

Minutes of the Work Session meeting of the Syracuse City Council held on October 22, 2013, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Brian Duncan  
Craig A. Johnson  
Karianne Lisonbee  
Douglas Peterson  
Larry D. Shingleton (arrived at 7:30 p.m.)

Mayor Jamie Nagle  
Acting City Manager/Finance Director Steve Marshall  
City Recorder Cassie Z. Brown

City Employees Present:  
Public Works Director Robert Whiteley  
City Attorney Clint Drake  
Fire Chief Eric Froerer  
Police Chief Garrett Atkin  
Community Development Director Sherrie Christensen

The purpose of the Work Session was to hear public comments, have a discussion regarding a proposed budget opening, have a discussion regarding surplus property, discuss special meeting agenda items three and six, and discuss Council business.

6:01:50 PM

**Budget opening discussion**

A staff memo from Acting City Manager/Finance Director Marshall explained he has closed the books for FY2013 and is currently awaiting the financial auditors to complete their audit. Our unrestricted fund balance in the general fund at June 30, 2013 increased to \$1,828,234 or approximately 19.30% of budgeted revenues. State Code requires that our fund balance be between 5-25%. Administration's philosophy is to maintain a healthy fund balance between 10-14%. Council recommendation is to keep fund balance around 14%. This allows the city to maintain a healthy rainy day fund but also allows a portion of fund balance to be used in operations for our most critical needs.

We also have projected revenues in FY2014 that are going to exceed original budgeted amounts. I have tasked each of the department heads to brainstorm and come up with several needs and options for using these excess revenues & fund balance.

A PowerPoint presentation was included in the packet providing an updated list of recommended capital projects for FY2014. The staff recommendation is that excess revenues & fund balance be used for suggested options within the PowerPoint presentation. Administration also recommends moving forward with the additional capital improvements projects.

Mr. Marshall reviewed his staff memo. Information regarding proposed budget amendments for various Departments was provided by the respective Department Head.

6:04:48 PM

There was Council discussion throughout Mr. Marshall's presentation and gave staff direction regarding the changes they wanted to see in the budget opening. Final consideration of the proposed budget opening will take place at the November 12 business meeting, during which a public hearing will be held.

7:49:36 PM

**Surplus property discussion**

A staff memo explained Police Chief Garret Atkin and Public Works Director Robert Whiteley have each compiled and attached a list of items that the City would like to dispose of. Staff will be present to review the list of items with the Governing Body as well as answer any question regarding this action. If the Governing Body is comfortable with moving forward with the disposal of the surplus items, a public hearing will be set for November 12 in order for the Council to formally vote on the matter.

Item	Make	Model / Description	QTY	Color
Battery Charger	Motorola	5 spot chargers for obsolete radios	4	Black
Battery Charger	Mobile Vision	Mic charger for obsolete video system	1	Black
Black Box	Motorola	Miscellaneous parts for obsolete radio system	2	Black
Christmas Tree Holder		Damaged	1	Green
Computer Stand		Does not fit current vehicles	3	Black
Console Box		Does not fit current vehicles	3	Black
Cup Holder		Does not fit current vehicles	1	Black
Digital Box		Recorder (Mobile)	1	Black
Fuse Box Kit		Does not fit current vehicles	1	Black
Head Lights		Does not fit current vehicles	4	Clear
Light Bars (8inches)		No LEDs	7	Black
Lighter Plug		Obsolete equipment	1	Black
Max Tree	Motorola	Holder for obsolete radios	1	Black
Maxon		Obsolete radios	3	Black
Lapel mic systems	Motorola	Obsolete equipment	11	Black
Lapel mic systems	Motorola	Obsolete equipment	1	Metal
Plastic Container (LG)		Large storage / No Lids	3	Black
Power Supply	Strobe	Cigarette adapter	1	Silver
Radios	Motorola/Icom	Hand Held	7	Black
Radio Antenna		Obsolete equipment	9	Silver
Siren Kit		Obsolete equipment	1	Black
Vehicle	Toyota	Over 200K miles/Has been used a long time	1	White
Vehicle Antenna (w/7 wires)		Broken	1	Black
Video Box		Obsolete equipment	2	Black
Vision System	Mobile	Obsolete equipment	1	Black

Public Works Surplus Equipment  
 1) 2007 Ditch Witch FX60 Vac Trailer

[7:49:36 PM](#)

There was no discussion regarding this item.

