

Minutes of the Work Session meeting of the Syracuse City Council held on April 28, 2015, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan
Mike Gailey
Craig A. Johnson
Karianne Lisonbee
Douglas Peterson

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

City Employees Present:

City Attorney Clint Drake
Finance Director Steve Marshall
Public Works Director Robert Whiteley
Parks and Recreation Director Kresta Robinson
Fire Chief Eric Froerer
Police Chief Garret Atkin
Planner Jenny Schow
Human Resource Manager Shauna Greer
Water Superintendent Ryan Mills

The purpose of the Work Session was to receive public comments; have a discussion regarding water conservation; discuss the potential creation of a Disaster Preparedness Committee; discuss a proposed Code Amendment, Title X, pertaining to the PRD-Planned Residential Zone; discuss Syracuse City utility fees; have a general discussion regarding Fiscal Year (FY) 2015-2016 Budget; review proposed resolution adopting comprehensive edits to the chapters 12-24 of the Personnel Policies and Procedures Manual; hear the City Manager's Activity Summary Report for the Ice Rink project; and discuss Council business.

Mayor Palmer introduced representatives of Municipal Solutions present this evening as they conduct an efficiency audit for the City.

Councilmember Peterson offered an invocation.

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Public comments

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Charlene Tuttle stated she and her husband, Paul, recently built a home in the Trailside Subdivision. She stated they are requesting that Syracuse City demand that all new slab on grade homes constructed in the City include a recirculation unit in order to aid in conserving water in the City. She stated that it is an added expense, but it provides for hot water immediately upon turning on the water. She stated that she has a neighbor that does not have a recirculation unit and he has conducted his own test and determined that two to four gallons of water is lost every time water is turned on waiting for hot water.

Councilmember Peterson inquired as to the cost of a recirculation unit. Ms. Tuttle answered between \$500 and \$700. Mayor Palmer asked if that is in addition to the hot water heater, to which Ms. Tuttle answered yes. Mayor Palmer thanked Ms. Tuttle for her comments.

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Andrew Sherman stated he sent the City Council an email earlier today; he owns the small brick building on 2000 West near Antelope Drive. He stated 2000 West will be widened in the next couple of years and the Utah Department of Transportation (UDOT) will be approaching him in the next couple of months in regards to demolishing his building. He stated that in preparation for that he has been looking to purchase the old Walker home on Antelope Drive. He stated that his

negotiations with UDOT to this point have been unsuccessful, but he asked if the City has any interest in preserving the home. He stated he is interested in remodeling it and rescuing it from demise. He stated the home is not included in the City's Redevelopment Agency (RDA) Area, but it seems reasonable to use RDA funds to assist in the homes preservation.

Councilmember Peterson stated the City did work with UDOT to avoid demolition of the home and it has since been boarded up and is sitting vacant; he would like to see something done with it.

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Proposed resolution adopting comprehensive edits to the chapters 12-24 of the Personnel Policies and Procedures Manual

A staff memo from the Finance Director explained there are both a red line and a clean copy of the proposed edits for chapters 12 – 23 (excluding chapter 18) of the policy manual. Staff is still working through edits and revisions of chapter 18 and will bring it to the council at a future date. Staff updated chapter 13 concerning felony vs. misdemeanor convictions for DUI as discussed at the last council meeting. A summary list of changes to the forms has also been included in the appendix.

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Finance Director Marshall reviewed his staff memo and facilitated a discussion of the proposed edits with the City Council. Councilmembers provided feedback and suggested edits to the document. Mr. Marshall indicated he will make the requested changes and corrections in preparation for an item to be added to a future agenda to consider final adoption of the comprehensive rewrite.

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Proposed Code Amendment, Title X, pertaining to the PRD-Planned Residential Zone

A staff memo from the Community and Economic Development Department explained the Planning Commission and General Plan Committee have conducted a complete review of the PRD Planned Residential Development ordinance in Title X of the City Code. Please see attached recommendations. The Planning Commission has recommended approval of the proposed Code Amendment to Title X pertaining to the PRD-Planned Residential Zone.

