

Minutes of the Work Session meeting of the Syracuse City Council held on February 27, 2018 at 6:08 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson
Corinne N. Bolduc
Dave Maughan
Doug Peterson
Jordan Savage

Mayor Mike Gailey
City Manager Brody Bovero
City Recorder Cassie Z. Brown

City Employees Present:

Finance Director Steve Marshall
City Attorney Paul Roberts
Community and Economic Development (CED) Director Brigham Mellor
Public Works Director Robert Whiteley
Police Chief Garret Atkin
Fire Chief Aaron Byington
Parks and Recreation Director Kresta Robinson
Assistant Parks and Recreation Director Chad Smout
Recreation Superintendent Aaron Harris
City Planner Royce Davies
City Planner Noah Steele

The purpose of the Work Session was to receive public comments; consider recreation field/facility rental fee adjustment requests; continue the Parks and Recreation Department Biennial Review; discuss fundraising campaign for splash pad project; review items forwarded by the Planning Commission: 1.) Request to rezone property located at approximately 1532 W. 1700 S. from Agricultural (A-1) to General Commercial (GC), 2.) Proposed text amendment of Section 10.110.020 of the Syracuse City Code pertaining to Data Centers in the Business Park Zone, and 3.) proposed amendment of Section 10.30.010 of the Syracuse City Code pertaining to accessory structures; review recommended budget adjustments in anticipation of budget opening in March; discuss policy regarding administering a response to questions/concerns submitted to the entire Council via email; accept proposed Personnel Policy and Procedures Manual amendments for a first reading; hear public comments; and discuss Council business.

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Councilmember Anderson led the audience in the Pledge of Allegiance. Councilmember Maughan provided an invocation.

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Public comments

Bruce Young indicated he is a candidate for Davis County Commission. He stated he wished to introduce himself to the cities he will be working with if elected because he understands the importance of a good working relationship between the County and each city. He stated he served two terms on the Clearfield City Council and he is looking forward to working with other cities if he is elected.

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Recreation field/facility rental fee adjustment requests.

A staff memo from the Parks and Recreation Director explained David Hall, Syracuse Youth Lacrosse representative, and Chad Barney, Utah Rebels Baseball representative, have reached out to the council and the Parks and Recreation Department with a proposal regarding park reservation fees. This year, rather than asking for concession on the price, they are hoping the council would be willing to work out a trade for service. The following cost for field reservation requests are as follows:

- Syracuse Youth Lacrosse...\$2565.00
- Utah Rebels Baseball.....\$1900.00

Approximate cost for materials, repairs and labor associated with proposed rentals.

- Syracuse Youth Lacrosse
 - Labor..... \$440.00
 - Materials.....\$280.00
 - Total.....**\$720.00**
- Utah Rebels Baseball
 - Labor..... \$180.00
 - Materials.....\$280.00
 - Total.....**\$460.00**

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Councilmember Maughan indicated he asked for this item to be placed on the agenda to examine requests made to the City for reduced field/facility rental fees.

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City Manager Bovero and Parks and Recreation Director Robinson reviewed the staff memo and facilitated discussion among the Council regarding the fee adjustment requests. There was a focus on the need to cover the cost of maintaining City facilities and potentially accepting in-kind service equal to those costs, after which the Council ultimately concluded to support the reduced fee requests and indicated an item can be placed on the consent agenda for the next business meeting. Councilmember Maughan stated he would like for staff and the Council to work together to develop a formal policy relative to fee adjustment requests.

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Parks and Recreation Department Biennial Review
(continued)

A staff memo from the Parks and Recreation Department Director explained the Department is pleased to be able to discuss and present an in-depth review of its operations with the City Council. Staff is hopeful the discussion yields insight and support for current and future services. Below we have listed the five main topics of discussion:

- **Department Goal(s) Accomplishments**
 - Parks/Cemetery
 - Recreation/Community Center
 - Special Events/Volunteers
- **Department Organization, Staffing, and Operations**
 - Current Organizational Chart
 - Proposed Title Changes
 - Staffing Situation
 - Operational Changes
- **Recommendations for Improving Department Efficiency & Planning**
 - Park Maintenance & Storage Facility
 - Parks Master Plan
 - Parks Committee
 - Community Center
- **Future Department Goals**
 - Parks
 - Recreation/Community Center
 - Special Events
- **Benchmarking**

