

Minutes of the Work Session meeting of the Syracuse City Council held on March 8, 2016, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson
Corinne N. Bolduc
Mike Gailey
Karianne Lisonbee
Dave Maughan

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

City Employees Present:

Finance Director Steve Marshall
City Attorney Paul Roberts
Community and Economic Development Director Brigham Mellor
Public Works Director Robert Whiteley
Fire Chief Eric Froerer
Parks and Recreation Director Kresta Robinson
Police Chief Garret Atkin

The purpose of the Work Session was to review the Police Department budget; hear a request to be on the agenda regarding a Miss Syracuse pageant budget request; have a discussion regarding Centennial Park restroom structure; Review items forwarded by the Planning Commission - Proposed Ordinance 16-13 amending Section 10.40.040 of the Syracuse City Code pertaining to minimum and maximum parking spaces; discuss agenda item 8: Parks and Recreation consolidated fee schedule updates; review agenda item 9: Authorize Administration to execute contract for South Bluff Road Secondary Water Transmission Line to Leon Poulsen Construction Company, Inc.; review agenda item 6: proposed amendments to Arts Council bylaws; discuss RDA agenda item 2: proposed resolution authorizing the preparation of a draft Community Development Project Area (CDA); discuss RDA agenda item 3: RDA tax increment request from Jin's Korean BBQ; and discuss Council business.

6:03:46 PM

Agenda review

Mayor Palmer briefly reviewed the agenda for the business meeting to begin at 7:30 p.m.

Councilmember Maughan stated the Council had a discussion via email regarding adding an item to the agenda to discuss Council Rules of Order and Procedure, but that item was not include on the agenda. He asked City Recorder Brown about the issue and she indicated she planned to include the item on the agenda for the March 29 work session, but due to the fact that the agenda for this evening is fairly light and no vote will be taken on the item, he wants to discuss it tonight. Councilmember Lisonbee stated she requested that the item be added to the agenda and she indicated she would like it on the March 29 agenda.

6:05:23 PM

Police Department budget review.

A staff memo from Police Chief Atkin explained that included in the packet is a color-coded review of the line-item request for the Police Department; the colors correspond with the following categories:

- 1) **Yellow** = Optimal Service: These items are not necessary to fulfill the City's mission or the Council's vision for the Police Department, but do provide an improved level of service to the City.
- 2) **Green** = Mission & Vision Critical: These items are necessary to fulfill the City's mission and the Council's vision for the Police Department.
- 3) **Blue** = Short-term Survival: These items are critical to provide basic services. Without them, the Police Department will be able to operate in the short-term, but will suffer in the long run if additional resources are not provided to support the operations.

The memo then 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 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)	<u>\$276,918</u>
○ 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 Police Department capital budget.

[6:05:48 PM](#)

City Manager Bovero reviewed his staff memo.

[6:06:24 PM](#)

Councilmember Maughan stated the packet materials for this item include information that was not discussed during the February 26 meeting. There is a breakdown between merit raises, advancement requests, and career development request. He asked for assurance that employees will not be allowed to 'double-dip' by receiving multiple pay increases from different programs. Mr. Bovero provided the definitions of advancement raises and career development raises as discussed in the City's employee compensation policy. Employees who receive advancements do not qualify for a career development increase.

[6:09:02 PM](#)

Request to be on the agenda: Miss Syracuse pageant budget request.

An administrative staff memo explained representatives of the Miss Syracuse Pageant have requested a few minutes on the agenda to discuss a budget request.

[6:09:19 PM](#)

Miss Syracuse Pageant advisor, Shelley Thorne, discussed recent changes in the program that resulted in the Miss Syracuse Pageant no longer feeding the Miss America organization; the pageant is now a community pageant that no longer includes a swimsuit event, which was replaced by a community service event. Last year eight contestants performed 40 hours of community service before participating in the pageant. This teaches the participants great skills and will be continued because she wants the pageant to be a community service oriented pageant. She noted that each year the program receives \$1,000 from the City for Miss Syracuse, but no award is given to Miss Teen Syracuse from the City and she is requesting that the City offer \$500 to the winner of that portion of the pageant. She summarized some of the events Miss Syracuse and Miss Teen Syracuse participate in.

