

Minutes of the Special Meeting of the Syracuse City Council held on March 11, 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 2:29 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  
Public Works Director Robert Whiteley  
Parks and Recreation Director Kresta Robinson  
City Engineer Brian Bloemen  
Water Superintendent Ryan Mills  
Streets Superintendent Mike Mathis

2:08:35 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.

2:08:37 PM

COUNCILMEMBER GAILEY MADE A MOTION TO ADOPT THE AGENDA. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

2:09:28 PM

COUNCILMEMBER MAUGHAN MADE A MOTION TO MOVE ITEM THREE AHEAD OF ITEM TWO ON THE AGENDA. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Lisonbee was not present when this vote was taken.

2:09:38 PM

3. Award Contract for Rock Creek Park Improvement Project

A staff memo from Public Works Director Whiteley explained this project will improve the east half of Rock Creek Park. This project was broke into two separate schedules. Bidders were required to submit a proposed sprinkler plan for the park which was considered in addition to the price of their bid.

Schedule A included the following:

- Construction of a detention basin and regrade the entire site to provide usable space for soccer/football fields
- Installation of a 10' trail to connect the trailhead in Rock Creek Park to the existing Emigrant trail
- Installation of sidewalk, where none currently exists, around the perimeter of the park

Schedule B included the following:

- Expand the existing 69 space parking lot by new 33 parking spaces

The construction will begin as soon as contract documents are in place and will be completed by the fall of 2016.

Bids were opened on March 1, 2016. Twenty four companies were on the plan holders list and three bids were submitted. The low bidder was ACME Construction who submitted a sprinkler design which provided single coverage. The second lowest bidder was Arnell-West, Inc. who submitted a sprinkler design that provided double coverage.

	ACME Construction	Arnell-West, Inc.	Stapp Construction
<b>Schedule A Total</b>	\$668,273.15	\$709,901.35	\$796,647.83
<b>Schedule B Total</b>	\$60,963.90	\$52,265.63	\$65,405.62

Given the City is interested in using this portion of the park for athletic events, double coverage is recommended due to shorter watering times and less risk of burning grass due to wind or pressure reduction. Based on the overall cost, sprinkler design and long term maintenance, staff recommends the project be awarded to Arnell-West, Inc.

The funding for this project will come from the following sources:

	<b>124070 Park Impact Fee</b>	<b>414070 Storm Drain Impact Fee</b>	
<b>Schedule A Total</b>	\$436,026.24	\$273,875.11	\$709,901.35
<b>Budget</b>	\$437,000.00	\$276,000.00	\$677,000.00
<b>Difference</b>	\$973.76	\$5,111.45	\$6,085.21
<b>Schedule B Total</b>	\$52,265.63	\$0	\$52,265.63

Award schedule A of the contract to Arnell-West, Inc. If council elects to award schedule B, a budget opening in the amount of \$53,000 from 124070 would be required to fund that portion.

[2:09:48 PM](#)

Public Works Director Whiteley reviewed his staff memo as well as a map of the park to identify the work to be completed according to the scope of work that was included in the RFP. The Council engaged in brief discussion throughout Mr. Whiteley’s presentation of the project to gain clarification regarding certain aspects of the work to be completed at the Park. They also offered their feedback relative to the location of parking areas, sidewalk, and trail connectivity. Councilmember Maughan discussed the inclusion of a trail that will connect the park to the nearby trail system and he suggested that the connection could be made with existing sidewalk and he would prefer to delay construction of the trail until a future date to reduce the cost of the project. Councilmember Gailey stated he is concerned about setting aside the standard of development for a City project that would be imposed on a private developer completing a project in the City. Councilmember Maughan agreed.

[2:33:37 PM](#)

Council discussion continued, with a focus on funding sources for the project. Councilmember Maughan stated he would prefer to forego schedule B of the project and Councilmember Anderson agreed with that suggestion. Councilmember Maughan stated he would also like to defer the portion of the project to construct the trail to connect the park to the nearby trail system. Councilmember Lisonbee then discussed the cost difference between using hydroseed or sod at the park. This led to a discussion about the length of time after which hydroseed is laid that an area can be used by the public, and specifically as a sports field.

