

Minutes of the Regular meeting of the Syracuse City Council held on June 9, 2015, at 7:00 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

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

Mayor Terry Palmer  
City Manager Brody Bovero

Excused: Councilmember Brian Duncan  
City Recorder Cassie Z. Brown

City Employees Present:  
City Attorney Clint Drake  
Finance Director Steve Marshall  
Public Works Director Robert Whiteley  
Fire Chief Eric Froerer  
Police Chief Garret Atkin  
Parks and Recreation Director Kresta Robinson  
Acting Community Development Director Noah Steele

7:00:51 PM

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 7:00 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. Councilmember Gailey provided an invocation. Councilmember Peterson then led all present in the Pledge of Allegiance.

7:03:19 PM

COUNCILMEMBER GAILEY MOVED TO MOVE ITEMS EIGHT, NINE, AND TEN AHEAD OF ITEM 4A ON THE AGENDA AND ADOPT THE AGENDA WITH THOSE CHANGES. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

7:03:49 PM

2. Presentation of the Syracuse City and Wendy's "Award for Excellence" to Shea Robbins and Aiden Adams.

The City wishes to recognize citizens who strive for excellence in athletics, academics, arts and/or community service. To that end, in an effort to recognize students and individuals residing in the City, the Community and Economic Development, in conjunction with Jeff Gibson, present the recipients for the "Syracuse City & Wendy's Award for Excellence". This monthly award recognizes the outstanding performance of a male and female who excel in athletics, academics, arts, and/or community service. The monthly award recipients will each receive a certificate and be recognized at a City Council meeting; have their photograph placed at City Hall and the Community Center; be written about in the City Newsletter, City's Facebook and Twitter Feed, and City's website; be featured on the Wendy's product television; and receive a \$10 gift certificate to Wendy's.

Mayor Palmer noted both teens receiving the award for June 2015 were nominated by Bluff Ridge Elementary School.

Shea Robbins

Shea has demonstrated persistence with her education. This is a student who never gives up! She continues to strive for excellence by setting habits that will support her in her education. Things like a consistent study time, a quiet place to study equipped with all the supplies she'll need to be successful. She also understands how important it is to read. So, she spends 30 minutes a night reading, which supports all other academic areas.

Shea participated in the state-wide Reflections contest in literature and took 1<sup>st</sup> place at the district for her age group. She is an excellent and creative writer. Her teachers love to read what she writes.

She is a great example of a student leader. She is the first to lead out on any task given to her and is often found leading discussions in her classroom. She includes others at recess and at lunch. She is funny, charming, and eager to please others. Her teachers just love her.

Aiden Adams

Aiden is an exceptional student who models leadership among his peers. He strives to do what is right at all times and models excellent social skills. Aiden is surrounded by a group of friends all the time. People love to be around him. Although he is quiet, he has a great sense of humor that others really enjoy.

He is a top student He has scored a “highly proficient” in English Language Arts, Mathematics, and Science for the past 4 years. He sets high academic expectations for himself and doesn’t let anything get in the way of accomplishing his goals.

Aiden is one of those students every teacher dreams of. Respectful, kind, studious, committed, and never gives up He loves all things STEM and desires to go onto bigger and brighter things for his future.

7:10:04 PM

3. Approval of Minutes:

The following minutes were reviewed by the City Council: Work Session and Regular Meeting of May 12, 2015.

7:10:13 PM

COUNCILMEMBER PETERSON MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR, WITH THE EXCEPTION OF COUNCILMEMBER GAILEY WHO ABSTAINED FROM VOTING DUE TO THE FACT THAT HE WAS NOT IN ATTENDANCE DURING THE MAY 12 MEETINGS. Councilmember Duncan was not present when this vote was taken.

7:10:53 PM

8. Final Subdivision Approval, Monterey Estates Phases 6 & 7, located at approximately 1500 W. 700 S.

A staff memo from Acting Community and Economic Development (CED) Director Steele explained this request is for two additional phases to the Monterey Estates development. Approval of this request will complete the subdivision north, to the boundary of the new Syracuse Arts Academy. City staff has no outstanding concerns with this request.

Subdivision Name:	Monterey Estates Phase 6 & 7
Location:	1500 W 700 S
Zone:	R-3 Residential
Applicant:	Ivory Homes
Total Acreage	14.32 acres
Net Developable Acres:	11.46 acres
Allowed Lots (5.44 units/acre)	62
Proposed Lots	52

The memo outlined the timeline for review of the application:

General Plan Amendment Approval	
Planning Commission	August 5, 2014
City Council	August 12, 2014
Rezone Approval	
Planning Commission	August 5, 2014
City Council	August 12, 2014
Concept Plan Staff Review	
December 10, 2014	
Preliminary Plan Approval	
Planning Commission	February 17, 2015
City Council	March 10, 2015
Preliminary Plan Approval	
Planning Commission	June 2, 2015

The Planning Commission moved to recommend approval, to the City Council, of the final subdivision plan for Monterey Estates Phase 6 & 7 located at approximately 1500 W 700 S, R-3 zone, subject to all applicable requirements of the City's municipal codes and city staff reviews.

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Acting CED Director Steele reviewed the staff memo.

[7:12:06 PM](#)

COUNCILMEMBER LISONBEE MADE A MOTION TO GRANT FINAL SUBDIVISION APPROVAL FOR MONTEREY ESTATES PHASES SIX AND SEVEN, LOCATED AT APPROXIMATELY 1500 W. 700 S., WITH ONE AMENDMENT:

- THE DEVELOPER IS ASKED TO ENTER INTO A DEVELOPMENT AGREEMENT WITH REGARDS TO THE CONSTRUCTION OF A TRAIL IN LIEU OF IMPACT FEES.

COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

[7:12:53 PM](#)

9. Preliminary Subdivision Plan Approval, Keller Crossing, located at approximately 1975 S. 1000 W.

A staff memo from the Community and Economic Development (CED) Department explained Syracuse City staff has conducted a Preliminary review for Keller Crossing:

Subdivision Name:	Keller Crossing
Location:	1975 S 1000 W
Current Zoning:	A-1 Agricultural
General Plan:	R-2 Residential and General Commercial
Requested Zoning:	R-2/R-3
Total Area:	18.58 Acres
R-2	10.07
R-3	8.56
Net Developable Acres:	14.86 acres
R-2	8.56
R-3	6.84
R-2 Density Allowed:	32 lots
Requested:	27 lots
R-3 Density Allowed:	37 lots
Requested:	23 lots

The memo outlined the timeline for review of the application:

Concept Plan Review	April 29, 2015
Preliminary Plan Review	
Planning Commission	June 2, 2015

The Planning Commission moved to recommend approval, to the City Council, of the Preliminary Subdivision Plan for Keller Crossing located at approximately 1975 S 1000 W, R-1/R-2 Zone, subject to all applicable requirements of the City's municipal codes and city staff reviews.

