

Minutes of the Special Meeting of the Syracuse City Council held on March 29, 2016, at 8:29 a.m., in the Council Conference Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

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

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

Excused: Councilmember Andrea Anderson

Staff Present: City Attorney Paul Roberts
Finance Director Steve Marshall
Public Works Director Robert Whiteley
Fire Chief Eric Froerer
Police Chief Garret Atkin
Parks and Recreation Director Kresta Robinson

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1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at [8:29:12 PM](#) p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

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

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2. Approval of Minutes:

The following minutes were reviewed by the City Council: Work Session and Regular Meeting minutes of March 8, 2016.

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Councilmember Maughan, page 183 of the packet includes resolution 16-13 and the names of Councilmembers listed as approving the document are former Councilmembers. He then stated that during the work March 8 work session meeting there was a conversation regarding funding for the Miss Syracuse pageant, which is reflected on page 132. He stated that the minutes indicate that Councilmember Lisonbee suggested she was agreeable to the request and other Councilmembers consented. He stated his concern is that anytime a request is dealing with money, an actual vote is needed and that cannot be given in a work session. City Manager Bovero stated that the funding requested by the Miss Syracuse Pageant will not be needed until the next Fiscal Year (FY) budget, so the Council will have the opportunity to formally vote on it when adopting the agenda.

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COUNCILMEMBER MAUGHAN MADE A MOTION TO APPROVE THE MINUTES OF THE WORK SESSION AND REGULAR MEETINGS OF MARCH 8, 2016 AS AMENDED. COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Anderson was not present when this vote was taken.

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3. Public comment

Kevin Homer referenced the discussion that took place during the work session meeting regarding employee compensation. He stated that this is one of the few things that the City Council handles that he has personal experience in; he spent the last 17 years as a mid-level manager who dealt with a lot of these types of issues. He discussed the practice of benchmarking and suggested that the City gather data from other cities for the past five years and calculate a moving average to be used to create baseline wages; this should help stabilize inconsistencies that may be present if a much smaller data snapshot is taken. He then stated that it seems that the City Council has some discretion when considering special bonuses or options for compensating certain people and he would like for the Council to offer additional compensation for people in the public safety departments of the City. He stated he values those positions and any time anyone needs the aid of a Fire Fighter or Police Officer they are very appreciative. He stated people working in those positions deserve higher compensation and perhaps hazard pay.

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4. Proposed Resolution R16-17 appointing Lance Davenport to the Emergency Preparedness Committee.

An administrative staff memo explained Joe Thornton resigned his position on the Disaster Preparedness Committee and Mayor Palmer has recommended the appointment of Lance Davenport to fill the vacancy created by the resignation. Staff prepared a resolution to allow the Council to appoint Lance Davenport to the Emergency Preparedness Committee as recommended by Mayor Palmer.

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Mayor Palmer summarized the memo.

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Councilmember Gailey suggested that the record and resolution reflect that Joe Thornton recently passed away; he did not resign his position on the Committee.

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COUNCILMEMBER GAILEY MADE A MOTION TO ADOPT RESOLUTION R16-17 APPOINTING LANCE DAVENPORT TO THE EMERGENCY PREPAREDNESS COMMITTEE. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Anderson was not present when this vote was taken.

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COUNCILMEMBER MAUGHAN MADE A MOTION TO RECESS THE SPECIAL COUNCIL MEETING IN ORDER TO CONVENE IN THE SPECIAL RDA MEETING. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Anderson was not present when this vote was taken.

The meeting reconvened at 10:46 p.m.

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5. Authorize Administration to execute 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 in order to determine the affordability of an expanded parking lot. The schedules are as follows:

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

Bidders were also required to submit a proposed sprinkler plan for the park which was considered in addition to the price of their bid. The construction will begin as soon as contract documents are in place and is anticipated to be completed by the fall of 2016. The park can be available for organized sports once turf has fully become established. This project combines two projects into one in order to conserve costs: Rock Creek Park Regional Detention Basin and Rock Creek Park Improvements. 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
Schedule A Total	\$668,273.15	\$709,901.35	\$796,647.83
Schedule B Total	\$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:

	124070 Park Impact Fee	414070 Storm Drain Impact Fee	
Schedule A Total	\$436,026.24	\$273,875.11	\$709,901.35
Budget	\$401,000.00	\$276,000.00	\$677,000.00
Difference	(\$35,026.24)	\$2,124.89	(\$32,901.35)
Optional Schedule B Total	(\$52,265.63)	\$0	(\$52,265.63)

City Council gave direction during the March 11, 2016 meeting to consider a modified scope in order to reduce costs. The scope includes the following:

- Consider the cost of seed in comparison to the bid price of sod.
- Consider a different location for the parking lot expansion rather than the designed location indicated in Schedule B. If an additional parking lot is constructed on the 0.3 acre parcel 12-748-0432 (located at 769 South 3525 West), for the shared purpose of both park and trailhead, then access could be accomplished along St. Andrews Drive with cyclists using the road as shared lanes, and pedestrians can use the sidewalks. This parking lot could be constructed in the future.
- Eliminate the asphalt trail from the design between the existing parking lot and St. Andrews Drive.

