

Minutes of the Special Meeting of the Syracuse City Council held on February 26, 2016, at 2:00 p.m., in the Council Conference Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson
Corinne N. Bolduc
Mike Gailey
Karianne Lisonbee (arrived at 2:33 p.m.)
Dave Maughan

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

Staff Present: Finance Director Steve Marshall
City Attorney Paul Roberts
Police Chief Garret Atkin
Lieutenant Heath Rogers
Patrol Lieutenant Lance Jensen
Detective Austin Anderson
Detective Bryce Weir

2:06:57 PM

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 2:06 p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

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2. Police Department budget discussion

A staff memo from Police Chief Atkin explained the mission statement of the Police Department is “To provide quality, affordable services for its citizens, while promoting community pride, fostering economic development, and preparing for the future.” Under the mission of the City, we have reviewed the police services provided by the City and created a draft budget that outlines the resources to provide the services effectively. In drafting the budget, we followed the guidelines discussed in the November Council Retreat and the following vision statements adopted by Council:

10-Year City-Wide Vision Statements

- *We are a City with well-maintained infrastructure, including roads, utilities, and parks.*
- *In preparation for the West Davis Corridor, we will make provisions for interchanges to accommodate commercial businesses to serve the residents’ needs and to support economic stability of the City.*
- *We are a financially stable City, balancing the cost of services with the level of services that we provide. The City will have minimal or no debt.*
- *The City will incorporate improvements, events, and services that create an overall feeling of connection and pride in the City by its residents.*

Police Vision Statements

- *The Syracuse PD is a well-trained, professional police force.*
- *The Syracuse PD is responsive to crime and other community issues.*
- *Syracuse City police officers are courteous and service-oriented.*
- *Syracuse City police officers are part of the community and respected by the public.*
- *The City’s policies provide guidance on the expected levels of personnel in the police department.*

The memo highlighted overarching discussion points as follows:

- **5-10 Year Plan:** Over the next year, the Administration would like to work with the City Council to adopt a 5-10 year level of service and staffing plan for the police department. The plan would serve as an advisory document that outlines the level of service deemed acceptable to the Council. It also would evaluate the proper staffing levels for the PD in order to maintain the acceptable level of service. Finally, the plan would outline measures and triggers that indicate when staffing levels need to be increased or reduced based on service demands.
 - **Additional Cost:** \$0 In-House staff time and minor ancillary costs
- **Additional Officers:** Based on current workloads and sentiment expressed by the Council at the November retreat regarding the need for a greater police presence, we feel it is would be appropriate to add two new patrol officers, and one new detective. Details of this analysis can be provided at the budget meeting. While the 5-10 year staffing plan should be put in place first, our analysis shows that this request is reasonable for the upcoming fiscal year.

- Below is a summary of the financial impact of the 3 new officers (see detail attached). Funding for this request would need to come from the general fund, which will need to be evaluated along with the other segments of the budget.
 - Vehicles/gas/oil \$134,025
 - Equipment/Uniform \$28,019
 - Wages/Benefits (PO III) \$276,918
 - Total: \$438,962*

**There may be very minor difference in exact dollars between the new officer detail sheet and the budget sheet. These numbers will be reconciled.*
- **State Liquor Tax Fund:** Every year, the City receives revenue from state liquor tax, which can only be used for specific purposes. At the meeting on Friday, we will present different options and would like to receive guidance from the Council on the use of these monies.

The memo concluded included in the packet is a line-item operation budget proposal for Council consideration. Also included is one option for the PD capital budget.

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City Manager Bovero reviewed the staff memo, after which Chief Atkin proceeded with a review of the line-item budget request for his Department. There was brief general discussion among the Council and staff throughout Chief Atkin's presentation, the purpose of which was to help the Council gain a clearer understanding of the operations of the Department.

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The Council then engaged in discussion regarding the Department's budget requests, offering feedback on items such as the request to hire and equip three new officers, the Department's relationship with Davis County Animal Control and the potential to assume responsibility for Animal Control Services in house, and options for use of the money the City receives from the State Liquor Tax fund. Relative to use of State Liquor Tax fund money, Chief Atkin invited the Council to think about the most appropriate use of the funds and provide him with feedback at a later date before the time that he is required to submit documentation to the State regarding how the funds will be used. There is a legislative committee that considers all requests for use of funds before making an ultimate decision. Councilmember Maughan indicated he would prefer to see any money granted be used for equipment for the Department because he has more faith that the officers can use such equipment to provide a greater benefit to the entire City. Councilmember Lisonbee added she would be supportive of using money to offset costs associated with prosecuting those being charged with alcohol related violations in the City. Discussion of the Department's budget requests continued, with a focus on Chief Atkin's personnel request. Chief Atkin stated he conducted a Department comparison back to 2012 and found the number of cases handled by detectives in that time have nearly doubled and he projects that case load will only continue to increase. This is the largest reason that one of his employee requests is for a new detective. He discussed the trends in increases in various case types including burglary, abuse, and sexual offenses. Councilmember Maughan asked Chief Atkin to assume the City finds itself in a budget pinch that made it impossible to fund all three new officer requests. He asked which of the positions is most important: the two patrol positions or the detective position. Chief Atkin stated he would prefer the detective to address the increase for calls for service. Discussion then centered on the level at which Chief Atkin would like to hire new employees; he indicated he would like to budget in a way that would allow him to pay more for an applicant with experience rather than budgeting for the minimum pay for officers and tie his hands. He stated he will conduct the officer testing process with the thought in mind of trying to find someone that can be hired at the minimum pay range. Finance Director Marshall added that the budget proposal is based on worst case scenario, which means hiring at a wage higher than minimum pay and paying for the most expensive insurance plan if the employee were to be married and have children. He then reviewed the section of the report that details the budget request for pay increases for current officers in the Department, after which the Council briefly discussed the manner in which an employee can move through their wage scale.

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Councilmember Maughan refocused on the personnel and equipment budget request and noted that the documentation indicates that each of the three new employees would be given a Ford Interceptor to drive; he asked if it is necessary for detectives to have the same squad car as patrol officers. Chief Atkin stated that is not currently the case, but he is moving in the direction of assembling a more consistent fleet. However, there may be the option of purchasing an unmarked car for the detective if it is possible to find a leasable vehicle with a 10 year warranty. Councilmember Lisonbee asked if the Department can get by with a shared car system rather than giving each officer a vehicle to drive to and from work. Chief Atkin stated that would result in all shared cars being operated 24 hours per day which will increase maintenance costs and reduce life expectancy of the vehicle. Councilmember Lisonbee then stated that the Fire Department has also asked for significant personnel increases and those requests coupled with the Police Department requests are ongoing costs that will

be difficult to sustain. She stated the Council still has not reviewed the budget requests for the remaining Departments in the City and there will likely be some very difficult decisions that will have to be made. She stated she is unsure that she can support the request for three new Police Officers this year, though she may be able to support a request for two. Discussion centered on potentially hiring one patrol officer and one detective and how those officers would be deployed, after which Mr. Bovero stated he would like to continue to work on a City-wide staffing plan that includes benchmarking data and triggers that, once met, would necessitate increasing staffing levels in any given Department. Councilmember Maughan stated that he feels all three positions may be justified, but the City may not be able to pay for them at this time.

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Councilmember Maughan stated he is impressed by Chief Atkin's budget request and thanked him for the manner in which he serves as the City's Police Chief. Councilmember Gailey agreed and stated that he appreciates the budget process the Council and Administration is following this year as compared to the process used in years past. Mayor Palmer agreed.

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Mayor Palmer declared the meeting adjourned at 4:29 p.m.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: March 8, 2016