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Acting CED Director Steele reviewed the staff memo

[7:13:47 PM](#)

COUNCILMEMBER PETERSON MADE A MOTION TO GRANT PRELIMINARY SUBDIVISION PLAN APPROVAL FOR KELLER CROSSING, LOCATED AT APPROXIMATELY 1975 S. 1000 W. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

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10. Preliminary Subdivision Plan Approval, Spring Haven, located at approximately 1840 S. 3475 W.

A staff memo from the Community and Economic Development (CED) Department explained Syracuse City staff has conducted a Preliminary review of the Spring Haven Subdivision.

Subdivision Name:	Spring Haven
Location:	1840 S 3475 W
Current Zoning:	R-1 Residential
Total Area:	3.1 Acres
Net Developable Acres:	2.48 acres
Density Allowed:	7 lots
Density Requested:	7 lots

The memo outlined the timeline for review of the application:

Concept Plan Review	May 6, 2014
Preliminary Plan Approval	
Planning Commission	June 2, 2015

The Planning Commission moved to recommend approval, to the City Council, of the Preliminary Subdivision Plan for Spring Haven Estates located at approximately 1840 S 3475 W, R-1 Zone, subject to all applicable requirements of the City's municipal codes and city staff reviews.

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Acting CED Director Steele reviewed the staff memo.

[7:15:15 PM](#)

COUNCILMEMBER LISONBEE MADE A MOTION TO GRANT PRELIMINARY SUBDVSION PLAN APPROVAL FOR SPRING HAVEN, LOCATED AT APPROXIMATLEY 1840 S. 3475 W. COUNCILMEMBER JOHNSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

[7:15:50 PM](#)

4. Proposed Resolution R15-16 appointing Christopher Weaver to the Syracuse City Arts Council with his term expiring June 30, 2016.

An administrative staff memo indicated Arts Council leadership has requested that Christopher Weaver be appointed to the board to fill a vacancy. Syracuse City Code Title Three provides a process for appointing members of the Arts Council as follows:

3.09.020(B) Terms of Office. The terms of office for the five (5) Board members, who are not a member of the Recreation Department, shall be for five (5) years. These members' terms shall be staggered so that no more than one (1) member's term expires at the same time. The terms of office for at-large and ex-officio members shall be five (5) years from the date of appointment. The term of office for the Recreation Department staff designated as a member of the Board shall be as determined by the Department Director. Appointments to the Board shall be made no later than the first City Council meeting in July of each year. In circumstances where appointments are not made prior to the first City Council meeting in July of each year, said appointments shall be made as soon as reasonably possible thereafter.

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COUNCILMEMBER JOHNSON MADE A MOTION TO ADOPT PROPOSED RESOLUTION R15-16 APPOITING CHRISTOPHER WEAVER TO THE SYRACUSE ARTS COUNCIL WITH HIS TERM ENDING JUNE 30, 2016. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

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5. Presentation of Water Advisory

City Manager Bovero used the aid of a PowerPoint presentation to provide the Council and residents with information regarding the recent water contamination situation within the City and the progress that has been made in resolving the issue.

- Morning, June 2<sup>nd</sup> – City charges secondary system at Gailey Farms Subdivision
- Wednesday, June 3<sup>rd</sup> around noon – Syracuse Public Works received first call from a resident reporting discolored water.
- Wednesday at 2pm: began and testing and flushing. 7 pm tests showed good condition

- Thursday, June 4<sup>th</sup>: Additional calls for discolored water. Flushing and testing resumed, plus investigative sample from City and Health Department.
- Additional sample was taken from Weber Basin from their Syracuse source point.
- Morning, Friday, June 5<sup>th</sup>: City received Health Department's sample result positive for E-coli and Coliform. City immediately shut down secondary system.
- City met with Health Department at 10am on Friday. Second positive sample arrived. The Health Department advised that a public notice was not necessary at this time, until further tests confirm the initial results.
- City, in cooperation with the Health Department, issued a "soft warning" at 1 pm.
- Public Works Water Division discovered the problem at 2pm and isolated the cross-connection to stop further mixing of secondary and culinary water.
- Late Friday Afternoon, City met with Health Department to discuss
- Determination was made to publish boil order at approximately 5 pm.
- City officials met to develop course of action. In conjunction with Health Department, two notices were developed. One for the media outlets, and one for social media and website. Also, reverse 911 call and notification of the local volunteer network.
- City officials worked through the night developing best course of action to address resident's concerns.
- The City opened the Emergency Operations Center at 5 am on Saturday to set up phone bank, social media communication, water distribution, and further information dissemination methods.
- Since Friday evening, City has staffed the incident 24/day, and continually flushed and tested the system.
- City has distributed over 1,045 cases of bottled water.
- The hotline has been staffed with volunteers in the evenings since yesterday.

The presentation indicated the State of Utah requires the City use on of the following incident reporting methods:

Broadcast Media (TV/Radio)

- Post notice in conspicuous location
- Hand deliver
- Any method approved by Director

The following methods were used by Syracuse City:

- Broadcast Media (TV/Radio)
- Website
- Social Media
- Reverse 911
- Local Volunteer Network
- 5 Notification methods (4.5 hours)
- Opened EOC 5 am (12 hours)
- Set up phone banks for hotline to handle call volume 6am (13 hrs)
- Obtained bottled water for distribution 10am (17 hours)
- Held press conference detailing the incident (19 hours)

The presentation reviewed the effectiveness of various notification methods:

- Reverse 911:
  - 8,880 on call list
  - 4,393 calls were reached
  - 2,752 went to voice mail
  - 1,509 live answer
  - 30% of calls were outside of Syracuse
  - Estimated reach: 1,954 – voicemail, 1,071- live answer
  - 10,587 people
  - Syracuse City has approx. 7,366 households (27k pop)
- Social Media (Facebook):
  - 119,360 impressions
  - 17,600 clicks
  - 3,700 engaged
  - Estimated Reach: 21,300
- Broadcast Media

- Unknown impressions
- KSL, Fox, Ch2, Ch4, and radio
- Website
- Unknown impressions
- 9:38pm on Friday, server crashed due to traffic load
- 10:00pm, Server was online again
- Local Volunteer Network
  - Unknown Reach
  - 5 District Coordinators
  - 5 Geographic regions of the City
  - Network of block captains

Public Works Director Whiteley read the following statement regarding the circumstances that led to the cross-contamination of the City's culinary water system.

