

Minutes of the Work Session meeting of the Syracuse City Council held on September 22, 2015, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

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

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

City Employees Present:

Finance Director Steve Marshall  
City Attorney Paul Roberts  
Community and Economic Development Director Brigham Mellor  
Public Works Director Robert Whiteley  
Fire Chief Eric Froerer  
Police Chief Garret Atkin  
Parks and Recreation Director Kresta Robinson

Visitors Present: Kevin Homer                      Andrea Andrews                      Andrew Sherman  
Brian Luther                                      Marshall Luther                      Ray Zaugg  
Pat Zaugg    Nathan Rich                              John Hendrickson

The purpose of the Work Session was to receive public comments; hear a presentation from Wasatch Integrated Waste Management District; discuss potential changes to Titles 4 and 8 of the Syracuse City Code requiring secondary water metering on new construction; receive a presentation from Municipal Solutions, LLC regarding the efficiency audit report; and discuss Council business.

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Councilmember Peterson led the audience in the pledge of allegiance. Councilmember Lisonbee offered an invocation.

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**Public comments**

TJ Jensen stated that last week he attended the Utah League of Cities and Towns (ULCT) Annual Conference in Salt Lake City and it was nice to see other representatives of the City present as there were great training sessions. He shared information he gathered by attending a session regarding water resources; at the current time all water resources are allocated and to acquire additional water may cost upwards of \$19 million for the State. Utah's population is expected to double by 2060 and it will be necessary to secure water for the future. He stated he is aware the Council will be discussing a potential code amendment that would require secondary water meters for new construction and he believes that is a good start. He stated that before farmers turned water over to the City for people to water their residential property, the City was allocated a certain amount of water; no one had unlimited water back then and no one should have unlimited water now. He stated there are some ways to address water conservation in the future, which could include selling existing water shares to pay for water meters on existing homes in the City.

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Pat Zaugg stated she is very concerned by the recent increase in crime in the City, specifically vandalism of personal and private property. She suggested that neighborhood watch programs be created and that security cameras be installed in areas throughout the City; it is necessary to do something to curb the crime that is occurring. She then addressed the issue of water meeting. She noted Syracuse City owns the water and she wondered if the State of Utah can tell the City what to do with the water it owns. She does not agree with Mr. Jensen's suggestion to sell water shares because that is like selling gold and the City will need water shares in the future.

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Kevin Homer offered feedback regarding the public comment section on the City Council's agendas. He has been attending City meetings for a few months and one thing he is frustrated by is trying to figure out how to communicate with the Mayor and Council in order to express his concerns or views about what is happening in the City. He noted the agenda lists one place for public comments, but later in the meeting he does not have the opportunity to voice his opinion regarding other items. He asked that the Council consider modifying their agendas to allow for more public comment throughout the meeting or on specific issues, or even including a larger public comment section at the end of the meeting.

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Dave Maughan stated he would like to comment on the City's ability to disseminate information; he feels there is a need for improvement of the City's website. He noted the City is currently in the middle of an election, but the voting map on the website is from several elections ago; it only includes 12 districts though there are now 15 districts in Syracuse. That kind of information is critical to citizens especially in the middle of an election. He added there has also been a lot of discussion about what takes place during City Council meetings and the City advertises that it has links to minutes and recordings, but as of last night the most current links are from 2012. He stated the City is not putting information out to the residents or the links are broken. He stated he does not know who is responsible for that data, but he feels the City needs to do a better job of communicating with its residents.

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### **Presentation from Wasatch Integrated Waste Management District.**

An administrative staff memo indicated Councilmember Gailey, the City's representative on the WIWMD Board, asked for time on the agenda to allow District Administration and opportunity to provide the Council with information regarding current and future programming.

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Nathan Rich, Wasatch Integrated Waste Management District (WIWMD) Director, stated he was invited to attend tonight's meeting by the City's representative on the District's Board, Councilmember Gailey. He then used the aid of a PowerPoint presentation to provide the City with information regarding current programs and services available to district customers.