[2:39:55 PM](#)

City Manager Bovero discussed the funding sources available for the project, after which Councilmember Gailey asked if staff would be forced to rebid the project if the scope of the work is changed. Mr. Whiteley stated that depends upon the extent of the changes to the scope. Councilmember Maughan reiterated his suggestion to forego schedule B of the project at this time and solicit separate bids for an alternative parking lot in the corner of the park. Discussion refocused on the most appropriate grass planting option for the park as well as whether it is necessary to bring in top soil before planting seed or sod. Councilmember Maughan stated some contractors may be willing to guarantee hydroseed for a specified period of time and he would like to explore that option. Councilmember Lisonbee added that she would support using hydroseed for the sole purpose of saving money on the park project; she favors cost savings over the urgency of being able to use the park for sports activities within the same year the park is completed. Parks and Recreation Director Robinson stated she is comfortable with that approach as long as the Council understands that proceeding with an action that will prevent the park space from being used for up to two additional years for increased or expanded programming.

[2:58:21 PM](#)

Councilmember Maughan then asked why the City only received proposals from three bidders. Mr Whiteley stated that approximately 20 contractors were interested in the project, but they grouped up and 12 or 13 contractors bid as sub-contractors for the three main bidders on the project. He stated 11 other contractors simply decided not to bid. Councilmember Maughan stated that is a large number of ‘no-bids’ and he wondered if there is something about the City’s bidding process that limits the number of bidders. Mr. Whiteley stated that some contractors were too small to bid on the project and others did not have necessary certifications to submit a bid.

[3:01:02 PM](#)

COUNCILMEMBER GAILEY MOVED TO TABLE THE AWARD OF THE ROCK CREEK PARK PROJECT CONTRACT UNTIL A TIME THAT STAFF CAN FURTHER EXPLORE HYDROSEEDING OPTIONS AND OTHER AMENDMENTS TO THE PROJECT SCOPE. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

[3:01:21 PM](#)

Mr. Whiteley stated he will explore all options suggested by the Council and report back during the March 29 Council meeting.

[3:01:44 PM](#)

## 2. Public Works Department Budget Discussion

A staff memo from Public Works Director Whiteley explained the mission statement of the Public Works 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, staff has reviewed the public works services provided by the City and created a draft budget that outlines the resources to provide the services effectively. In drafting the budget, staff 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.*

### Public Works Vision Statements

- *Utilities provided by the City are affordable.*
- *Public Works and utility billing employees are customer service oriented.*
- *Services provided by Public Works are done in an efficient manner.*
- *Syracuse City has a well-organized infrastructure replacement and maintenance schedule that ensures well-maintained systems.*

The memo discussed the color coding used to identify prioritization of the budget; included with this packet is a color-coded review of the Line-Items requests for the Public Works 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 Public Works 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 Public Works Department.
- 3) **Blue** = Short-term Survival: These items are critical to provide basic services. Without them, the Public Works 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 discussed 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 Public Works 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 PW 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
- **Distribution of Personnel Costs Across PW funds:** We performed an in-house analysis of Public Works staff time and where their time is spent, which is attached herein. Due to the administrative complexity of billing each fund separately, we looked at an equitable way to distribute staff costs in a way that simplifies the administrative end, but is still accurate on the whole. We will review this information at the meeting.

### Facility Maintenance & Fleet Management

- **Purpose and Function:** The proposal to move the facility maintenance function of the City from IT over to Public Works serves multiple purposes. First, it off-loads facility maintenance functions from the IT Director so he can focus and make progress on IT service and IT improvements. Second, the tasks and purposes of facility maintenance are similar in scope and mission to that of Public Works, which is to maintain important infrastructure. Under Public Works, there will be good communication amongst knowledgeable maintenance workers, and staff resources can more easily shift from other PW divisions if a project requires extra help.

Fleet management within the City is currently decentralized, meaning each department maintains and provides the administrative work involved with vehicles. By off-loading the fleet maintenance from the various departments, and providing that service through in a centralized fashion, it allows the other departments to focus on their primary tasks, instead of vehicle issues.

