



SYRACUSE CITY

Syracuse City Council
Work Session Notice *AMENDED*****
February 23, 2016 - 6:00 p.m.
Municipal Building, 1979 W. 1900 S.

Notice is hereby given that the Syracuse City Council will participate in a work session on Tuesday, February 23, 2016, 2015, at 6:00 p.m. in the large conference room of the Municipal Building, 1979 W. 1900 S., Syracuse City, Davis County, Utah. The purpose of the work session is to discuss/review the following items:

- a. Prayer or thought.
- b. Public Comments.
- c. Review and Discussion of proposed Syracuse Parks Master Plan. (20 min.)
- d. Review Proposed Fiscal Year (FY) 2017 Fire Department budget. (5 min.)
- e. Review agenda item 2: Award contract for Smedley Acres Culinary Waterline Project Phase II. (5 min.)
- f. Discussion regarding Parks and Recreation consolidated fee schedule updates. (15 min.)
- g. Review agenda item 3: Proposed Ordinance 16-10 providing a temporary opening for amendments to the General Plan until March 15, 2016. (5 min.)
- h. Review agenda item 4: Proposed Ordinance 16-12 amending Title Two of the Syracuse City Code relating to appointments to certain local districts, and also amending Section 2.25.070 relating to the decision regarding the manner of voting in municipal elections. (15 min.)
- i. Review agenda item 5: Proposed Ordinance 16-11 amending provisions governing the Syracuse Parks Advisory Committee. (15 min.)
- j. Review agenda item 6: Proposed Ordinance 16-09 approving amendments to the bylaws of the Planning Commission. (15 min.)
- k. Discussion regarding Transportation Impact Fee Categories. (10 min.)
- l. Discussion regarding street lighting ordinance. (10 min.)
- m. *Discussion regarding tree planting initiative.* (10 min.)
- n. Council business.

~~~~~

In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

#### **CERTIFICATE OF POSTING**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 18<sup>th</sup> day of February, 2016 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on February 18, 2016.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

February 23, 2016

Agenda Item “c”

## **Review and Discussion of proposed Syracuse Parks Master Plan**

### *Factual Summation*

- Any questions regarding this agenda item may be directed at Kresta Robinson, Parks and Recreation Director.
- Please review the Syracuse Parks Master Plan attached in the packet.

### *Background*

A. Brief overview of the work that went into the Parks Master Plan

The process used to develop this Parks Master Plan included several sequential steps, the findings of which were each reported back to the Parks Advisory Committee at their conclusion. These steps included:

- **Inventory** - Syracuse City provided the basic information used in this study, which included: City demographics; and identifying existing parks, recreation facilities, open space and trails – including condition assessment, review of park classification system, and recreation programming.
- **Citizen Survey** - The survey was originally drafted by the project team and vetted by the City. Upon completion of the draft, the survey was presented to the Parks Advisory Committee, where survey length and questions were tested on Committee members. After dialogue and feedback from the Committee, the survey was again modified and edited. The final draft received one more review by the internal team and City, and was then ready for import into the online tool used to administer the survey (Survey Monkey). The survey opened on February 23, 2015, closed on April 6, 2015, and was provided to the public in an online format. A hard copy was also mailed to City residents. The project team received a total of 1,185 responses to the online and hard copy surveys.
- **Analysis** - An analysis was completed on both the physical recreational sites and facilities that currently exist within the City of Syracuse, and the citizen survey that was prepared and circulated. Using GIS tools to spatially evaluate the collected data, several maps were prepared that highlight significant findings. Other tasks completed include the following:

- a) Park classification system – Review and refine definitions, and apply to all parks and special use facilities to determine the appropriate classification for each.
  - b) Recreation program analysis – Evaluate the existing programs for effectiveness and demand, and determine other program needs.
  - c) Calculate current level of service.
  - d) Identify deficiencies and/or surpluses – Determine the areas of the City not currently being served by the existing parks.
  - e) Develop amenity replacement schedule.
  - f) Analyze demands on existing parks and recreation facilities by new development – Identify where new growth is expected to occur, and recommend new park locations to serve those new residential areas.
  - g) Identify Capital Improvement Projects (CIP) – Prepare a capital improvement projects list based on the shortfalls of the various existing park amenities and their current condition. Compare that list with current improvement projects currently listed by the City.
  - h) Develop strategic funding plan – Identify possible funding opportunities for implementing the recommended improvements.
- **Master Plan** – Essentially a compilation of the findings of the inventory, survey, and analysis steps. These are summarized in a brief report, but the GIS format (which will be given to the City at the conclusion of the master planning process) includes all spatial information from the inventory, survey, and analysis tasks. This allows the City to access the data at any time, to correct or update information as it changes, and to produce its own set of maps or spreadsheets according to its own purposes. The GIS is a dynamic, living tool that is intended to be used and updated each time new information is available or changes to the recreation system are made.
  - **Stakeholder’s Survey** – J-U-B also prepared a stakeholders survey to be administered by the City to various groups having a significant interest in the City’s recreation programs and in the development of a large park complex.

#### B. Proposed level of service for the City

- The Current level of service = 3.57 acres/1,000 population. The proposed level of service = 4.95 acres/1,000 population. This should be reconciled with the general plan standard of 7.2 acres/1000 population.
- The Parks advisory Committee has been discussing the acres/1000 population, and will bring you their recommendation at the Tuesday, February 23 council meeting.

#### C. Acreage Level needed to achieve proposed level of service

- Please refer to Section 7 (Recommendations), pages 32 and 33 in the Parks Master Plan.

# SYRACUSE CITY



**SYRACUSE**  
EST. **CITY** 1935

# PARKS AND RECREATION MASTER PLAN 2016

Prepared by:



**GATEWAY  
MAPPING  
INC.**  
*a J-U-B Company*

**TABLE OF CONTENTS**

Executive Summary..... 1

Section 1: Introduction..... 4

Section 2: City Demographic ..... 6

Section 3: Existing Parks and Trails Descriptions ..... 9

Section 4: Inventory ..... 12

Section 5: Analysis..... 13

Section 6: Citizen Survey ..... 16

Section 7: Recommendations ..... 32

Section 8: Funding..... 40

Appendix: Map Exhibits..... 42

Citizen Survey – Raw Data

**DRAFT COPY**  
**January 12, 2016**

## EXECUTIVE SUMMARY

The Parks and Recreation Master Plan looks closely at recreational opportunities and amenities provided by the City of Syracuse to its residents. This was accomplished by conducting a comprehensive inventory and condition assessment to identify what opportunities are currently available, and how they are classified using existing City park and trail classifications. Collected information was entered into a GIS database and used to perform robust analyses of the data and develop maps. The current level of service provided by existing amenities was determined, and the deficiencies and surpluses of these amenities (meaning their relative distribution throughout the City to be used by residents) were identified. The potential demand on recreation as the City's population grows toward build-out was also examined.

This master planning exercise found that the existing level of service (LOS) for developed parks (neighborhood and community combined) is 3.57 acres per 1,000 population. This number is slightly lower than that of many other cities we have seen. (Average LOS ranges between 4 and 6 acres per 1,000 population.) Per the Syracuse City code (Chapter 8.10 GENERAL PROVISIONS, Section 8.10.050 Parks, open space, and other public spaces), the desired "level of service for community parks is 4.95 acres for every 1,000 population throughout the City." The overall distribution of the City of Syracuse's recreational amenities was also found to be inadequate. As is shown in this study, some older areas of the City are adequately served, while many recently developed areas have deficiencies.

Other statistical findings were as follows:

- Acres of existing developed neighborhood parks: 43.67 acres.
- Acres of existing developed community parks: 43.9 acres.
- Acres of existing developed parks (community and neighborhood): 87.57 acres.
- Current population of Syracuse Area of Impact (2010 Census): 24,494 people.
- Current park LOS (community and neighborhood): 3.57 acres per 1,000 population.
- Amount of City-owned land readily available for additional park development: ±47.4 acres.

The areas of the City not well served by parks are generally located around the northwest part of the City, as well as along the southern boundary. This is consistent with the areas identified as having the most potential for growth. The City is still far from being built out with respect to population, but that is changing fast. The current population is 24,494 (20110 U.S. Census). Projections based on current zoning estimate the build-out population at approximately 58,258 people. However, that number does not take into account land needed for roads and other public infrastructure. Therefore, after adjusting for infrastructure space requirements, a more realistic projection would be 43,694 (75% of the maximum number). Per these estimates, the population at build-out will be more than 178% of the current population, with most of this growth occurring in the form of traditional single family homes, with some multi-family housing. The overall increase in demand for existing recreation facilities will be significant, and it will require additional parks to be constructed. Ultimately, maintaining the current LOS (3.57 acres/1,000 population) means an additional 68.42 acres of new park space will be needed at the lower build-out projection, while reaching the City code mandate of (LOS of 4.95 acres/1,000 population) will require a minimum of 128.72 additional acres of park space.

In terms of recreational programs and offerings, the citizen survey revealed several interesting points.

- People actively use all the parks, but the **community parks are the most used**. Jensen Nature Park is by far the most popular – almost double the repeat visits than any other park in the City.

- The **activities most preferred to do in the parks include family time, and exercise/walk /run.** Play/watch organized sports comes up in the middle of the list of activities in terms of frequency, but is 3<sup>rd</sup> in importance.
- **The most desired amenities/facilities in City parks are shade, trails, and Nature Center and Nature Trails.**
- Overall, **the City is providing pretty good recreational services.** The services getting the most “excellent” ratings include: providing places for the quiet enjoyment of the outdoors; safe facilities; and clean and well maintained facilities. However, the services mentioned as the most important are: program variety; managing tax dollars efficiently, and clean and well maintained facilities.
- **The best liked programs are Community Events** sponsored by the City: Heritage Days and Pumpkin Walk, with Heritage Days as being the overwhelming favorite as well as most important. The only program that people who took the survey gave more “yes” votes than “no” votes was a shooting range.
- **More trails are desired and needed** to accommodate demand and provide walkable connections to other parks and areas of the City.
- **Almost 75% of respondents are supportive of the City developing large park complex** or some type. A swimming pool complex was their first choice, followed by soccer, baseball/softball (a virtual tie), and indoor recreation center.
- While almost every respondent felt that parks and open spaces provide benefits to the City, **only half expressed a willingness to pay the full price** for what those benefits might cost. With the right approach and up-front transparency, residents could reasonably be expected to participate in some of the expense for additional recreational amenities and programs.
- In terms of willingness to pay for a park complex using a 20 year bond, the results were:
 

| Payment Terms           | Annual        | Monthly      | Percent       |
|-------------------------|---------------|--------------|---------------|
| Full Cost .....         | \$82.00 ..... | \$6.83 ..... | 50.57%        |
| 3/4 Cost. ....          | \$61.50 ..... | \$5.12 ..... | 3.91%         |
| 1/2 Cost. ....          | \$41.00 ..... | \$3.42 ..... | 17.66%        |
| 1/4 Cost. ....          | \$20.50 ..... | \$1.71 ..... | 13.93%        |
| Not Willing to Pay..... |               |              | <u>13.93%</u> |
|                         |               |              | 100.00%       |

Based on these percentages, we recommend that the **City move forward with a design and feasibility plan to build a large park complex.** In so doing, a well organized and thoughtfully prepared professional public engagement program is strongly recommended.

General recommendations for improving recreational service in Syracuse include:

- **Move quickly but carefully** to determine the full viability of constructing a large park complex. Waiting too long may likely jeopardize the opportunity to secure the right location for this complex.
- **Modify City code so that newly developing subdivisions must include neighborhood parks.** Small mini-parks will not provide the public recreational amenities that the City needs, especially if they are privately owned with a public easement.
- Focus on ways to develop community parks by **actively exploring opportunities for public/private partnerships** with school districts, businesses, and other public entities. Community parks will require the most effort to develop and will need the most lead time to acquire land and construction funding, so begin immediately to secure opportunities.

In summary, the City of Syracuse currently offers a fair range of recreational opportunities and amenities to its citizens. However, in order to maintain current LOS (3.57), the City must plan now to establish new neighborhood parks as development occurs, and seek future land acquisition opportunities for new community parks. This is especially true if the City desires to expand to the LOS stated in City Code, and future City budgets should be developed with this in mind. With careful planning and execution, the City can be successful in reaching their desired Level of Service goals.

A word of caution should be given with respect to the results of the citizen survey. The results and trends emerging from the responses given are representative of those who actually took the survey, and may not be reflective of all user groups living in the City. While the limited budget of the project prevented the study from being truly random statistically, the large number of responses received means the master plan does provide a good indicator of the recreational interests and desires of Syracuse residents, and should be used as a starting point for further evaluations. One particular recommendation we suggest be considered for action is more public engagement and citizen participation. This helps stakeholders have an opportunity to be aware of the recommendations and actively participate in their formulation and development.

In addition, further development (including design and programming) of a large park complex in terms of design and programming will be needed to help the public better understand what is being proposed, what it will look like, what specific amenities it will have, and what the economic impacts will likely be to each household. These elements cannot be lightly addressed when asking the public to support and finance a major public amenity such as a large park complex or recreation center. Professional public facilitation and design services are strongly encouraged during this development process.

Regarding the physical analysis of park service areas and approximate locations and types of new recreational amenities, the information presented in this study is a good long range planning tool. It can help inform future decisions concerning new facilities, where they should be located, and the type of amenities they might include. While one cannot predict exactly where and how fast growth will occur, having a long range recreation plan in place better prepares the City to address future growth at whatever pace it develops.

## SECTION 1: INTRODUCTION

J-U-B ENGINEERS, Inc. was retained by the City of Syracuse, Utah in October 2014 to prepare a Parks and Recreation Master Plan. The City wanted to develop a document that would give City officials and staff a renewed look at the recreation potential of Syracuse. The City also wanted to have substantial citizen input and comment on what the people wanted with regard to recreation and open space. This master plan serves as an organized and thoughtful approach to recommending park and trail improvements, recreation priorities, and identifying the citizens' perceptions and desires for recreation and recreation programming.

This report, along with the accompanying GIS database and maps, is the master plan which identifies the recreation amenities currently offered in the City, and suggests which additional recreation programs and facilities might be required in the future in order to meet the City's growth needs. It establishes a base line of service, and quantifies the types of recreational improvements needed to maintain it.

The process used to develop this master plan is straight forward and easy to follow. Major tasks and sub-tasks include:

- A. Inventory** – Syracuse City provided the basic recreational inventory information used in this study.
  1. City demographics.
  2. Identify existing parks, recreation facilities, open space and trails – Including condition assessment, review of park classification system, and recreation programming.
  
- B. Survey** - The survey was originally drafted by the project team and vetted by the City. Upon completion of the draft, the survey was presented to the Recreation Committee, where survey length and questions were tested on Committee members. After dialogue and feedback from the Committee, the survey was again modified and edited. The final draft received one more review by the internal team and City, and was then ready for import into the online tool used to administer the survey (Survey Monkey). The survey opened on February 23, 2015, closed on April 6, 2015, and was provided to the public in an online format. A hard copy was also mailed to City residents. The project team received a total of 1,185 responses to the online and hard copy surveys.

The survey was promoted to residents using a variety of methods, including:

1. Press releases.
  2. Media coverage (newspaper, online).
  3. Social media postings.
  4. Promotion by Recreation Committee.
  5. Survey availability at parks/rec office.
  6. Online survey URL passed out at events.
- C. Analysis** – An analysis was completed on both the physical recreational sites and facilities that currently exist within the City of Syracuse, and the citizen survey that was prepared and circulated. Using GIS tools to spatially evaluate the collected data, several maps were prepared that highlight significant findings. Other tasks completed include the following:
    1. **Park classification system** – Review and refine definitions, and apply to all parks and special use facilities to determine the appropriate classification for each.

2. **Recreation program analysis** – Evaluate the existing programs for effectiveness and demand, and determine other program needs.
  3. **Calculate current level of service.**
  4. **Identify deficiencies and/or surpluses** – Determine the areas of the City not currently being served by the existing parks.
  5. **Develop amenity replacement schedule.**
  6. **Analyze demands on existing parks and recreation facilities by new development** – Identify where new growth is expected to occur, and recommend new park locations to serve those new residential areas.
  7. **Identify Capital Improvement Projects (CIP)** – Prepare a capital improvement projects list based on the shortfalls of the various existing park amenities and their current condition. Compare that list with current improvement projects currently listed by the City.
  8. **Develop strategic funding plan** – Identify possible funding opportunities for implementing the recommended improvements.
- D. Master Plan** – Based on the findings of the analysis process, a master plan was developed for the City’s use. A significant element of the master plan is the GIS data base, which includes all spatial information from the inventory, survey, and analysis tasks. This allows the City to access the data at any time, to correct or update information as it changes, and to produce its own set of maps or spreadsheets according to its own purposes. The GIS is a dynamic, living tool that is intended to be used and updated each time new information is available or changes to the recreation system are made.

Accompanying the GIS database is a report that summarizes the process used to generate the master plan, provides a snapshot of existing conditions, and highlights significant findings and recommendations for the future. As conditions change, the GIS database can be updated, and subsequently used to update recommendations.

## SECTION 2: CITY DEMOGRAPHIC

### HISTORY

The City of Syracuse is a city in Davis County, Utah, United States, between the Great Salt Lake and Interstate 15, about 25 miles (40 km) north of Salt Lake City. It is part of the Ogden–Clearfield, Utah Metropolitan Statistical Area. Syracuse was incorporated on September 3, 1935.

The population was 24,494 at the 2010 census, an increase of approximately 15,096 citizens since the 2000 census. The City has seen rapid growth and development since the 1990s.

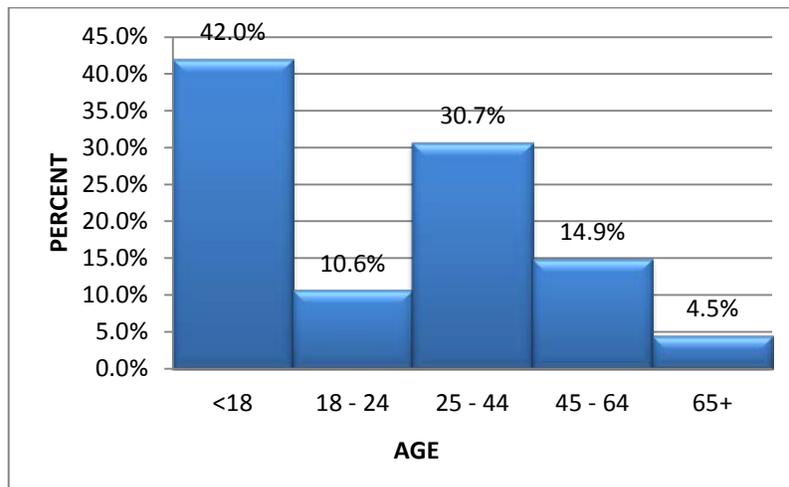
### POPULATION

According to the United States Census Bureau, Syracuse has a total area of 8.71 square miles, all of which is land. As of the 2010 census, there were 24,494 people (in 6,998 households) residing within the City boundaries. The population density was 298.6 people per square mile. There were 6,534 housing units.

As of the 2010 Census, the racial makeup of the city was 94.6% (2010) White, 2.9% (2010) Asian, 1.2% (2010) African American, 0.7% (2010) Native American, 0.6% (2010) Pacific Islander, 2.7% (2010) from other races. Hispanic or Latino of any race were 6% (2010) of the population.

There were approximately 6,998 households, out of which 42.0% (2010) had children under the age of 18 living with them. The average household size was 3.81 (2010) and the average family size was 4.02 (2010).

In the City, the population was spread out with 42.0% (2010) under the age of 18, 10.6% (2000) from 18 to 24, 30.7% (2000) from 25 to 44, 14.9% (2000) from 45 to 64, and 4.5% (2010) who were 65 years of age or older. The median age was 26.5 years (2010).



**Table 1: Population Age Distribution**

### ECONOMICS

The 2015 median income for a household in Syracuse was \$41,589 (compared to \$32,641 in 2000). The overall median household income in 2000 was \$58,223. The estimated per capita income is \$16,989 (2000). About 2.1% (2000) of families were below the poverty line.

Growth has changed the City's character over the years. Originally an agricultural community, the City is now rapidly moving towards a suburban residential area, with a host of small businesses and shops to provide support for the residents. In early 2006, a large national commercial developer began construction on a new Town Center on land south of Syracuse Jr. High School and within walking distance of the City offices, police and fire stations, community center, and many of the City's houses. The Town Center development includes many large retail chains, anchored around a Wal-Mart Supercenter. The Town Center also includes other restaurants and housing areas. Other large businesses in the City include R.C. Wiley's Furniture and Davis School District (Syracuse Jr. High, Syracuse High School, 4 elementary schools, and one charter school).