#### District Overview:

- Special Service District
- Owned by Davis and Morgan Counties and 15 Cities
- 270,000 tons of MSW Annually
- Serve 250,000 Residents
- 63 Full Time Employees
- 19 Member Administrative Control Board

Provide sustainable, cost-effective, and environmentally sound solid waste management

#### Guiding Principles

- Maintain fiscal integrity with minimal financial risk. Consider long term effects and life cycle costs. Maximize the value of assets.
- Recognize waste as a resource through reuse, reduction, recycling, and the production of fuels and energy, when financially viable. Manage waste destined for disposal with state-of-the-art landfill resources, operations, and long-term care.
- Make well informed decisions based upon sound scientific and business judgment and ethical business practices.
- Aggressively pursue best available demonstrated technologies that minimize the volume and toxicity of wastes and protect the environment for future generations.
- Promote public education and awareness of effective and efficient municipal solid waste management practices.

Mr. Rich reviewed photographs and provided a description of the services provided at various facilities managed by the WIWMD at the landfill, such as the Energy Recovery Facility, Citizen Drop-Off and Give & Take, Household Waste, Electronic Waste, and Recycling Facility, Green Waste Recycling and Composting, Metals Recovery, and the Landfill Gas to Energy Project Facility.

System Performance 2014:

Total Waste Received	274,325 tons
Energy Recovery	111,538 tons
Green Waste	21,868 tons
Metals	3,235 tons
Recycle Drop Off	209 tons
Electronic Waste	267 tons
Carpet Pads	319 tons
Household Hazardous Waste	185 tons
Total Recycled	133,572 tons
Landfill Diversion Rate	49 %

Planning for the Future:

Life of Current Facilities:

Davis Energy Recovery Facility

- 10 Year Contract with HAFB Commencing October 2014
- Substantial Refurbishment Completed in 2015
- 20 years or more Additional Life

Davis Landfill

- 27 Years Capacity – Phase V Addition
  - Ability to Operate in Urban Environment
  - Continued Use of Site
    - Customer Service Facilities
    - Green Waste Recycling and Composting

Future Projects – Improving Performance and Revenue:

- Mixed Waste Preprocessing Facility
  - \$3.5 Million Project
  - Completion Date April 15, 2016
  - Improve Fuel Quality and Performance of the ERF
  - Remove Materials Smaller than 2 inches
  - Organics (Grass Clippings)
  - Batteries
  - Glass, Dirt, Rocks
  - Recover Recyclable Material (Cardboard and Steel)
  - Currently in Study Phase
  - Would Recover Additional Recyclables
    - Cardboard, Aluminum, Steel, Plastics
  - 10 to 12 Million Dollar Project
  - Would Substantially Increase Overall Recycling Rates
  - Has the Potential to Replace Curbside Collection
    - Cost, Truck Traffic, Air Emissions, Convenience
  - Waste Characterization
- Landfill Thrift Store in Partnership with PARC
  - Partnership with Pioneer Adult Rehabilitation Center (PARC)
  - Reuse Good Materials Currently Being Landfilled
  - Provide Job Opportunities for Mentally and Physically Challenged Individuals
  - Located at the Recycling Center at the Davis Landfill
  - Soft Opening Over the Next Two Months
  - Ribbon Cutting Early Spring

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Councilmember Gailey thanked Mr. Rich for the information he has provided; he has been so impressed by the efficiency of the District. He has been surprised to learn that when people put grass into their trash receptacles, the District must burn energy in order to burn the grass and pulling grass out of the trash stream will improve operations at the District. He stated he believes most people do as well as they know how and he has learned a lot of great new information through his position with the District. Mr. Rich noted the District has a great Board and great staff who have been innovative at

developing processes that no other entities in a six state area are using. Mayor Palmer added that the District has kept its prices low for its users and that is appreciated. Mr. Rich agreed, but note that changes are coming in the future relative to programming and technology and he is hopeful that it will be possible to continue to keep rates low. He added that any member of the City's Governing Body or of the citizenry is always welcome to visit with him at the District and tour the facility.