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City Planner Schow reviewed her staff memo and facilitated a discussion with the Council regarding their suggested edits for the proposed ordinance. Ms. Schow indicated that she will incorporate the suggested edits into the document for final consideration of a proposed ordinance at the next business meeting.

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Water conservation discussion

A staff memo from the Public Works Director referred to graphs taken from the Utah Water Supply Outlook Report, generated from Natural Resources Conservation Service on April 2015. This report includes water supply data for the entire State. Excerpts specific to our watershed are included herein:

- Utah Snow Water Equivalent
- Weber River Surface Water Supply Index
- Weber Ogden Basin

Due to the water shortage in the reservoirs as well as the limited rainfall, irrigation delivered to all users has been cut 25% from the canal for this season. Reservoir storage volumes and rainfall are smaller this year than in the 2013 drought year. Our irrigation water suppliers have posted notices encouraging water conservation measures as well as following a watering schedule. Staff recommends the Council discuss the desire to follow a secondary water schedule; a proposed water schedule has been provided. Staff also recommends the City provide public notification to support water conservation. This can include a watering schedule, water wise tips, planting hints, and such. Public notification can be accomplished in several ways:

- A notice mailed with the Utility bill.
- Emails can be sent to those who are signed up for automatic bill payments.

- Newsletter articles can be generated.
- An article can be posted on the City website.
- A post can be made on the City's Facebook page.
- Banners can be posted around the city.
- Notices can be posted at all City buildings.

Staff would like to coordinate water conservation needs with large water users and requests that a plan or letter be submitted describing their efforts to conserve. Several residents who have been genuinely interested in water conservation in the past have made requests that the City notify others who may overwater. This supports their desire to continue conserving water. In an effort to work together with all water users, it would be effective to develop door-hangers or letters that can be given out as a courtesy reminder of the need to conserve.

The City has a water conservation plan that is due for an update this year. In compliance with the Utah Water Conservation Plan Act (UCA 73-10-32), the updated plan must include components that address how the City will set goals for water reduction and implement the goals of the plan. These goals should help to achieve the State water conservation goal of a 25% reduction by the year 2025. This plan will be updated and brought to Council later this year for a resolution prior to being submitted to the State.

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Public Works Director Whiteley and Water Superintendent Mills reviewed the staff memo and provided additional information regarding the water shortage the City is facing in the coming summer months. The Council discussed staff's proposal to recommend water conservation to the citizens by way of providing a recommended watering schedule and indicated they are comfortable providing a guideline to the residents while not imposing mandatory watering restrictions. The Council indicated they would also like staff to place door tags on residences where water waste may be occurring.

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Discussion regarding potential creation of Disaster Preparedness Committee

A staff memo from the City Manager explained Mayor Palmer has given the direction that the City, in conjunction with Syracuse residents and businesses, should provide leadership on preparing for natural disasters and other larger scale emergencies. In order to provide better coordination with residents and volunteers, administration is proposing a Disaster Preparedness Committee, which will serve as an advisory body to the Mayor and City Council. Staff has prepared a draft outline of the powers, duties, and organization of the proposed committee.

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City Manager Bovero reviewed his staff memo. The Council discussed the recommendation to create a Disaster Preparedness Committee, with an emphasis on coordinating with local religious groups and using the CERT program to ensure that disaster preparedness efforts are not being duplicated. There was also a discussion regarding membership of the committee, with a focus on the number of members to be appointed. Mr. Bovero indicated he will incorporate recommended edits into a proposed ordinance to create the committee to be considered by the Council at a future business meeting.