### **ZONING**

The zoning of Syracuse is similar to most other communities, with several residential zones, commercial and professional areas, industrial, and agriculture zones. Figure 1 shows a general zoning map for the area of impact for this study.

### **GROWTH POTENTIAL**

The City of Syracuse has a current maximum projected population of approximately 58,258 (24,494 in 2010 according to the 2010 Census). When adjustments are made for infrastructure and other public needs, the projected population number can be reasonably reduced by 25%, to about 43,694. Thus, the projected buildout population range is between 43,694 and 58,258.

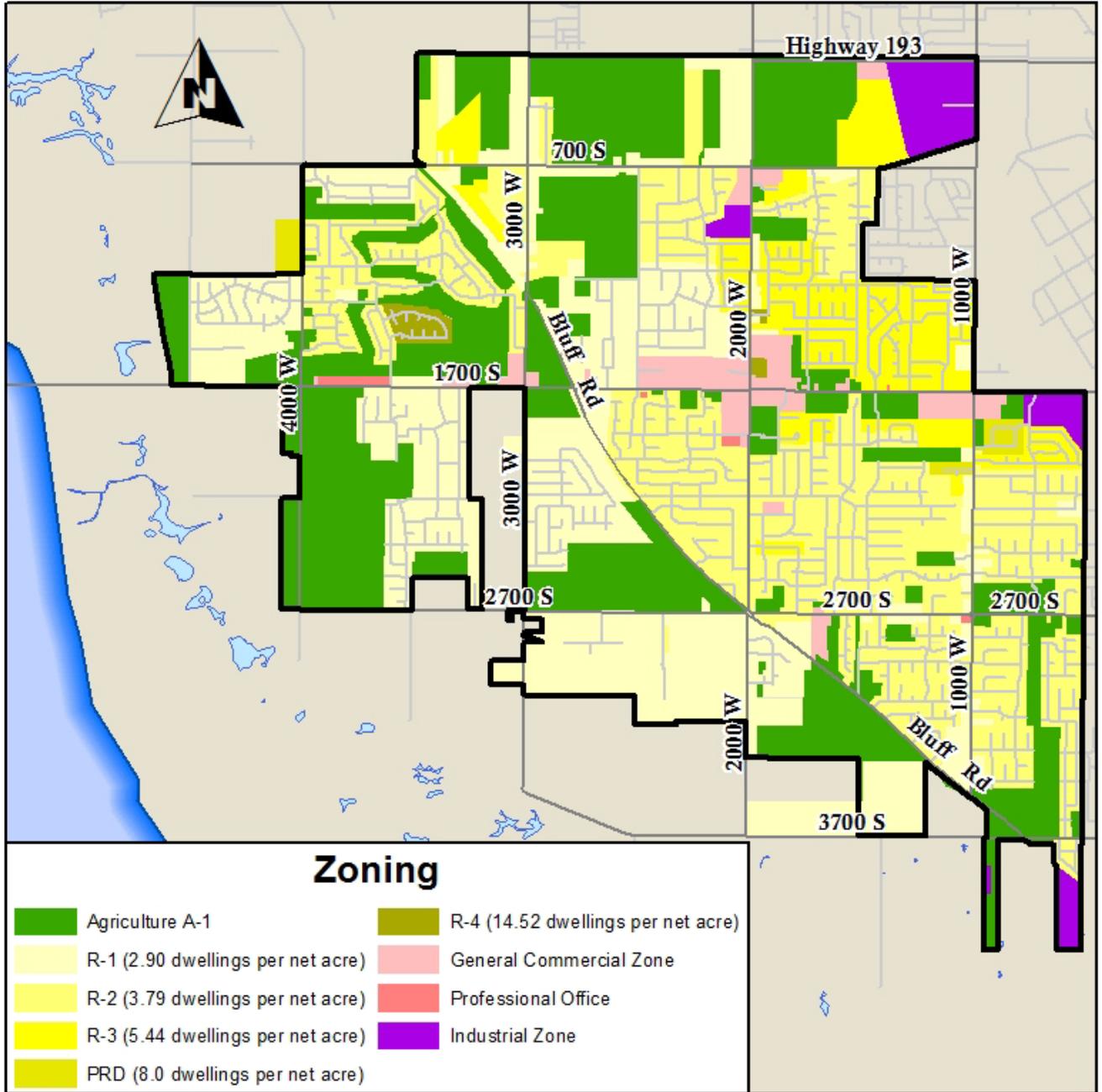


Figure 1. Current Zoning Map (2015)

## SECTION 3: EXISTING PARKS AND TRAILS DESCRIPTIONS

Syracuse City recreation amenities include several categories of parks: Neighborhood Park, Community Park, Regional Park/Park Preserve, and Special-Use Facility. The City's intent is to provide continuing recreation opportunities in the form of well-maintained and strategically placed Neighborhood and Community parks. Each will have reasonable walkable access for the area it serves. These two categories of parks are the main ones considered in the determination of future need, where the goal is to maintain a current standard or level of service into the future. Based on current City definitions, the following descriptions outline the specific park types and associated amenities that can be found in each classification offering.

### PARK CLASSIFICATIONS

**Neighborhood Park** – Areas designed for intense recreational activities such as field games, court games, crafts, playground apparatus, skating, picnicking, wading pools, etc. Neighborhood park sites should be suited for intense development, easily accessible to neighborhood populations, and geographically located for safe walking and bicycle access (service radius of one-half mile). A minimum twenty percent of the site area should be dry (i.e. not used for detention). These parks are included in the City's level of service and considered system improvements.

- Typical Park Size: 3.0 – 12.99 acre
- This park type typically serves a ½ mile area
- Site Characteristics: Centrally located to provide direct and safe walking/biking access
- Appropriate facilities include: open play areas for softball, soccer, youth baseball, Frisbee, etc., as well as restrooms, parking facilities, picnic areas, shelters, and playgrounds with seating available nearby. Sites should be relatively visible from adjoining streets.

**Community Park** – Areas of diverse recreational value including intense recreational facilities, such as athletic complexes and pools, as well as more passive uses such as picnicking, viewing, nature studying, and other types of recreational development. The size and amenities contained within each community park should be based on the planned population to be served. A minimum twenty percent of the site area should be dry (for a 10-year storm event). Community parks should serve the majority of residential areas with overlapping service-area coverage. These parks are included in the City's level of service and are considered system improvements.

- Typical Park Size: 13.0 – 50.0 acre
- This park type typically serves a 1 mile
- Site Characteristics: Comprises both active and passive recreational activities with support facilities such as off-street parking and restrooms
- Appropriate facilities include: fields for formal baseball-softball, soccer, etc., along with picnic facilities, trail/pathway systems, and children's playgrounds. These parks should be located on arterial or collector streets and have landscaped setbacks to buffer active use areas from residential areas as needed.

**Linear Park** - A linear park is a park that has a much greater length than width and has a limited area for recreational facilities. These parks are predominately used in combination with trail/pathway development or other leisure activities. Appropriate facilities include trails/pathways, picnic facilities, restroom facilities, public seating areas, horse shoes, etc.

- Typical Park Size: 1.0 – 10.0 acres (1,000 to 10,000 feet in length and can measure 30 to 300 feet wide based on the area and availability of land.

- **Site Characteristics:** Linear Parks usually are found within a trail alignment or along a utility or power corridor and can be used to link other recreational areas within the community. They can stand on their own as a park if the area is wide enough to allow a pick-up game of kick-ball or volleyball but are limited to activities that do not require large open fields.

**Regional Park/Park Preserve** – Regional Parks supplement Neighborhood and Community Parks, often serving broader citywide and regional recreation needs. Regional parks are much larger in size than the other park classifications and have heavily programmed facilities as well as passive recreational activities. Various areas in these facilities have a well-defined role. For example, active facilities such as baseball fields and soccer fields will serve their intended purpose and are typically used by leagues and other users for organized sports events. Examples of passive recreational amenities include picnic areas, jogging trails, and lawn areas. Regional parks tend to be destinations and often generate tourism. These parks are included in the City’s level of service and are considered system improvements.

- **Typical Park Size:** 50+ acres
- **Site Characteristics:** Comprises both active and passive recreational activities used to service the needs of the entire region.

**Special-Use Facilities** – These are public recreation facilities that are set aside for specific purposes. Typical uses include community recreation centers, swimming pools, gymnasiums, rodeo grounds, golf courses, etc.

**Special-Use Areas** - Miscellaneous public recreation areas or land occupied by a specialized facility. Typical uses of these areas include small or special uses/or specialty landscaped areas, cemeteries, community gardens, streetscapes, viewpoints, or historic sites. Special-use areas are not considered in the level of service.

## TRAIL CLASSIFICATIONS

Trails are linear routes on land with protected status and public access for recreation or transportation purposes such as walking jogging, hiking, bicycling, horseback riding, mountain biking, etc. Trails can be included within open spaces or landscaped areas. They often follow stream corridors, abandoned railroads, power line easements, or other linear features.

**Natural Trail** - These are unpaved, primitive paths intended for pedestrians and mountain bike use, created in the existing dirt and rock environment. They are usually in open, natural areas not following roadways.

**Paved Bike/Pedestrian Paths** - Paved bike/pedestrian paths are developed with a hard surface of pavement or concrete. The trails are intended for use by both bicyclists and pedestrians. They should be built to the American Association of State Highway and Transportation Officials (AASHTO) standards.

**Bike Lanes and Routes** - Bike lanes and routes utilize vehicle roadways for bicyclists only to access local facilities and connect to other trails. These lanes and routes should also meet AASHTO bikeway standards:

1. *Class I Bike and Pedestrian Trails (path)* – Paved, hard-surface paths, with a minimum 10-foot-wide tread, and requiring a minimum separation of 5 feet from the roadway. AASHTO standards should be used as design guidelines.
2. *Class II Bike Lane* – Striped lanes adjacent to the curb on a roadway.
3. *Class III Bike Routes* – Existing streets with signage for on-street bicycle use.

**Walking Path** – This path has a paved hard surface path usually 8 feet-wide but a minimum of 6 feet-wide. These types of trails/paths can be located in parks, used as trail/sidewalk when there is a separate bike lane in the roadway, or used just as trails with a shared use.

**Trailheads** - Trailheads are considered staging areas along a trail often accompanied by various public facilities such as parking areas, restroom, directional and information signs, benches, and picnic tables. Trailheads are an important link to trails as they provide areas for walkers and bikers to park, enter and exit the trail system, rest, picnic, and further enjoy the trail system.

## SECTION 4: INVENTORY

To determine the type, quantity, and quality of recreation facilities and opportunities that are currently available in the City of Syracuse, an inventory was conducted by City Staff. First, the City provided a list of all the parks and the amenities found in each one (see GIS data base). Next, J-U-B prepared a spreadsheet listing each park and amenity, and the City staff used the spreadsheet to assess the quantity and condition of each amenity on the list. Finally, J-U-B compiled the inventory data and entered it into the GIS data base. The information is now spatially linked to each park on the map, and is available for recall and updating whenever changes are made. It provides an accurate and current “picture” of the amenities found at each park and their current condition.

For the major results of the inventory, please see Exhibit 1: Existing Parks, and Exhibit 2: Existing Trails in the Appendix. Also see the tables in the GIS database that are associated with each individual park for a review of the condition of the various amenities described therein. In general, the parks and trails are in an average of fair condition, with many of them being similar in age and useful life expectancy.

## SECTION 5: ANALYSIS

After collecting and inputting the inventory data into the GIS model, an analysis of the level of service, park and trail surpluses and deficiencies, and growth and demand on services was performed. To conduct this analysis certain assumptions, observations, and considerations were made. These were based on City direction and preference, common sense, and access to accurate data. Assumptions included:

- Use of 2010 Census data for demographic calculations.
- The presence of physical barriers within the City that limit, impede, or virtually eliminate reasonable walking access to the existing parks and trails. Such barriers essentially include major streets.
- Distances greater than 1 mile are considered outside a reasonably “walkable” distance.
- Open space areas used specifically for storm water detention or retention have been identified as special-use areas and not as parks.

### LEVEL OF SERVICE

Current Syracuse Population (per 2010 Census) – 24,494; projected future build-out population range – 43,694 to 58,258.

For the purposes of the master plan analysis, only neighborhood and community parks were used for the level of service calculations. These two classifications of parks are the only ones included because they will continue to be the primary recreational offering developed by the City in the future. While all existing parks will be maintained, park types other than neighborhood and community, are not currently planned to be introduced. Regional parks may be developed, but only with specific and well defined recreation goals in mind.

### Parks

*Exhibit 1: Existing Parks*, shows all existing parks in the specified Area of Impact in and around the City of Syracuse. These include Regional parks, Community parks, Neighborhood parks, Lineal parks, and some Special Use Areas.

Neighborhood Parks – 7 parks with a combined total of 43.67 developed acres (Bluff Ridge, Canterbury, Fremont, Legacy, Linda Vista, Stoker, Trailside\*, and Tuscany).

- *Developed Level of Service* – 1.78 acres per 1,000 residents (43.67 acres / 24,494 residents x 1,000 = 1.78). 6,630 residents or 27.1% of the population are within ½ mile walking distance of neighborhood parks.
- *Total Level of Service\*\** – 2.93 acres per 1,000 residents (71.84 acres / 24,494 residents x 1,000 = 2.93).
- *Barriers* – Lack of direct connecting streets inhibits walking.

\*Trailside is included here even though it is technically designated as a Linear Park. It still provides valuable developed recreation opportunities for the citizens.

\*\*Total Level of Service includes both developed and undeveloped park acreage owned by the City.

Community Parks – 4 parks with a combined total of 43.9 developed acres (Centennial, Founders, Jensen Nature, and Rock Creek).

- *Developed Level of Service* – 1.79 acres of parks per 1,000 residents (43.90 acres / 24,494 residents x 1,000 = 1.79). 13,983 residents or 57.1% of the population are within 1 mile travel distance of community parks.
- *Total Level of Service* – 2.58 acres per 1,000 residents (63.10 acres / 24,494 residents x 1,000 = 2.58).
- *Barriers* – All citizens can access these parks if driving is considered, even though the lack of connecting streets requires extended routes to be used.

*Neighborhood and Community Parks Combined* – 12 parks with a combined total of 87.57 developed acres.

- *Developed Level of Service* – 3.57 acres of parks (neighborhood and community) per 1,000 residents (87.57 acres / 24,494 residents x 1,000 = 3.57). The average level of service for cities of similar size is somewhere between 4 - 6 acres per 1,000 population. 17,808 residents or 72.7% of the population are within a 1 mile travel distance of community parks and ½ mile of neighborhood parks. 6,686 people or 27.3% of the population are not currently being served by a neighborhood or community park.
- *Total Level of Service* – 5.51 acres of parks (neighborhood and community) per 1,000 residents (134.94 acres / 24,494 residents x 1,000 = 5.51).
- *Barriers* – When driving is considered, there are really no barriers that prevent people from using the parks. Driving routes may be affected but access is still possible.

It should be stated that in the City Code (Chapter 8.10 GENERAL PROVISIONS, Section 8.10.050 Parks, open space, and other public spaces), the desired “level of service for community parks is 4.95 acres for every 1,000 population throughout the City.” Assuming that the term “community parks” means developed acres of neighborhood and community park classifications, the City’s total is well below that threshold at present. Either the standard needs to be amended to reflect current City park resources, or a substantial capital investment should be made in park development to bring the current supply into alignment with the stated standard.

## **DEFICIENCIES AND SURPLUSES**

### **Parks**

This analysis examines the distribution of the Neighborhood and Community parks within the City, and identifies the areas and numbers of citizens either under-served or over-served by the parks. *Exhibits 3: Neighborhood Parks Existing Service Areas, Exhibit 4: Community Parks Existing Service Areas, and Exhibit 5: Neighborhood and Community Parks Existing Service Areas (combined)*, show the service areas of each classification of park, which clearly demonstrates the areas that are over-served and under-served. *Exhibit 6: Areas Not Currently Served by Neighborhood or Community Parks*, shows the areas of the City that are currently not served by either a neighborhood or community park.

### **Trails**

The City of Syracuse has a map of its Existing and Planned Trails (see *Exhibit 2*). It shows where current trails exist and how the City would like to expand them in the future. The only trails that will be suggested by this master plan are those thought to be necessary to improve the overall network by connecting to proposed parks. Please refer to the City’s Trails Master Plan.

### **Schools and Churches**

As a side note, there are several schools and church properties within the City boundaries that have associated recreation facilities available (playgrounds, ball fields, pavilions, etc. – see *Exhibit 2A: Church and School Recreation Facilities*). People use these facilities and derive some recreational benefit, even though the City does not own them nor does it contribute to their upkeep. Despite their limited use by citizens, there are currently no formal agreements between Syracuse City and either the School District or the LDS Church for joint use of church or school amenities. It should also be noted that, because they are not City-owned, these facilities cannot be factored into calculations regarding levels of service for impact fees. They are mentioned in this report only because they are available and are used by citizens from time to time; however the City has no jurisdiction over them. If the City desires to use school and/or church recreational facilities for official City-sponsored events or activities, it is recommended that a formal agreement be put into place in order to protect both the City and the owner of the facilities being used. By so doing, the City would be better prepared to deal with liability, maintenance, risk management, and other legal issues that might arise.

## **POPULATION GROWTH AND DEMAND ANALYSIS**

### **Parks**

Determining future growth and its location is the next task in the analysis process. Where will future growth occur and what will its impact be on recreation? To gain an understanding of where and how much additional growth can be expected, existing zoning and the amount of current development was examined at the census block level. The blocks were divided into categories and color-coded to indicate approximately how much of the land was available for further residential development. The resulting analysis is shown in *Exhibit 7: Population Growth Potential*. Note that the greatest opportunity for growth is around the periphery of the area of impact (red color).

*Exhibit 8: Population Growth Potential (with park service areas)*, shows growth potential overlaid with existing park service areas. Note that most high-potential growth areas do not have parks planned to accommodate future recreational needs.

With these under-served areas in mind, *Exhibit 9: Proposed Future Parks (Community and Neighborhood)*, shows future parks positioned strategically to fill the gaps in coverage. There is not a lot of overlap in service area between the new proposed neighborhood and community parks. This is the result of past development that did not accommodate new park land as subdivisions were established.

### **Trails**

*Exhibit 10: Proposed Trails*, shows the existing and currently planned trails, along with a few new proposed trails to connect proposed new parks to the trail system. Most proposed new parks have frontage along a road that is designated as a future trail, so new trails are somewhat limited.

## SECTION 6: CITIZEN SURVEY

### SURVEY DEVELOPMENT

As described earlier in this report, the survey was originally drafted by the project team and vetted by the City. After several edits and revisions based on Committee and City staff input, the final survey was put into the online tool used for this effort (Survey Monkey). The survey opened on March 6, 2015 and closed on June 15, 2015, and was provided to the public in an online format as well as a hard copy. The project team received 1,185 responses during the survey. For this type of survey, the response rate was very good (1,185 responses per 24,494 population = 4.84%).

The survey was promoted to residents using a variety of methods, including:

- Press releases
- Media coverage (newspaper, online)
- Social media postings
- Promotion by Recreation Committee members
- Survey availability at parks & recreation office
- Online survey URL passed out at events

Note that due to budget limitations, this survey was not truly a statistically random survey of the entire City. The survey was publicized, advertised, and mailed to each household, but response to the survey was voluntary and no specific follow-up was provided. Therefore, only those motivated by recreational interests responded, and disinterested or disenfranchised persons could have been missed. It is possible that whole segments of the population could be under-represented in the results. In order to ensure that citizens from every group of stakeholders within the City were contacted and their feedback obtained, significant follow-up and monitoring, beyond the scope of this project would be necessary. With that in mind, the large number of responses received does indicate that this work provides a good general indicator of the recreational interests and desires of Syracuse citizens, and should be used as a starting point for further evaluations.

### INTENT AND GOALS

The purpose of the citizen survey was to invite as much public participation as possible in the development of the Parks and Recreation Master Plan. Transparency is important to the City, and having significant public input is a way to increase transparency and make open communication a main part of the planning process. Community support and buy-in is dependent upon people knowing what is happening and being reassured that their concerns and opinions are being heard and considered. Other goals included gathering feedback on user preferences regarding:

- Existing parks.