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**Discuss potential changes to Titles 4 and 8 of the Syracuse City Code requiring secondary water metering on new construction.**

A staff memo from the Community and Economic Development (CED) Department explained the mayor asked the staff to draft an ordinance requiring secondary water meters on new construction. The cost of the meter itself is minimal and cost of installation as part of an initial secondary water connection is minuscule and would go unnoticed by the homeowner compared to a \$300 install after the connection has been made. There is reason to believe that in the future secondary water metering will be required for all secondary water users. Requiring meters on new construction may result in a savings to residents and the tax payers depending on the end result of state legislative measures. In 2014 there were 177 homes constructed in Syracuse. As of the Sept 1 2015 we have surpassed that amount and have had 185 homes constructed since January. At \$300 dollars per install should legislation pass mandating secondary water meters this could end up saving the tax payers \$60,000 per year. "Davis and Weber Irrigation and Weber Basin require meters on new installations. D&W since 2013 - WB since 2010."

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CED Director Mellor reviewed the staff memo.

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Mayor Palmer stated this is an item he asked staff to work on to add to the agenda and he provided an explanation of discussions that have taken place recently between Syracuse, nearby cities, and the Weber Basin Water Conservancy District. Initially he was not supportive of requiring water meters on new construction, but after hearing additional factual information from the District relative to potential future water metering mandates and understanding that the cost to install a meter on a new home is much less than it would cost in the future, but the cost would be paid by the developer or homeowner. He asked for Council feedback on the proposal.

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Councilmember Johnson stated that he is not interested in the code amendment; the Council has discussed this issue in the past and has indicated they are not supportive of metering water and he is not 'flip-flopping' at this time.

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Council discussion ensued regarding operation of meters if installed on new construction, with Mr. Mellor stated he would anticipate operating similar to Weber Basin Water, who does not bill according to meter readings; rather, they send their users a statement simply explaining how much water they have used. Councilmember Lisonbee suggested the Council delay a decision on this proposal until after the beginning of the next calendar year due to the fact that there will not be a great amount of new homes built between now and then. She stated she has been working to bring the past water users of the City to the table to have discussions about past agreements that were made relative to the use and cost of secondary water.

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Councilmember Peterson stated it seems like a good idea to install meters on new homes simply to save on potential future costs, but he would like to see data from Weber Basin Water to understand if it is something that has resulted in water conservation for the users in the District. Councilmember Johnson agreed. Mayor Palmer stated he would be willing to invite them to a meeting to have discussions about their metering practices and water usage. Public Works Director Whiteley indicated that data is available.

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Councilmember Lisonbee indicated there are many issues at play relevant to water metering and many entities are involved; the State set a goal to reduce water usage by 25 percent and they have said on the public record that they have already reduced usage by 22 or 23 percent and they feel they have 'hit a brick wall' and are having difficulty reaching the 25 percent so the answer for them is metering. She stated she believes there are other ways to reduce water usage and conserve and it is her opinion that it is too early to make a decision regarding an idea to require meters on new construction in Syracuse. Councilmember Gailey noted it is difficult to manage something that cannot be measured.

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### **Presentation of Municipal Solutions, LLC Efficiency Audit Report.**

A staff memo from City Manager Bovero explained the City Council obtained the services of Municipal Solutions LLC to perform an efficiency audit on the operations of the City. The stated goals of the study were as follows:

- Improve service levels within our current budget capabilities.
- Ensure the organizational structure of the City is best suited for service to residents & businesses.
- Eliminate waste.

In addition, the study examines areas of risk and presents findings and recommendations to the Council. The memo concluded representatives of Municipal Solutions LLC will be presenting the report to the Council during the work session meeting.

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Mr. Bovero reviewed his staff memo and introduced John Henderson, Senior Associate with Municipal Solutions, LLC. Mr. Henderson indicated Municipal Solutions, LLC President, David Evertsen, will be making his presentation regarding the audit by skype from Florence, Italy. The report is approximately 95 percent completed and the remainder should be completed in a very short-term.