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Parks and Recreation Director Robinson and Assistant Parks and Recreation Director Smout reviewed the staff memo and used the aid of a PowerPoint presentation to facilitate the second phase of the biennial review of her Department. She proceeded to review the staffing analysis section of the presentation to discuss proposed changes to the organization of her Department, after which she reviewed a document detailing some benchmarking work done with other cities to determine their staffing levels in relation to the number of parks and other facilities they maintain. The Council participated in a brain

storming session regarding options for securing volunteers or organizations able to provide free or reduced rate labor to aid in maintaining parks and facilities.

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Discussion then shifted to the option of reinstating the Parks and Recreation Advisory Committee, with Ms. Robinson and Mr. Smout expressing to the Council the benefit of the Committee and the support that they provided to their Department. Council discussion of the Committee centered on the changes that would need to be made to the makeup and scope of the Committee if it were to be reinstated. Councilmember Maughan stated he feels that the progress that has been made in the Parks and Recreation Department over the past two years would not have been possible if the Committee had remained in tact and if there is a desire to reinstate the Committee he would like to see clear direction from the Council relative to the work to be completed by the Committee and ensuring that the Committee members understand their role. Mayor Gailey asked that Councilmembers Bolduc and Peterson work with staff to develop an appropriate scope for a Committee to be reinstated, with plans to review their work with the entire Council in a future meeting. Ms. Robinson stated she would like to solicit the help of the Committee to develop a Parks Master Plan for the City that can be used to inform the plans upon with the City's Parks Impact Fees are based.

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Ms. Robinson then moved to discussion of recommendations for improving efficiency and planning in her Department; she discussed improvements slated for the Community Center, the Cemetery, various parks, and in multiple recreation programs and classes. She also discussed plans for expanding the special events offerings in the City and concluded by thanking the Council for their support of herself, her staff, and her Department.

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Councilmember Maughan then presented the Council with an updated version of the conceptual plan for the Regional Park project being worked upon by JUB Engineers and a task force made up of himself, Councilmember Anderson and several members of City staff. He stated that JUB has updated the plan in response to feedback or direction provided by the task force and he is pleased with the current design. He responded to questions from the Council regarding various components included in the design, after which the Council concluded they feel the changes that have been made are an improvement over the previous design presented by JUB.

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Discussion regarding fundraising campaign for splash pad project.

An administrative staff memo explained Mayor Gailey added this item to the agenda in response to an email sent by Councilmember Maughan regarding the need for the entire Council to consider funding sources and a fundraising campaign for the Centennial Park splash pad project.

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Councilmember Maughan presented his ideas for including a component at the splash pad project that can be used to recognize those that donate to aid in the funding of the project. He stated that he would like to proceed with advertising the park project sooner rather than later in order to increase donations and include the recognition tool in the park once it is opened. Councilmember Savage indicated he somewhat disagrees in that he feels it would be possible to continue to fundraise after the construction of the park commences and, at a later date, install the component that would be meant to advertise and recognize donors. Discussion and debate centered on the manner in which donors should be recognized and the timing of installing the component that will be used for that purpose, with the Council ultimately concluding to support fast tracking the advertisement of the project for the purposes of garnering larger donations that could be recognized on a sizeable buffalo cut-out to be located at the park. Mayor Gailey asked that the task force, which includes Councilmembers Maughan and Savage, to develop a tier system to indicate the manner in which donations of various levels will be recognized at the park.

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**Review items forwarded by the Planning Commission:
Request to rezone property located at approximately
1532 W. 1700 S. from Agricultural (A-1) to General
Commercial (GC).**

A staff memo from the Community and Economic Development (CED) Department provided the following information regarding the rezone application:

Location:	1532 West 1700 South
Current Zoning:	A-1
Proposed Zoning:	General Commercial
General Plan:	General Commercial
Property Area:	0.397 Acres
Number of Lots:	1

The Planning Commission unanimously recommended approval during their regular meeting on February 20, 2018. The applicant is requesting a rezone from the A-1 Zone to the General Commercial Zone on a property containing 0.397 acres. The property currently has one house which has served as a residence. The applicant intends to convert the home into a real estate office which is a permitted use in the General Commercial zone as a Professional Office. The applicant also expressed an interest in trailer storage on the property which is not a permitted use in the General Commercial Zone. He has been made aware of the prohibition on outdoor storage in this zone.

