

Minutes of the Work Session meeting of the Syracuse City Council held on June 24, 2014, at 7:00 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 (arrived at 8:47 p.m.)

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

Excused: Councilmember Douglas Peterson

City Employees Present:

Finance Director Steve Marshall
Public Works Director Robert Whiteley
City Attorney Clint Drake
Community Development Director Sherrie Christensen

The City Council participated in a site visit prior to convening the Work Session meeting at 7:00 p.m. The site visit was held at the Freeport Center Culinary Water Tank and the Bluff Road Secondary Water Pond; the site visit began at 6:00 p.m. The purpose of the site visit was to tour and receive information regarding the City's culinary and secondary water systems.

The purpose of the Work Session was to receive public comments; receive a presentation from the Syracuse Arts Council; discuss the Wasatch Front Regional Council (WFRC) Complete Streets Pilot Program; discuss the scope of an efficiency audit; review special meeting agenda items 2-6; and discuss Council business.

7:10:25 PM

Public Comments

TJ Jensen commended the Mayor for his swift action in appointing new members of the Planning Commission and he thanked the outgoing Commissioners for their service. He then noted that since City Manager Bovero took over as City Manager and since Mayor Palmer was elected he has seen the staff working better together and with the Council and Mayor; he feels this is a direct reflection of their leadership abilities. He then concluded that in the middle of May the Utah Department of Transportation (UDOT) signed a memorandum of understanding with the Utahns for Better Transportation pertaining to the "shared solution" for the West Davis Corridor project. A workshop was held last week there were many people in attendance to discuss the many issues surrounding the project. The issue was also discussed in the last Planning Commission meeting and while there are no guarantees regarding changes to the project he commend UDOT for making an effort to listen to the residents.

7:13:28 PM

Presentation from Syracuse Arts Council

Arts Council Chair Jamie Murray provided the annual Syracuse Arts Council presentation, which highlighted the events of the past year and the group's plans for the upcoming year. She provided a history of the funding the City has dedicated to the Arts Council, reviewed lack of participation from City Council and City staff, reviewed the events the Arts Council has produced with available funding, and discussed the lack of volunteers willing to participate. She concluded by summarizing the Art's Council request of the City as follows:

- Accept the Arts Council as a valuable commodity and promote our efforts through:
 - Word of mouth
 - Use of City utility bills
 - Web support
- Become an annual Sponsor of at least the Presenting Level of \$1,000 cash, or more if the Arts Council presents a viable new program proposition.

- Honor City Ordinance 3.45.050 by providing City facilities, free of charge, at the Community Center and with priority.
- Attend events sponsored by the Arts Council
- Encourage a City Council representative to guide and promote the building up of the Arts Council Board and to serve according to City Ordinance 3.45.020(C)

7:26:32 PM

Councilmember Lisonbee stated that she is assigned to serve as the liaison to the Arts Council, but she stopped receiving emails regarding meetings of the body. She also reviewed the history of funding of the Arts Council and indicated that it may not be possible to offer additional financial support. There was a brief discussion regarding increasing the number of productions or events that the Arts Council promotes or participates in, after which Councilmember Lisonbee stated she would be happy to facilitate discussions between the Arts Council and City Administration pertaining to free use of the Community Center facility. Councilmember Johnson stated there may be a misconception that the City Council does not support the Arts Council and he noted that is incorrect and all members of the Governing Body are arts-minded. There was a brief discussion regarding the makeup of the Arts Council, with a focus on whether the group is a 501(c)(3) organization. Ms. Murray stated she would simply like some assistance in accounting for the body's funds. Councilmember Duncan stated the Council needs to carefully consider the type of groups and events they agree to sponsor with taxpayer funding. Mayor Palmer agreed and encouraged all Councilmembers and residents to support the Arts Council by attending the upcoming annual production in July.