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Mr. Evertsen used the aid of a PowerPoint presentation to present the efficiency audit report to the Mayor, Council, and staff.

Project Overview and Methods: Three Important Questions.

- Is the City is acquiring, protecting, and using its resources (such as personnel, property, and space) as economically and efficiently as possible?
- What are the causes of any inefficiencies or uneconomical practices which are identified?
- Is the City complying with laws and regulations or matters of economy and efficiency?

Project Objectives:

1. Improve service levels w/in the City's current budget capability,
2. Ensure the organizational structure of the City is best suited for service to residents & businesses, and
3. Eliminate waste

Evaluations and Identification:

Municipal Solutions consultants have:

- Explored each department's needs, skills, processes, resources and priorities to determine how refinement or improvement to operational efficiency (time), expenditures (costs), and revenue generation can be realized during the upcoming 2016 budget year.
- Examined department's functions; evaluated the *form* or *structure* of each department to determine whether it is optimal towards fulfillment of the department and City-wide goals, objectives and priorities; and determine whether the current Resources (personnel, technology and physical assets) are being used efficiently.
- Provided some optimization alternatives to the organization's functions, forms / structure, and use of resources.

Methods:

The following methodologies were used to gather and analyze data:

- Interviews of management and staff
- Review of completed master plans and enterprise funds
- Review of staff-provided materials
- Examination of departmental records
- Review of department generated analysis and reports
- Examination of departmental infrastructure, and
- Review of state and local statutes as well as departmental and City-wide policies.

Observations:

- City Facilities are well constructed and will suit the City through buildout.

- Highly competent staff and elected officials who are highly motivated to serve the needs of the local residents
- Staff members were professional, civil, competent and passionate about public service;
- City effectively provides an abundance of community activities as well as youth and adult recreational programs, and is diligently trying to manage of growth and its effects;
- Organizational structure is designed to manage key functions effectively; and
- A solid foundation for improvement already exists among all departments.

Findings:

Risks:

- **Understaffing:** The City takes unnecessary risk by maintaining lower-than-necessary staffing levels compared to a community of similar size and service levels
- **Lack of Redundancy:** The City operates at ‘high risk’ with the real possibility that institutional knowledge belonging to one or more members of Senior Management could be lost without redundancy, cross-training and established systems, tools and processes
- **Information & Technology capacity is thin; Resource Plan and strategy are lacking:** IT is responsible for maintenance of more than 500 devices including: mobile telephones, desk phones, faxes, printers, desktop computers, laptop computers and tablets; records retention and recall is severely diminished as and policies to not appear to be present. The lack of responsiveness to maintenance needs by IT is causing staff to find ‘work-around’ solutions – an unnecessary loss of time and money
- **Development chain needs strengthening and cost of development review needs to be fully examined:** Hand-off between departments is critical from the time a developer walks in the door, through negotiation, construction of infrastructure to dedication of infrastructure. From Development Review to Fees to Infrastructure

Customer Service, Leadership, & Strategic Planning:

- The City’s **mission, vision, goals and objectives** are not well-defined and a possible cause for discontinuity and inefficiencies.
- **Councilmembers have limited experience** in local government administration and operations and lack effective deliberation in the policy-making process.

Revenues:

- **Development impact fees** may not be adequate to cover the City’s future infrastructure needs.
- **Land Drain** has significant infrastructure (+80 miles), but it not designated a utility; does not have its own maintenance fund.
- **Utility billing** practices, rates and manual read system are antiquated and inaccurate.
- Lack of a Water **Meter Replacement Program** likely causing under registering meters and lost revenue (10% or \$160,000/yr).
- **District Waste Disposal:** Customers are likely paying too much. District rate should be based on tonnage, not # of canisters (overpay of 20% > \$140,000 /yr)

Administration:

- Little evidence of waste, fraud or abuse
- Employee turnover is extremely high (25%)
- Staffing compression and pay inequities within the classification system, and among pay grades in multiple department, affecting recruitment & retention.