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Discussion regarding Syracuse City utility fees

Finance Director Marshall used the aid of a PowerPoint presentation to provide the Council with information regarding the City's utility rate schedule. He noted the City has a responsibility as a city to charge rates for utilities that are reasonable, responsible, and that cover the costs of our expenses. The City has not increased utility rates for at least four years with the exception of the rate charged by North Davis Sewer District. Costs during this four year period have increased and currently the City utility rates are too low to fund the City's five year capital project plan. Following are a few options to adjust utility rates to recommended levels:

- All at once (Not Recommended)
- In step increases over 3 years
- In step increases over 4 years
- In step increases over 5 years
- Increase rates in funds that have lowest cash balances first: Storm Fund & Culinary Fund

The PowerPoint presentation included the following rate Increase Options Summary:

	3-Year Option	4-Year Option	5-Year Option
FY 2015-2016	\$3.75	\$3.00	\$2.50
FY 2016-2017	\$3.75	\$3.00	\$2.50
FY 2017-2018	\$3.75	\$3.00	\$2.50
FY 2018-2019		\$3.00	\$2.50
FY 2019-2020			\$2.50
Total Increase	\$11.25	\$12.00	\$12.50

The PowerPoint also included staff's recommendation for the three year, four year, and five year options:

THREE YEAR OPTION

	FY 2015-2016	FY 2016-2017	FY 2017-2018	Total Increase/(Decrease)
Secondary	-\$0.20	\$0.00	\$0.00	-\$0.20
Storm	\$2.50	\$0.00	\$0.00	\$2.50
Culinary	\$4.20	\$3.75	\$3.75	\$11.70
Sewer - City	-\$2.75	\$0.00	\$0.00	-\$2.75
Total Increase	\$3.75	\$3.75	\$3.75	\$11.25

FOUR YEAR OPTION

	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	Total Increase/(Decrease)
Secondary	-\$0.20	\$0.00	\$0.00	\$0.00	-\$0.20
Storm	\$2.50	\$0.00	\$0.00	\$0.00	\$2.50
Culinary	\$3.45	\$3.00	\$3.00	\$3.00	\$12.45
Sewer - City	-\$2.75	\$0.00	\$0.00	\$0.00	-\$2.75
Total Increase	\$3.00	\$3.00	\$3.00	\$3.00	\$12.00

FIVE YEAR OPTION

	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	Total Increase/(Decrease)
Secondary	-\$0.20	\$0.00	\$0.00	\$0.00	\$0.00	-\$0.20
Storm	\$2.50	\$0.00	\$0.00	\$0.00	\$0.00	\$2.50
Culinary	\$2.95	\$2.50	\$2.50	\$2.50	\$2.50	\$12.95
Sewer - City -	\$2.75	\$0.00	\$0.00	\$0.00	\$0.00	-\$2.75
Total Increase	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$12.50

The PowerPoint presentation also summarized the three year plan:

Utility Rate Summary:

Utility Fund	Current Rate	Proposed Increase	New Rate
Secondary	\$15.50	-\$0.20	\$15.30
Storm	\$4.55	\$2.50	\$7.05
Culinary	\$16.50	\$11.70	\$28.20
Sewer	\$17.80	-\$2.75	\$15.05
Garbage	\$9.45		\$9.45
Street Light	\$1.32		\$1.32
Park Maint.	\$2.93		\$2.93
Total Utility	\$68.05	\$11.25	\$79.30

Mr. Marshall's PowerPoint also indicated he has compiled a benchmark analysis of eight other cities utility rates for comparison purposes and Syracuse City has the lowest rates out of nine cities. Even if the City increased rates by \$11.25 per month to \$79.30 per month we would be ranked six out of nine cities.

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The Mayor and Council had a discussion with staff regarding the number and type of projects that could be completed using revenue generated by utility fee increases. There Council indicate they are hesitant to proceed with a utility fee increase in a year where several other entities may be increasing taxes or fees that will impact City residents, but they also acknowledged some type of fee increase may be necessary to provide increased revenues to continue to provide the same or increased level of service to residents. The final conclusion was to have additional discussion regarding a potential fee increase before proceeding with final action.

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General Fiscal Year (FY) 2015-2016 Budget discussion

A staff memo from the Finance Director explained this agenda item is set to discuss any budget questions the City Council may have from their review of the proposed budgets provided at the budget retreat.

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Mr. Marshall reviewed his staff memo as well as the schedule for adopting the final FY 2015-2016 budget. He indicated he has made minor amendments to the budget upon receiving feedback from the Council at the budget retreat.

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City Manager's Activity Summary Report for Ice Rink project.