City crews discovered a cross connection of culinary and secondary water mains. These mains were installed 7 years ago in 775 South. The cross connection did not create a contamination at that time because both mains in 775 South were tapped to culinary water mains in 2000 West and filled with culinary water.

Gailey Farm is a new subdivision that connected onto the culinary water main on 775 South running it through the subdivision and connected to existing culinary water mains in adjacent roadways. The same process was followed for the installation of secondary water mains. A connection was made at 775 South running mains through the subdivision with connections made to secondary water mains of surrounding developments. It was unknown that the secondary water main which already existed in 775 South was connected to and filled with culinary water.

When valves on the secondary water system serving Gailey Farm were opened, the culinary and secondary water was mixed. The city was first notified of the water discoloration on Wednesday from phone calls. City crews mobilized immediately to the call and have been working round-the-clock since to remedy the situation.

In order to expedite the identification of a potential cross connection, the secondary water was shut down system-wide within the hour after the first failed water sample. Searching for cross-connections can be like looking for a needle in a haystack. Without knowing the point of contamination, the search area could include searching every home and business within a one to two mile radius. Knowing that we could use some help, we notified residents via social media to watch for any sprinklers in operation. In the meantime, our crews worked fervently to locate the source. Approximately four hours later, the source was discovered by our water maintenance workers. The source was immediately isolated to discontinue additional contamination.

System flushing continued and a portable chlorine injection was setup at the point of contamination in order to treat the water rapidly using the same flow path that the contamination followed. Meanwhile daily water quality testing was performed system-wide to determine the extent of the contamination. Test results gave a clear indication that water quality was improving every day. We are continuing to test each day to ensure that our water users have full confidence in the water prior to lifting the boil order. It is our intention to have three days of clean test results. With the exception of failed testing at one location on the west end of our system, all of the results have passed since Monday's collection. We have determined that as of 5:00 pm today, the boil order can be lifted. Residents and businesses can begin flushing their own water lines by simply running the clean water through them. Information regarding specifics of how to flush is on the city website.

An exhibit has been created to show the sampling that has been performed throughout the city since Thursday. This is a thorough sampling of the entire water system. The different symbols represent different days. Colors represent pass/fail. Green is pass, red is fail, yellow is coliform only fail. The only failed samples occurred at the original area on Friday and Saturday where the discolored water was identified as well as one sample site on the west end of the system that failed both Saturday and Sunday. Each of the areas that failed were re-tested and have passed.

Since we are committed to providing the city with quality drinking water, we are lifting the boil order on all areas east of 3000 West including all who are on 3000 West. Our goal is to achieve three days of clean test results throughout the entire water system.

The public works department employees take their job very seriously. They are dedicated individuals who are committed to high quality work. They sacrifice numerous hours of family and personal time without complaint to help keep our city operating. They are truly unsung heroes who are interested in our wellbeing.

Mr. Bovero then reported that the boil order for culinary water has been partially lifted for all property east of 3000 West, including 3000 West. He noted a reverse 911 call, press release, notification on the City's website and Facebook page have been used to notify resident. The local volunteer network has been enlisted to spread the word as well. He noted there is

no single notification method that is perfect, which is why the City has used several different methods currently available. He concluded that the work he has seen performed over the past weekend was a great demonstration of dedication by City staff, many of which are also residents of the City. He is proud of what he has seen, but acknowledged there is always room for improvement. He invited the public to provide feedback regarding the things they feel the City could have done better or what they feel was done incorrectly. He then referred to the City's website, which includes a wealth of information for residents to use regarding techniques that are effective in flushing water lines.

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6. Public Comments

[7:50:57 PM](#)

Joe Peterson stated he lives north of the Junior High School and four people in his family have become ill as a result of the water contamination. He stated his questions are regarding the communication criteria used by the City and he asked if there was a delay in relaying needed information to the public. He stated the information that was eventually presented was good, but the City was late in presenting it. He understands that the City did not want to cause hysteria by providing information, but it would have been better to give the citizens a 'heads up' that there could be a problem. He asked if the City plans to do anything different in the event that a similar situation occurs in the future.

[7:52:37 PM](#)

Pat Zaugg thanked the City workers and volunteers who worked tirelessly on the cross contamination issue. She then stated that if the City is receiving numerous phone calls about discoloration of drinking water, the callers should not simply be advised to run their water for 20 minutes in order for it to be safe to drink. She stated she knows several people who had brown water coming from their faucets, yet the City was telling them it was safe to drink and she feels that the City should have contacted those people immediately to conduct an inspection. She agreed with Mr. Peterson's comments and noted that she would prefer that the City notify the residents that there could be a problem with the culinary water and let the residents judge for themselves whether it is safe to drink water; she had two small grandchildren in her home consuming culinary water during two of the four days where there were questions about the safety of the water and that is unpleasant for her. She noted that she received the first reverse 911 call at 9:35 p.m. on Friday evening; she found out about the issue much earlier around 7:00 p.m. and she feels improvements can be made in communicating issues such as this to the citizens. She concluded she is the emergency preparedness specialist in her area and she never received a call from anyone in the City and she feels the process of communicating with individuals such as that in the community needs to be improved.

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Robert Jellco stated he lives in the Canterbury Subdivision. He addressed Mr. Whiteley and the plat map that he has that identifies all culinary and secondary water connections and asked if there is an ordinance in place that requires that a developer pass a City inspection for their connections prior to proceeding with their project. He stated developers should have guidance from the City in connecting to the City's water system to prevent something like this from occurring in the future. He also suggested that a developer be penalized for creating a problem such as this one. He then thanked the City employees for their efforts and addressing the situation as soon as they were aware of it.

[7:58:27 PM](#)

Larae Williams stated she is new to the community and her first night in her new home was June 4; it was not until Friday evening that a gentleman in her neighborhood notified her of the water contamination issue. She agrees with Mr. Peterson that the City should notify residents as soon as there is any indication of water contamination. She referenced Mr. Whiteley's map and stated she is unsure whether she is in the boil area. She wondered if there are preventive measures that can be taken to keep something like this from happening again.

[8:00:26 PM](#)

Doreen Young stated she is curious about what a soft notification is and why the residents did not receive one sooner. She stated she also drank water and did become ill because she did not learn of the contamination until Friday night. She stated residents should be notified as soon as there is a concern about a contamination. She also asked who is responsible for the bad connection and whether they are going to be paying for the extra water and filters that residents have been forced to pay for. She asked if residents will receive postcards regarding the partial lift of the boil order.