The property fronts 1700 South and has a General Plan map designation of General Commercial. Its position on 1700 South makes the current residential use undesirable. The Utah Department of Transportation has expressed concern with residents backing out onto 1700 South and the applicant has expressed that he will build a parking lot as required on the property in connection with a site plan application to convert the home into a real estate office. This will eliminate backing out onto 1700 South. Because the proposed zoning change matches the General Plan for the property and the proposed use is anticipated to improve access to 1700 South, staff recommends approval.

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CED Director Mellor reviewed the staff memo, after which the Council engaged in discussion with the Council regarding their planned use of the property. There was a brief discussion about the relationship between the property and adjacent residential properties, and the Council ultimately concluded to include an item on the consent agenda for the next business meeting.

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**Review items forwarded by the Planning Commission:
Proposed text amendment of Section 10.110.020 of the
Syracuse City Code pertaining to Data Centers in the
Business Park Zone.**

A staff memo from the Community and Economic Development (CED) Department explained the Planning Commission held a public hearing and discussed the proposed amendment to the Business Park Zone on 2/20/18. The amendment will clarify the permitted uses in the Business Park Zone concerning data centers. The Commission voted unanimously to recommend approval of the attached text amendment to SMC *10.110.020 Permitted uses*.

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CED Director Mellor briefly reviewed the staff memo and asked the Council if they were comfortable including an action item on the consent agenda for the next business meeting regarding this matter. The Council answered yes.

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**Review items forwarded by the Planning Commission:
Proposed amendment of Section 10.30.010 of the
Syracuse City Code pertaining to accessory structures.**

A staff memo from the Community and Economic Development (CED) Department explained that following the guidance provided by the City Council, the Planning Commission has been working on an amendment to the ordinance concerning accessory structures for the last several months. The intent of the amendment is to address existing non-conforming accessory structures, re-examine setback requirements, and clarify the regulations for other structures such as pergolas and temporary car ports. On September 9, 2017, the PC voted to forward you the following proposed ordinance. City Council reviewed the proposed ordinance on September 26th, October 24th, November 14th, Dec 12th, Jan 23rd during work sessions.

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CED Director Mellor reviewed the staff memo and facilitated discussion among the Council regarding the changes that have been made to the proposed amendment document since their last discussion of this issue. There was a focus on the total number of accessory structures allowed upon a given property, the total percentage of a property that can be consumed by accessory buildings and the Council concluded to strike 10.30.020(F)(1)(a) from the document before presenting it for consideration of final adoption as a consent agenda item in the next business meeting.

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Review rerecommended budget adjustments in anticipation of budget opening in March.

A staff memo from the Finance Director explained the Mayor and/or City Staff wanted to discuss the following budgetary questions and proper timing if the council decided to approve the items:

- **Utah League of Cities and Towns (ULCT) Membership** – Mayor Gailey would like to discuss becoming an active member of ULCT. The city was a member in the past as recent as fiscal year 2016. The estimated cost of the membership is approximately \$16,000. This would be for fiscal year 2019 which starts July 1, 2018.
- **Parks Maintenance Fund** – Centennial Park Play Structure Repurpose - The City currently has \$15,000 budgeted to take out and repurpose the area into a picnic area. We would like to install a small pavilion with a cement pad and tables. This would provide a better space for reservations and a picnic area for users of Chloe Sunshine Playground. In order to accomplish this task, we would need a total of \$40,000. This means we would need an additional \$25,000 added to the budget. Below are some options that we have come up with:
 - Option A – Use a portion of the surplus money from the general fund.
 - Option B – Reallocate funds in the park maintenance fund to complete this project. This would require pushing off the tennis court lights and Canterbury park basketball improvements until FY2019.
 - Option C – Use the budgeted \$15,000 to install a cement pad and picnic tables without a shelter or shade structure.
- **Police department staffing –** Syracuse Police Department has been informed that Officer Garrett Whatcott will be activated to full-time military status and deployed shortly after July 1, 2018; his deployment is expected to last a year but could be increased based on need. Chief Atkin is asking the Council to consider authorizing the Department to hire an officer to backfill for Officer Whatcott. This officer would become a full-time member of the Department, and Officer Whatcott's position would be held for him until he returns from deployment. Chief Atkin is asking the Council to consider adding this backfill officer prior to the end of FY 2018 to help address the gap in manpower created by Officer Whatcott's deployment.