[6:11:48 PM](#)

Councilmember Lisonbee stated the \$1,000 award goes towards a scholarship and she wondered how the \$500 for Miss Teen Syracuse would be used. Ms. Thorne stated the \$500 would also be used for educational opportunities. Councilmember Lisonbee stated she would be willing to dedicate \$500 as long as Miss Teen Syracuse is required to use the money for educational opportunities. The Council discussed the issue with Ms. Thorne offering suggestions for options of ensuring the money will be used for educational opportunities, after which the entire Council indicated they would support Councilmember Lisonbee's suggestion.

[6:14:20 PM](#)

Councilmember Maughan stated he would like for pageant winners to have the opportunity to represent the City in larger pageants. Ms. Thorne indicated Miss Syracuse can participate in the Miss Davis County pageant and if she wins she will automatically be included in the Miss Utah pageant, but she would no longer be representing Syracuse.

[6:16:02 PM](#)

The reigning Miss Syracuse and Miss Teen Syracuse were present and they provided the Council with information about events they are currently organizing and participating in. Councilmember Maughan asked what could be done to bring more notoriety to the pageant royalty. Ms. Thorne stated they could be marketed better, possibly through social media. Councilmember Maughan stated it would be beneficial to acknowledge the support the pageant participants and winners offer to the community. Councilmember Anderson suggested information about the pageant be included on the City's website.

[6:18:21 PM](#)

Councilmember Gailey asked if the budget request for the pageant will be included in the City Administration's budget. Mr. Bovero answered yes. Parks and Recreation Director Robinson added that the City also pays for the rental of Syracuse High School for the pageant. Ms. Thorne stated that is correct and noted Ms. Robinson and her staff are a great support for the pageant and it could not be successful without them.

[6:19:29 PM](#)

Discussion regarding Centennial Park restroom structure.

An administrative staff memo explained a concept sketch for Centennial Park restroom has been completed for Council review and discussion. The packet included two conceptual designs and staff is seeking direction from the Council on how to proceed with the project.

[6:19:30 PM](#)

Public Works Director Whiteley reviewed the staff memo and the two concept drawings for the structure.

[6:21:23 PM](#)

The Council offered feedback regarding the design of the structure, noting they would prefer that staff amend the design according to direction that a splash pad not be included at the park. They also wanted to provide a separation between the bowery and restroom structure and to try to design the structure in a manner that all alcoves or other 'hiding places' are

removed to reduce the chances of the building being vandalized. Mr. Whiteley indicated he feels he has sufficient feedback from the Council to make amendments to the plan and noted it will be provided to the Council again at a future date.

[6:31:45 PM](#)

**Review items forwarded by the Planning Commission:
Proposed Ordinance 16-13 amending Section 10.40.040
of the Syracuse City Code pertaining to minimum and
maximum parking spaces.**

A staff memo from the Community and Economic Development (CED) Department explained the Planning Commission is requesting to modify the parking standards to more closely mirror the recommended ratios published by the Institute of Transportation Engineers.

[6:31:58 PM](#)

CED Director Mellor reviewed the staff memo as well as the chart included in the proposed ordinance that identifies the required parking ratio for various land uses in the City.

[6:33:48 PM](#)

Council discussion centered on the parking ratio for recreational uses and specifically how parking ratios are determined; Councilmember Anderson asked if the parking requirements are based upon square footage or per player participating in a recreational activity. The Council ultimately concluded to delay action on this item until the concerns regarding recreational parking ratios can be addressed by staff.