Development Services & Utilities:

- Without a comprehensive Capital Improvements Plan, the City is at high risk of underfunding maintenance and replacement of utility infrastructure.
- Service demands per employee are comparatively higher than comparable communities.
- Staffing levels low (previously stated)
- Restructuring needed
- IT & Building Maintenance
- Reduce City Manager’s direct reports (Rule of 3-5-7)

Recommended Next Steps

Customer Service, Leadership, & Strategic Planning - Consultants strongly recommend:

- A community-wide customer service survey would be an important tool to identify public and self-perceptions regarding customer service levels and areas -for possible improvement,
- 8-hour leadership workshop with elected official, senior city management, and department supervisors,
- Community-based Strategic Planning Process to identify and establish organizational mission, vision, goals, priorities, and department-level priorities and performance measures
- Citizen's Academy
- Youth City Council Members

Development Services & Utilities – Consultants recommend:

- Develop a comprehensive 5-Year Capital improvements Program inventorying and prioritizing the City's mobile and fixed assets.
- Adopt a Fiscal Impact Analysis tool, Agreement to Pay Review Expenses and conduct a Comprehensive Impact Fee Benchmarking Study determine what other cities are paying for similar development-related impact fees.
- Create a Land Drain Public Utility & Impact Fee
- Implement a meter replacement program
- Revisit the Waste Management District contract terms

Administration – consultants recommend:

- Restructure City Manager direct reports, reassign Building Maintenance
- Staffing Migration Plan (*based on buildout & milestones*)
- Implement an IT Help-Desk Solution
- Records Management completion
- Greater use of Mutual Aid & On-call support to manage peak flows (Legal, Clerk, Planning, IT)

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The Council then engaged in conversation with Mr. Evertsen and Mr. Hendrickson regarding the recommendations included in the audit report. Councilmember Peterson indicated it would be impossible to implement all recommendations at one time because doing so would be very costly, but the overarching recommendation is to implement a five to 10-year plan to improve the City based upon the recommendations in the audit.

Councilmember Bolduc stated that as she read she noted a lack of evidence relative to the manpower issues facing the City; she would request an actual manpower audit to support the recommendations regarding staffing. Mr. Evertsen stated he will advise his staff to follow-up with City personnel to provide that level of detail for the City Council; if that is not available it may be necessary to soften the recommendations of the report. Mr. Hendrickson stated it would be very time consuming to provide the level of detail Councilmember Bolduc is requesting; he noted the audit report was intended to take a high-level view of the City. Councilmember Bolduc stated she understands that, but the level of detail is available for some departments, such as Information Technologies (IT), while it is not available for others. She would like to understand how efficient City departments are in comparison to similar departments in other cities. Mr. Evertsen stated he will review the information provided for IT and see if it is available for other Departments of the City as well.

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Councilmember Lisonbee asked if it would be possible for Municipal Solutions to prioritize the recommendations made in the audit report. Mr. Evertsen stated that some of that prioritization needs to be done by the City Council in conjunction with City Administration. He added that some of the recommendations would result in an increased service level for residents, which would also result in an increase in staffing; however, it may also result in an increase of revenue for the City and it is important for the City to perform an analysis of those recommendations. Councilmember Lisonbee stated she understands, but she was hoping to hear the auditor's priorities for the projects listed in the report. She then stated that there is a section of the report that indicates that Syracuse City provides services that are not provided by other cities of similar size and she inquired as to what those services are. Staff referenced secondary water service, the service provided by the contract postal unit (CPU) in City Hall, and fire response services.