[8:01:44 PM](#)

Tamara VanDyck stated she lives on Banbury Drive and she has an extensive water softener system in her house with five filters and she asked who will be paying to replace them since they will cost approximately \$200. She added her girlfriend became violently ill on Friday night and was nearly forced to go to the hospital. She agreed that the City should have notified residents much sooner at the sign of a problem.

[8:02:49 PM](#)

Spencer Cook stated he lives on 700 South. He thanked the Public Works employees for all their hard work and for distributing water to citizens, which is going above and beyond. However, he agrees with some of the comments that have been made about the slow response to the situation. He referenced the lifted boil order for the area east of 3000 West and asked that residents receive confirmation of clean samples for the past three days for that area.

[8:04:17 PM](#)

Allen Miller stated he lives in the Rock Creek Subdivision and he has a couple of questions. First is why the City is not inspecting connections to the water systems. He noted he had a house fire two years ago and he went through an extensive inspection as he was rebuilding his home and he wondered why water connections are not being inspected as diligently; or, if the connections are being inspected he wondered who is responsible for missing this error. He then wondered if the same situation will occur upon completion of the construction on 700 South. The City needs to make sure that contractors are doing work correctly, especially in regards to patching the roads in which they are performing work. He asked if the City will give residents a break on their water bill for the increased costs associated with flushing residential water systems since that is not the fault of each individual home owner.

[8:05:57 PM](#)

TJ Jensen stated that he has two issues to address with the Council; first he addressed the body as the Vice President of the Layton Canal Irrigation Company and noted that the City is operating within 30 percent reduced water provisions this year. The amount of Layton Canal water currently available should last until October 1. He then addressed the Council as the Chair of the Planning Commission; he referenced the application to amend the General Plan for property located on 1700 South. The question was raised during the work session about the land use designation for the property to the west of Banbury Drive and he noted that the Planning Commission only made a recommendation regarding the property to the east of Banbury Drive. He reported the Planning Commission is in the middle of general plan revisions and should be providing some recommendations to the Council in the near future; the property to the west of Banbury Drive could be considered during that process. He noted the City has received complaints about the frequency with which the general plan is being amended and he anticipates the General Plan Steering Committee will make a recommendation to codify a restriction upon amending the general plan more frequently than once every two years.

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Chris Semrow stated that he understands the boil has been partially lifted, but he wondered if there will be elevated levels of chlorine in the drinking water and, if so, how long will that be the case.

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Miland Palmer stated that he has a public health background. He first thanked the City for their response to the situation and indicated he feels staff has done a good job; the situation could have been much worse, but there is some improvement that can occur. He appreciated information being shared through social media and the fact that social media was being monitored and questions were responded to. He asked how the City plans to react to a future emergency during which phones or social media may not be available; it will be necessary to depend upon a block captain system and word of mouth. His observation is that system did not work well in this situation and he did not receive a phone call or visit from his block captain and that issue needs to be assessed. He stated that as unfortunate as the event was, it presents the City with a great opportunity to assess the systems and plans that are in place to ensure a better response on the future.

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Tina Wood stated she lives on Allison Way; she did receive a personal visit from someone informing her of the water contamination. She stated she understands that it takes time to test to determine if the water is safe and she feels the



City handled the situation well. Her concern is that if she had known there was a possibility the water was contaminated she would have taken measures to protect her family, specifically her three year old who has a very rare metabolic disorder which could result in death due to vomiting or diarrhea. She stated she is so grateful that her son did not get ill, but if he had gotten ill he would have spent days in the hospital recovering from something that most people get over fairly easily. She stated the emergency response system needs to be adjusted somewhat because there are some people with real health issues who cannot handle E-coli and something should be done to notify them.

8:13:03 PM

Bruce Schofield relayed the story of a situation that occurred some time ago in Syracuse when the artesian wells ran dry and the City had no water. Hooper water lines were eventually ran to provide water to residents below the bluff and those lines were purchased by Syracuse City and became part of the City's water system. He feels the importance of proper and accurate inspections should be stressed to the City's inspectors because it is not acceptable for something like this to be missed. He stated it does not make sense to locate culinary and secondary lines so close to one another. He concluded by thanking the City for their response.

8:15:42 PM

Jamen Wood stated he lives on Allison Way. He noted he appreciated the efforts of City staff, but agreed there may be some room for improvement. He stated he is confused about how the cross connection impacted people not living in the subdivision in which the connection occurred.

8:16:42 PM

Rick Hartmann stated that at 1:30 a.m. on Wednesday his wife woke with a fever and upset stomach and began vomiting; she had the same symptoms for four days until she heard of the contamination on Sunday. He stated there is problem with the timing of notifying residents of the issue, but he thanked everyone that worked hard to resolve the issue once it was identified. He agreed that proper inspections of water connections must be done.

8:18:15 PM

Kevin Homer stated it seems that there is uncertainty about the practice of inspecting water line connections and he suggested that a moratorium be placed on any additional connections until an internal and external review can be conducted to ensure that the inspection process is appropriately improved.

8:19:14 PM

Mayor Palmer then responded to the comments regarding the lack of or slow notification of the water contamination issue. He reported he has been working to create an emergency preparedness committee and appointing members of the community to the committee. He met with six of the members that will be appointed and worked with them to disseminate information to the residents, but he will work with them to improve notification efforts for future emergencies.

8:21:10 PM

Mr. Whiteley then stated he is unsure of the inspection process that was used to inspect the water line connection for the Titan Subdivision; the work was done seven years ago and all he knows that the connection was made incorrectly. He stated he was not employed by the City at that time and is unaware of the inspection policies that were in place then. He stated he is very interested to learn what went wrong at that time, but reported that the inspection process has been greatly improved and involves all Divisions of the Public Works Department, the superintendents of which work closely with the City Engineer to determine that all subdivision design and construction work is done correctly. His staff is very careful to make sure that all development work is up to code and in line with engineering standards, to the point that some developers have been required to remove infrastructure that has been installed incorrectly or against code. He assured the Council, Mayor, and citizens that the current inspection process is top-notch.

8:25:20 PM

Councilmember Lisonbee asked why the connection was not caught until this time. Mr. Whiteley stated he is not sure why the incorrect connection was not caught until now; he indicated that new culinary water lines are blue and new secondary water lines are purple, but after being in the soil for seven years, the outside of the purple line was almost entirely white and that could be a reason that the incorrect correction was not identified until now. He added that seven years ago the same methods of marking water lines were not used as are used today. Councilmember Lisonbee stated that she is referring

to when Gailey Farms connected to the water line; the developer thought they were connecting to a secondary water line because it was purple. Mr. Whiteley stated that is correct and noted the developer of Gailey Farms made the connection correctly because they connected purple pipes to purple pipes and blue pipes to blue pipes and no one realized at the time that the purple pipe had culinary water and the blue pipe had secondary water. He then addressed the question about the level of chlorine in the water system; the maximum contaminant level for chlorine is 4.0 parts per million for drinking water and the City's chlorine levels typically range from 0.3 to 0.5 parts per million and since the contamination the levels have only been increased to range between 0.5 and 1.0 parts per million. He then reviewed the boundaries of the area in which the boil order has been lifted and noted that all samples in that area have been verified as clean for three full days.