- Park activities.
- Park facilities and amenities.
- City recreation programs.
- Trails.
- Funding options.

### 3P VISUAL MAPPING

In order to look for potential trends, patterns, and vocal minorities that might exist within the community regarding recreation, we used a proprietary mapping and analysis process we call 3P Visual. This unique process allows us to not only hear what the public is saying, but also to see where they are

saying it. When survey respondents gave their address or general location (83% provided this information, which is pretty good), we were able to see what parts of the city comments were coming from. By analyzing spatial data patterns, we could detect no hot spots or anomalies in the responses. Comments were well distributed across the City, and virtually every residential area had representation. Our basic findings were:

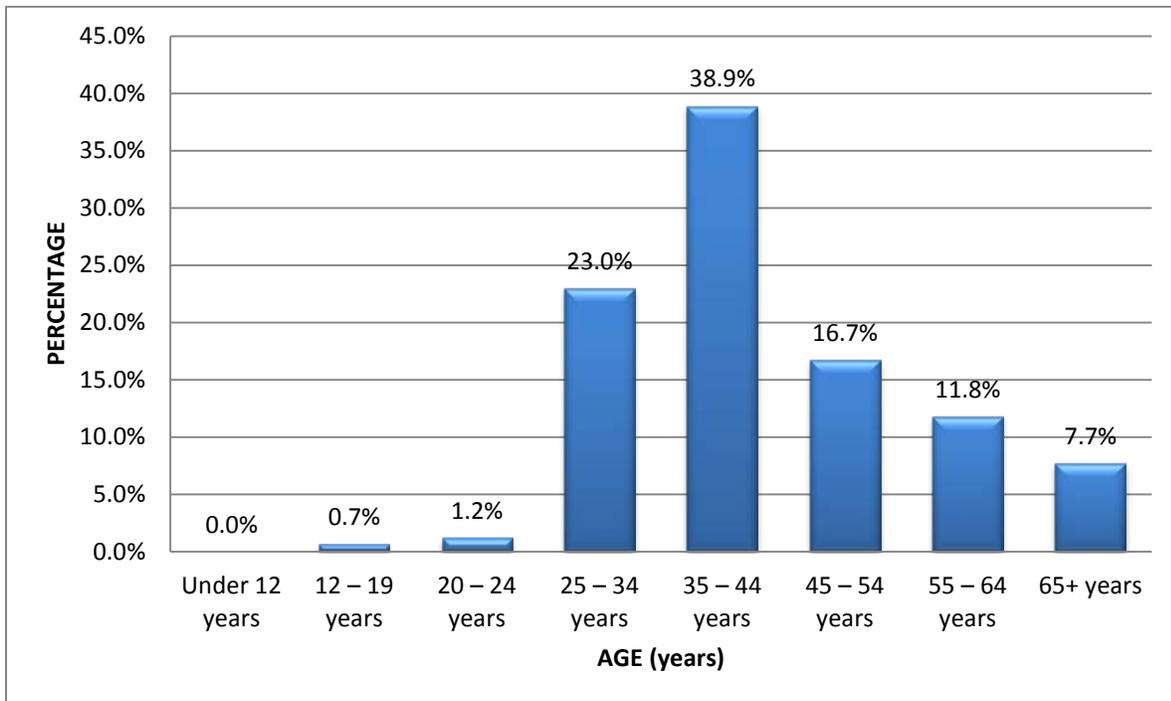
- No hot spots or significant patterns present.
- Broad general representation across the City.
- People go where they prefer to go, regardless of distance or proximity.

**SURVEY RESULTS**

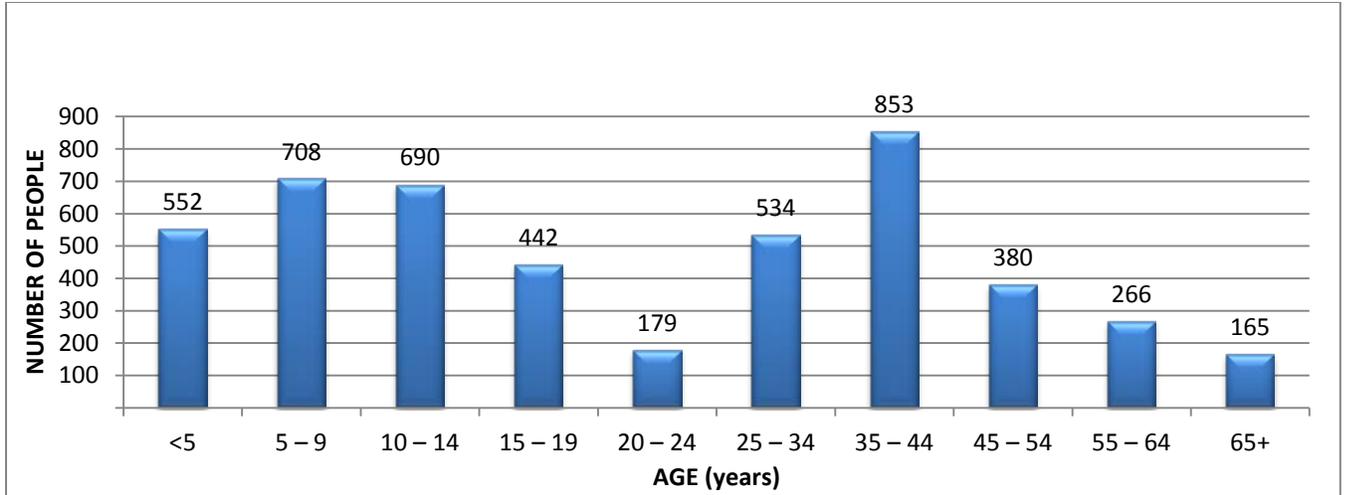
All of the survey responses were tabulated in a large spreadsheet and results were totaled. Each question was analyzed individually, including responses and range of answers provided. Many questions were skipped or left partially answered, so the number of responses varied from question to question. In spite of this, there were still enough completed responses for each question that a comfortable level of confidence can be placed in the answers, and the answers are likely representative of the opinions of those who took the survey. While the responses might not be reflective of every person in the City, they do provide reasonable insight into general recreational interests, preferences, perceptions, and values of the community. The following is a summation of the survey findings. A complete raw statistical tabulation of the survey is provided in the Appendices of the master plan summary.

**Demographics of Survey Respondents**

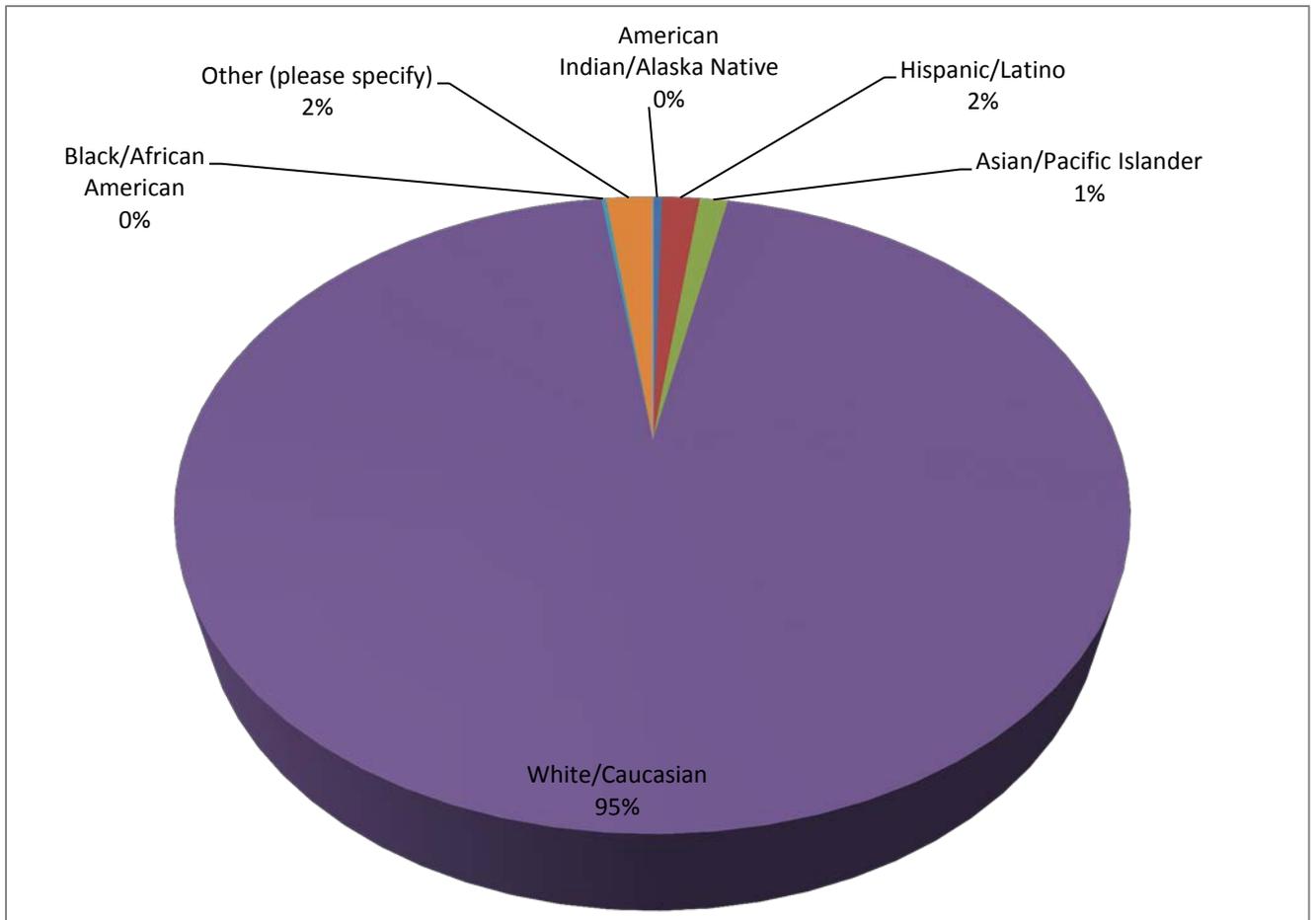
The following is a brief summary of the demographic profile of those who took the survey:



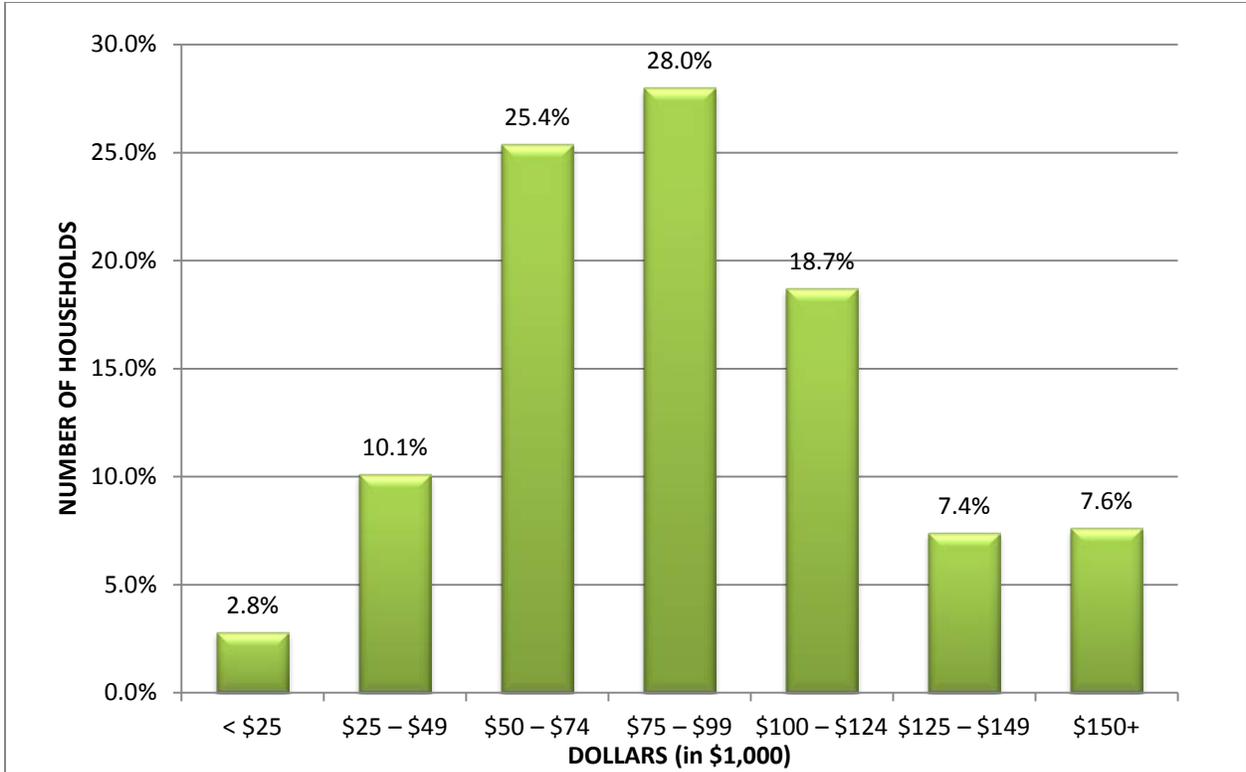
**Table 2: Age Distribution**



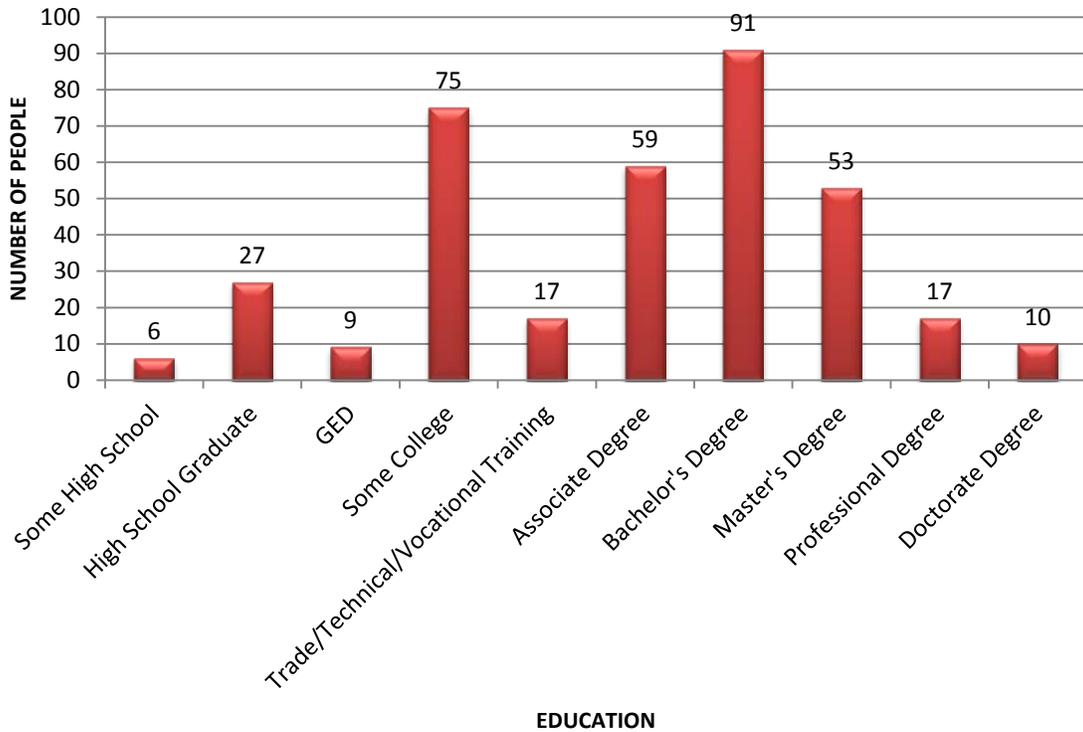
**Table 3: Age Distribution of Household Members**



**Table 4: Ethnicity**



**Table 5: Annual Household Income**



**Table 6: Education Level**

In summary, the families generally represented *by those taking this survey*:

- Are typically younger parents.
- Have lots of young children, not many teens.
- Are fairly well educated, with a majority having college degrees.
- Earn modest incomes, but are likely to increase in earnings because they are in their early working years.

**Park Use and Preference**

The vast majority of respondents (83%) visit a Syracuse park at least once per month, with more than half (60%) visiting at least once per week (Question 5). They also tend to stay for a couple of hours or less (Question 6).

With respect to which parks citizens visit (Question 7), the following list shows the top 10 most visited parks and trails:

| Rank | Park Name               | Number of Visits | Response Percent |
|------|-------------------------|------------------|------------------|
| 1.   | Jensen Nature Park..... | 1,007 .....      | 87.2%            |
| 2.   | Founders Park.....      | 700 .....        | 60.6%            |
| 3.   | Trail System .....      | 602 .....        | 52.1%            |
| 4.   | Community Center .....  | 461 .....        | 39.9%            |
| 5.   | Centennial Park .....   | 417 .....        | 36.1%            |
| 6.   | Bluff Ridge Park .....  | 361 .....        | 31.3%            |
| 7.   | Canterbury Park.....    | 313 .....        | 27.1%            |
| 8.   | Fremont Park.....       | 256 .....        | 22.2%            |
| 9.   | Linda Vista Park .....  | 254 .....        | 22.0%            |
| 10.  | Legacy Park.....        | 230 .....        | 19.9%            |

All City parks were visited by people during the past year.

When asked to choose the City parks visited most (multiple visits – Question 8), the top 6 were:

| Rank | Park Name               | Number of Visits | Response Percent |
|------|-------------------------|------------------|------------------|
| 1.   | Jensen Nature Park..... | 362 .....        | 32.1%            |
| 2.   | Founders Park.....      | 182 .....        | 16.2%            |
| 3.   | Trail System .....      | 164 .....        | 14.6%            |
| 4.   | Canterbury Park.....    | 68 .....         | 6.0%             |
| 5.   | Bluff Ridge Park .....  | 58 .....         | 5.2%             |
| 6.   | Fremont Park.....       | 58 .....         | 5.2%             |

When asked the type of park that people most enjoy (Question 9), the ranking by average score (1 = most enjoy, 5 = least enjoy; low score = most enjoyed park type) and number of total votes was:

| Rank | Park Type          | Rating Average |
|------|--------------------|----------------|
| 1.   | Passive Park ..... | 2.83           |
| 2.   | Nature Park.....   | 2.89           |
| 3.   | Trails .....       | 2.91           |
| 4.   | Water Park.....    | 3.10           |
| 5.   | Sports Park .....  | 3.29           |

When these same park types are evaluated by looking at how many ranked them as high (1+2) or low (4+5), the results are:

| Park Type          | High Score(1 + 2) | Middle (3)       | Low Score (4+5) |
|--------------------|-------------------|------------------|-----------------|
| Passive Park ..... | 465 people .....  | 319 people ..... | 366 people      |
| Nature Park.....   | 496 people .....  | 234 people ..... | 420 people      |
| Trails .....       | 494 people .....  | 224 people ..... | 432 people      |
| Water Park.....    | 452 people .....  | 200 people ..... | 499 people      |
| Sports Park.....   | 393 people .....  | 173 people ..... | 585 people      |

Observations:

- **The top 2 visited parks are Community parks.**
- **Jensen Park is significantly more popular** than any other park in the City, and has almost double the return visits than the next highest visited park.
- **Nature Parks and Trails received almost the same number of high scores.**
- The ranking of the **middle scores matched** precisely with the ranking of **overall rating averages.**
- The **Trail System is fairly popular** and competes with almost any park in terms of frequency of use.
- **Sports parks have the lowest average score**, meaning that overall they are enjoyed least.
- **Sports parks received more low scores than it did high scores**, and significantly more low scores than any other type of park. There was also the fewest number of middle scores, indicating that it is either liked or disliked. No middle ground.
- **Water parks also had more low scores than high scores**, but they were a little more closely matched.
- **Passive parks have the most middle scores**, meaning that they aren't most enjoyed nor are they least enjoyed. But they did have the fewest low scores of all park types.