City Manager Bovero reviewed his Activity Summary Report for the Ice Rink Project as follows:

Ice Rink Construction Summary

- Sheet: 40 feet X 60 feet synthetic ice sheet, base layer included approx. 75 sheets of plywood with wooden footing posts underneath.
- Fencing: Approximately 60 4x4 wooden posts, connected with 277 feet of goat fencing, and protective fence topper.
- Theme/Lighting: Approximately 60 metal light hooks, 12 strands of decorative lighting, hundreds of decorative snowflakes. 1,000 sf of outdoor carpeting. A diesel generator for electricity.
- Skates: 125 ice skates, 1 large rental tent.
Total Cost: \$53,800

Usage Summary (Dec 17 - Feb 14)

Days Open: 56 days

Skate Rental Days: 48 days

<u>Visitors from:</u>	<u>Total Number</u>
syracuse	1111
Clearfield	98
Clinton	76
Layton	112
West Point	75
Roy	17
Riverdale	12
West Haven	9
South ogden	8
Farmington	6
Fremont Crest	6
Texas	5
Hill AFB	5
Colorado	4
slc	3
st george	7
Kaysville	2
North Ogden	6
washintong terrace	2
Ogden	6
South Weber	4
Boise ID	2
Brigham City	5
Woods Cross	2
not specified	40
total	1623

Community Sponsorship

\$3,600 (95% from Syracuse City Businesses)

Press Coverage

Standard Examiner

“Syracuse ponders adding an ice rink in Town Center” Nov. 21, 2014

“Syracuse ice rink under construction” Dec. 13, 2014

“Syracuse outdoor skating rink open” January 2, 2015

“New ice rink brings out families for outdoor fun” January 5, 2015

“Synthetic ice rink the wave of the future?” January 23, 2015

Fox 13 News

Live TV Coverage Jan 2, 2015

Social Media

Standard Examiner shares: Facebook 388 Twitter 13

Syracuse City Facebook Reach: 17,444 on 6 posts

Empirical Study of Adjacent Businesses

- 11 businesses interviewed
- 8 out of 11 noticed more traffic and activity in the shopping center
- 6 out of 11 experienced a small increase in business
- 2 out of 11 experienced a substantial increase in business, especially on weekends

- 5 out of 11 did notice an increase in business.

Comparison of Town Center Sales Tax Revenue (including Walmart)

Jan 2014: \$49,985.73

Jan 2015: \$52,219.54

Net: \$2,233.81 (Net increase of \$446,762 in retail spending)

Acquisition Cost per User

Assumptions:

- 3% growth in users
- same sponsorship level
- revenue sharing from skate rental not considered

Year 1: $\$50,200/1,623 = \30.93 per user

Year 2: $-\$3,600/3,294 = \14.15 per user

Year 3: $-\$3,600/5,015 = \8.57 per user

Year 4: $-\$3,600/6,788 = \5.88 per user

Year 5: $35,800/8,614 = \$4.15$ per user

Lessons Learned

- Sharpen Skates Correctly!!
- Need better fencing, less labor intensive.
- Open at the beginning of the holiday season
- Solid foundation, preferably cement
- Refine the maintenance schedule
- Slightly larger size needed

Opportunities

- Combine with special events
- Locate at events near local entertainment businesses
- Provide winter use of Centennial Park with pavilion
- Youth hockey nights
- Beginner ice skating lessons/camps
- Shared revenue from skate rental

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The Council had a brief discussion regarding the operation of the Ice Rink, ultimately concluding not to proceed with expansion of the Ice Rink next year, but to include funding in the budget to provide for an adequate fence for the amenity. The Council indicated they would be willing to consider expansion again next year after analysis of user-ship of the Ice Rink during the 2015-2016 winter season. Councilmember Peterson stated he would also like staff to work on a profit sharing agreement with a local business that would provide greater returns to the City for skate rental.

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Council business

The Council and Mayor provided brief reports regarding the activities they have participated in since the last City Council meeting.

The meeting adjourned at **9:08:57 PM** p.m.

City Council Work Session
April 28, 2015

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: May 12, 2015