Price adjustments were proposed by the bidder. Recalculating the amount shows an overall savings of \$37,374.75, as follows:

		124070 Park Impact Fee	414070 Storm Drain Impact Fee	Total
Schedule A Total		\$436,026.24	\$273,875.11	\$709,901.35
Budget		\$401,000.00	\$276,000.00	\$677,000.00
Difference		(\$35,026.24)	\$2,124.89	(\$32,901.35)
Item #21	Deduct:	(\$68,661.00)		
Replace sod to seed: Cross drill seeding & hydromulch, soil tests, fertilizer & weed control (no bug control) for 12 months, includes mowing for 3 months to establish the grass system.				
Item #20	Add:	\$26,930.00		
Topsoil: Add an additional 1" layer of topsoil required to accommodate the seeding system.				
Item #20	Add:	\$17,634.00		
Topsoil (Optional): Change standard topsoil to premium topsoil.				
Item #15	Add:	\$2,303.00		
Asphalt Trail: Replace asphalt trail with landscaping. Price includes remodeling sprinkler system, placing topsoil, grading and cross drill seeding & hydromulch.				
Item #15	Deduct:	(\$5,644.00)		
Asphalt Trail: Remove bituminous asphalt paving for trail. Asphalt driveway to remain. Unit price for this item changes to \$2.42/SF. This price is an increase of \$.70 per SF from original bid. (Assumes a total square foot area of 4,000 SF being removed)				
Item #12	Deduct:	(\$1,086.75)		
Asphalt Trail: Remove type A2 aggregate base material from the asphalt trail area. Unit price of this material remains at \$15.75/SF (Assumes a total of 69 tons being removed)				
Item #21	Deduct:	(\$8,850.00)		
Mowing				
Total		\$398,651.49	\$273,875.11	\$672,526.60
Budget		\$401,000.00	\$276,000.00	\$677,000.00
Difference		\$2,348.51	\$2,124.89	\$4,473.40

The memo concluded staff recommends the City Council award Schedule A of the contract to Arnell-West, Inc. Include deductions shown herein.

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COUNCILMEMBER LISONBEE MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE THE CONTRACT FOR THE ROCK CREEK IMPROVEMENT PROJECT WITH THE FOLLOWING CHANGES: REMOVAL OF THE PREMIUM TOPSOIL OPTION AND OPTING FOR SEEDING RATHER THAN SODDING. COUNCILMEMBER GAILEY SECONDED THE MOTION.

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Councilmember Maughan stated he is not sure he can vote to support the motion without understanding how the project will be funded. Councilmember Lisonbee stated it will be funded with park impact fee and storm drain impact fee revenues. Councilmember Maughan asked if this project will ‘rob’ from future park projects. The Council had a brief discussion about the fiscal impact this project could have on other future projects, with Councilmembers Bolduc and Lisonbee noting that the scope of other park projects have been amended to increase available funding for this and other future park projects.

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Mayor Palmer stated there has been a motion and second to authorize execution of the agreement and he called for a vote; ALL VOTED IN FAVOR. Councilmember Anderson was not present when this vote was taken.

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6. Authorize Administration to execute contract for Banbury Drive Road Improvement Project.

A staff memo from Public Works Director Whiteley explained this project will consist of bringing American with Disabilities Act (ADA) compliant ramps up to current standards and repaving Banbury Drive from 1700 South Street to Dallas Street. 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 22, 2016. Eight bids were submitted and the low bidder was Post Asphalt and Construction with a total bid amount of \$320,903.42. The funding for this project will come from Class C 20-40-70. The memo concluded staff recommends the Council award contract to Post Asphalt and Construction.

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COUNCILMEMBER MAUGHAN MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE THE CONTRACT FOR THE BANBURY DRIVE ROAD IMPROVEMENT PROJECT. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Anderson was not present when this vote was taken.

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7. Authorize Administration to execute contract for Marilyn Acres Culinary Waterline Project Phase III.