7:35:52 PM

Discussion regarding Wasatch Front Regional Council (WFRC) Complete Streets Pilot Program

A memo from Community Development Director Christensen explained that Wasatch Front Regional Council (WFRC) who is the metropolitan planning organization for the Wasatch Front is developing a program that will help communities make their streets safer for all those trying get from point A to point B, regardless of whether they are driving, walking, biking, or even riding a horse if that's what we want. The program is called "Complete Streets" and they have chosen our city to participate as a pilot city. This means that we will get free professional planning assistance from their staff and consultant in exchange for participation in the program. Participation will include attending some professionally facilitated stakeholder meetings and implementing a strategy to make our streets more 'complete'. Below are some additional web links that will provide more information about WFRC and complete streets.

- http://www.wfrc.org/new_wfrc/index.php/wfrc-programs/complete-streets
- <http://www.smartgrowthamerica.org/complete-streets>

The Community & Economic Development Department would like the Mayor and City Council to consider participating in this program. There is no cost besides staff time to participate and given the high percentage of schoolchildren that use our streets to get to school; this could be a way to make their commute safer without using a lot of city resources. Principal Fredericks from Syracuse Elementary told me that less than 5% of her 990 students are bussed to school. They have so many students that ride their bikes and scooters to school, they created an indoor scooter "parking lot" in addition to their outdoor bike racks that get really full.

7:36:16 PM

City Planner Steele reviewed the staff memo and introduced a representative of WFRC, Greg Scott, who provided an overview of the complete streets pilot program.

7:41:51 PM

There was a brief Council discussion regarding funding for the pilot program as well as the intent of the program. Councilmembers Duncan, Johnson, and Lisonbee indicated that they are not supportive of using the program in Syracuse because they do not feel it is a good fit and the City does not need additional public transit options. Councilmember Gailey voiced his support for the program because the City should take advantage of the free planning tools that would be available through the program. Mayor Palmer concluded that it may be necessary to have additional discussion regarding this proposal before making a final decision. Mr. Scott stated that the program simply provides context sensitive solutions for transportation and any recommendations or projects would be tied directly to the actual needs of Syracuse City.

7:54:22 PM

Discussion regarding the scope of an efficiency audit

A memo from City Manager Bovero explained the City Council and Staff have discussed the merits of conducting an efficiency audit of the internal structure and processes of the City. Since the term “efficiency audit” can easily be interchanged with other types of audit terms, I have put forth an explanation below to ensure everyone is speaking the same language.

Types of Audits

- Effectiveness Audit
‘Effectiveness’ measures the outcomes or impact of a program. Example: The new snow plowing system resulted in an average 10% reduction in auto accidents involving slippery conditions. It helps determine if the programs are accomplishing their intended purposes.
- Efficiency Audit
‘Efficiency’ measures the output of a program. Example: The City implemented the new snow plowing system at a rate of \$50/man hour, and roads were cleared at a rate of 3 miles/truck/hour. It helps determine how well the City performs the service, but not necessarily shows whether it is effective or not.
- Compliance Audit
‘Compliance’ measures the programs compliance with a certain standards or laws: The city properly used Class C Road funds to pay for the new snow plowing system. It helps determine whether the City is following the proper regulations and standards when it performs the service.
- Investigative Audit
Investigative Audit attempts to find the reasons for a specific issue. Example: Whether the performance of the new snow plowing system suffered due to poor equipment. It helps discover the cause of a certain problem within the City’s programs, and is usually very narrow in scope.

To further illustrate the importance of distinguishing between effectiveness and efficiency, I have attached three examples of performance measurement. The first is an example from the EPA. The second example shows performance measures from Bellevue, Washington’s IT Dept. The third example shows key performance measures from the Fairfax County, VA Human Resources Department.

The discussion for the June 24th meeting is meant to answer the following questions:

1. What is the purpose of the efficiency audit?
2. Do we want to also examine the effectiveness of City services?
3. Should the audit focus on the overall structure and procedures of the City, or should we perform an efficiency audit on the services of each department?

[7:54:39 PM](#)

Mr. Bovero reviewed his staff memo.