[6:37:40 PM](#)

**Discussion regarding Parks & Recreation Consolidated
Fee Schedule updates.**

A staff memo from the Finance Director explained City Administration is in the process of doing a comprehensive review and update to our consolidated fee schedule. Because it is 15 pages long, staff has decided the best course of action would be to split it up into departments and review each of them separately with the City Council. Fees have been benchmarked with 11 other cities for comparative purposes. These cities include Clinton, West Point, Clearfield, Layton, Kaysville, Roy, Farmington, Sunset, Centerville, Riverdale, and Bountiful. Based upon this review, staff is recommending some changes and updates to the consolidated fee schedule for parks and recreation. The memo concluded staff recommends the Council discuss potential changes to the Parks and Recreation fees and consider adoption of the proposed resolution formalizing the changes.

[6:37:47 PM](#)

Mr. Marshall reviewed his staff memo

[6:38:25 PM](#)

Councilmember Lisonbee stated she understands staff has compared the City's current fees with fees charged in other cities and she wondered if it would be possible to increase fees even more to cover the costs of operation. Mr. Bovero noted staff has considered costs and what the market can bear; the current fees are covering all costs – except for Administration costs – except for a shortfall of \$11,000. The proposed fees would generate an additional \$50,000, which would eliminate the shortfall and cover a portion of Administration costs or could be used to support new programming. He stated that it may be possible to charge more if the Council chooses to proceed in that direction. The Council engaged in high level discussion about the potential of charging increased fees for the use of facilities throughout the City, after which Ms. Robinson noted the City's Community Center fees are lower than fees in other cities because the Community Center does not have a swimming pool. Councilmember Lisonbee wondered if it may be possible to increase the gym rental fees and the base fees for usage of the Community Center. Mr. Bovero stated that he would prefer to implement incremental increases to avoid a situation where a large increase prevents people from using the facility. Councilmember Gailey stated that he would like for the charges for usage and participation in programs to cover the true costs of operation. Councilmember Maughan agreed and indicated that the increased fees will not cover Administration costs. Mr. Bovero stated that is true, but noted that Administration is needed to oversee parks maintenance regardless of the programming that exists in the City. Councilmember Maughan agreed, but noted that the Council has been told the Parks and Recreation Department is understaffed and it may be necessary to further increase fees to aid in covering the costs of increasing staffing levels. Mr. Bovero agreed.

[6:46:39 PM](#)

The Council and staff engaged in a brief discussion regarding facility rental policies, with Mr. Bovero noting the City commonly reduces rental fees for non-profit organizations.

[6:47:34 PM](#)

Review agenda item 9: Authorize Administration to execute contract for South Bluff Road Secondary Water Transmission Line to Leon Poulsen Construction Company, Inc.

A staff memo from the Public Works Department explained this project will install a new 16 inch and 12 inch secondary water transmission line on Bluff Road from the Jensen Pond pump house to Gentile Street and overlay the entire road width the length of the project. The construction will begin as soon as contract documents are in place and will be completed by the summer of 2016. Bids were opened on March 2, 2016. Eight bids were submitted and the low bidder was Leon Poulsen Construction Company, Inc.; their bid amount is \$415,145.00. The funding for this project will come from the following sources:

	20-40-70 Class C	30-16-70 Secondary Capital	31-40-70 Secondary Impact Fee	
Total	\$61,392.85	\$9,883.00	\$343,869.15	\$415,145.00
Budget	\$63,750.00	\$10,000.00	\$465,000.00	\$528,750.00
Difference	\$2,357.15	\$117.00	\$121,130.85	\$123,605.00

The memo concluded staff recommends the Council award the contract to Leon Poulsen Construction Company, Inc.

[6:47:47 PM](#)

Public Works Director Whiteley reviewed his staff memo.

[6:49:36 PM](#)

The Council briefly discussed the scope of the project, after which Councilmember Lisonbee asked if the \$123,605 in remaining unallocated funds can be dedicated to another project in the five-year Capital Improvement Plan (CIP). Mr. Whiteley answered yes, but noted he is not sure how best to program it. Councilmember Bolduc indicated the section of Bluff Road north of the roundabout is pretty rough and could use some attention. Councilmember Lisonbee added she received another complaint about the Ranchette's West roads and they are in the five-year plan. Mr. Marshall clarified that the majority of the \$123,605 is secondary water impact funds and its use is restricted.