If the backfill officer is authorized now, the Department believes, if necessary, that the officer can be sent through the police academy and complete the field training program in early fall of 2018. That would allow for approximately nine months of service before Officer Whatcott returns.

Here are the financial implications based on the deployment lasting only one year:

First of all, we will need approximately \$50,000.00 for a new, fully equipped, police vehicle. When new police vehicles are authorized, we typically do not get them into service until January. We would put the new officer in Officer Whatcott's vehicle while he is deployed; however, we would need to have a vehicle ready for Officer Whatcott when he returns. Since we expect him back in early FY 2020, we need the vehicle authorized, purchased, built, and equipped prior to his return so it can be ready for use when he returns from deployment.

This vehicle could be purchased by adding \$25,000.00 to the FY 2018 budget, or as part of the FY 2019 budget. The advantage of FY 2018 is that we can purchase the vehicle before the new model year begins. This would represent a savings to the City of up to 5% of the vehicle cost; based on our most recent vehicle purchase, that would amount to approximately \$1,250.00.

Equipment costs of approximately \$25,000.00 would be added to the FY 2019 budget for this new vehicle.

FY 2018 – There are no other anticipated financial implications for the remainder of FY 2018. The new officer will likely not be hired until May. Salary and benefits can be covered using salary under-rings that exist from the first

part of FY 2018 from the time between when our newest officers were authorized and when they were hired. The Department also believes it can cover costs associated with training and equipment out of the current authorized budget.

FY 2019 - In FY 2019, there may be up to three months of duplicate salary and benefits for Officer Whatcott and the backfill officer; this would represent the first three months of FY 2019. If the new officer is hired as a mid-range PO3, that could be an impact of approximately \$25,000.00; if hired at a lower level, that impact would be less. There may be additional costs in the range of \$1,000.00 for uniforms and training.

FY 2020 - In FY 2020, there may be up to nine months of duplicate salary and benefits for Officer Whatcott and the backfill officer; this would represent the last nine months of FY 2020. If the new officer is hired as a mid-range PO3, that could be an impact of approximately \$75,000.00; if hired at a lower level, that impact would be less. There may be additional costs of approximately \$2,000.00 for uniforms and training.

FY 2021 – FY 2021 is where we see the full impact of the backfill position. Using our current pay and benefits scale, if the new officer is hired as a mid-range PO3, that could be an impact of approximately \$100,000.00. There would be additional costs of approximately \$2,000.00 for uniforms and training.

- **10-Wheeler Purchase** – During our City Council Retreat on 12/1/2017, one of the needs identified to keep up with the expansion of our streets network is the need to create a sixth snowplow route. To accomplish this, the city would need to add one large plow truck to our fleet.

Rush International is on the state contract. They are the company that we would go through to order and build a truck for a snowplow. Rush would build the truck and chassis, then send the truck to another company to install the truck dump bed, hydraulics, plow, salt spreader, and safety lights. Last time we went through this process it took 12 months after the order was placed.

Rush does not stock trucks on their lot like a car dealership, but they order and build each one. Rush has a 2017 truck specially built as a demonstration that they would use for Road School conferences. It was used last year at the conference. They had planned to use it this year until ULCT cancelled all future Road School conferences. Now Rush has a plow in new condition that they need to sell. They are willing to sell it at a significant discount. The truck has never been used for snowplowing. It is a 2017 International Bobtail that has 2,862 miles. It is completely equipped for snowplowing operations, selling for \$143,059.02. The benefits of buying this is about \$50k savings from a brand-new price as well as a time savings of about 12 months.

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Finance Director Marshall reviewed his staff memo and facilitated discussion among the City Council regarding the proposed amendments presented for consideration. Relative to the potential to securing a membership in the Utah League of Cities and Towns (ULCT), the Council concluded they are comfortable discussing the issue further to determine whether the benefits received through the membership are worth the \$16,000 cost and that they would like to receive a presentation from ULCT Leadership in a future meeting to get answers to their questions.

