending on the type of inspection. We average the costs of the inspections into a basic flat rate based on average costs. Most inspections take between ½ hour and 1 hour to complete. The hourly rates include both salary and benefits of those individuals.

<u>Staff Time</u>	<u>1/2 hour</u>	<u>3/4 hour</u>	<u>1 hour</u>	<u>1.5 hours</u>
Building Official @ \$38.76/hr	19.38	29.07	38.76	58.14
Building Permit Tech @ \$28.93/hr	14.47	21.70	28.93	43.40
Total	33.85	50.77	67.69	101.54

Equipment, Supplies, Etc

Vehicle usage @ \$.555/mile @ 5 mile trip	2.78	2.78	2.78	2.78
Office supplies and other misc expenses	3.00	3.00	3.00	3.00
Total				

5.78	5.78	5.78	5.78
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Total Estimated Cost 39.62 56.54 73.47 107.31

In checking with building departments (in neighboring cities) as to whether permits for water heaters are required, all responses received were that they do require permits for water heaters. The fees for these permits vary and range between \$47.00 - \$75.00.

Inspections are performed to ensure the work is completed according to code as outlined and required by the IRC.

This International Building Code (IBC) and International Residential Building Code (IRC) are adopted by Utah State Code 15A-2-103 and Syracuse City Ordinance 9-3-1, therefore compelling the City to obey and abide by these codes.

Building Codes are designed to establish minimum requirements to safeguard the public safety, health and general welfare of the public, therefore, there building staff recommends no change to the current requirement for the installation of new or replacement water heaters without the appropriate permit and inspections.

[8:25:15 PM](#)

Mr. Jones and Mr. Marshall reviewed the staff memo.

[8:26:01 PM](#)

Council discussion regarding the item commenced. The conclusion was to maintain the current practice of requiring inspections and permits for water heater replacements.

[8:42:16 PM](#)

Discuss iPad usage policy

A memo from the Information Technologies Director explained the purpose of the iPad policy is to ensure proper use and maintenance of the iPads issued to the City Council and Planning Commission. A copy of the iPad usage policy was provided in the Council packet for study prior to the meeting.

[8:42:16 PM](#)

City Attorney Carlson provided a broad overview of the intent of the policy.

[8:44:11 PM](#)

Council discussion regarding the item commenced. Direction from the Council was to make various changes to the policy, including clarifying the separation of powers between the Council and City administration and to specify that if a Councilmember is asked to bring their iPad to the City offices for updates, etc., those updates will be done in the Councilmember's presence.

[8:58:30 PM](#)

Discuss special meeting agenda item three – subdivision approval

A memo from the Community Development Department explained this is the final phase of Highlands at Glen Eagle. This phase was given final approval in 2007 and construction was started on the infrastructure, but due to the economic recession the plat was never recorded. Re-approval of the Final Plat will complete this subdivision and construction of the final connection of internal roads can be initiated. The Planning Commission held a public meeting on February 19, 2013 for Final Plan Re-approval of Highlands at Glen Eagle Subdivision, Phase 10. All items noted in staff reports have been addressed by the Planning Commission. On February 19, 2013, the Syracuse City Planning Commission recommended that the Syracuse City Council approve the Highlands at Glen Eagle Subdivision, Phase 10, subject to the City staff reviews dated January 24, 2013 and February 14, 2013.

The following documents were included in Council packets for use and review:

- Final plat drawing for Highlands at Glen Eagle Subdivision Road and lot plan
- City Engineer's review
- Planning Department's review
- Fire Department's review

The Syracuse City Planning Commission and CED Staff hereby recommend that the City

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Council approve the final plans for the Highlands at Glen Eagle Subdivision, Phase 10, located at approximately 3250 West 900 South, subject to meeting all requirements of the City's Municipal Codes and City staff reviews dated January 24, 2013 and February 14, 2013.

[8:58:33 PM](#)

Community Development Director Eggett reviewed his staff memo.

[8:59:31 PM](#)

The Council agreed they were comfortable considering final action on this item during the special business meeting to be held following the work session.

[9:00:00 PM](#)

Council business

[9:00:06 PM](#)

Mayor Nagle inquired as to who the new chair of the North Davis Sewer District (NDSD) Board of Directors is. Councilmember Peterson answered it is Dave Tafoya, a Councilmember from Roy City and he was selected unanimously by the Board.

[9:00:23 PM](#)

Councilmember Johnson stated he would like to add an item to the next Council agenda regarding a draft resolution supporting Sheriff Richards and the other Sheriff's that assembled to draft a letter declaring support of the Second Amendment of the Constitution. City Attorney Carlson asked for clarification on what should be presented. There was a discussion about an ordinance that was considered in Spring City.

[9:01:39 PM](#)

Council discussion regarding the item commenced. Councilmembers Duncan and Lisonbee stated they would support adding the item to the next agenda for discussion.

[9:03:01 PM](#)

Councilmember Johnson stated that he also wants to bring forth some changes to Title Eight that were recently recommended by the Planning Commission. Mayor Nagle explained she was waiting to add the item to the agenda until after the budget discussions were complete. Councilmember Johnson stated he would like to see it sooner than that.

[9:05:00 PM](#)

Councilmember Peterson stated the Utah League of Cities and Towns (ULCT) mid-year conference is coming up and he wanted to have a discussion about who will be attending. After a short discussion he stated he would like to attend. Councilmember Johnson expressed interest in attending as well and said he will check his schedule and report back to City staff regarding his availability.

The meeting adjourned at [9:09:13 PM](#).

Jamie Nagle
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: March 12, 2013