A staff memo from Public Works Director Whiteley explained this project will consist of the following improvements over a portion of Marilyn Drive, Dallas Street, 1250 West Street, Melanie Lane & Lori Circle:

- Replace existing replace existing concrete sewer with a new 8” PVC main
- Replace existing 6” cast iron & class culinary mains with new 12” & 8” C-900 mains
- Replace existing 3” secondary main with new 8” C-900 main
- Bring ADA ramps up to current standards
- Full width pavement replacement

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 21, 2016. Five bids were submitted and the low bidder was Leon Poulsen Construction Company, Inc. with a total bid amount of \$1,038,361.65. The funding for this project will come from the following sources:

	20-40-70 Class C	50-16-70 Culinary Capital	30-16-70 Secondary Capital	53-16-70 Sewer Capital	
Total	\$139,024.95	\$454,550.05	\$89,155.50	\$355,631.15	\$1,038,361.65
Budget	\$150,000.00	\$485,000.00	\$100,000.00	\$359,000.00	\$1,094,000.00
Difference	\$10,975.05	\$30,449.95	\$10,844.50	\$3,368.85	\$55,638.35

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

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COUNCILMEMBER MAUGHAN MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE THE CONTRACT FOR THE ROCK CREEK IMPROVEMENT PROJECT WITH THE FOLLOWING CHANGES: REMOVAL OF THE PREMIUM TOPSOIL OPTION AND OPTING FOR SEEDING RATHER THAN SODDING. COUNCILMEMBER LISONBEE SECONDED THE MOTION. Councilmember Anderson was not present when this vote was taken.

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8. Public Hearing: Proposed Resolution R16-15 adjusting the Syracuse City budget for Fiscal Year ending June 30, 2016.

An administrative staff memo referenced materials included in the packet relative to changes to the Fiscal Year (FY) 2016 budget amendments; proposed changes to the operational budget include an increase in the Arts Council budget by \$2,400 and a transfer of Internet Crimes Against Children (ICAC) budget from equipment to overtime wages. Proposed changes to Parks and Recreation staffing levels, pursuant to the findings of the Council subcommittee on Parks & Recreation staffing, the following changes are being proposed:

- Administration is proposing eliminating 4 part-time positions (2 park maintenance worker I and 2 recreation coordinators) in the parks and recreation department and instead hire 2 full-time positions in their place. The new positions would be a full-time recreation coordinator and a full-time park coordinator.
- The net cost to the FY2016 budget would be 0. We could fund the 2 new full-time positions within the current budget. This is due to the fact that we have been unsuccessful in maintaining all 4 part-time positions over the last 8 months and have experienced significant turnover in these positions.
- The net impact to the FY2017 budget and to future budgets is estimated at a total cost of \$56,000. This includes our original estimate of \$44,000 for the two positions and then an additional \$12,000 to upgrade the Park Maintenance Worker I position to a Parks Coordinator position.
- Administration is also proposing hiring a part-time event coordinator to replace our contract service. There will not be an increase to the budget for FY2016. We would recommend removing the contract expense in DCED and adding the part time position in the Parks and Recreation department. The net impact to the FY2017 budget and to future budgets is estimated at a total cost of \$9,600.

The memo concluded City Administration recommends the Council adopt the resolution adjusting the Syracuse City Budget for Fiscal Year ending June 30, 2016.

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Mayor Palmer opened the public hearing; there were no persons appearing to be heard and the public hearing was closed.

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COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT RESOLUTION R16-15 ADJUSTING THE SYRACUSE CITY BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2016.

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COUNCILMEMBER LISONBEE OFFERED A SUBSTITUTE MOTION TO ADOPT RESOLUTION R16-15 ADJUSTING THE SYRACUSE CITY BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2016, WITH THE FOLLOWING CHANGES: REMOVING THE EXPENDITURE FOR THE ROCK CREEK PARK RESTROOM AND ADDING \$234,000 FROM THE TRANSPORTATION IMPACT FEE FUND. COUNCILMEMBER MAUGHAN SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Anderson was not present when this vote was taken.

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9. Proposed Resolution R16-16 revising and updating the Fiscal Year 2015-2016 wage scale.

An administrative staff memo explained City Administration has determined it necessary to add a part-time Event Coordinator to the Parks and Recreation department. This position will report to the Parks & Recreation Director. Staff performed a salary benchmark for the Event Coordinator and have set the proposed wage scale to match the wages to the 60th percentile of comparative cities. This proposed new position has been added to the FY2015-2016 wage scale and is shown in

red. The memo concluded staff recommends the Council adopt the resolution approving the updates to the fiscal year 2015-2016 wage scale.