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Councilmember Lisonbee stated she has heard from many residents about the timing of the notification of the contamination issue. She stated that while the City acted within State law regarding water testing and notification of the contamination, she understands the concerns that have been expressed and would like to suggest that the City work to develop an action plan for earlier notification that can be employed in similar situations in the future. Councilmember Gailey agreed and noted that one of the best comments he heard is that this is a great opportunity for the City to evaluate and determine how the City could make improvements to better respond to future emergencies. Councilmember Lisonbee encouraged residents in volunteering on a committee relating to emergency preparedness and response to contact her.

[8:35:29 PM](#)

Mr. Bovero stated City Administration can work to identify deficiencies within the public notification system, which could potentially include a registry for people with compromised immune systems by which they could receive earlier and more direct notification of potential problems. He addressed Ms. Zaugg's comments about the fact that she was not contacted as the emergency preparedness representative for her area. He noted that Syracuse is divided into five geographic areas that coincide with the five LDS stakes in the City; each of the five areas has an emergency coordinator and each of them was notified. He encouraged residents to become aware of who their emergency coordinator is. He then referenced comments regarding an ordinance requiring proper inspections and noted that the City currently required two levels of inspections; developers agree to build their development according to the approved plans and the plans and the work completed are inspected. He stated that at this time City staff is not fully aware of why the cross connection was missed in inspection, but he plans to conduct an investigation into what occurred. He stated that the City and residents are incurring costs and there may be a potential for legal action in the situation that could aid the City and residents in recovering those costs. He then addressed the question about what a soft notification is. He noted it is not an official public notice, but information that the City provides to residents about any situation that may be occurring. He added the City has published information about properly flushing water systems that can be found on the City's website. He addressed the question about whether residents will get a break on their water rates for the month of June and noted that is a decision for the Council to make and he plans to facilitate discussion regarding that issue at the next City Council meeting. He then addressed the question about how a cross connection impacts areas outside of the development in which the cross connection occurred; he noted the entire water system is ultimately connected together as water users and what occurs in one part of the system has the potential to travel elsewhere. The general flow is from east to west and the risk of problems travelling east is very low and this is part of the reason that it was possible to lift the boil order for areas east of 3000 West. Mr. Whiteley agreed. Mr. Bovero then addressed comments regarding the lack of notification for some and noted that the City used many different methods to notify residents, but he again encouraged that residents become aware of who their block captain is and ensure those block captains have correct contact information for them. He concluded the City will be conducting an internal and external review of the City's inspection process.

[8:45:57 PM](#)

Councilmember Peterson asked if the health department is tracking illnesses that may have occurred as a result of the contamination. Mr. Bovero noted that the City has had steady communication with the health department and he asked a representative of the health department to provide information about their tracking methods. Dave Spence, Davis County Health Department Environmental Health Services Director, noted that the health department is tracking illnesses and has been instructing callers to visit their physician and ask for specific test to determine the cause of their illnesses. As of this evening there are two confirmed cases that could have potentially been caused by the water contamination. Mayor Palmer asked if a resident must visit a doctor to confirm their illness was caused by the contamination, to which Mr. Spence answered yes.

[8:48:31 PM](#)

Councilmember Lisonbee asked if the health department is aware of the strain of E-coli found in the water. Mr. Spence answered no and stated that the E-coli test used for water does not identify the strain of the bacteria and the test does

not indicate whether it is a strain that can cause illness. Councilmember Lisonbee asked if there is a test that identifies the strain. Mr. Spence stated his lab does not have the capability of identifying the strain.

[8:49:32 PM](#)

Councilmember Gailey stated there has been concern about filters harboring bacteria and he would suspect that bacteria can pass through the filters, which is why dilution is the most critical defense mechanism available to the residents. Mr. Spence stated there are so many different types of filters and the only advice he can offer is for residents to refer to the manufacturer of the filter to determine if bacteria can pass through the filter. He stated that it is important to have chlorine in the system because it will be pulled through lines and cleanse them.

[8:51:37 PM](#)

A resident re-approached and asked how long the valve at Gailey Farms had been open before the problem was identified. Mr. Palmer stated that the valve was opened last Tuesday morning at 8:50 a.m. The resident asked why an investigative sample of the water was not taken on Tuesday rather than waiting until Friday. Mr. Whiteley stated the City received the first complaint Wednesday and he was not aware of the potential for a cross contamination on Tuesday. The resident asked when the first investigative test was completed. Mr. Whiteley stated that chlorine residual test was done on Wednesday and an investigative test was done Thursday; it is not uncommon to see mineral deposits stirred up with higher water flows and that is the reason the investigative test was not done until Thursday. The resident stated if there was a concern the investigative test should have been conducted and she asked if the test is very expensive. Mr. Whiteley stated that the investigative test does cost money, but that is not the reason that the test was not completed. He stated his first concern is the same as the concerns of the residents and he and his staff did everything possible to ensure the citizens have access to a safe drinking water system. The resident stated that she was raised with the philosophy of "better safe than sorry" and she feels the City should have done all testing possible rather than waiting to see if people started getting sick. Councilmember Lisonbee stated that was not the City's reaction; the results of the chlorine residual test were good on Wednesday and there was no further concern due to the fact that it is common to see discolored water each spring as sediment in the line is stirred up. She stated no one intentionally decided to wait to see if anyone got sick. The resident indicated she is not from Utah and is not familiar with secondary water systems, but it is her feeling that it would have been most appropriate to test for any problem as soon as it seems there was a problem with the water. She indicated that for the most part she feels everything was handled well, but it would have been nice for notification to occur earlier. Councilmember Lisonbee thanked the resident for her feedback.

[8:56:32 PM](#)

7. Proposed Resolution R15-02, General Plan Amendment request from General Commercial to Planned Residential Development Zone, located at 1600 W. 1700 S., applicant Q-2 LLC.