[8:01:03 PM](#)

Council discussion began and Councilmember Duncan expressed his vision for the efficiency audit; he would like a combination of an effectiveness and efficiency audit as described in Mr. Bovero’s memo. He would like to know the least expensive way to provide a service, but he would also like to understand the impact that would have on the City’s effectiveness in providing that service. He would also like for the Council to meet with the auditor selected to ensure that they understand exactly what the Council is seeking. Councilmember Johnson stated that the auditor will need to review City processes for their appropriateness. Councilmember Gailey added the auditor should be able to also make recommendations for improving effectiveness and efficiency in the City’s processes. Councilmember Lisonbee asked if City Administration has talked with any auditing firms. Mr. Bovero answered no and stated he was waiting to determine a scope before approaching any auditing firm. Discussion regarding the scope of the audit continued with Councilmember Duncan suggesting that some departments, such as the Police Department, be immune from the audit because they are more specialized. Councilmember Johnson agreed that all public safety areas of the City should be immune from the audit. There was a brief discussion regarding some of the things that current Department Heads have already done to improve efficiency in the City, after which Mr. Bovero stated he would like to focus on the scope of the proposed efficiency audit; he asked if the Council would like an auditor to review the overall structure of the City or if they would like to commission audits for specific services or areas of the City. Councilmember Duncan stated that he would like to get a cost for both options and make a decision from that point; he is willing to spend thousands of dollars on the service.

[8:13:25 PM](#)

Review special meeting agenda item 6:

Authorize Administration to execute contract with Keddington and Christensen LLC for audit services

A staff memo from Finance Director Marshall explained it has been several years since the City has put a request for proposal (RFP). It is good practice to place this service out to bid over 3-5 years. Our current auditor's Wood, Richards, & Associates have conducted our audits for the past several years. They have done a great job and provided a great service to the City. Syracuse City put out a competitive RFP for audit services. We had a total of 9 auditing firms submit a bid for services. I have included an evaluation sheet with the packet information for your review. The firms were rated on cost (0-35 points), qualifications of staff (0-20 points), technical experience of firm (0-20 points), and responsiveness of proposal (0-25 points). All the firms met the minimum requirements to be accepted for the audit RFP. The firm that scored the highest combined score in all four areas was Keddington & Christensen LLC. They scored 100 points out of 100. They were one of the lowest cost firms and also have the best qualifications to perform the audit. Based on this information, I would recommend awarding the contract for audit services to Keddington & Christensen LLC. The proposed contract for audit services with Keddington & Christensen was included in the Council packet for review.

[8:13:45 PM](#)

Mr. Marshall reviewed his staff memo.

[8:15:32 PM](#)

Council discussion regarding the audit agreement began, with Councilmember Lisonbee stated she appreciates the process to solicit new proposals for the required annual audit. Mayor Palmer agreed and noted the firm that is being recommended has great experience.

[8:17:10 PM](#)

Review special meeting agenda items 2-4: Proposed Resolutions appointing members of the Syracuse City Planning Commission

A memo from Community Development Director Christensen explained the Mayor, City Manager, and City Planner Schow interviewed applicants for the vacancies on the Planning Commission. The Mayor is recommending the attached candidates for appointments. Each of the candidates have excellent credentials and demonstrated a high level of integrity and impartiality. I am very excited to work with them and believe they will be an asset to the Planning Commission. Below I have given a brief overview of each candidate.

Gregory B. Day-Mr. Day has been a resident of Syracuse for the past few years. He previously served on the Planning Commission from 2/8/11 to 11/21/12. He is a civil engineer and has experience presenting to various government boards.

Trevor Hatch-Mr. Hatch is a land surveyor by profession, currently employed by Weber County. He has experience in reviewing plats and working with landowners and developers.

Troy Moultrie-Mr. Moultrie has lived in Syracuse six years. He works in management and has experience dealing with business owners and nonprofit organizations.

[8:17:31 PM](#)

Mayor Palmer reviewed the staff memo and provided a summary of the interview process that was used to select new members of the body.