**Activities**

We wanted to learn more about what people actually like to do and which activities they like to participate in while they are at a park or recreational area. (This is different than amenities or programs.) The following are the results of Question 10, which focuses on what people are actually doing. Of the 19 choices provided, the top 12 activities people said they do at a park are:

| Rank | Activity                            | Number of Votes | Response Percent |
|------|-------------------------------------|-----------------|------------------|
| 1.   | Exercise/walk/run.....              | 924 .....       | 79.9%            |
| 2.   | Family time/play with my kids ..... | 907 .....       | 78.4%            |
| 3.   | Use the park amenities.....         | 713 .....       | 61.6%            |
| 4.   | Experience nature/fresh air .....   | 699 .....       | 60.4%            |
| 5.   | Picnic/BBQ.....                     | 673 .....       | 58.2%            |
| 6.   | Socialize with friends.....         | 555 .....       | 48.0%            |
| 7.   | Swimming/water play .....           | 553 .....       | 47.8%            |
| 8.   | Biking .....                        | 550 .....       | 47.5%            |
| 9.   | Festivals/City Special Events ..... | 516 .....       | 44.6%            |
| 10.  | Watch organized sports.....         | 504 .....       | 43.6%            |
| 11.  | Play organized sports .....         | 474 .....       | 41.0%            |
| 12.  | Passive play .....                  | 470 .....       | 40.6%            |

When asked which activities are most important to them (meaning what they value more), the list changes a bit:

| Rank | Activity                              | Number of Votes | Response Percent |
|------|---------------------------------------|-----------------|------------------|
| 1.   | Family time/play with my kids .....   | 401 .....       | 35.6%            |
| 2.   | Exercise/walk/run.....                | 227 .....       | 20.1%            |
| 3.   | Play organized sports .....           | 97 .....        | 8.6%             |
| 4.   | Watch organized sports.....           | 68 .....        | 6.0%             |
| 5.   | Use park amenities (playground) ..... | 64 .....        | 5.7%             |
| 6.   | Walk my pet .....                     | 61 .....        | 5.4%             |

Observations:

- **Exercise** is listed **most frequently** as the thing that people like to do, and is high on the value list as well.
- **Family time** is the **most important** thing to people, and they value it almost twice as much as exercise.
- **Sports** (participating and watching) were shown to be in the middle of all the things people like to do, yet they ranked relatively high on the “most important” scale of values. However, they scored significantly lower than exercise and family time.
- **Walking a pet** was done by only a third of the respondents, yet it ranked somewhat high on the “most important” scale. However, only a small percentage (5.4%) think it’s most important.
- Nearly half of the respondents listed **Festivals/City Special Events** as something they like to do, which may provide some incentive for program directors to find ways to emphasize community activities and thus build community morale.
- In general, **individual or family activities were liked more** than community or group activities.

**Amenities/Facilities**

Another area of interest is the type of amenities and/or facilities that people feel they need for recreation. From a comprehensive list of amenities/facilities, people were asked to provide a “yes/no/no opinion” vote for each one (Question 12). The top 12 vote-getters for “yes” were:

| Rank | Amenity/Facility                                        | Number of “Yes” Votes |
|------|---------------------------------------------------------|-----------------------|
| 1.   | Shade (trees, structures, etc.).....                    | 1,048                 |
| 2.   | Walking/Running Trails.....                             | 1,040                 |
| 3.   | Nature Center and Nature Trails.....                    | 993                   |
| 4.   | Picnic Shelters .....                                   | 985                   |
| 4.   | Neighborhood Parks (3 – 10 acres).....                  | 985                   |
| 6.   | Playgrounds.....                                        | 955                   |
| 7.   | Outdoor Swimming Pool/Water Park .....                  | 950                   |
| 8.   | Biking Trails .....                                     | 924                   |
| 9.   | Natural Features (vegetation, rocks, water, etc.) ..... | 923                   |
| 10.  | Community Parks (11-25 acres).....                      | 904                   |
| 11.  | Indoor Swimming Pools .....                             | 900                   |
| 12.  | Large Group Pavilions .....                             | 784                   |

Lowest Score = 135 (Riding/Rodeo Arena)

The top 12 vote-getters for “no” were:

| Rank | Amenity/Facility                                | Number of Votes |
|------|-------------------------------------------------|-----------------|
| 1.   | Skateboard Parks .....                          | 836             |
| 2.   | Riding/Rodeo Arena.....                         | 811             |
| 3.   | BMX Bike Racing Tracks .....                    | 804             |
| 4.   | Equestrian Trails.....                          | 801             |
| 5.   | Lacrosse Fields .....                           | 762             |
| 6.   | Rollerblade or In-line Skating Facilities ..... | 699             |
| 7.   | Bocce Ball Courts.....                          | 688             |
| 8.   | Pickleball Courts.....                          | 646             |
| 9.   | Boating Areas .....                             | 637             |
| 10.  | Football Fields Racquetball Courts.....         | 634             |
| 11.  | Baseball/Softball Fields, Adult .....           | 615             |
| 12.  | Volleyball Courts (indoor) .....                | 614             |

Lowest Score = 59 (Shade)

Observations:

- **Shade was consistently the most desired amenity** for a park: first in “yes” votes, last in “no” votes, and next to last in “no opinion” votes. This is a must have item for any park.
- **Walking/running trails showed the same** pattern: second in “yes” votes and second in least “no” votes and last in “no opinion” votes. This also is a must have item.
- Amenities associated with **nature** (natural features, nature center, nature trails) were also **very high on peoples’ “yes” list**. This seems consistent with answers from other questions.
- **Skateboard parks and riding/rodeo arenas** apparently are **not particularly important** to City residents.
- Generally speaking, the facilities people didn’t have an opinion about were also the facilities that received the most “no” votes. **“No” and “No Opinion/Don't Care” seem to have a strong correlation.**
- **Pickleball**, a strong emerging recreational trend in many parts of the country, including the Intermountain area, **did not show strongly** in this survey. Either the activity truly isn’t popular yet, or the group that might participate in it was not represented in the survey.
- **Swimming is relatively high on the list of amenities** that people feel they need, but less than half of survey respondents (47.8%) indicated that swimming is also a desired activity. Surprisingly, swimming pool/water park was not listed as a high priority type of park. There seems to be a miscorrelation on this point because the activity is desired, a pool is desired, but that type of park is not. Perhaps the experience with a water park or splashpad is not widespread enough for most people to appreciate their value or desirability.
- Of 44 possible amenities/facilities listed, **seventeen (17) amenities/facilities received more “no” votes than the “yes” votes**. Think twice about these facilities before providing them.
- The **“no opinion” votes could have a significant “swing” effect** on the interpretation of 6 of the 44 amenities listed in the survey.
  - If “no opinion” is considered the same as “no,” then 3 amenities go from being “yes” or about the same (even) to the “no” side: baseball/softball fields, youth, ice skating rink, and multi-purpose rooms.
  - If “no opinion” is considered the same as “yes,” then just 3 amenities go from being considered “no” or about the same (even) to the “yes” side: horseshoe pits, golf courses, and racquetball courts.

- The only **amenity on the bubble** (no more than 10 between the numbers of “yes” vs. “no” votes) in terms of need or desirability is **horseshoe pits**.
- The **amenities considered needed** (“yes” vote) regardless of how they are analyzed include the following (in order):
  - Shade (trees, structures, etc.)
  - Walking/running trails
  - Nature center and nature trails
  - Picnic shelters
  - Neighborhood parks (3-10 acres)
  - Playgrounds
  - Outdoor swimming pools/water park
  - Biking trails
  - Natural features (native vegetation, rocks, water, etc.)
  - Community parks (11-25 acres)
  - Indoor swimming pools
  - Large group pavilions
  - Indoor Recreation Center
  - Passive open space/turf areas
  - Large regional parks (>25 acres)
  - Basketball courts (outdoor)
  - Shooting range
  - Fishing areas
  - Camping
  - Soccer fields
  - Tennis court
  - Basketball courts (indoor)
  - Performing areas (amphitheater, stage)
  - Baseball/Softball fields, youth
  - Volleyball courts (outdoor, sand)
- The **amenities considered not needed** (“no” votes) regardless of how they are evaluated include:
  - Dog parks
  - Baseball/softball fields, adult
  - Boating areas
  - Football fields
  - Volleyball courts (indoor)
  - Pickleball courts
  - Rollerblade or in-line skating facilities
  - Interpretive signage/monuments
  - Bocce ball courts
  - BMX bike racing tracks
  - Lacrosse fields
  - Equestrian trails
  - Skateboard parks
  - Riding/rodeo arenas

**Non-Use of Parks**

Questions 13 through 17 were included to help understand why the City’s parks and trails facilities might not be used by the citizens. Of the 13 various reasons why people seldom or did not visit a City park (Question 13), the top 6 reasons were:

| Rank | Reason                                       | Number of Votes | Percent |
|------|----------------------------------------------|-----------------|---------|
| 1.   | Amenities I want are not there .....         | 269             | 32.7%   |
| 2.   | No restroom/I don’t like the restrooms ..... | 263             | 32.0%   |
| 3.   | Not enough trees/shade .....                 | 251             | 30.5%   |
| 4.   | I am too busy/I don’t have time .....        | 238             | 28.9%   |
| 5.   | I go somewhere else .....                    | 130             | 15.8%   |
| 6.   | Facilities not well maintained .....         | 129             | 15.7%   |

When asked which of the listed reasons was most important to the respondent (Question 14), the top 6 answers were:

| Rank | Reason                                       | Number of Votes | Percent |
|------|----------------------------------------------|-----------------|---------|
| 1.   | Amenities I want are not there .....         | 167             | 23.3%   |
| 2.   | I am too busy/I don’t have time .....        | 149             | 20.6%   |
| 3.   | No restrooms/I don’t like the restrooms..... | 91              | 12.7%   |

|    |                              |          |      |
|----|------------------------------|----------|------|
| 4. | Not enough trees/shade ..... | 66 ..... | 9.2% |
| 5. | I go somewhere else .....    | 49 ..... | 6.8% |
| 6. | Park is too crowded .....    | 41 ..... | 5.7% |

When asked if they visit parks outside of Syracuse, 79.9% of the respondents said “yes”. When asked why, the answers included:

| Rank | Reason                                                                                                                           | Number of Votes | Percent |
|------|----------------------------------------------------------------------------------------------------------------------------------|-----------------|---------|
| 1.   | More amenities I like .....                                                                                                      | 350 .....       | 38.2%   |
| 2.   | More established; mature trees .....                                                                                             | 335 .....       | 36.6%   |
| 3.   | More variety of things to do .....                                                                                               | 297 .....       | 32.4%   |
| 4.   | Other (a whole variety of answers, none of which constituted any kind of majority – mostly a sounding board to voice complaints) | 289 .....       | 31.6%   |
| 5.   | Organized sports there .....                                                                                                     | 250 .....       | 27.3%   |
| 6.   | Equipment is better maintained .....                                                                                             | 121 .....       | 13.2%   |
| 7.   | Better programs there .....                                                                                                      | 89 .....        | 9.7%    |
| 8.   | Less crowded.....                                                                                                                | 53 .....        | 5.8%    |

Observations:

- **People do what they want to do**, and if the amenities to accommodate their preferred activity are not present, they won’t go there. They will go to where their preferred amenities are located.
- Having a **clean, well maintained restroom** is important to the success of any park or recreation area. People expect nice restrooms. Citizen users can help by fostering an attitude of taking care of restroom facilities.
- **Shade and mature trees** are highly valued amenities that every park should try to accommodate in abundance. Future park design (and even existing park upgrades) should pay particular attention to the placement of trees and ways of providing shade until the trees are of sufficient size to accomplish that task.
- There will **always be people that are too busy** to take advantage of recreational opportunities and the associated amenities regardless of their proximity. Not much can be done except to make sure facilities are within a reasonable distance for the average resident. An abundance of neighborhood and community parks serve this purpose.

Programs

Several questions addressed the residents’ reactions to the recreational programs that the City provides. Question 18 and 19 looked at some of the existing programs/services and how they are rated by citizens. Of the existing programs that are currently offered by the City (Question 18), only 2 events received more “yes” votes than “no” votes. They were:

| Rank | Program                               | “Yes”     | “No”      | “No Opinion” |
|------|---------------------------------------|-----------|-----------|--------------|
| 1.   | Community Event – Heritage Days ..... | 932 ..... | 151 ..... | 35           |
| 2.   | Community Event – Pumpkin Walk .....  | 873 ..... | 196 ..... | 44           |

If the “no opinion” votes are considered “yes” votes, only 1 other program would change from “no” to “yes”, and that is the Ice Rink. No other evaluation performed on the responses will change a program either way. People either are supportive (voted “yes”) or they are not (voted “no”). The only event that

came close to being an “on-the-bubble” activity (within 10 votes one way or the other) was the City Easter Egg Hunt (77 vote difference). For the overall results to this question, see the Appendix.

Please note that there was some support for all of the existing programs/services listed, but the votes dropped drastically after the 2 community events listed above.

As expected, the program with the most “yes” votes also received the fewest number of “no” votes (Community Event – Heritage Days). Conversely, the program with the least number of “yes” votes also received the most number of “no” votes (Youth Competitive Girls Basketball (5<sup>th</sup>-9<sup>th</sup>). That trend remained somewhat consistent throughout the scoring.

When asked which one of the listed existing programs/services was most important (Question 19), the top responses were:

| Rank | Program/Service                         | Number of Votes | Percent |
|------|-----------------------------------------|-----------------|---------|
| 1.   | Community Event – Heritage Days .....   | 405 .....       | 39.7%   |
| 2.   | Youth Soccer (spring and fall) .....    | 118 .....       | 11.6%   |
| 3.   | Summer Program for Kids.....            | 92 .....        | 9.0%    |
| 4.   | Community Event – Pumpkin Walk .....    | 68 .....        | 6.7%    |
| 5.   | Youth Baseball.....                     | 66 .....        | 6.5%    |
| 6.   | Youth Football (tackle).....            | 59 .....        | 5.8%    |
| 7.   | Senior Citizen Activities.....          | 46 .....        | 4.5%    |
| 8.   | Youth Basketball .....                  | 43 .....        | 4.2%    |
| 9.   | Aerobic/Fitness Classes.....            | 42 .....        | 4.1%    |
| 10.  | Community Gardening.....                | 15 .....        | 1.5%    |
| 10.  | Ice Rink (City owned, rented out) ..... | 15 .....        | 1.5%    |

The responses for Question 20, which asked respondents to rate the City in providing the services listed as “Excellent”, “Good”, “Fair”, “Poor” or “Don’t Know”, are shown below:

| Rank | Service                                                  | “Excellent” | “Excellent” + “Good”<br>(rank) | “Fair” + “Poor”<br>(rank) |
|------|----------------------------------------------------------|-------------|--------------------------------|---------------------------|
| 1.   | Provide for quiet enjoyment of the outdoors.....         | 277 .....   | 862 (2) .....                  | 219 (14)                  |
| 2.   | Safe facilities .....                                    | 264 .....   | 892 (1) .....                  | 171 (16)                  |
| 3.   | Clean, well maintained facilities .....                  | 229 .....   | 789 (3) .....                  | 297 (6)                   |
| 4.   | Opportunity for participation .....                      | 223 .....   | 739 (4) .....                  | 195 (15)                  |
| 5.   | Enjoyment of active sports .....                         | 193 .....   | 687 (6) .....                  | 291 (8)                   |
| 6.   | Providing natural areas for wildlife (habitat).....      | 188 .....   | 673 (7) .....                  | 284 (9)                   |
| 7.   | Type/variety of programs .....                           | 163 .....   | 702 (5) .....                  | 259 (11)                  |
| 8.   | Places for indoor recreation and fitness activities....  | 155 .....   | 575 (9) .....                  | 376 (2)                   |
| 9.   | Reasonable fees .....                                    | 154 .....   | 598 (8) .....                  | 262 (10)                  |
| 10.  | Quality of organization .....                            | 136 .....   | 567 (10) .....                 | 249 (12)                  |
| 11.  | Quality of leadership.....                               | 132 .....   | 546 (11) .....                 | 240 (13)                  |
| 12.  | Managing resources wisely (water conservation) .....     | 97 .....    | 455 (12) .....                 | 359 (3)                   |
| 12.  | Adequate facilities to meet demand .....                 | 97 .....    | 450 (13) .....                 | 439 (1)                   |
| 14.  | Managing tax dollars efficiently.....                    | 88 .....    | 401 (14) .....                 | 341 (4)                   |
| 15.  | Allocating resources fairly to different parts of City.. | 77 .....    | 386 (16) .....                 | 323 (5)                   |
| 16.  | Enough qualified coaches/instructors .....               | 74 .....    | 392 (15) .....                 | 297 (6)                   |

Based on these results, priorities regarding services seem to be: quiet outdoor spaces that are safe and clean. However, when asked to list which of the listed services are the most important to them (Question 21), respondents said:

| Rank | Service                                 | Number of Votes | Percent |
|------|-----------------------------------------|-----------------|---------|
| 1.   | Type/variety of programs .....          | 180 .....       | 16.9%   |
| 2.   | Managing tax dollars efficiently.....   | 161 .....       | 15.1%   |
| 3.   | Clean, well maintained facilities ..... | 143 .....       | 13.4%   |
| 4.   | Adequate to meet demand.....            | 109 .....       | 10.2%   |
| 5.   | Safe facilities .....                   | 84 .....        | 7.9%    |
| 6.   | Opportunity of participation.....       | 48 .....        | 4.5%    |

When it comes to new recreational programs that citizens feel are needed (Question 22), the top 10 responses were as follows:

| Rank | Program                                                | “Yes”    | “No”      | “No Opinion” |
|------|--------------------------------------------------------|----------|-----------|--------------|
| 1.   | Shooting range .....                                   | 606..... | 423 ..... | 92           |
| 2.   | Weight training .....                                  | 476..... | 529 ..... | 106          |
| 3.   | Spin classes .....                                     | 399..... | 577 ..... | 127          |
| 4.   | Indoor soccer .....                                    | 392..... | 592 ..... | 113          |
| 5.   | Youth competitive leagues & tournaments (soccer) ..... | 377..... | 620 ..... | 115          |
| 6.   | Frisbee golf (disc golf) .....                         | 352..... | 622 ..... | 123          |
| 7.   | Youth flag football.....                               | 318..... | 669 ..... | 120          |
| 8.   | Adult softball leagues.....                            | 296..... | 693 ..... | 117          |
| 9.   | Youth competitive leagues & tournaments (baseball) ... | 288..... | 698 ..... | 118          |
| 10.  | Racquetball leagues and tournaments .....              | 265..... | 700 ..... | 140          |

Lowest Score = 123 (Wrestling)

The programs that scored highest in the “yes” category also scored lowest in the “no” group. While order of programs varies slightly, this inverse relationship appears to be consistent for all the programs listed. It seems to indicate that the choices being made are indeed for the things they want and against the things they don’t want; the selections do not appear to be random.

Important to note is that only 1 program (shooting range) received more “yes” votes than “no” votes. Only 1 program (weight training) saw a change in rating if the “no opinion” votes were added to the “yes” votes to change the program from no to yes. No other evaluation caused a change in the ratings for any other program. In fact, 18 of the 22 listed programs received more “no” votes than the top program received “yes” votes.

Observations:

- The **City-sponsored Heritage Days and Pumpkin Walk** events are very well received by the residents. They were the only two activities that received more “yes” votes than “no” votes. Keep it up!
- All of the other listed existing programs/services received more “no” votes than “yes” votes, and only 1 program/service (ice rink) changed to “yes” when the “no opinion” votes were included in the analysis. It appears that there is **limited support for about half of the existing programs**, with those being supported focused on youth sports programs.

- The respondents liked safe and clean, but more **important to their values are the variety of programs and managing tax dollars wisely.**
- **Aerobic/fitness classes also show some support** among respondents.
- **Clean and safe facilities are very highly desired** and valued services that the City can offer.
- **Outdoor quiet and peaceful enjoyment is the service desired most**, but is quite a ways down the list of being the most important service that the City can provide.
- A **shooting range** is the only new activity that seems to be **strongly desired** by the respondents.
- **Weight training is popular**, and the need for space to accommodate that program is important.