A staff memo from the Community and Economic Development (CED) Department explained the current general plan designation for this parcel is General Commercial. The applicant has requested to break up the parcel and zone the northern part as Planned Residential Development while leaving a little over one half acre along Antelope Drive in the General Commercial zoning. The applicant has indicated intent to develop a 55 and older patio home community. A rezone will also be required upon approval of this application. The applicant requested both portions of his property adjacent to Banbury Dr. be General Planned PRD. The Planning Commission did not feel that the PRD zone was appropriate for the west side of Banbury. The applicant requested a recommendation on the east portion of the property and will amend his application to address a more suitable zone for the west parcel. The Planning Commission recommends approval to the City Council for the General Plan Amendments for the Property owned by Q-2, LLC, at approximately 1600 W 1700 S, from General Commercial to PRD (Planned Residential Development), subject to all applicable requirements of the City's municipal codes.

[8:56:51 PM](#)

Acting CED Director Steele reviewed the staff memo.

[8:59:50 PM](#)

Mayor Palmer asked if the applicant has indicated the land use designation he would like to see assigned to the property west of Banbury Drive. Mr. Steele stated he believes the applicant is seeking PRD zoning on that property as well, but the Planning Commission has made a recommendation to leave that property as is.

[9:00:03 PM](#)

Eric Craythorne stated that the Planning Commission indicated that they felt the property should be developed in a manner consistent with the property to the north, with is an R-3 residential development. He stated he would like for the

Council to consider approving PRD for the properties on the east and west of Banbury as is part of his application. Councilmember Lisonbee inquired as to Mr. Craythorne's plans for the property to the west of Banbury Drive. Mr. Craythorne stated that the property would be part of the entire project and he would like to have the option of creating open space with some amenities on the western portion of the property. He stated he has not completed an extensive design of the project as he has been waiting to see how the Council acts on this application. Councilmember Lisonbee asked Mr. Craythorne if he has any plans to sell the property to a developer. Mr. Craythorne answered no and stated he will be the developer. Councilmember Lisonbee asked if Mr. Craythorne would be willing to enter into a development agreement stipulating that the western parcel would be used for open space rather than housing. Mr. Craythorne stated he would be willing to negotiate the terms of a development of agreement that benefits the entire project. Councilmember Lisonbee asked Mr. Craythorne if he is comfortable with the Council proceeding as recommended by the Planning Commission and waiting to take action on the western parcel after the Planning Commission concludes their review of the general plan amendment process, to which Mr. Craythorne answered yes.

[9:03:09 PM](#)

Mayor Palmer asked Mr. Craythorne what types of units he plans to construct within the development. Mr. Craythorne stated he plans to construct two-unit attached homes, slab on grade, but more design work is necessary before those plans are finalized. He stated he would be willing to include design standards in the development agreement as well.

[9:04:39 PM](#)

Councilmember Peterson stated he would prefer for the western parcel to be part of the PRD development rather than R-3 or commercial.

[9:06:11 PM](#)

Councilmember Lisonbee stated that requiring that the western parcel of property be open space would provide for an easier transition for the residents of Banbury that have become accustomed to two large fields at the entrance of their subdivision for the past 20 years. Mr. Craythorne agreed and stated he is open to discussion and negotiation of that type of development.

[9:06:23 PM](#)

COUNCILMEMBER LISONBEE MADE A MOTION TO ADOPT PROPOSED RESOLUTION R15-02 APPROVING THE GENERAL PLAN AMENDMENT REQUEST FROM GENERAL COMMERCIAL TO PLANNED RESIDENTIAL DEVELOPMENT ZONE FOR PROPERTY LOCATED AT APPROXIMATELY 1600 W. 1700 S., APPLICANT Q-2, LLC., WITH THE STIPULATION THAT MR. CRAYTHORNE BE ALLOWED TO PROCEED WITH A GENERAL PLAN AMENDMENT APPLICATION FOR THE PROPERTY ON THE WEST SIDE OF BANBURY WITHOUT PAYING ADDITIONAL FEES. COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

[9:07:20 PM](#)

11. Proposed Ordinance 15-06 amending Title Eight of the Syracuse City Code pertaining to subdivisions, and specifically pertaining to dead-end streets.

A staff memo from the Community and Economic Development (CED) Department explained due to the expense of installation, maintenance and removal of temporary turn-arounds within the boundary of a subdivision, Public Works is recommending to modify the Dead End street ordinance. The Syracuse City Planning Commission hereby recommends that the City Council approve the adoption of Ordinance 15-06, Amending Title Eight.

[9:07:31 PM](#)

Acting CED Director Steele reviewed the staff memo.

[9:08:53 PM](#)

COUNCILMEMBER GAILEY MADE A MOTION TO ADOPT ORDINANCE 15-06 AMENDING TITLE EIGHT OF THE SYRACUSE CITY CODE PERTAINING TO SUBDIVISIONS, AND SPECIFICALLY PERTAINING TO DEAD-END STREETS. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

[9:09:21 PM](#)

12. Public Hearing: Proposed Resolution R15-13 adopting the certified tax rate provided by Davis County and adopting the Fiscal Year 2015-2016 budget.

As required by Utah Code Annotated 10-6-113, the governing body shall establish the time and place of a public hearing to consider its adoption and shall order that notice of the public hearing be published at least seven days prior to the public hearing. This requirement has been met since the City Council adopted the tentative budget on May 12 and set a public hearing on June 9, 2015 to consider adoption of the final budget. As required by Utah Code Annotated 10-6-118, "before the last June 22 of each fiscal period, or, in the case of a property tax increase under Sections 59-2-919 through 59-2-923, before August 17 of the year for which a property tax increase is proposed, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal period for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within 30 days after adoption." There have been a few changes made to this budget proposal since the tentative budget was adopted on May 12, 2015. These include:

- Amending the budget to align with revised employee compensation plan. This includes changing from a 2.75% bonus to a 2.3% raise. Total savings with this adjustment was \$26,206.00
- Added \$5,000 in overtime costs to the CED budget to cover demand for building and development happening in the City.
- Added \$5,000 to administration budget to purchase HR hiring software.
- Benefit elections and changes made by full-time employees = an increase of \$34,418.
- With these changes, our surplus balance in the budget is \$53,470.

This is the last Council meeting during which the Council can adopt a final budget before the June 22 deadline provided by State Law.

[9:09:42 PM](#)

Finance Director Marshall reviewed the staff memo.

[9:13:25 PM](#)

Councilmember Lisonbee asked if there is funding in the budget to cover emergencies like the one the City has been dealing with over the past weekend. Mr. Marshall stated that the City has money to set aside for emergency preparedness, but it is the City's policy to spend money in the event of an emergency or disaster and amend the budget at a later date to account for those expenses. Councilmember Lisonbee stated that the State Legislature passed a bill a couple of sessions ago that would allow cities to set aside monies for emergencies, but it is very difficult to get money out of those reserve funds so she would hesitate to put money in an emergency fund. Mr. Marshall agreed and stated he has hesitated to recommend the City put money in an emergency fund simply because the City's fund balance acts as an emergency fund with fewer restrictions. The Council briefly discussed the concept of setting aside money for emergencies, with Councilmember Lisonbee suggesting that the City's fund balance policy be amended to acknowledge funding set aside for emergency situations. The Council concluded to place the \$53,470 of surplus balance in the fund balance with no earmarks.