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COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT RESOLUTION R16-16 REVISING AND UPDATING THE FISCAL YEAR 2015-2016 WAGE SCALE. COUNCILMEMBER BOLDUC SECONDED THE MOTION. Councilmember Anderson was not present when this vote was taken.

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10. 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 Planning Commission is requesting to modify the parking standards to more closely mirror the recommended ratios published by the Institute of Transportation Engineers.

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COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT ORDINANCE 16-13 AMENDING SECTION 10.40-040 OF THE SYRACUSE CITY CODE PERTAINING TO MINIMUM AND MAXIMUM PARKING SPACES. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Anderson was not present when this vote was taken.

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11. Proposed Resolution R16-14 authorizing and approving the execution and delivery of a master lease agreement by and between the City and the Municipal Building Authority of Syracuse City, Utah (The "Authority"), and a ground lease agreement; authorizing the issuance and sale by the Authority of its lease revenue refunding bonds, Series 2016 in the aggregate principal amount of \$11,266,000; authorizing and approving the execution and delivery by the Authority of a general indenture of trust and supplemental indenture of trust, bond purchase agreement, certain security documents, and other documents required in connection therewith; authorizing the taking of all other actions necessary to the consummation of the transaction contemplated by this resolution; and related matters.

A staff memo from Finance Director Marshall explained the Municipal Building Authority is a separate legal entity from Syracuse City Corporation. It was established in August 2006 to allow the City to streamline the funding and construction of city facilities. The MBA borrows funding, constructs facilities, and leases them to the City. The lease payments made by the City provide the revenue for the MBA to make the debt payments. Eventually the debt will be paid off and the properties will be deeded to the City. The executive board of the MBA is comprised of the Mayor and Council of Syracuse City. The Municipal Building Authority issued bonds in 2006 and 2008 to construct City Hall, renovate the police station, and build an addition to the public works building. Those bonds were refinanced in 2012 and 2014 respectively. They are now eligible for refinancing for a second time. The refinance would include the final year of the 2006 bond and also the remaining years on the 2012 and 2014 bonds. Page 12 of the debt service repayment schedule indicates the City will save \$797,560.87 over the remaining life of the bonds. This is approximately \$66,000 per year. The City bid out the bond refinance and the low bidder was Wells Fargo Bank. They bid a 1.9% flat rate for the remaining life of the bond. Since the MBA and Syracuse City are two separate legal entities, we have two separate resolutions – one for Syracuse City and the other for the MBA. We will hold a special meeting of the MBA to approve the second resolution separately. The memo concluded staff recommends that the City Council approve the resolution and award the bond refinance to Wells Fargo Bank. Our tentative closing date will be on or around April 6.

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Mr. Marshall reviewed his staff memo.

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COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT RESOLUTION R16-14 AUTHORIZING AND APPROVING THE EXECUTION AND DELIVERY OF A MASTER LEASE AGREEMENT BY AND BETWEEN

THE CITY AND THE MUNICIPAL BUILDING AUTHORITY OF SYRACUSE CITY, UTAH (THE "AUTHORITY"), AND A GROUND LEASE AGREEMENT; AUTHORIZING THE ISSUANCE AND SALE BY THE AUTHORITY OF ITS LEASE REVENUE REFUNDING BONDS, SERIES 2016 IN THE AGGREGATE PRINCIPAL AMOUNT OF \$11,266,000; AUTHORIZING AND APPROVING THE EXECUTION AND DELIVERY BY THE AUTHORITY OF A GENERAL INDENTURE OF TRUST AND SUPPLEMENTAL INDENTURE OF TRUST, BOND PURCHASE AGREEMENT, CERTAIN SECURITY DOCUMENTS, AND OTHER DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTION CONTEMPLATED BY THIS RESOLUTION; AND RELATED MATTERS. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Anderson was not present when this vote was taken.

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12. Public Comment

There were no public comments.

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13. Councilmember reports

There were no Councilmember reports.

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14. Mayor report

The Mayor did not provide a report.

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15. City Manager report

The City Manager did not provide a report.

16. Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the character, professional competence, or physical or mental health of an individual; pending or reasonably imminent litigation; or the purchase, exchange, or lease of real property

The Council convened in a joint closed session acting as the RDA Board during the special RDA meeting held prior to the Council meeting.

At [10:54:40 PM](#) p.m. COUNCILMEMBER LISONBEE MADE A MOTION TO ADJOURN. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Anderson was not present when this vote was taken.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: April 12, 2016