**Trails**

Questions 25 and 26 deal directly with trails and the characteristics that people value most when using them. The types of trails were ranked from 1 through 3 (1 = most enjoy, 2 = second-most enjoy, 3 = third-most enjoy; low score = most enjoyed trail type). The Response Average is the Response Total divided by the Response Count (lowest average score is preferred). The Response Total is the sum of the ratings given (highest score is preferred), and the Response Count showed how many times that trail type was listed as either 1, 2, or 3 (highest score is preferred). The rankings were as follows:

| Rank | Trail Type                                       | Response Average | Response Total (rank) | Response Count (rank) |
|------|--------------------------------------------------|------------------|-----------------------|-----------------------|
| 1.   | Walking/Running (paved) .....                    | 1.69.....        | 1,387 (3).....        | 823 (1)               |
| 2.   | Shared Use: Walking/Biking (paved).....          | 2.12.....        | 1,426 (2).....        | 672 (2)               |
| 3.   | Biking (paved) .....                             | 2.14.....        | 1,348 (4).....        | 630 (4)               |
| 4.   | Hiking (unpaved, varied terrain) .....           | 2.34.....        | 1,488 (1).....        | 635 (3)               |
| 5.   | Walking/Running (unpaved, relatively flat) ..... | 2.37.....        | 1,163 (5).....        | 490 (5)               |
| 6.   | Mountain biking (unpaved, varied terrain).....   | 3.03.....        | 954 (7) .....         | 315 (7)               |
| 7.   | Motorized Trail: ATV, ORV, OHM (unpaved) .....   | 3.23.....        | 1,114 (6).....        | 345 (6)               |
| 8.   | Shared Use: Walking/Equestrian (unpaved).....    | 3.80.....        | 821 (9) .....         | 216 (8)               |
| 9.   | Equestrian (unpaved).....                        | 4.57.....        | 846 (8) .....         | 185 (9)               |

When ranking the importance of various trial characteristics (Question 26), the response results were as follows:

| Rank | Trail Characteristic                          | Response Average | Response Total (rank) | Response Count (rank) |
|------|-----------------------------------------------|------------------|-----------------------|-----------------------|
| 1.   | Safety .....                                  | 1.86.....        | 1,312 (3).....        | 706 (2)               |
| 2.   | Well maintained.....                          | 2.00.....        | 1,658 (1).....        | 829(1)                |
| 3.   | Scenic value.....                             | 2.03.....        | 1,361 (2).....        | 670 (3)               |
| 4.   | Connectivity .....                            | 2.08.....        | 1,265 (4).....        | 607 (4)               |
| 5.   | Variety of distances to complete a loop ..... | 2.43.....        | 1,144 (5).....        | 471 (5)               |
| 6.   | Pet-friendly .....                            | 2.47.....        | 934 (6) .....         | 378 (6)               |
| 7.   | Variety of terrain types .....                | 2.79.....        | 833 (7) .....         | 299 (7)               |

**Observations:**

- The ranking clearly shows that **walking and running are the preferred uses** on local trails.
- **Paved surfaces are most preferred** for walking/running and biking.
- **Shared use between walking/biking is preferred** over sharing with equestrians. There seems to be a desire to separate pedestrian use from most other uses (biking, equestrian).
- **Equestrian trails do not appear to be too high** on the priority list for trails.

- **Safety** on the trail appears to be the **most important** concern about trails.
- Having a **well maintained trail is almost as important as safety**. It received the highest overall points and was mentioned the most frequently.
- **Pet-friendly trails** had a high point average, low overall score, and low frequency of being mentioned. This does **not seem to be a high trail priority**.
- **Connectivity** had a surprising middle score: 4<sup>th</sup> in average, 4<sup>th</sup> in overall points, and 4<sup>th</sup> in how often it was selected.
- **Scenic value ranks as important**, but not above safety or good maintenance.

**Funding**

Several questions were asked of the respondents regarding funding to gauge their understanding of the importance of parks and open space, determine the relative support for some development of a large park complex, and what types of funding options they might be willing to support. Of the 1,110 responses given to Question 27 (Do you think parks and open space provide benefits to the City?), 98.2% of the respondents said yes, while 0.4% said no and 1.4% did not know.

When asked if they would support the idea of the City developing a large (50-60 acre) park complex (Question 28), 1,135 respondents said the following:

“Yes” .....850 (74.9%)                      “No” .....157 (13.8%)                      “No Opinion” ... 128 (11.3%)

Of the types of large park complexes that could be developed (question 29), the 939 response results were as follows:

| <u>Response</u>                   | <u>Number of Responses</u> | <u>Percentage</u> |
|-----------------------------------|----------------------------|-------------------|
| 1. Swimming Pool Complex .....    | 613 .....                  | 65.4%             |
| 2. Soccer Fields.....             | 523 .....                  | 55.8%             |
| 3. Baseball/Softball Fields.....  | 521 .....                  | 55.5%             |
| 4. Indoor Recreation Center ..... | 446 .....                  | 47.5%             |
| 5. Tennis.....                    | 367 .....                  | 39.2%             |
| 6. Football Fields.....           | 283 .....                  | 30.2%             |
| 7. Lacrosse Fields .....          | 156 .....                  | 16.6%             |
| 8. Pickleball .....               | 140 .....                  | 14.9%             |
| 9. Horse Riding Arena .....       | 114 .....                  | 12.2%             |

When asked to indicate the one they would most support (Question 30), responses were:

| <u>Response</u>                   | <u>Number of Responses</u> | <u>Percentage</u> |
|-----------------------------------|----------------------------|-------------------|
| 1. Swimming Pool Complex .....    | 322 .....                  | 34.6%             |
| 2. Soccer Fields.....             | 166 .....                  | 17.8%             |
| 3. Baseball/Softball Fields.....  | 143 .....                  | 15.4%             |
| 4. Indoor Recreation Center ..... | 107 .....                  | 11.5%             |
| 5. Tennis.....                    | 70 .....                   | 7.5%              |
| 6. Football Fields.....           | 47 .....                   | 5.1%              |
| 7. Lacrosse Fields .....          | 31 .....                   | 3.3%              |
| 8. Pickleball .....               | 24 .....                   | 2.6%              |
| 9. Horse Riding Arena .....       | 20 .....                   | 2.2%              |

Question 31 discusses some possible funding options for constructing a large park complex. Of the options given, the respondents indicated the following (ranking 1-4; 1 = most preferred, 4 = least preferred):

| Option                                                             | 1   | 2   | 3   | 4   | (1+2) | (3+4) | Average | Response Count |
|--------------------------------------------------------------------|-----|-----|-----|-----|-------|-------|---------|----------------|
| 1. As funds are available ..... in City's annual budget.           | 468 | 358 | 125 | 73  | 826   | 198   | 1.81    | 1,024          |
| 2. By combining any of ..... the other options.                    | 334 | 119 | 300 | 271 | 453   | 571   | 2.50    | 1,024          |
| 3. Selling undeveloped City.. land held for future purposes.       | 148 | 351 | 270 | 255 | 499   | 525   | 2.62    | 1,024          |
| 4. By financing the ..... construction (via bond or other method). | 74  | 196 | 329 | 424 | 270   | 753   | 3.08    | 1,023          |

Question 32 presented specific conditions of sponsoring a bond to pay for a new large park complex, which would result in a fee of \$6.83 per month per household (approximately \$82.00 per year). The results were:

“Yes” ... 570 (50.58%)                      “No” ....557 (49.42%)

The follow-up Question 33 asked those who answered “no” to the previous question to indicate how much they would be willing to pay. That response was as follows:

| Response                             | Number of Responses | Percentage |
|--------------------------------------|---------------------|------------|
| \$5.12/month (\$61.50 per year)..... | 46                  | 8.0%       |
| \$3.42/month (\$41.00 per year)..... | 208                 | 35.5%      |
| \$1.71/month (\$20.50 per year)..... | 164                 | 28.2%      |
| \$0.00.....                          | 164                 | 28.2%      |

Combining the above information and tabulating everything into relative percentages, the following approximation can be made:

| Response                             | Number of Responses | Percentage |
|--------------------------------------|---------------------|------------|
| \$6.83/month (\$82.00 per year)..... | 570                 | 50.6%      |
| \$5.12/month (\$61.50 per year)..... | 46                  | 4.0%       |
| \$3.42/month (\$41.00 per year)..... | 208                 | 17.6%      |
| \$1.71/month (\$20.50 per year)..... | 164                 | 13.9%      |
| \$0.00.....                          | 164                 | 13.9%      |
|                                      |                     | 100.0%     |

Observations:

- **Swimming Pool Complex appears to be the most desired park complex.** Soccer and baseball/softball are a virtual tie for second most desired complex. Both choices are desired by more than half of the respondents, while all other choices are less than a simple majority.
- The **priorities do not change** at all when evaluating the most desired park complex choice.
- People are **not very willing to pay more taxes** without knowing how much it will cost. Only 54.6% are will pay all or ¾ of the proposed bond price per household, while 13.9% are completely opposed.

- People are generally okay about funding when it appears that **someone else will be paying** (user fees, private donations, public/private partnerships).
- If the **amount is relatively low, conditions specified up front** (\$6.83 per month per household), and people are assured that the **money will go exclusively to recreation needs**, then about half of the respondents (50.6%) were willing to support a bond. Interestingly, only 4.0% said they were willing to pay  $\frac{3}{4}$  that amount, while 17.54% said they would pay half that amount, and 13.93% said they would pay  $\frac{1}{4}$  that amount.
- **13.9% of all respondents were unwilling to pay** any amount towards funding a large park complex.
- **City General Funds seem to be viewed a little differently than tax dollars.** Respondents seem a little more willing to spend “City” dollars in spite of the fact that the money still comes primarily from taxes on local businesses and sales transactions. The money is still looked at more as coming from someone else and not them.
- It is important to note that the apparent willingness to support a bond issue is expressed only by those who took the survey, and may not represent all the voting public. This is a **good starting point**, but much more needs to be done before trying to implement such a bond. A significant public involvement campaign is recommended to verify that all segments of the voting population are being heard and expressing their opinions.

## SECTION 7: RECOMMENDATIONS

After closely analyzing the data gathered from the inventory of the City’s demographics and recreational amenities, and collecting information from the citizen survey, recommendations can be made, including projects that reflect the City’s long term planning goals and desires. Following are lists of proposed projects that provide direction without imposing limitations or details that should be determined by City Staff and maintenance personnel.

As a cross-check to the proposed future park locations, some additional calculations were performed to help identify whether the proposed improvements would actually serve people or just fill in gaps on the map.

In making these calculations, it should be noted that Future Neighborhood parks proposed in this plan are calculated at 7.5 acres each, representing an average size of the existing neighborhood parks. Community parks are considered to be the full size acreage (50.0 acres) in order to accommodate future proposed uses. In reality, any Neighborhood or Community park which meets the criteria set forth in its description (other than size) could fulfill the recreational intent of that park designation. Ultimately, the acreage is not as important as the amenities provided and their recreational value.

|                                              |                               |
|----------------------------------------------|-------------------------------|
| Current Population.....                      | 24,494 people                 |
| Current Level of Service (LOS).....          | 3.57 acres / 1,000 population |
| Projected Population Range at Build-Out..... | 43,694 to 58,258 people       |
| Current Amount of Developed Park Space ..... | 87.57 acres                   |

Using the lower build-out population range number of 43,694 people, and applying the current LOS number, the calculated required additional developed park acreage needed to meet future demand is:

43,694 people / 1,000 units per population = 43.694 units x 3.57 acres per unit = 155.99 acres.  
 155.99 acres total – 87.57 acres currently = 68.42 acres of new park space required. This may be accommodated by adding:

- 1 community park @ ±50 acres = ..... 50.0 acres
- 3 neighborhood parks @ ± 7.5 acres each =..... 22.5 acres
- Total acres = ..... 72.5 acres = meets demand.

Using the higher build-out population range number of 58,258 people, and applying the current LOS number, the calculated required additional park acreage needed to meet future demand is:

58,258 people / 1,000 units per population = 58.258 units x 3.57 acres per unit = 207.98 acres  
 207.98 acres total – 96.12 acres currently = 120.41 acres of new park space required. This may be accommodated by adding:

- 2 community parks @ ±50 acres each = ..... 100.0 acres
- 3 neighborhood parks @ ± 7.5 acres each =..... 22.5 acres
- Total acres = ..... 122.5 acres = meets demand.

An important point for consideration is that according to City Code (Chapter 8.10 GENERAL PROVISIONS, Section 8.10.050 Parks, open space, and other public spaces), the desired “level of service for community parks is 4.95 acres for every 1,000 population throughout the City.” It is assumed that the term “community park” as used here includes both neighborhood and community park designations.

If the higher LOS is to be used, then the following calculations might apply:

**Low Build-Out**

43,694 people / 1,000 units per population = 43.694 units x 4.95 acres per unit = 216.29 acres.  
 216.29 acres total – 87.57 acres currently = 128.72 acres of new park space required.

**High Build-Out**

58,258 people / 1,000 units per population = 58.258 units x 4.95 acres per unit = 288.38 acres  
 288.38 acres total – 87.57 acres currently = 200.81 acres of new park space required.

If the City determines to achieve the LOS as defined in City Code, then the requirements could be met by planning to add the following number of parks:

**Low Build-Out**

- 2 community parks @ ±50 acres each = ..... 100.0 acres
- 4 neighborhood parks @ ± 7.5 acres each = ..... 30.0 acres
- Total acres = ..... 130.0 acres = meets demand.

**High Build-Out**

- 3 community parks @ ±50 acres each = ..... 150.0 acres
- 7 neighborhood parks @ ± 7.5 acres each = ..... 52.5 acres
- Total acres = ..... 202.5 acres = meets demand.

These calculations are based strictly on population and do not consider whether or not the actual service area of the parks extends to all citizens. This only serves as a check to see if the proposed parks based on coverage or area served are in line with the population demands (regardless of location).

**GENERAL RECOMMENDATIONS**

*Exhibit 11: Proposed Master Plan Improvements*, shows an approximate location of proposed future parks, and illustrates the coverage they would provide to serve future development. Note that commercial and industrial areas are not being served since no residents live there (or are projected to live there). The proposed solution fits somewhere in between the lower population projection (more probable scenario) and the higher build-out population projection, and uses the higher City Code-mandated LOS as a basis for number of parks. This may be adjusted depending upon actual growth and future development patterns. As proposed, this plan can promote a vibrant community with a wide variety of recreational opportunities.

Items of special note about the proposed Master Plan Improvements:

- **Approximate Locations** – Park locations are approximate and may be adjusted to fit in with the actual development that occurs around each general location.
- **Current LOS** – The current developed level of service (LOS of 3.57) for all parks in the City – both neighborhood and community – is rather low for a town the size of Syracuse, and it is important to recognize that its citizens need recreational opportunities as a part of their community quality of life. Careful consideration should be given to vetting precisely which amenities citizens want, and the methods available to provide those amenities. This master plan is a very good first step, and more work is needed for rational and prudent action.
- **Fremont Park** – This park is currently considered a neighborhood park. However, there is enough adjacent property currently owned by the City to develop it into a Community Park. A

new park plan and program should be developed and compared to City recreational needs in order to come up with the right amenities, but this could be a smart move for the City in the long run.

- **New Community Parks:**
  - **Community Park #1** – A new community park is recommended to provide the required service coverage to the northern part of the City. This would be the “large park complex” identified as desirable in the citizen survey. It should be 50 acres or larger to accommodate the type and number of amenities needed to satisfy user demands and preferences.
  - **Community Park #2** - A second community park is recommended for the western part of the City (below the bluff) in an area not currently annexed into official City boundaries. There is land currently available (i.e. not built upon yet) that could provide amenities that are not necessarily considered a large park complex, but could meet the required space for City use in its programs. This park should be close to if not greater than the suggested 50 acre size.
- **Partnership Agreements** - Partnership agreements with local large businesses may be used to establish a community park. Some key partnerships may really help in providing the needed capital improvement funds to raise the current LOS to where it should be.
- **Modify City Code LOS** – If the LOS identified in the City Code is considered to be too high for the desires of the community, and funding the capital improvements proves to be too great of a tax burden on the citizens, then it is recommended that the City Code be amended to reflect what the citizens want based on their willingness to pay.
- **Land Acquisition** – A mechanism should be added to City Code that assists the City in acquiring property from development as it occurs in order to accommodate public neighborhood parks at their designated size. Substituting “mini-parks” for neighborhood parks is not recommended because mini-parks lack the amenities to serve the citizen’s recreational needs.

### **CAPITAL IMPROVEMENT PROJECTS**

Based on inventory review of all the neighborhood and community parks, input from the citizen survey, and information previously provided by the Parks and Recreation Department, a list of Capital Improvement Projects was developed. These projects are items that the City can proceed to implement as funding is available. To give a quick snapshot of the current condition of the parks with regard to having the amenities required by their respective designations, Tables 7 and 8 have been prepared.

### **General Observations**

- Most of the parks seem to have been developed about the same time, and their general condition is average. Their amenities appear to be quite similar, with little variety in style or type. The implication is that they may need replacement around the same time period.
- With the exception of Founders Park, there are virtually no baseball/softball fields in the City park system.
- There is only 1 basketball court in all of the City parks.
- Park furniture (benches, trash receptacles, picnic tables) are generally in average condition and not sufficient in numbers.
- Pavilions are typically in average condition or worse. It is recommended that they be more closely evaluated, and that a replacement schedule developed soon to avoid mass replacement later.
- According to the inventory provided, there are no designated soccer fields in the City.

| NEIGHBORHOOD PARK | MINIMUM STANDARDS  |          |         |            |               |                 |         | ADDITIONAL AMENITIES |              |              |                     |                 |                                                 |
|-------------------|--------------------|----------|---------|------------|---------------|-----------------|---------|----------------------|--------------|--------------|---------------------|-----------------|-------------------------------------------------|
|                   | Size (3-12.99 AC.) | Restroom | Shelter | Playground | Picnic Tables | Open Space Area | Parking | Basketball Court     | Tennis Court | V-Ball Court | Paved Walking Trail | BB/SB/FB* Field | Other                                           |
| Bluff Ridge       | 5.5                | X        |         | X          |               | X               | X       |                      |              |              | X                   | X               | Scoreboard                                      |
| Canterbury        | 5                  | X        | X       | X          | X             | X               | X       | X                    |              | X            | X                   |                 | Dogipot; Trailhead; Equipment Storage Room      |
| Fremont           | 6.5                | X        | X       | X          | X             | X               | X       |                      |              | X            |                     |                 | Dogipot; Trailhead; Undeveloped property        |
| Legacy            | 3.5                | X        | X       | X          | X             |                 | X       |                      |              |              | X                   |                 | Dogipot; Community garden; Gazebo; Pond         |
| Linda Vista       | 6                  | X        | X       | X          | X             | X               | X       |                      |              |              | X                   |                 | Small and large pavilions                       |
| Stoker            | 5                  | X        | X       |            | X             | X               | X       |                      | X            | X            |                     |                 | Lighted fields; Storage; Equipment Storage Room |
| Tuscany           | 4.5                |          | X       | X          |               | X               |         |                      |              | X            |                     |                 | Dogipot; Trailhead                              |

\* BB = Baseball Field; SB = Softball Field; FB = Football Field

**Table 7. Neighborhood Park Amenities**

|                       | MINIMUM STANDARDS |          |                      |            |               |                 |         | ADDITIONAL AMENITIES              |                  |                        |                                    |                           |                                                                     |
|-----------------------|-------------------|----------|----------------------|------------|---------------|-----------------|---------|-----------------------------------|------------------|------------------------|------------------------------------|---------------------------|---------------------------------------------------------------------|
|                       | Size (13-50 AC.)  | Restroom | Group Picnic Shelter | Playground | Picnic Tables | Open Space Area | Parking | Competitive Sports Fields Complex | Visitor's Center | Water Feature/Fountain | Tennis Court Complex (# of courts) | Community Gathering Place | Other                                                               |
| <b>COMMUNITY PARK</b> |                   |          |                      |            |               |                 |         |                                   |                  |                        |                                    |                           |                                                                     |
| Centennial            | 4.7               |          | X                    | X          | X             | X               | X       |                                   |                  |                        |                                    | X                         | Volleyball; Chloe's Sunshine Park                                   |
| Founders              | 16                | X        | X                    | X          | X             |                 | X       | X                                 |                  |                        |                                    |                           | 6 Baseball fields; Skatepark; Memorial; 2 Equipment Storage Rooms   |
| Jensen Nature         | 21.8              | X        | X                    |            | X             | X               | X       |                                   | X                | X                      |                                    | X                         | Trailhead; Walking path; Pond; Fish cleaning station; natural areas |
| Rock Creek            | 18.5              | X        | X                    | X          | X             |                 | X       |                                   |                  |                        | X                                  | X                         | Walking path; Multi-use fields                                      |

Table 8. Community Park Amenities

- There are no specialized or demonstration gardens in the City parks, nor are there any historical or interpretive signs or markers present.
- There is only one fountain or water feature in the City parks (Jensen Nature Park).
- With the exception of Chloe’s Sunshine Playground, which was just recently completed in Centennial Park, the children’s playgrounds are not exciting and of limited play value. Chloe’s playground is a good example of higher play value.