Councilmember Duncan stated he is aware that Councilmember Lisonbee was involved in the process to select new members of the Planning Commission. He noted the Council requested the letters of intent for those seeking the position and they were released and he appreciated that transparency and openness in the process. He then asked each candidate where the City Code fits into the decisions they make. Mr. Hatch stated for him the City Code is black and white and if something complies with the Code he would recommend approval; if it does not comply then the application would need to be amended in order to comply with the Code. Councilmember Duncan referenced the General Plan as well. Mr. Hatch indicated the General Plan is a guiding document and should also be followed when considering development applications. Mr. Day then stated he considers the City Code to be the rule book of the City and the Planning Commission should follow those rules. He added the General Plan is essentially a document including decisions that have already been made and the Plan is updated every five years. Mr. Moultrie agreed, but stated he would have an open mind regarding essential or necessary changes, but noted the City Code is in place or a purpose and it should be followed.

Mayor Palmer stated there have been problems in the past due to certain Planning Commissioners being unwilling to voice their opinions regarding applications. He asked if the potential appointees would have that same problem. Mr. Day stated that he is getting involved to be involved and he anticipates voicing his opinion on a regular basis. He added that he will be a member of the body that will add value to the discussion. He noted he was previously a member of the Planning Commission and he was disheartened when members waited until after a vote was taken to voice their opinion because that opinion could have been helpful to him in making his decision. Mr. Moultrie agreed and stated that he values community involvement and awareness of the things that are taking place in the City. Mr. Hatch added that it is the purpose of government to help the citizens and developers by bring suggestions and ideas to the table as part of the development process.

Councilmember Johnson inquired as to the potential appointees' five year vision for the City. Mr. Hatch stated the General Plan includes a mission statement that discusses developing a family-friendly, safe environment with low density; that is why he moved to the City and it is something he would like to protect. Mr. Moultrie agreed and stated that he has lived in many other cities and prefers Syracuse because of the rural feel; he would work to protect that for all citizens. Mr. Day agreed and stated the General Plan is great and should be supported by the Planning Commission and City Council. There was a brief discussion regarding high density housing in the City and all three potential appointees indicated they do not feel the citizens support that type of land use and that high apartment complexes would reduce property values in the City.

[8:26:56 PM](#)

**Review special meeting agenda item 5:
Proposed Resolution R14-21 appointing
members of the Syracuse City Parks
Advisory Committee**

A memo from City Manager Bovero explained Through the City's website, Facebook, and twitter pages, and via the City's newsletter and utility bills, advertisements for the Park Advisory Committee appointments were sent out to the public. The Advertisements asked those interested to send in their expressed interest in serving on the committee. The purpose of the Parks Advisory Committee is outlined in the City Code as follows:

3.35.040 Duties and responsibilities.

It shall be the duty of the Parks Advisory Committee to act in an advisory and voluntary capacity to the City Council regarding the development of parks, trails and related facilities, programs, policies and priorities. The Parks Advisory Committee should periodically review the City's parks master plan and make appropriate recommendations to the City Council regarding the same. The Parks Advisory Committee should also recommend projects, policies, funding allocations, and other measures, programs, or activities for the development of parks, trails and related facilities within the City. The Parks Advisory Committee shall carry out projects, programs and activities as directed by the City Council.

The Mayor has conducted interviews with the following individuals, whom he proposes to appoint to the committee:

- David Hansen
- Russ Sedgwick
- Patrick Egan
- Alan Clark
- Hannah Miller

Mayor Palmer reviewed the staff memo and summarized the interview process. He also provided an overview of the background of each applicant and the reasons they are interested in serving. There was a general discussion about the basic roles and duties of the committee, after which Mayor Palmer recommended that Councilmembers Duncan and Peterson be committee members as well. There was a general discussion about the purpose of the Committee and Council involvement in the Committee after which Councilmember Johnson stated he would be interested in participating on the committee as well.

[8:35:45 PM](#)

Council business

At each meeting the Councilmembers and Mayor provide reports regarding the meetings and events they have participated in since the last City Council meeting. Councilmember Gailey's report began at [8:35:56 PM](#). He was

City Council Work Session
June 24, 2014

followed by Councilmembers Duncan, and Johnson. Councilmember Lisonbee indicated she had nothing to report. Mayor Palmer's report began at [8:44:35 PM](#).

The meeting adjourned at 8:48 p.m.

Terry Palmer
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: July 8, 2014