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Councilmember Johnson referenced recommendations relative to City compensation and pay scales; the City has adopted a compensation plan and updated wage scales recently and that is not recognized in the report. Mr. Hendrickson stated that the audit examined a set period of time and is not ever changing; many actions could have occurred after the cut-off period for the audit. Councilmember Johnson added that the report indicates the City does not have a recycling program, but that is incorrect; there is a private business offering recycling services in the City and that is why the City has never

implemented a program. Discussion ensued regarding the relationship between the private recycling company and Wasatch Integrated Waste Management District (WIWMD). Mr. Evertsen addressed Councilmember Johnson's comments regarding City compensation; he noted his firm has conducted compensation studies for many cities in the area and they found that failures are usually present relative to employee classification and market comparisons; he has noticed there is some compression in the City's pay system and the recommendation was for that to be addressed. Mr. Bovero added that the City periodically conducts a benchmarking study in accordance with the compensation plan; this includes comparing City positions with similar positions in other cities. He stated he feels the auditor has mainly focused on compression within the City and City Administration is also working to address those problems.

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Councilmember Gailey inquired about the comments in the report relative to the need to implement a land drain policy; he asked if the City has not had a land drain policy in the past. Mr. Whiteley stated the City has not had a land drain policy. Mr. Evertsen stated that is what the audit found. This led to a discussion regarding the purpose and need for land drains, with Mr. Whiteley noting the audit has recommended that the City implement a policy to maintain the land drains and associated infrastructure, which is aging. Councilmember Peterson asked if that would be addressed through impact fees or user fees. Mr. Whiteley stated it is his understanding that the auditor has recommended implementing a user fee for land drain maintenance. City Attorney Roberts added an impact fee would be intended to support new development and should not be used for maintenance or operations. Mr. Bovero indicated the storm water utility fund could potentially cover land drain maintenance, but there is currently no funding for that purpose. Mr. Hendrickson agreed and stated that the audit recommends creating an independent enterprise fund; if that is not done it will be necessary to fund maintenance through the general fund. Discussion of the item concluded with an overview of the areas of the City in which land drains are needed.

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Councilmember Lisonbee referenced the section of the report dealing with employee turnover, specifically the data regarding the number of employees lost in 2015. She asked how many employees the City has lost so far this year, to which Mr. Bovero responded 38. He noted the number is made up of part-time and full-time employees and some losses are unexpected while others are expected. Councilmember Lisonbee asked if the number includes seasonal positions, to which Mr. Bovero answered no. Councilmember Lisonbee stated that she understands that Police Chief Atkin has had tremendous turnover in his Department, but he is currently fully staffed. She inquired as to the number of losses if all Police losses are removed from consideration. Chief Atkin stated he has not had any Police Officers leave in 2015; the vacancies that were filled this year were actually created in 2014. Councilmember Lisonbee indicated the number seems very high and she asked for a breakdown of the positions that make up the total. Mr. Bovero stated he can provide that information. Councilmember Peterson asked if the same method was used for the previous years of employee turnover data, to which Mr. Bovero answered yes.

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Councilmember Gailey again referenced the section of the report dealing with land drain maintenance and he asked if other cities have enterprise funds for that purpose. Mr. Hendrickson stated that he did not complete that section of the audit report so he cannot answer that question, but he is aware that some cities handle land drain maintenance via their storm drain maintenance funds. Discussion centered on the various components of land drain systems, with a focus on the components that may be connecting to City storm drain infrastructure, with Mr. Hendrickson stated that it is up to the City to determine whether it would be appropriate to create an independent funds to address land drain maintenance costs or potentially implement a fee that would cover those costs.

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Mr. Evertsen stated that he is aware of a few additional edits that need to be made to the report before providing a final copy to the City. Mayor Palmer asked if the City can expect to receive that report in the next couple of weeks, to which Mr. Evertsen answered yes. Mayor Palmer stated he would like to work with the Council and Administration to carefully analyze each section of the report over the next several months. Mr. Hendrickson stated that is a great idea and he would not expect the City to try to implement all recommendations at one time; he is pleased to hear that the City would like a periodization of those recommendations from Municipal Solutions. Mr. Evertsen then relayed a story about an experience he had in another city that used is report as a tool for managing the City over the next several years.