### SYSTEM IMPROVEMENTS

There are several general improvements that could be made to most of the parks currently owned by the City. After reviewing the citizen survey and noting the desires for specific amenities/facilities, the concerns for what is valued and needed, and evaluating the individual park inventories and condition of the existing amenities, the following system-wide recommendations for park improvements are proposed:

- **Shade** - Provide more shade. That means more trees, perhaps more shelters. Every park that we examined could use a thorough tree replacement plan, and new parks really need more trees than are currently being planted. It’s much easier to remove or thin out tree coverage than to wait 30 years and discover they didn’t fill in like you expected, or you lose a tree and have to start over. Trees are perhaps a park’s single most important investment over time.
- **Monitor Irrigation Systems** – Regularly check and evaluate the performance of irrigation systems in each park. Many are in an “okay” condition, but that can change rapidly without care and periodic adjustments. Annual evaluations should be made, and audits should be done on a regular basis to ensure that the systems are functioning properly. Upgrade those that are rated “2” or less. Water conservation is an important policy to incorporate into all City-owned and operated facilities.
- **More Walking Paths and Trails** - Where feasible, provide more walking paths and trails, particularly around the park perimeters. Such walks are constantly used by residents for exercise and fresh air, and they encourage connectivity with other community parks and places.
- **More Picnic Tables** - Provide more picnic tables, either under a pavilion or in grassy areas. These should be accessible for daily use. Most parks do not have enough tables, even if the pavilions are fully stocked.
- **Well Maintained Restrooms** - Keep the restrooms in good condition. This is big concern for many people and has a huge impact on whether their park experience is pleasant or unpleasant. Where there are no restrooms in a new park, install them as soon as possible. Make them nice and keep them clean.

### SPECIFIC PROJECT IMPROVEMENTS

The following is a list of improvement projects recommended for the City’s individual neighborhood and community parks. It is based on the park inventory and the Capital Improvements List developed by City staff specifically for this master plan exercise.

#### Neighborhood Parks

##### Bluff Ridge Park

- Add playground.

##### Canterbury Park

- Repair retaining wall.

Fremont Park

- Expand into a Community park by adding more sports field facilities as dictated by City recreation programming demands.
- Provide entrance landscaping, including signage.

Legacy Park

- Replace playground.

Linda Vista Park

- Consider eventual acquisition of frontage property (long range goal).

Stoker Park

- Add equipment to the playground.
- Replace BBQ.
- Replace pavilion.
- Improve multi-use field quality (turf surface).
- Replace multi-use field lights.

Tuscany Park

- Add new playground (scheduled for 2015).
- Replace pavilion.
- New sign.
- Upgrade sand volleyball court.

**Community Parks**

Centennial Park

- Upgrade or replace pavilions.

Founders Park

- Replace the large pavilion.
- Lighting improvements on the youth fields.
- Remodel the scorer's tower.
- Replace the drinking fountain.

Jensen Nature Park

- Replace the fish cleaning station.

Rock Creek Park

- Improve the sports field (turf) surfaces to playable condition.
- Add restroom building.

**Trail Improvements**

Recommendations for trails are not extensive. This master plan does not propose to alter the City's existing trail plan, or to provide numerous other recommendations. What it does recommend is expanding the trail system to include the newly proposed parks and linking them to the current trail

system. Most of these links will likely be shared use trails between pedestrians and bicyclists, following along existing roads.

### PROGRAM IMPROVEMENTS

Based on the results of the citizen survey, the programming of the Parks and Recreation Department is doing a fairly good job of providing the types of activities that people enjoy. Improvements and additional programs can always be made, and in this case there are a few items that became apparent as the survey results were analyzed. These include:

- **City Events** - City-sponsored events (Heritage Days, Pumpkin Walk) were the most liked and most well-known programs. Almost twice as many people participate in these events than any other activities. Continue to provide these events and improve how smoothly they function.
- **Current Programs** – The current programs are all being used by someone, but some are more widely used than others. Youth programs seem to be among the more desired programs (soccer, basketball, baseball, other youth-oriented programs) along with aerobic/fitness classes. Focus on these.
- **Shooting Range** - Having a shooting range facility is the only new program that citizens gave more “yes” votes than “no” votes. Weight training is also gaining in popularity but would require some type of gym facility in order to operate successfully.
- **Other Programs** – Other programs that garnered enough support to be considered include: spin classes, indoor soccer, youth soccer competitive leagues and tournaments, disc golf, and youth flag football.
- **Good Job** - Quiet, safe, and clean and well maintained are the things that Parks & Recreation are doing well at right now. Interestingly, clean and well maintained is also identified as an area that needs improvement – people seem to be on both ends of this item (however, more on the positive than the negative).
- **Needs Improvement** – Parks & Recreation is not doing as well at:
  - Providing adequate facilities to meet demand
  - Places for indoor recreation and fitness activities
  - Managing resources wisely (e.g. water conservation)
  - Managing tax dollars efficiently
  - Allocating resources fairly to different parts of the City

These last 3 items are rather subjective and may be a result of the conservative desires of City residents rather actual data supporting their responses.
- **City Publications or Newsletters** – The most used method for citizens to learn about parks and recreation is by City publications or newsletters. Word of mouth is the next best method, followed by use of the City’s website. Focus on effectively using the newsletter to spread your message, followed by continual updates of the website information.