- **Staffing & Accountability:** While facility and fleet maintenance makes more sense under PW, to a certain degree the same problem exists. Facility maintenance pulled IT resources away from IT service, and moving it to PW will likely pull resources from one of the other divisions. The current thought is to move facility maintenance under the Water Division. The water superintendent has the most knowledge and means to handle facility maintenance. Nevertheless, there is real concern that this may pull attention from water system maintenance. To perform this function appropriately and with proper accountability, a facility and fleet maintenance division should be created. Attached you will find the suggested organizational chart for Public Works. The proposal would include a new superintendent position, and will include both facility and fleet maintenance.

- **Estimated Additional Cost:**

<i>Vehicles/gas/oil</i>	<i>\$40,950</i>
<i>Equipment/Uniform/phone</i>	<i>\$4,345</i>
<i>Wages/Benefits</i>	<i><u>\$83,805</u></i>
<i>Total:</i>	<i>\$129,100</i>

**Secondary Water**

- **Paint Secondary Water Tank:** The City's secondary water tank is utilized to pressurize the system. From time to time, the paint on these tanks needs to be inspected and new paint applied. Paint is preventative maintenance that keeps the tank from rusting and failing. To our knowledge, the tank has never been repainted in the 30+ years of its life. There is a request to repaint the tank, which is a significant cost.
- **Estimated Cost:** \$120,000

**Culinary Water**

- **Investigate Culinary Metering Methods:** As the City continues to grow, the need to hire an additional meter reader increases. This is a seasonal full time position. In order to provide utility services in an efficient manner, this year's budget proposal includes an analysis of more efficient ways to read culinary water meters. The budget impact includes consulting and technical services that may be needed to do the analysis.
- **Estimated Cost:** \$5,000

**Capital Projects**

- **2000 West Culinary Project:** Of particular note is the 2000 West culinary water project, which has been moved up due to the SR 108 road widening. UDOT has notified the City that the SR 108 project is moving forward. In order to take advantage of potential savings, the budget proposal moves this project up to FY2017 so the culinary work can be done at the same time as the widening project.
- **5-Year Capital Needs:** Based on the 5-year Capital Projects list, the total needed funding exceeds the projected revenue. The City will need to address costs and revenue structures in order to meet the demand to maintain critical infrastructure.
- **Street Resurfacing:** This proposal includes several roads that will receive overlay or chip seal treatments.
- **Drying Bed:** The 2016 storm water permit requires cities to discharge street sweepings and storm water cleaning onto an impervious surface with proper storm water protection measures. A drying bed will allow the debris to reduce its weight prior to sending it to the landfill.

**Utility Rates**

- **Rate Structure Options:** In order to continue providing services and fund capital projects, the City will need to evaluate both costs and revenue. At the budget discussion, we will explore a variety of rate structure alternatives that can assist in meeting the City's needs.

The memo concluded that included in the packet are line-item operational budget proposals along with the capital projects budgets for Public Works for Council consideration.

**3:02:30 PM**

City Manager Bovero reviewed the staff memo, after which Public Works Director Whiteley proceeded with a review of the line-item budget requests for the various budgets managed within his Department. There was brief general discussion among the Council and staff throughout Mr. Whiteley's presentation, the purpose of which was to help the Council gain a clearer understanding of the operations of the Department. Throughout the discussion there was a focus on

City Council Special Meeting  
March 11, 2016

items such as Department uniforms, the breakdown of wages across all budgets, participation in a local storm water coalition, office supplies, transitioning to paperless operations wherever possible, water meter reading options, depreciation across funds, options for acceleration of completion of road projects in the City's five year plan, and equipment purchases.

[5:10:24 PM](#)

The group did not have sufficient time to review all budgets within the Public Works Department and concluded to continue the meeting the following Friday, March 18, 2016 at 2:00 p.m.

[5:11:59 PM](#)

COUNCILMEMBER BOLDUC MOVED TO ADJOURN THE MEETING. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

---

Terry Palmer  
Mayor

---

Cassie Z. Brown, CMC  
City Recorder

Date approved: April 12, 2016