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### **Council business**

Councilmembers then provided brief reports regarding the activities they have participated in since the last City Council meeting. Councilmember Gailey discussed his participation in the Wasatch Integrated Waste Management District. Councilmember Johnson reported on recent meetings of the Mosquito Abatement District. Councilmember Bolduc reported on the training sessions she attended during the recent Utah League of Cities and Towns (ULCT) Conference. Councilmember Peterson provided the Council with information regarding budget issues of the North Davis Sewer District and asked for feedback regarding how the Council would like him to vote relative to the funding of projects to address the nutrient removal mandates as well as completing other needed projects in the District. Options include tax increases, bonding, or continued fee increases to provide funding in the future. Councilmember Lisonbee suggested that the District Board strongly consider not raising rates, specifically if current bonds will be paid off by 2026. She then provided her Councilmember report, focusing on the City Council's public comment policy for open meetings. She thanked Public Works staff for their quick response to various work order requests throughout the City. She also indicated she met with Chief Atkin regarding parking issues occurring in the City and noted that she has asked for an item to be added to the next agenda to discuss the issues with the groups. She then stated she has received a complaint from a resident who was unable to access audio recordings on the City's website. City Recorder Brown responded to that complaint and indicated she would also like to respond to Mr. Maughan's previous comments regarding the audio links on the website. She provided an overview of the format of City Council minutes, which include timelinks to specific sections of the audio recordings of each meeting of the Council. The City's website includes specific instructions for downloading software and the City's audio recording path so that they can use the FTR audio player to review meeting recordings that are also compatible with the timelinks. She noted that this process was not implemented until 2013 and before then the City was uploading actual windows media files to the website, but those files are much larger than the FTR files and it is difficult to provide enough storage to link to the windows media file for each recording. However, there are some instances where she has received phone calls from residents who have indicated they are having difficulty with the FTR software or download and in those instances she has provided the link to the windows media file so that they can easily access it. She stated that there are links throughout the website where Council meeting audio recordings are available; for all other meetings the residents have the option of downloading FTR to interface with City Council minute timelinks. Councilmember Lisonbee stated she understands that, but noted that FTR does not work on her computer and she does not know why. She stated she has received comments about the format of the City Council minutes and would like to have a future discussion about possibly going away from timelinks in the minutes and providing a more detailed typed version of the proceedings of a meeting. She then addressed the City's street lighting policy and noted she met with Mr. Whiteley who informed her that it is now an option to replace bulbs in street lights with LED bulbs rather than induction bulbs, which can take some time to be shipped to the City after an order is placed. She concluded by addressing comments made during the last City Council meeting regarding one person's interpretation of a section of the City's Personnel Policies and Procedures Manual; the person indicated that the section would allow the family member of City employees to drive City vehicles or for a City employee to drive a City vehicle when on vacation. Mr. Bovero stated that he has reviewed the section in reference and stated that is not the case, but there are certain instances where it makes sense for employees to be given permission to use City vehicles contrary to the rules; for instance non-personnel are allowed to ride on fire apparatus during the Fire Department Safety Open House. He added that an employee may be travelling to a conference from their home and it does not make sense to require them to come to the office first before travelling to their conference. He noted that the Manual was amended by removing the allowance for certain Department Heads to drive City vehicles home.

Mayor Palmer reported that he had the opportunity to work with citizens and Councilmembers to find a common ground relative to a development project in the City and that was very pleasing to him. He also reported that he has created a program called "Lunch with the Mayor" where students from local schools will be invited to City Hall to have lunch with himself, members of City Administration, and a few Councilmembers.

Mr. Bovero reported last week he sent an email to the City Council regarding a funding issue for the ice rink and he asked that the Council respond so that he can provide staff with direction regarding how to proceed.

The meeting adjourned at 8:29 p.m.

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Terry Palmer  
Mayor

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Cassie Z. Brown, CMC  
City Recorder

City Council Work Session  
September 22, 2015

Date approved: October 13, 2015