## SECTION 8: FUNDING

When it comes to financing of new park construction, The City of Syracuse will need to rely heavily on recreation impact fees. Over the past several years federal funding and grants for parks and recreation projects has been limited and will continue to be limited based on the economic climate. Communities have had to get very creative to find sources that will help build parks and recreational facilities. Grant funding for these types of facilities require advanced planning of at least 2 years prior to making application in order to be successful.

Keep in mind that the proposed master plan includes numerous parks. While not all of these will be built immediately, their construction will mean an added new maintenance burden in addition to the actual construction of the facilities. The City should be prepared to handle the increase in park maintenance by increasing its maintenance personnel and budget.

Below are potential funding sources for both park and trail development.

### PARKS

**City Funding - General Fund or Bonding** - The City can fund parks directly from its general fund or can bond for park development and spread the cost over many years. Because of the amounts needed to fund park development, bonding is a reasonable approach.

**Park and Recreation Impact Fees** - The City currently collects impact fees for parks and recreation which can be used for planning and construction for new parks.

**Private Fundraising** - While not addressed as a specific strategy for individual recreation facilities, it is not uncommon that public monies be leveraged with private donations. Private funds will most likely be attracted to high-profile facilities such as a recreation, aquatic and cultural facilities. These type of funds generally require aggressive promotion and management by the local parks and recreation department or city administration.

**Service Organizations** - Many service organizations and corporations have funds available for park and recreation facilities. Organizations such as Lions Clubs, Shriners, Elks Club, and others are often willing to partner with local communities in the development of playgrounds and other park and recreation equipment and facilities.

**Land and Water Conservation Fund** - This Federal money is made available to states. In Idaho, it is administered by the Idaho Parks and Recreation. Funds are matched with local funds for acquisition of park and recreation lands, redevelopment of older recreation facilities, trails, improvements to accessibility, and other recreation programs and facilities that provide close-to-home recreation opportunities for youth, adults, senior citizens, and persons with physical and mental disabilities. Project sponsors must provide, as matching share, the balance of a project's cost (at least 50%). Project sponsors share can be local funds, state funds, force account or donation of privately owned lands. IDRPs encourages the use of cash match.

## TRAILS

**The Recreational Trails Program (RTP)** - Projects must be from trail plans included or referenced in a Statewide Comprehensive Outdoor Recreation Plan. The typical grant funding level for the program is approximately \$1.5 million annually. Uses of the funds are: maintenance and restoration of existing recreational trails; development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails; purchase and lease of recreational trail construction and maintenance equipment; and construction of new recreational trails (with restrictions for new trails on Federal lands). RTP grants require a 20% match. At least 5% of the overall project costs must be non-federal funds. Indian Tribe government funds are considered non-federal.

**Federal Lands Access Program (FLAP)** - The goal of the program is to improve transportation facilities that provide access to, are adjacent to, or are located within federal lands. The program supplements state and local resources for public roads, transit systems, trails, and other transportation facilities, with an emphasis on high-use recreation sites and economic generators. Local match will follow the state's sliding scale rate 7.34%.

**Local Highway Safety Improvement Program** - This program is a data driven process by which local highway jurisdictions (LHJs) with jurisdiction over public right-of-way identify safety improvement countermeasures based on the analysis of five years of crash data. Potential projects to reduce crashes at identified hazardous locations can include (but are not limited to) bicycle and pedestrian crossing facilities, signing, striping, signals, surface improvements, guardrails, signal timing, and geometric changes. Local match will follow the state's sliding scale rate 7.34%.

## FUNDING FOR ALL TYPES OF RECREATION

**Private and Corporate Foundations** - This is a great way to get local businesses involved in promoting walking and bicycling and giving back to the community. To receive provide funds, the project must be designed and planned out to allow the project to be marketable. A few private foundations that have been known to participate in these types of projects include: Bikes Belong, the Whittenberger Foundation, Kellogg Foundation, U.S. Soccer Foundation, Cliff Bar Foundation, and Baseball Tomorrow Foundation. There are many more foundations that fund these types of projects. A better understanding of the projects is required in order to identify the funding opportunities available.

**In-Kind and Donated Services or Funds** - Several options for local initiatives could possibly further the implementation of the trails plan. These include:

- Adopt-a-trail, whereby a service organization or group either raises funds or constructs a given facility with in-kind services.
- Corporate sponsorships, whereby businesses or large corporations provide funding for a particular facility, similar to adopt-a-trail.
- Public trail construction programs, in which local citizens donate their time and effort to trail construction and/or maintenance.

These kinds of programs would require the City to implement a proactive recruiting initiative to generate interest and sponsorship.