[8:19:36 PM](#)

**Discuss special meeting agenda item three, proposed ordinance amending Title Three of the Syracuse City Code relative to Arts Council Appointments.**

A staff memo from the City Recorder explained that during the work session meeting of October 8, 2013, the Council expressed a desire to amend Section 3.09.020(B) of the Syracuse City Code to make the appointment procedure for the Syracuse City Arts Council less restrictive. Staff has drafted an ordinance and noticed a public hearing in order to allow the Council to formally make the desired change.

City Attorney Drake summarized the staff memo.

[8:20:48 PM](#)

Council discussion regarding the item ensued and Council reached the consensus to adopt the proposed ordinance as written during the special business meeting.

[7:50:01 PM](#)

**Discuss Special Meeting agenda item six, Proposed Ordinance amending Titles Eight and Ten of the Syracuse City Code.**

A memo from the Community Development Department explained the Planning Commission has been reviewing the Cluster Subdivision Ordinance for the past few months in order to clarify open space requirements, provide further clarification on minimum lot standards, and refine the requirements for density bonus.

Staff has identified various minor code changes to Title VIII and Title X in the administration of the code that will alleviate confusion, provide clarification and streamline processes.

The Planning Commission held a public hearing on the proposed amendments on September 17, 2013. At a public meeting that same night the Planning Commission recommended to the City Council the adoption of the proposed amendments.

Summary of Amendments

Section 8.02.020 Provides for the City Engineer to approve installation of infrastructure prior to recording final plat, changes inspection from Building Official to City Engineer.

Section 8.04.010 Specifies number of copies to be provided

Section 8.05.010 Specifies number of copies to be provided

Section 8.06.030 Specifies number of copies to be provided, clarifies the procedure to record final plat to conform with current procedures, specify when a final plat approval expires

Section 10.02.040 Define cluster subdivision-currently 5 acres in Chapter 2 and 10 acres in Chapter 16

Section 10.04.090(D)1 Add provision for landscape architect signature Table 1, Chapter 4 Change public hearing notice to 10 days for plat amendments, consistent with other public hearing notice requirements

Section 10.06.060 Clarify maximum height of fences in front setback, current language is subjective and unenforceable.

Section 10.08.030 All the Planning Commission to permit parking in front of a building in Multi-family, Industrial, or Commercial uses.

Chapter 9 Change heading to reflect chapter content

Section 10.16.020(C) Correct grammar error

Section 10.16.020(E) Add minimum lot standards for single family lots

Section 10.16.020(G) Clarify where measurement is taken

Section 10.16.020(H) Specify open space shall be provided for all residents of subdivision

Section 10.16.020(I) Specify that HOA be professionally managed

Section 10.16.040 Clarify required and optional elements to qualify for bonus density, remove inconsistent language, add optional moderate income housing bonus.

Section 10.16.070(A) Remove the word "generally"

Section 10.16.070(E) Add professionally managed HOA

Section 10.16.070(F) Require developer to fund HOA for 3 years and pay dues for lots when owning less than 40% of the lots

Section 10.25.020 Require sensitive lands documents with application for preliminary plat

Section 10.26.080 Allow a reduction in cell tower setback, provided an equivalent fall zone easement is obtained from adjacent property

Ms. Christensen summarized her staff memo.

[7:51:52 PM](#)

Council discussion regarding the item ensued and Council directed staff regarding the changes they desired be made to the proposed ordinance.

[8:21:56 PM](#)

**Council business**

Councilmember Johnson provided a brief report beginning at [8:22:28 PM](#). Councilmember Peterson provided a brief report beginning at [8:23:30 PM](#). No other Councilmembers provided a report.

City Council Work Session  
October 22, 2013

The meeting adjourned at [8:24:09 PM](#) p.m.

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Jamie Nagle  
Mayor

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Cassie Z. Brown, CMC  
City Recorder

Date approved: November 12, 2013