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Relative to the amendments proposed in the Parks Maintenance Fund, the Council concluded to wait to make the requested improvements until the nearby splash pad project is completed in August; staff and Council can determine at that time what improvements would be best utilized by users of both park areas. Relative to

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Relative to the request relating to Police Department staffing, the Council expressed hesitation about the potential of the proposal resulting in an automatic increase in the staffing level of the Police Department, but ultimately concluded to proceed with the proposal as recommended by Chief Atkin.

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Relative to the request to purchase a 10-wheeler truck for the Public Work Department, the Council expressed their support for the purchase at this time.

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Discuss policy regarding administering a response to questions/concerns submitted to the entire Council via email.

An Administrative staff memo explained Mayor Gailey has added this item to the agenda to allow for discussion regarding whether there is a need to consider implementing a policy to govern how the Council will respond to questions sent to the entire body via email.

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Mayor Gailey summarized the memo and allowed for discussion among the Council regarding their feelings about the need for a policy regarding this matter, concluding to refrain from engaging in discussion of policy matters with a majority of Councilmembers and a resident. Mayor Gailey also asked that the Council refrain from responding to a resident on behalf of the City Council; any response could be to let a resident know that their concern - especially if it is administrative in nature - will be forwarded to the Mayor or appropriate member of City staff. Councilmembers Maughan and Savage expressed concern about a non-response from any or all Councilmembers being interpreted as being ignored by a resident. City Manager Bovero encouraged a responding Councilmember to copy all Councilmembers on their response, but to avoid debate regarding the issue at hand.

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Proposed Personnel Policy and Procedures Manual amendments.

An Administrative staff memo explained this is a first read of the proposed changes to the personnel policies and procedures manual. We are presenting this to the City Council for review. The review period will be from February 27 to March 27th. We will discuss the changes and any council recommended changes in detail in the March 27th meeting and will present it to the council in the April 10th meeting for a vote and approval. City staff has reviewed various sections of the Personnel Policies and Procedures manual and would like to recommend changes as noted in the red line edits on the attached PDF document. Below is a summary of significant changes:

- 3.030- Nepotism policy change to include the Council's relatives.
- 3.060- Employee can be rehired within 1 year without going through application process.
- 3.100- Updated to match our online application process.
- 3.110- Process for veteran's preference when interviewing.
- 5.050- Took out language for probation employee to get pay increases to match Retention Policy.
- 5.060- Changes to match Retention Policy when employee is at max of range.
- 5.080- Changes to match Retention Policy for promotions/advancements & added Interim Policy.
- 5.130- Clarification change to Emergency Call Back Policy.
- 5.140 - Establishment of policy on training pay
- 8.090 (L) (1-2)- Added that employees cannot work while on FMLA.
- 8.100- Added that HR needs to be notified of Military Leave.
- 9.130 (e)- Added that employees cannot delete posts on social media.
- 9.170 was moved to 10.020.
- 9.180- Added Gift Policy.
- 10.010 restructured so that it wasn't a chapter all by itself (Harassment & ADA is combined).
- 10.020 only change other than the move is under (d) (Added Pregnancy/Childbirth language).
- 11.100 (d)- Changed post-accident process due to OSHA ruling.
- 11.110 (a-d)- Changed to match what the 3rd party does.
- 12.170 (a-c)- Changed to match what the 3rd party does.
- 13.010 (g)- Added & deleted position for annual background checks.
- 13.030- Changed driving records to a point system.
- 14.110 (g)- Changed to match UOSH law on injuries.
- 14.120- Added policy on using leave while on worker's comp.
- 14.140- Exposure Policy added.
- 17.010 (g) (2)- Updated meal per-diem to match the State Policy.
- 18.040- Added fire personnel to policy.

- 23.020- Added policy on rescinding resignations.

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Finance Director Marshall introduced the document detailing the proposed changes to the Personnel and Policies Procedure Manual for a first reading and asked that the Council be prepared for discussion during the March 27 work session meeting. He invited Councilmembers to meet with him individually prior to the next work session meeting to provide any feedback or suggested edits.

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Public comments

There were no public comments.

The meeting adjourned at 9:16 p.m.

Mike Gailey
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: May 8, 2018