[6:52:32 PM](#)

Councilmember Gailey stated the Council had a discussion about one year ago regarding the intersection of 1000 West and Bluff Road and potentially changing the approach of that intersection and he asked if that is still being considered. Mr. Whiteley noted a grant application was approved for a roundabout at Bluff Road and Gentile Street, but the project will not be completed until 2021; it may be possible to extend the construction to the intersection of 1000 West and Bluff Road.

[6:53:10 PM](#)

Review agenda item 6: proposed amendments to Arts Council bylaws.

A staff memo from the City Attorney explained the Syracuse Arts Council has prepared draft amendments to its by-laws, and submitted them for your review. I have been asked to summarize the proposed changes. Proposed amendments include the following:

- Provides additional language and procedure for the creation of Committees over programs offered by the Arts Council, along with election provisions for those Committee Chairs (Art. IV, § 2)
- Provides a process for vetting potential board members needed on account of a vacancy, during Arts Council meetings, and adding a qualification of at least six months of service with the Arts Council. The Board would render a vote and forward the nominee to the Mayor. It also provides that if no one meets those qualifications, then the Arts Council would appoint the best volunteer by a unanimous vote. (Art. IV, § 4). This last provision, as written, conflicts with City ordinance. The discrepancy can be cleared up by

changing the word “appoint” to “forward.” Appointments to the Arts Council Board are made by the Mayor with advice and consent of the Council.

- Provides for the temporary filling of vacant Board positions pending official appointment by the Mayor and Council. (Art. IV, § 5). There is no provision addressing this in City code; if this is desirable, then code should be changed to accommodate the change.
- Calls for end of Committee Chair terms on August 31 each year. (Art. VI, § 3).
- Provides procedure for obtaining reimbursements (Art. VII, §2(C)).
- Permits Board to use donations as it deems appropriate, unless the donor specifies a purpose for a gift or bequest (Art. VII, § 3(B)).
- Identifies specific Committees, which will be led by Board members who serve as Committee Chairs (Art. VIII, §§3 – 9).
- Calls for Board to approve Production Producers and Directors by majority vote (Art. IX, § 1).
- Modifies the Good Neighbor Program to a sponsorship process (Art. XI, § 3).
- Changes the fiscal year of the Arts Council to Sept 1 – Aug 31 (Art. XIV).
- Adds provision which calls for City Council approval of by-law amendments if such amendments require changes to city code (Art. XV, § 2).
- Removes certain provisions, and replaces them with references to City code, throughout, as a means of reducing the length of the document and avoiding the need to amend by-laws with each code change.
- Other minor changes, throughout

[6:53:25 PM](#)

Councilmember Maughan stated the changes to the bylaws are fairly simple, but the Council is seeking to change their fiscal year so that it does not align with the City’s fiscal year and he asked if that presents a problem. Mr. Marshall answered no.

[6:53:50 PM](#)

Councilmember Lisonbee stated the City provides the Arts Council with seed money and allows the group to use City facilities for free. She stated that she is concerned by the fact that citizens from other cities have been chosen over Syracuse citizens for roles in Arts Council productions and some have expressed feelings that Syracuse City residents should take precedence over citizens from other cities. She wondered if it would be reasonable to add language to the bylaws to indicate preference should always be given to Syracuse City residents. Councilmember Maughan stated it may be difficult to make that change; he would also like to see the City’s residents be as active in the Arts Council as possible, but that should not be dictated in the group’s bylaws and, rather, should simply be the attitude of the Board. He stated including such language in the bylaws could give someone the opportunity to protest if they are not given a role or part in any production. Councilmember Lisonbee stated she is not sure someone would protest something like that. She stated the bylaws should reflect the policy of the Board and if the policy is to foster involvement from surrounding communities, the Arts Council should seek funding from surrounding communities. She stated including the language she has requested would encourage the Board to have the attitude of including as many Syracuse residents as possible. She indicated bylaws last a long time and she wants to use caution and represent Syracuse residents, the taxpayers who are actually funding the program.