[9:17:55 PM](#)

Mayor Palmer opened the public hearing.

[9:18:04 PM](#)

A resident, no name or address given, asked for information regarding the \$34,000 increase for employee benefits. Mr. Marshall stated that each year during open enrollment employees can make changes to their benefit plans and some benefit costs increase if an employee changes their plan from single to double or family coverage.

[9:19:26 PM](#)

TJ Jensen noted he is happy to see that the City is not increasing taxes this year and he commended Mr. Marshall and other staff for doing a good job in preparing the budget.

[9:20:06 PM](#)

There were no additional persons appearing to be heard and Mayor Palmer closed the public hearing.

[9:20:17 PM](#)

COUNCILMEMBER PETERSON MADE A MOTION TO ADOPT PROPOSED RESOLUTION 15-13 TO ACCEPT THE CERTIFIED TAX RATE PROVIDED BY DAVIS COUNTY AND ADOPT THE FISCAL YEAR 2015-2016 BUDGET. COUNCILMEMBER GAILEY SECONDED THE MOTION.

[9:20:55 PM](#)

Councilmember Johnson stated the budget preparation process has been good this year and many of the concerns and questions raised by the Council were adequately addressed. Councilmembers Peterson and Lisonbee agreed and Councilmember Gailey stated the budget retreat was very helpful and productive.

[9:21:45 PM](#)

Mr. Marshall reported he received the certified tax rate from Davis County today; property values in Syracuse City increased by approximately 7.27 percent over the past year, which caused the certified tax rate to decrease to .001639 so that the City will receive the same amount of property tax revenue as in past year.

[9:22:16 PM](#)

Mayor Palmer stated there has been a motion and second to adopt the proposed resolution and he called for a vote; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

[9:22:47 PM](#)

13. Proposed Resolution R15-14 adopting the Fiscal Year 2016-2020 Employee Compensation Plan and Fiscal Year 2015-2016 Wage Scale.

A staff memo from the Finance Director referenced the attached proposed changes to the 2016 – 2020 employee compensation plan and the fiscal year 2015 – 2016 wages scale. All recommended changes to the employee compensation plan and the wage scale are highlighted in red. Any questions regarding this item can be directed at City Manager Brody Bovero or Finance Director Steve Marshall. The recommended changes to the employee compensation plan include changing to an annual merit based raise of 2.3% of payroll versus the current plan that alternates between raises and bonuses at a 2.75% rate. The other big change includes an employee development program that would encourage employees to obtain additional skills and training. The city would pay up to 3.5% for the additional training. There are limitations to who is eligible and how often it can be achieved. City Administration is recommending adding four additional job classifications to the employee wage scale. They include:

- Code Enforcement Officer – part-time
- Administration Professional – part-time
- Custodian – part-time
- Court Clerk – part-time

The Code Enforcement, Administration Professional, and Court Clerk I positions all have a full-time equivalent. We have matched the pay scale of the proposed part time positions to the full-time positions. We performed a salary benchmark for the part-time Custodian position and have set the wage scale to match the wages to the 60th percentile of comparative cities. We are also recommending eliminating the Intern under the part-time classification because it is also included under seasonal/temporary.

[9:23:08 PM](#)

Finance Director Marshall reviewed the portion of the staff memo pertaining to the wage scale. City Manager Bovero reviewed the portion of the staff memo pertaining to the employee compensation plan.

[9:27:06 PM](#)

Councilmember Lisonbee inquired as to the reason staff is recommending hiring an in-house custodial rather than contracting for custodial services. Mr. Marshall stated there has been a struggle to achieve the level of service the City is seeking via a contract, in particular in the Community Center. Staff has determined to use a custodial service for the majority of the City's facilities and use the in-house employee for the Community Center. This may not result in a cost savings for custodial services because many of the preliminary bids are nearly double what the City is currently paying; this may be due to the fact that the City is seeking a higher level of service and it has been a number of years since the City has solicited bids for custodial services.

[9:29:07 PM](#)

COUNCILMEMBER PETERSON MADE A MOTION TO ADOPT RESOLUTION 15-14 ADOPTING THE UPDATES TO THE EMPLOYEE COMPENSATION PLAN AND THE FISCAL YEAR 2015-2016 WAGE SCALE. COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

[9:29:57 PM](#)

14. Proposed Resolution R15-15 amending the Syracuse City Consolidated Fee Schedule by making adjustments throughout.

A staff memo from the Finance Director explained staff periodically reviews and recommends changes to the consolidated fee schedule. I am recommending the changes outlined in red in Exhibit A. These changes include:

- Update to public safety impact fees to coincide with our public safety impact fee analysis.
- Increase our late fee to \$20.00 for utility account past due balances.
- Increase our utility bill advertising fee to \$850.00 for a full page color advertisement.
- Increase the sewer rate fee by \$3.00 to \$20.80 per month.
- Implement a sewer excess gallon fee for commercial businesses to \$1.55 per 1000 gallons over 5,500 gallons.
- Add a fee for a cemetery certificate replacement of \$10.00.
- Delete newsletter advertising fees since we don't allow advertisements in the newsletter since it was revamped and condensed.
- Changes to some post office supply charges to reflect the correct amount charged.

[9:30:18 PM](#)

Councilmember Lisonbee noted the packet materials for this item indicate it is a public hearing, but the agenda language does not include public hearing language; she asked if a public hearing was noticed. Mr. Bovero encouraged the Council to proceed as if a public hearing has been noticed and if it is found that public hearing was not noticed, it will be noticed and an item will be added to a future agenda for the purpose of following noticing requirements.

[9:30:38 PM](#)

Finance Director Marshall reviewed the staff memo.

[9:35:04 PM](#)

Mayor Palmer opened the public hearing.

[9:35:18 PM](#)

TJ Jensen stated there was a comment during the public comment portion of the meeting regarding potentially waiving water over-use fees as a result of the water contamination issue. He conducted some research with Mr. Marshall a few years back and found that the average household uses 6,500 gallons and the billing system bills residents for the first 8,000 gallons so most users should not notice an increase in costs. He stated that he feels the City needs to consider amending the fee schedule for water usage in the City to cover the amount of water people actually use.

[9:36:24 PM](#)

There were no additional persons appearing to be heard and Mayor Palmer closed the public hearing.