[6:56:57 PM](#)

Councilmember Gailey suggested the recommended language be included in the mission statement for the Arts Council. Mr. Bovero reviewed the mission statement of the Arts Council and provided a suggestion for the most appropriate place for the language to be included.

[6:57:29 PM](#)

Discussion of Councilmember Lisonbee’s recommendation continued; Councilmember Maughan indicated he favors as much participation from Syracuse residents as possible, but he is concerned about restricting the events. Councilmember Lisonbee stated that when considering a person for a role, if all things are considered equal, the person from Syracuse should be ranked higher than a resident from another community since Syracuse residents are funding the Arts Council. Mayor Palmer indicated the discussion of this item can continue during the business meeting.

[6:59:02 PM](#)

Discussion regarding RDA agenda item 2: proposed resolution authorizing the preparation of a draft Community Development Project Area (CDA).

A staff memo from the City Attorney explained During the December 8, 2015 business meeting, CED Director Mellor received informal direction from the Council to move forward with preparation of a draft CDA plan related to development along Antelope Drive between 1000 West and 2000 West. The attached resolution formalizes that informal approval.

As per UCA § 17C-4-101(1) & -102(1), official authorization to prepare the draft plan must precede final approval of the CDA plan. We are not yet seeking final plan approval; negotiations and approval are being sought from the other taxing entities at this time, so the final plan is still subject to change. Once we have reached an agreement with the taxing entities, then we will bring the plan back for final approval, complying with all noticing and hearing requirements provided in State Code.

[6:59:11 PM](#)

CED Director Mellor reviewed the staff memo and provided the Council with an update regarding the proposed CDA and the work undertaken thus far.

[7:03:09 PM](#)

Discussion regarding RDA agenda item 3: RDA tax increment request from Jin's Korean BBQ.

A staff memo from the Community and Economic Development (CED) Department explained Soonhye Kim and Jin Kim have been operating a Korean restaurant in Ogden near the Ogden Clinic. The Kim's are looking for a new location – and they met with Dr. Nadim Bikhazi who represents West Rock Associates LLC owner of two buildings in our town center RDA. The Kim's are requesting tax increment to assist with their tenant improvement costs totaling \$31,090.45 We have a pretty unique draw to Syracuse for Asian restaurants and that could act as the market pull to the town center – and one of the ways our town center sets itself apart. In consulting with the RDA Board Chair (Mayor) it is recommended that should funding be dispersed it not exceed \$15K there - are several options to choose from:

- **Option 1** – Grant funds \$10K (year 1) 5K (year 2) [if the business fails in year 1 they get nothing and if it fails in year 2 the most they are eligible for is 10K]
- **Option 2** – GROAN (Grant Loan used by Ogden in luring tenants to downtown) Loan 15K but after 3 years in business it becomes a grant (all money paid toward the loan is paid back as the end of the 3 year period – including interest)
- **Option 3** – Loan 15K as a financial “gap filler” for whatever they can't get from the bank (prime plus 1% interest rate)
- **Option 4** – Any combination of the above
- **Option 5** - Deny request for funds all together

[7:03:20 PM](#)

CED Director Mellor reviewed the staff memo.

[7:08:22 PM](#)

The Council briefly discussed the request and reviewed a map to become oriented to the location of the property subject to the agreement. Councilmember Anderson stated she and her husband own Lakeview Dental in the same shopping center as the project and she asked if she needs to recuse herself from participating in discussion on voting on this item. City Attorney Roberts answered no.

Council business

There was not sufficient time for Council business.

The meeting adjourned at 7:11 p.m.

City Council Work Session
March 8, 2016

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: March 29, 2016