[9:36:32 PM](#)

COUNCILMEMBER PETERSON MADE A MOTION TO ADOPT RESOLUTION 15-15 AMENDING THE SYRACUSE CITY CONSOLIDATED FEE SCHEDULE BY MAKING ADJUSTMENTS THROUGHOUT. COUNCILMEMBER GAILEY SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

[9:37:14 PM](#)

15. Proposed Resolution R15-17 authorizing and directing the participation of Syracuse City in the public employee's retirement system and the public safety retirement system of the Utah retirement systems for fiscal year 2015-2016.

A staff memo from Finance Director Marshall explained the City is required by Utah Code Title 49, Chapters 11-15 to pay retirement on our full-time employees. Each year, the City is required to certify the contribution rates that will be paid for retirement to Utah Retirement Systems (URS) for our full-time employees. These rates vary depending on which system the employees are in and when they were hired. We currently participate in 9 different retirement programs offered by URS. This includes our police, fire, and administrative staff as well as tier I and tier II employees.

[9:37:25 PM](#)

Mr. Marshall reviewed his staff memo.

[9:39:03 PM](#)

Councilmember Gailey asked if this resolution is tied to the change in State Code that requires that the City show retirement costs as a liability in the general fund. Mr. Marshall stated it is somewhat different and plans to discuss retirement

liabilities with the Council in the near future. He noted the URS is 81 percent funded at this time and eventually they will become fully funded and as that gap closes the City's liability will decrease.

[9:42:54 PM](#)

COUNCILMEMBER PETERSON MADE A MOTION TO ADOPT RESOLUTION 15-17 AUTHORIZING AND DIRECTING THE PARTICIPATION OF SYRACUSE CITY IN THE PUBLIC EMPLOYEE'S RETIREMENT SYSTEM AND THE PUBLIC SAFETY RETIREMENT SYSTEM OF THE UTAH RETIREMENT SYSTEMS FOR FISCAL YEAR 2015-2016. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

[9:43:31 PM](#)

16. Authorize Administration to execute contract with Utah Local Government Trust for Insurance Services.

A staff memo from Finance Director Marshall referred to the attached garbage RFP bid summary sheet and supporting documentation. Administration put out a request for proposal (RFP) for property, auto, and general insurance services. It has been a while since the City has requested an RFP for this type of service. It is always good practice to place an RFP every 3-5 years for this type of service. The RFP was noticed in the local newspaper for 2 consecutive weeks (March 22nd and March 29<sup>th</sup>) and was given an 8 week period for bidders to submit a bid by the deadline that closed on May 15, 2015. The bid requested that each firm provide a cover letter, summary of qualifications, a summary of the executive team, loss prevention services, coverage detail, and references from other cities. The bid also requested that for general liability, a quote be given for both a 2 million dollar and a 5 million dollar policy. The bid gave information on limits for property coverage and a detailed list of automobiles that were to be covered on the policy. The RFP also specified that we would grade the bidding firms on the following criteria:

- *Experience and qualification servicing the public sector*
- *Service Team – experience, expertise, and education*
- *Loss Prevention Ideas*
- *Frequency of certified appraisals for property values*
- *AM Best Ratings*
- *Cost, Coverage, and overall approach*
- *Quality of References*

The City received one bid from the Utah Local Government Trust (ULGT). This firm is our current carrier for insurance services. ULGT has the experience necessary to provide insurance coverage to Syracuse City. They have provided insurance to our City for several years and they also provide insurance to 87% of all Utah cities and towns. They have a lot of experience with their service team. They have several loss prevention programs and trainings they provide throughout the year. They also have an appraisal program that appraises all of our assets once every five years. The AM best ratings are considered excellent or superior and the cost and coverage that is provided is competitive. ULGT's bid gives us a higher coverage limit of \$5 million dollars for the same cost as currently provided at the \$2 million dollar limit. The references provided from Riverton, Springville, Vernal, and Plain City were all positive. I am also aware of other Cities like West Point, Woods Cross, and Clinton who all have mentioned positive comments about the insurance coverage through ULGT. Based upon staff's experience with ULGT and review of the bid submitted as noted above, Mr. Marshall recommends awarding the insurance contract to Utah Local Government Trust. With this bid, the City's insurance premiums will stay the same and our general liability insurance limit will increase from \$2 million dollars to \$5 million dollars per occurrence. Here is a summary of costs:

- General Liability = \$80,215
- Property Insurance = \$41,548
- Auto Insurance = \$29,971
- **Total Insurance = \$151,734**

Staff is working on assembling a contract and is asking that the City Council authorize administration to execute this contract based on the parameters set forth in the bid documents.

[9:43:41 PM](#)

Mr. Marshall reviewed his staff memo.

[9:46:28 PM](#)



Councilmember Peterson stated he has always assumed the ULGT covers all cities and was surprised to learn they only cover 87 percent. He asked who the other cities use. Mr. Marshall stated there are some large carriers and smaller individual carries; Utah Risk Management Association (URMA) is a provider.

[9:47:01 PM](#)

Councilmember Lisonbee stated when she attended the recent Utah League of Cities and Towns (ULCT) Conference she spoke with officials from cities nearby and many of them use other providers as they have been moving away from using the ULGT. She would like for the City to begin the bidding process sooner next time and she would like the contract bid again next year; she heard from a potential bidder who wanted to bid, but felt that he did not have sufficient time to submit a proposal.

[9:47:59 PM](#)

COUNCILMEMBER GAILEY MADE A MOTION TO AUTHORIZE ADMINISTRATION TO EXECUTE CONTRACT WITH UTAH LOCAL GOVERNMENT TRUST FOR INSURANCE SERVICES. COUNCILMEMBER PETERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Duncan was not present when this vote was taken.

[9:48:25 PM](#)

17. Councilmember reports.

At each meeting the Councilmembers provide reports regarding the meetings and events they have participated in since the last City Council meeting. Councilmember Peterson's report began at [9:48:29 PM](#). He was followed by Councilmembers Johnson and Lisonbee. Councilmember Gailey indicated he has nothing to report. Councilmember Duncan was not present to provide a report.

[9:50:05 PM](#)

18. Mayor's Report.

Mayor Palmer's report began at [9:50:05 PM](#).

[9:50:12 PM](#)

19. City Manager report

City Manager Bovero's report began at [9:50:18 PM](#).

At [9:50:59 PM](#) COUNCILMEMBER JOHNSON MADE A MOTION TO ADJOURN. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR.

\_\_\_\_\_  
Terry Palmer  
Mayor

\_\_\_\_\_  
Cassie Z. Brown, CMC  
City Recorder

Date approved: \_\_\_\_\_