## **APPENDIX: Exhibits**

**Figure 1: Existing Parks**

**Figure 2: Existing and Planned Trails**

**Figure 2A: Church and School Recreational Facilities**

**Figure 3: Neighborhood Parks Existing Service Areas**

**Figure 4: Community Parks Existing Service Areas**

**Figure 5: Neighborhood Park & Community Park Existing Service Areas**

**Figure 6: Areas Not Currently Served by Neighborhood or Community Parks**

**Figure 7: Population Growth Potential**

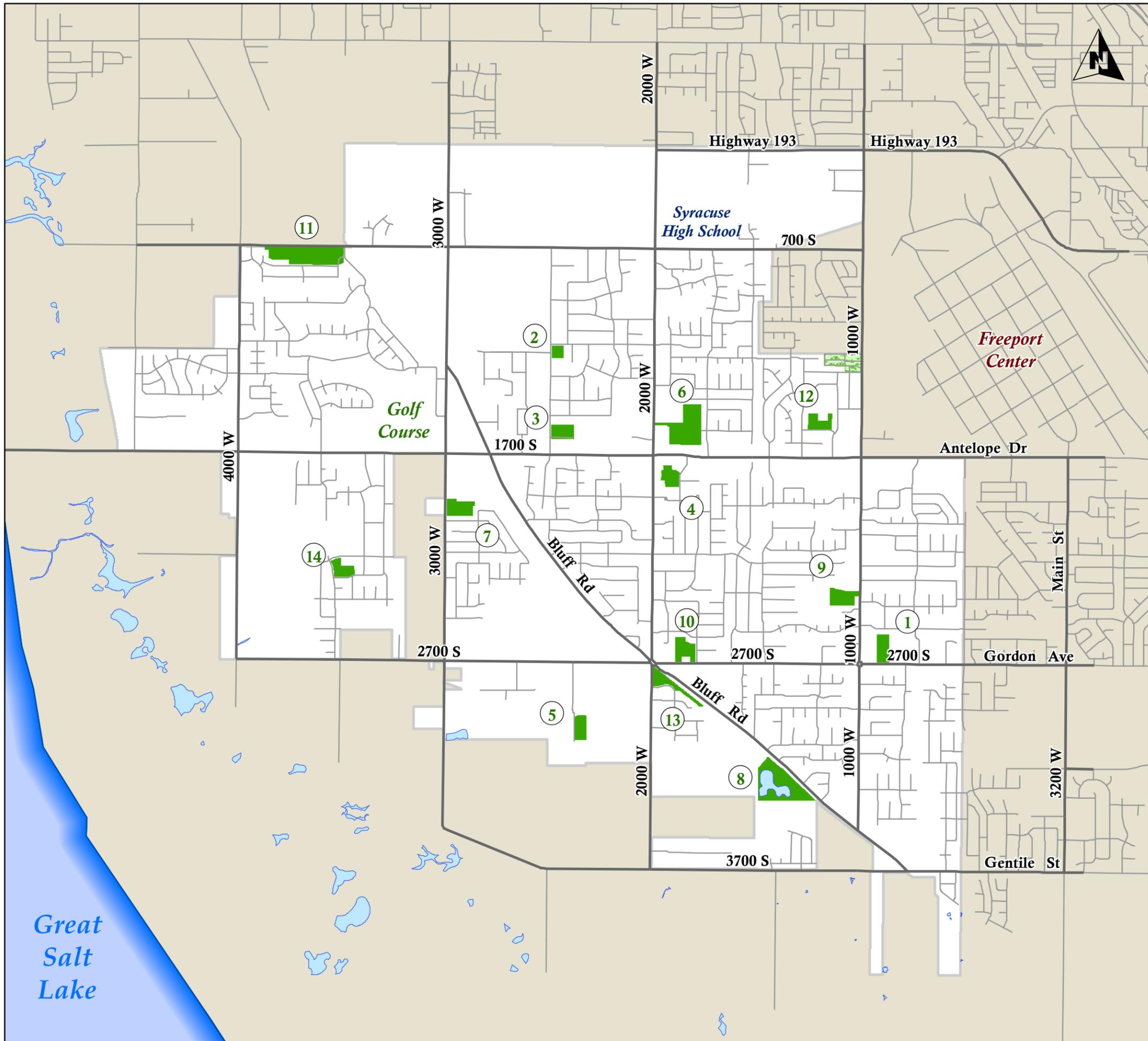
**Figure 8: Population Growth Potential (showing Existing Park Service Areas)**

**Figure 9: Proposed Future Parks**

**Figure 10: Proposed Trails**

**Figure 11: Proposed Master Plan Improvements**

**Citizen Survey Results (raw)**



**SYRACUSE**  
EST. CITY 1935

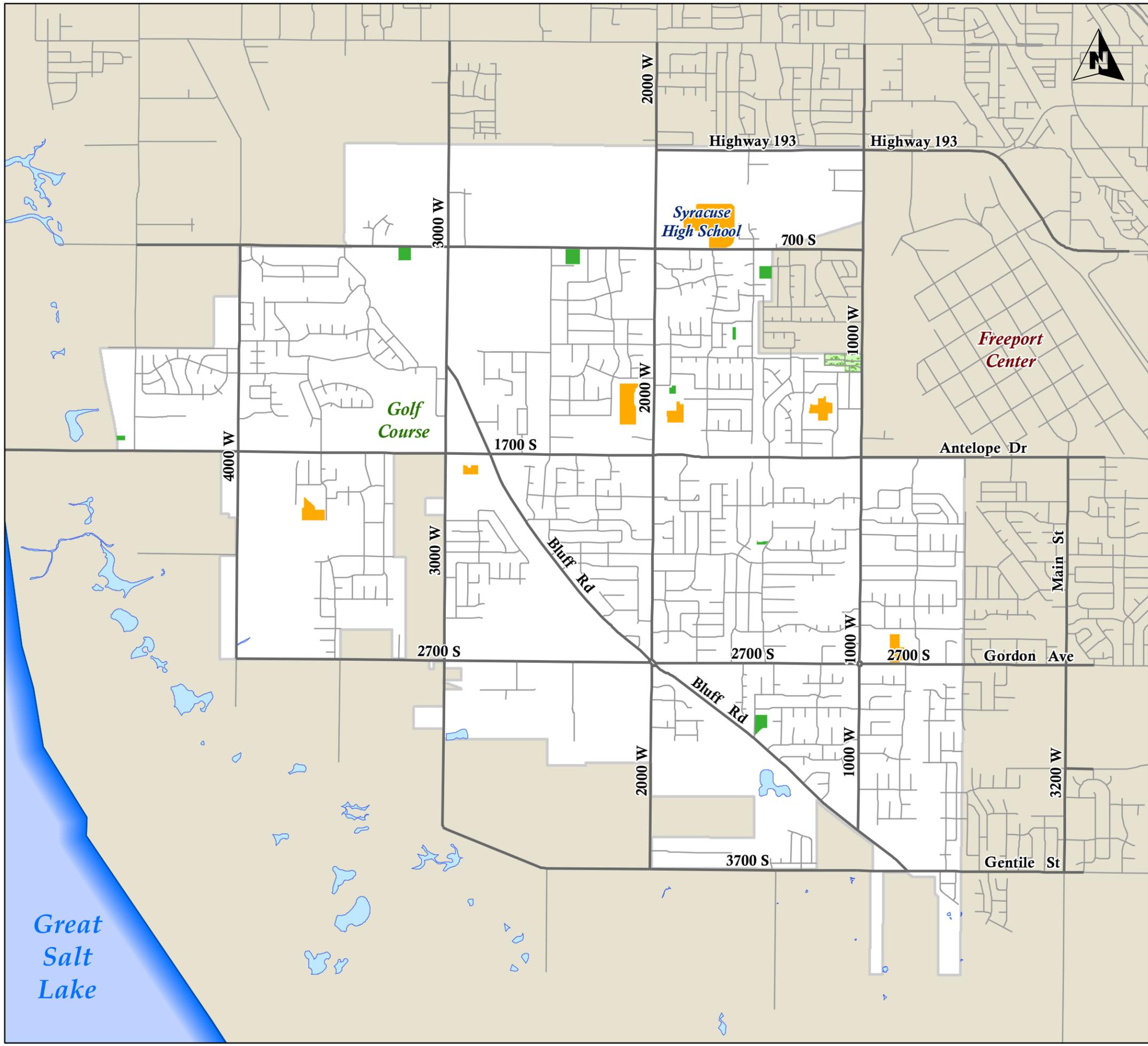
Existing Parks  
**Exhibit 1**

- Existing Parks
- Syracuse City Boundary

**Syracuse City Parks**

- (1) Bluff Ridge Park
- (2) Canterbury North Park
- (3) Canterbury Park
- (4) Centennial Park
- (5) Equestrian Park
- (6) Founders Park
- (7) Fremont Park
- (8) Jensen Nature Park
- (9) Legacy Park
- (10) Linda Vista Park
- (11) Rock Creek Park
- (12) Stoker Park
- (13) Trailside Park
- (14) Tuscany (Ranchettes West) Park





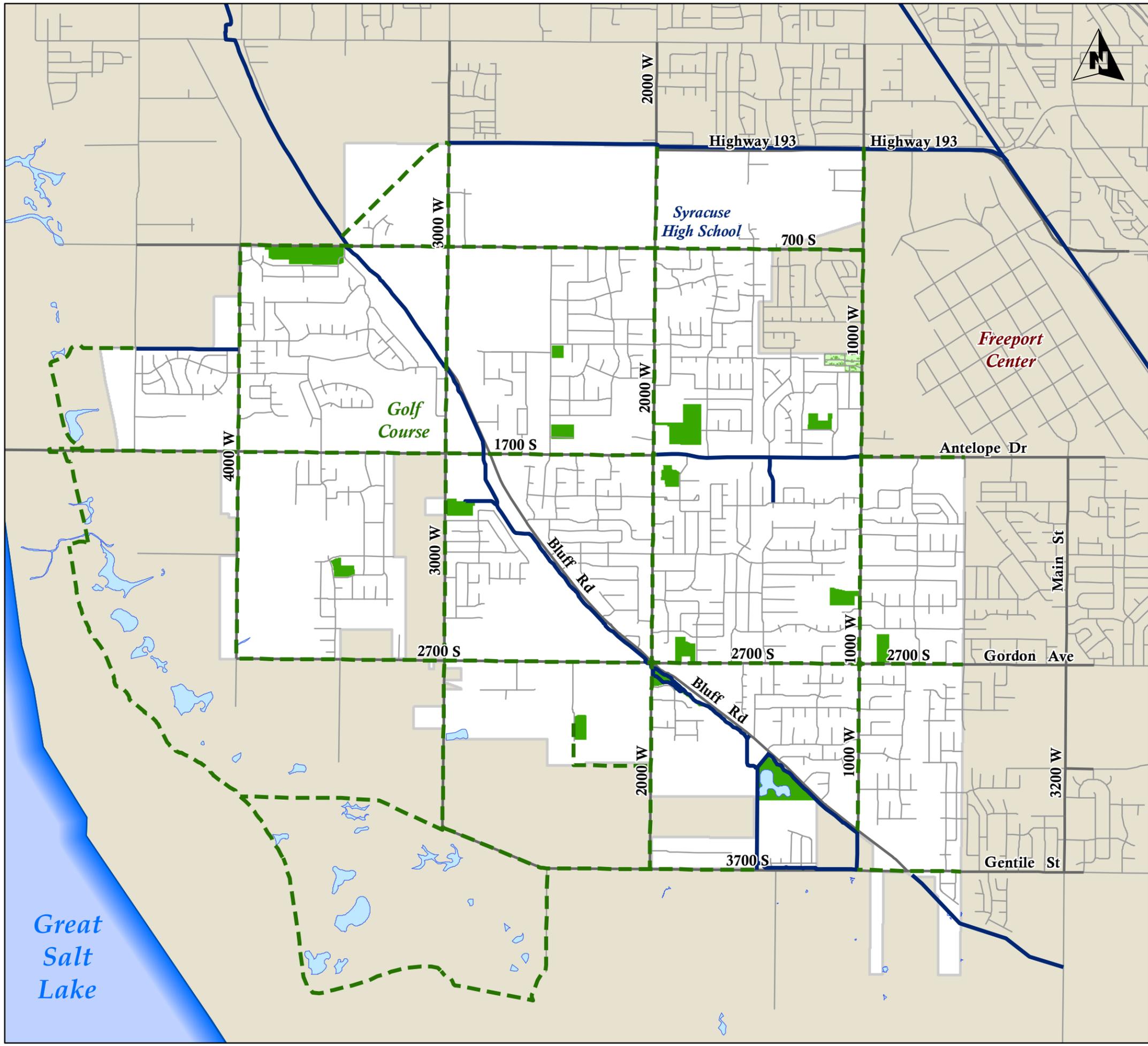
**SYRACUSE**  
EST. CITY 1935

# Church and School Recreational Facilities

## Exhibit 2A

- Church Recreational Facilities
- School Recreational Facilities
- Syracuse City Boundary





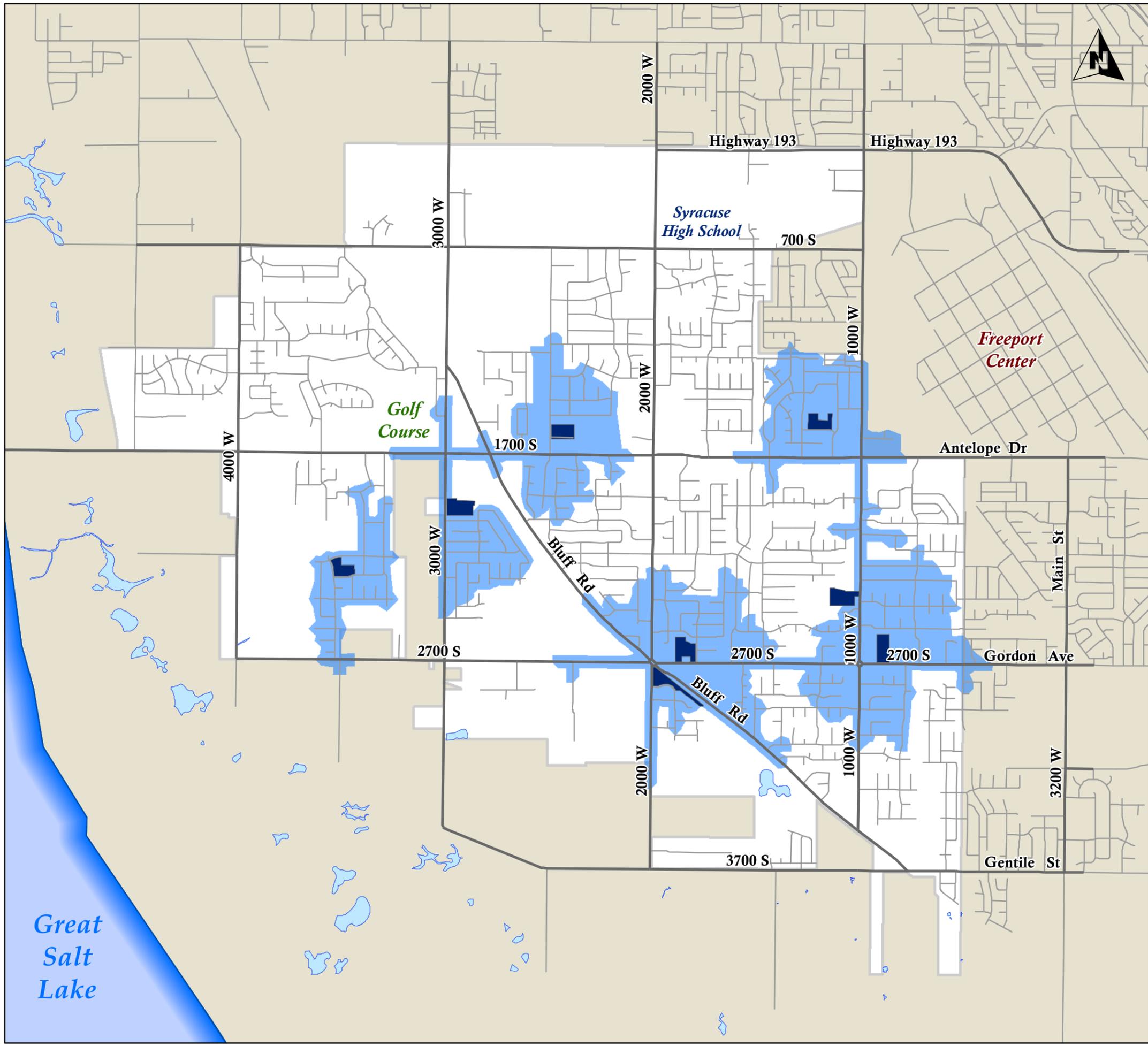
**SYRACUSE**  
EST. CITY 1935

## Existing and Planned Trails

### Exhibit 2

- Trails**
- Currently Existing
  - - - Currently Planned
  - Existing Parks
  - Syracuse City Boundary



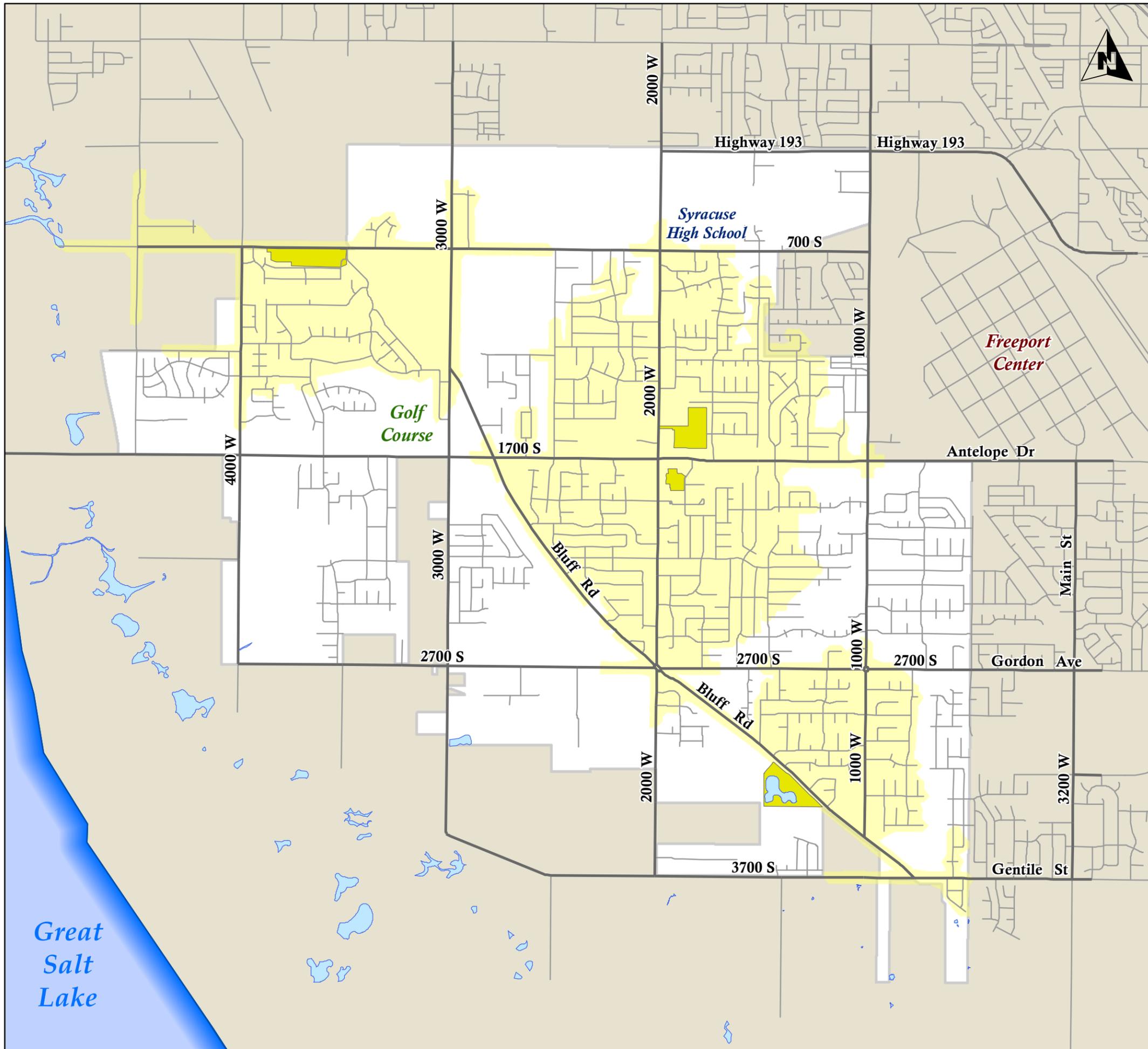


Neighborhood Parks  
Existing Service Areas  
**Exhibit 3**

- Neighborhood Parks
- Neighborhood Park Service Areas
- Syracuse City Boundary

*Note: Trailside Park (east of 2000 W. and south of Bluff Rd) is classified as a linear park, but for the purposes of this study will be treated as a neighborhood park.*





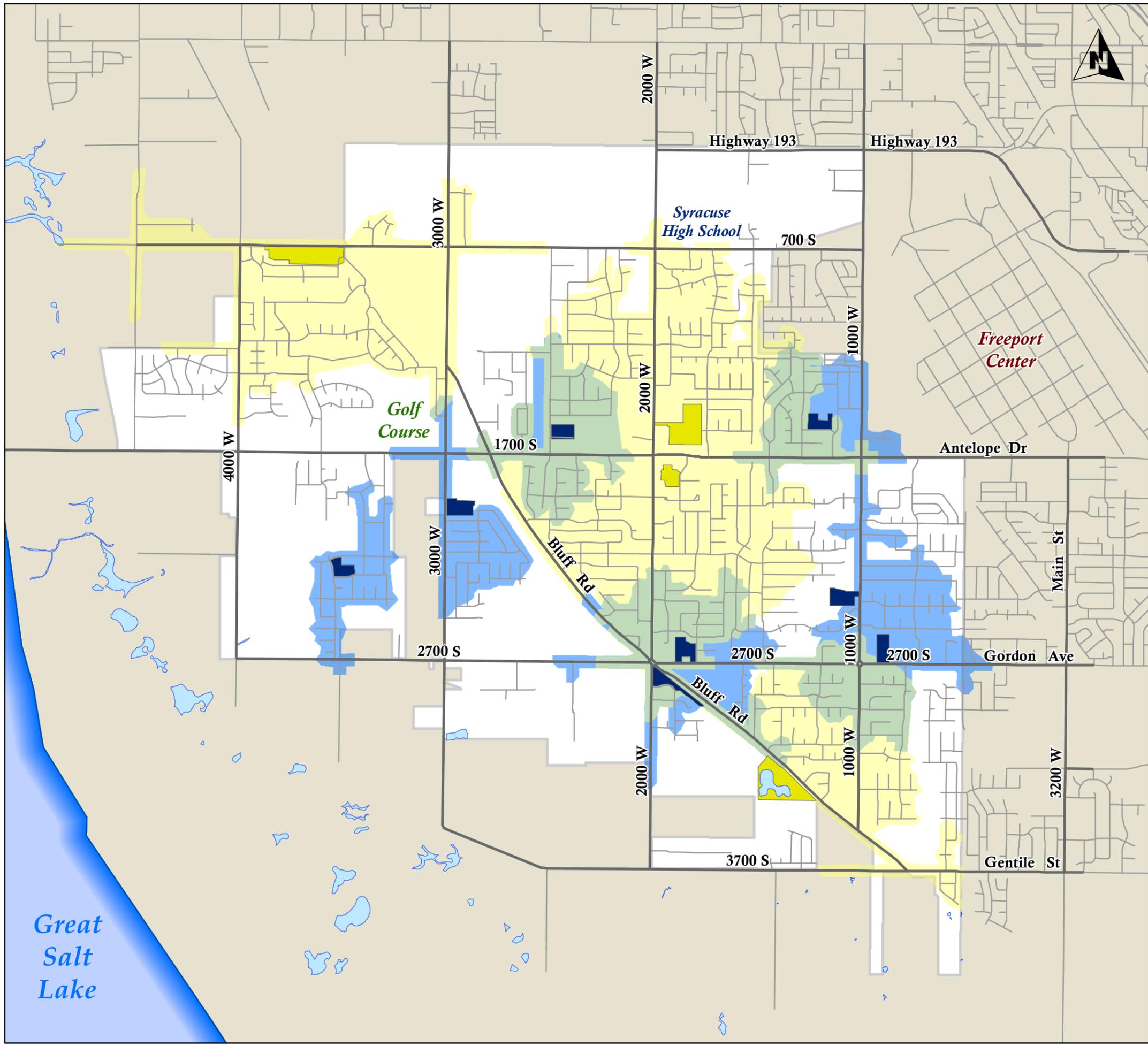
**SYRACUSE**  
EST. **CITY** 1935

Community Parks  
Existing Service Areas

**Exhibit 4**

- Community Parks
- Community Park Service Areas
- Syracuse City Boundary





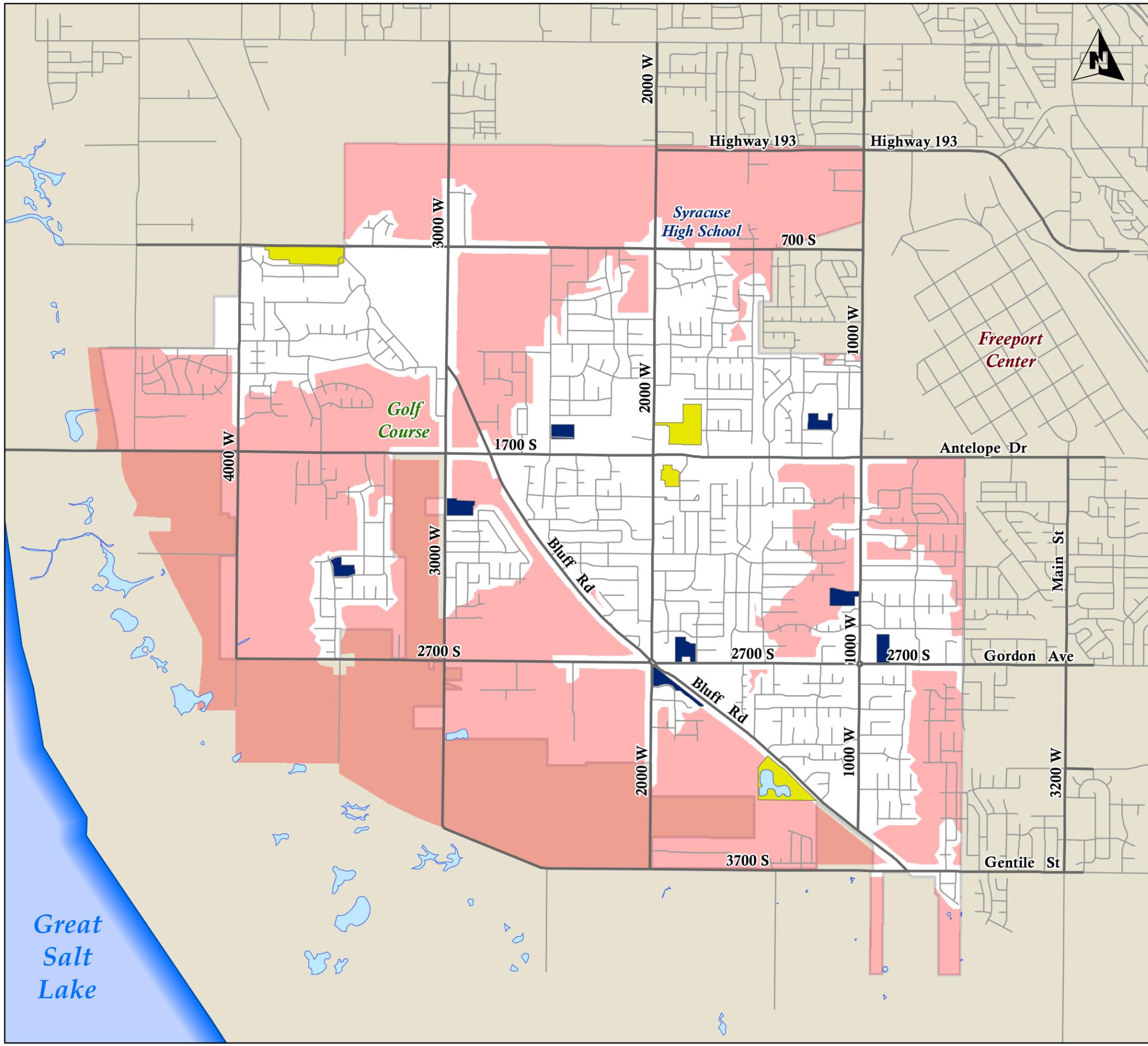
**SYRACUSE**  
EST. CITY 1935

Neighborhood Park & Community Park Existing Service Areas

**Exhibit 5**

- Community Parks
- Neighborhood Parks
- Community Park Service Areas
- Neighborhood Park Service Areas
- Syracuse City Boundary





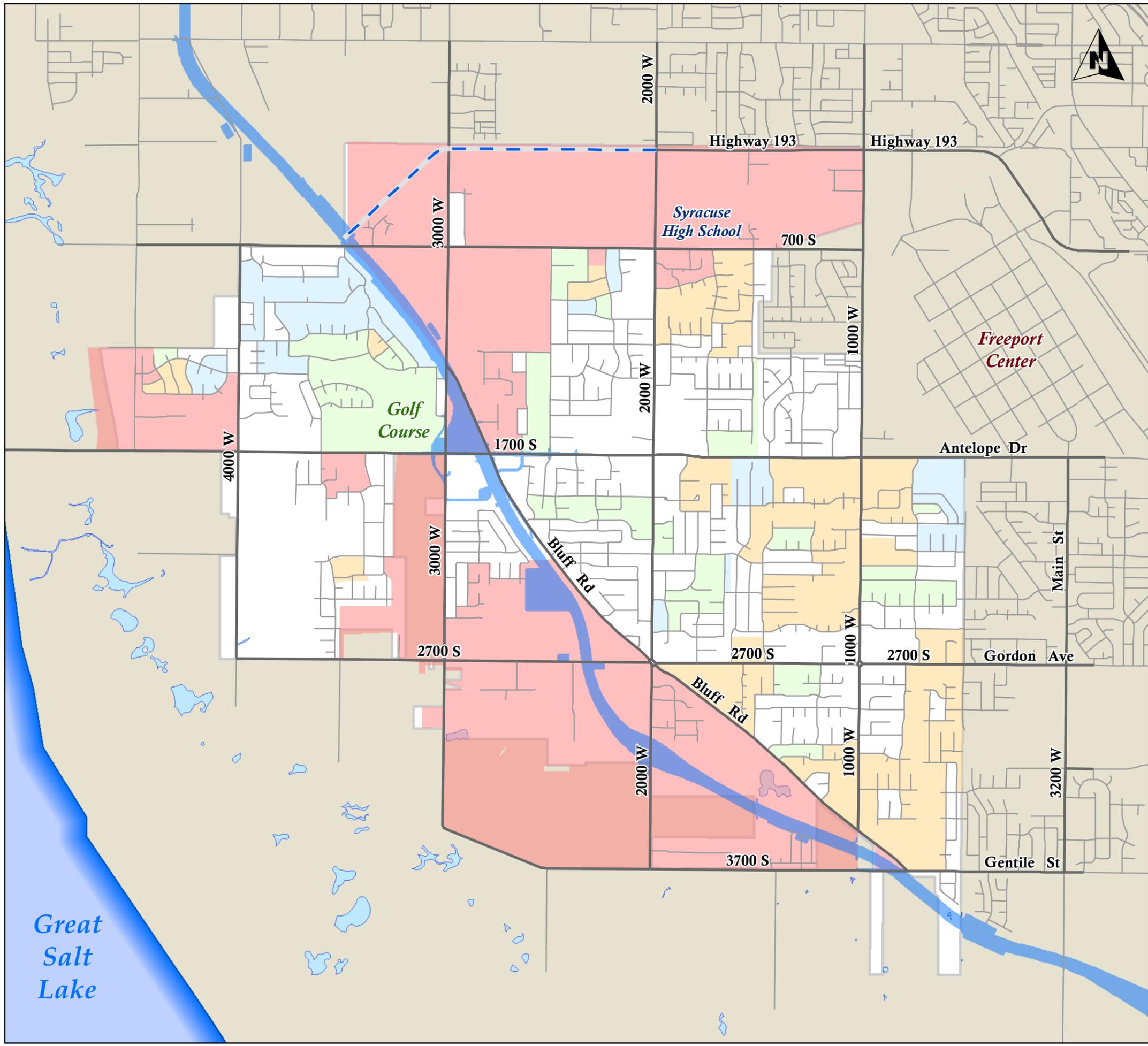
**SYRACUSE**  
EST. **CITY** 1935

Areas Not Currently Served by Neighborhood or Community Parks

**Exhibit 6**

- Community Parks
- Neighborhood Parks
- Areas Not Currently Served
- Syracuse City Boundary





**SYRACUSE**  
EST. CITY 1935

## Population Growth Potential

### Exhibit 7

#### Future Population Growth

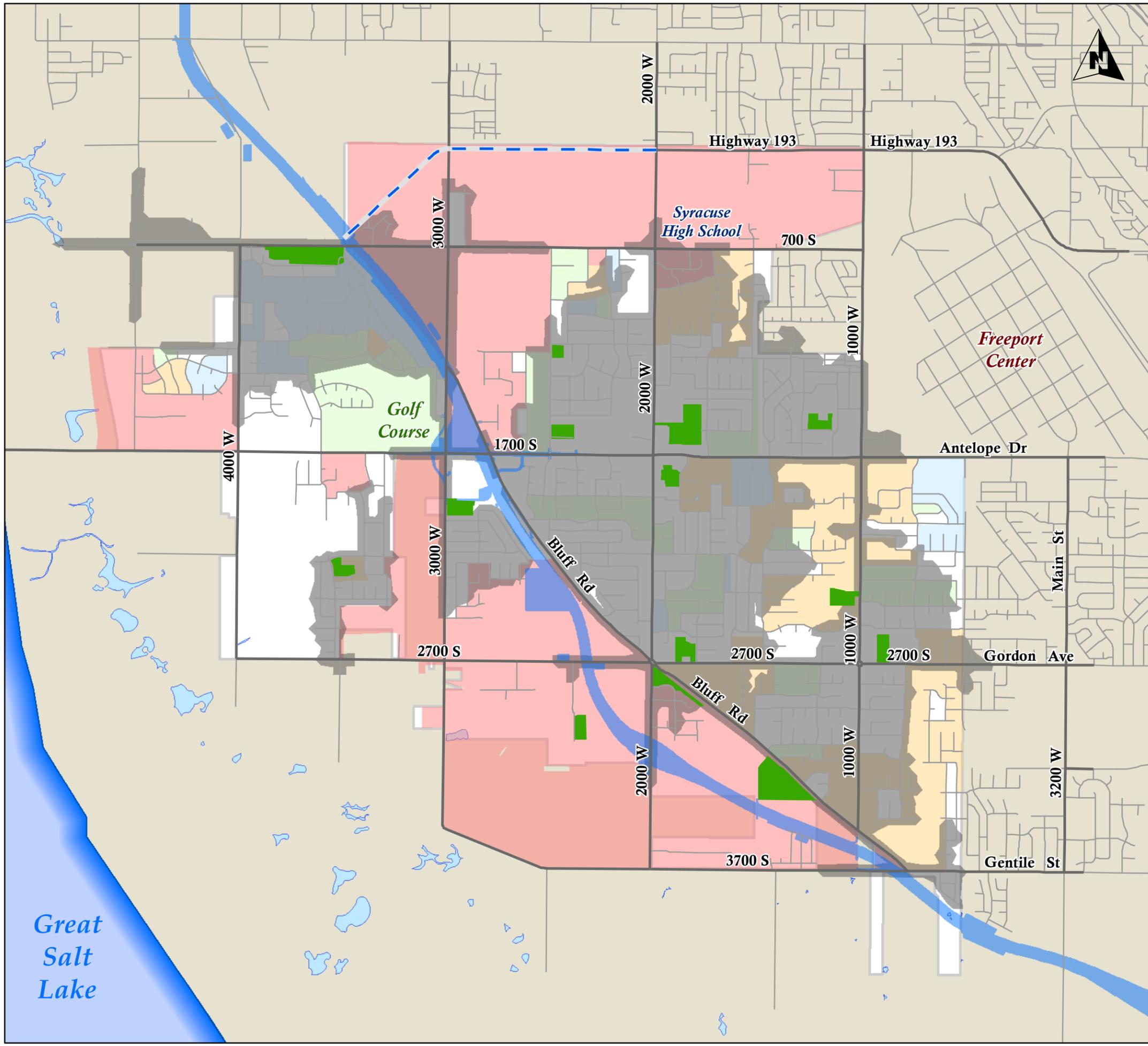
- Up to 25%
- 25% - 50%
- 50% - 75%
- 75% - 100%

Syracuse City Boundary

#### West Davis Corridor

- Locally Preferred Alternative (B1)
- Future SR-193 Extension





**SYRACUSE**  
EST. CITY 1935

**Population Growth Potential**  
(Showing Service Areas for Existing Community and Neighborhood Parks)

**Exhibit 8**

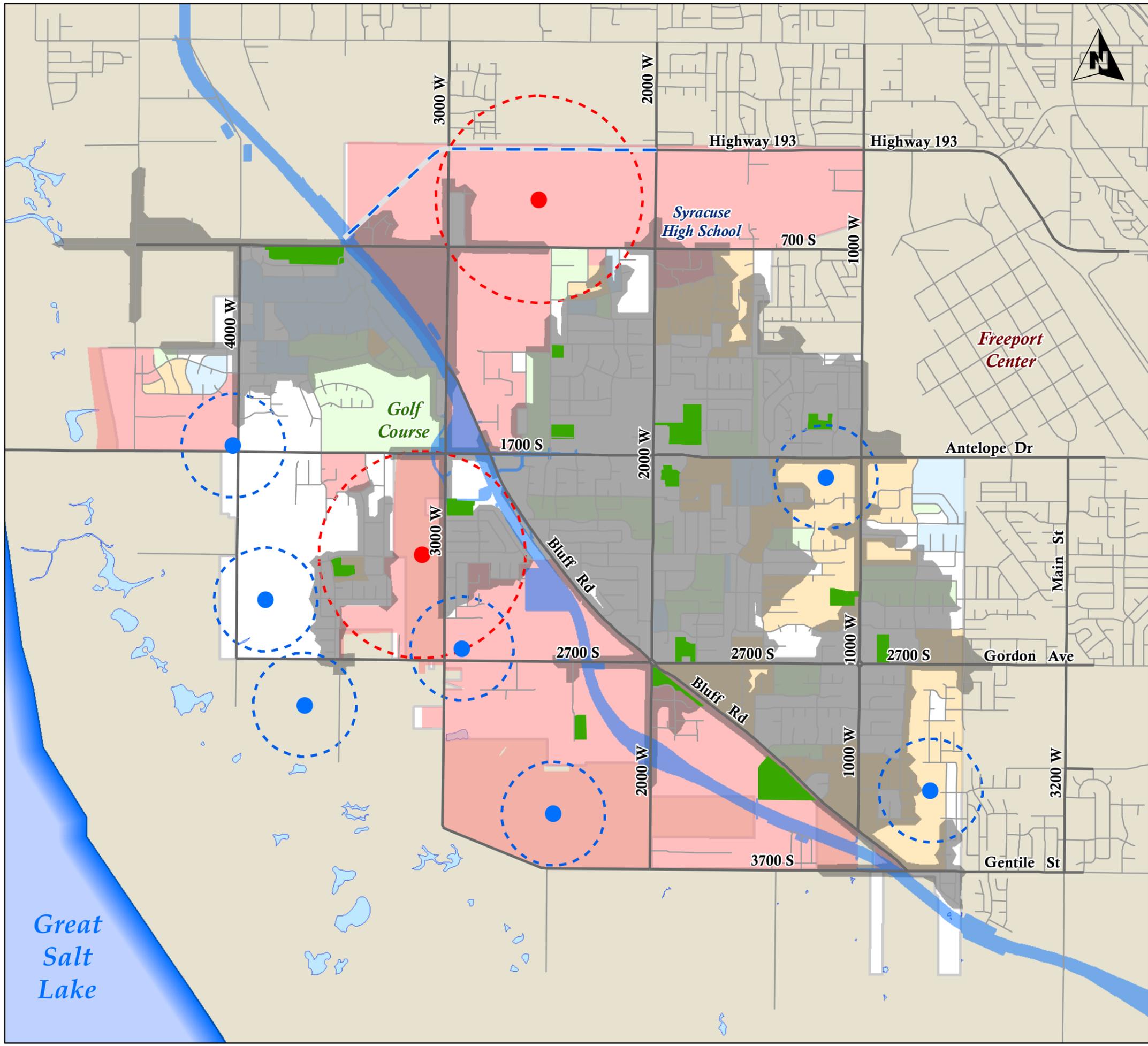
- Existing Parks
- Service Areas of Existing Parks
- Future Population Growth**
- Up to 25%
- 25% - 50%
- 50% - 75%
- 75% - 100%
- Syracuse City Boundary
- West Davis Corridor**
- Locally Preferred Alternative (B1)
- Future SR-193 Extension

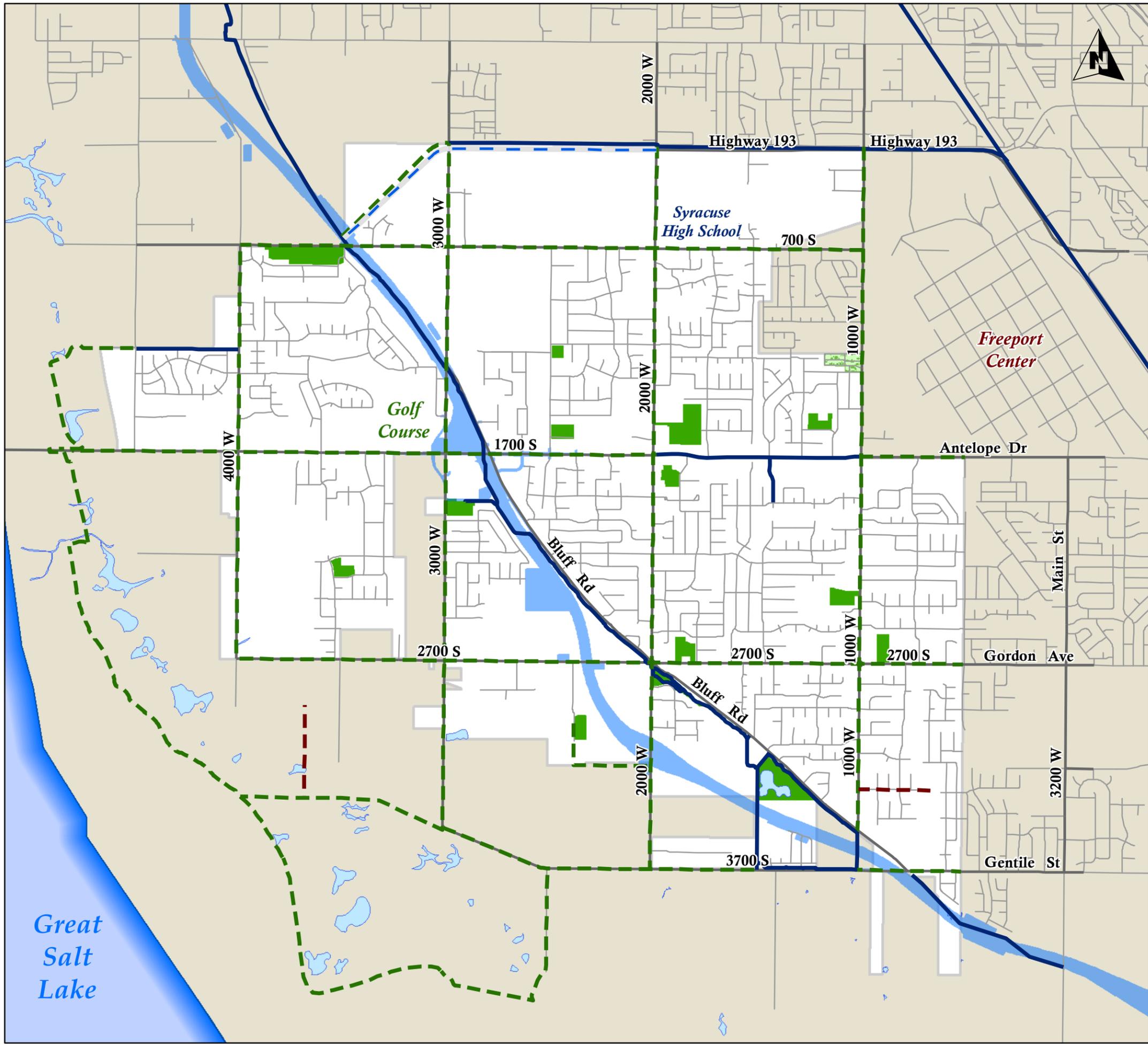


## Proposed Future Parks

### Exhibit 9

- Proposed Community Park (11-50 Acres)
  - Neighborhood Park (3-10 Acres)
  - Proposed Community Park Service Areas
  - Proposed Neighborhood Park Service Areas
  - Existing Parks
  - Service Areas of Existing Parks
- Future Population Growth**
- Up to 25%
  - 25% - 50%
  - 50% - 75%
  - 75% - 100%
- Syracuse City Boundary**
- Syracuse City Boundary
- West Davis Corridor**
- Locally Preferred Alternative (B1)
  - Future SR-193 Extension





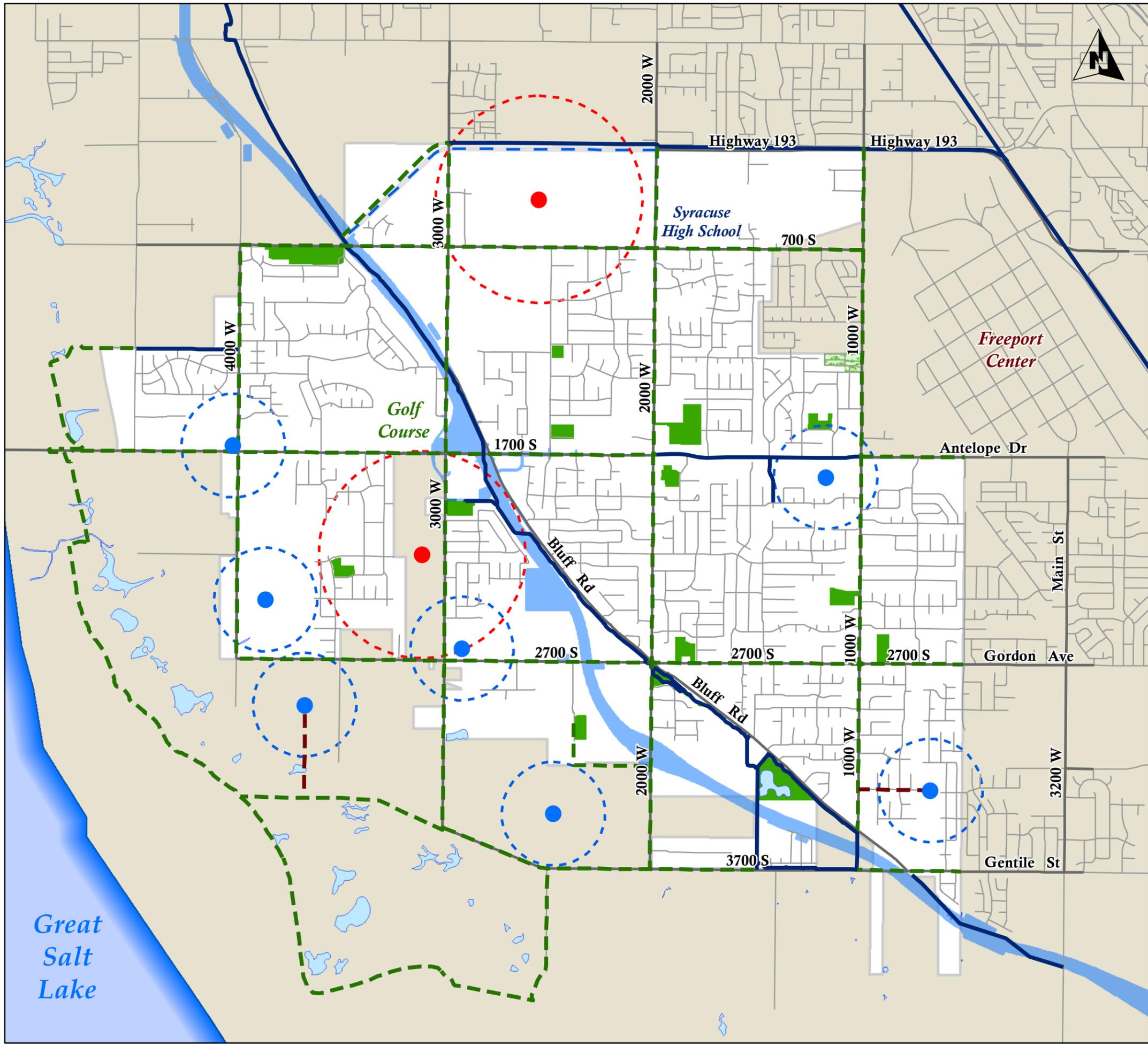
**SYRACUSE**  
EST. CITY 1935

## Proposed Trails

### Exhibit 10

- Existing Parks
- Syracuse City Boundary
- Trails**
- Currently Existing
- Currently Planned
- Additional Proposed Trails
- West Davis Corridor**
- Locally Preferred Alternative (B1)
- Future SR-193 Extension





**SYRACUSE**  
EST. CITY 1935

Proposed Master Plan  
Improvements  
**Exhibit 11**

- Proposed Community Park (11-50 Acres)
  - Neighborhood Park (3-10 Acres)
  - Proposed Community Park Service Areas
  - Proposed Neighborhood Park Service Areas
  - Existing Parks
- Trails**
- Currently Existing
  - Currently Planned
  - Additional Proposed Trails
  - Syracuse City Boundary
- West Davis Corridor**
- Locally Preferred Alternative (B1)
  - Future SR-193 Extension



**SYRACUSE PARKS & RECREATION MASTER PLAN  
CITIZEN SURVEY | April 21, 2015**

The City of Syracuse Parks and Recreation Department is currently developing a new parks and recreation master plan. This plan will guide future efforts to update the long-term plan for park and open-space acquisition, development, and maintenance. It will also aid in the development and continuation of recreational opportunities within the community.

As a part of this planning effort, the City would like the public to take a survey to help guide the direction of this master plan. Please take 15 minutes to complete this survey.

To encourage you to take the survey online, the City is offering the following 5 prizes:

- (1) I-Pad
- (2) Youth Registrations to any City-sponsored recreational program
- (2) Family Passes to the Syracuse Community Center

These prizes will be awarded by random drawing to those who fully complete the survey and take it online.

Contact information and survey responses will be used only for the purposes of this recreation master plan. Contact information and survey responses will not be shared with any other person or organization.

**1,185 total responses.**

1. Where do you live?  
1,158 Syracuse (Indicate the number which represents the area you live in based on the attached map) 97.7% \_\_\_\_\_  
27 Outside Syracuse City limits 2.3%

2. If you live outside of Syracuse, where do you live? \_\_\_\_\_

3. If you live outside of the City, why do you recreate in or use the parks/trails in Syracuse? \_\_\_\_\_  
\_\_\_\_\_

4. If you would like to be entered in a drawing for one of the following free prizes (including an I-Pad, two youth recreation program registrations, or 2 family passes to the Community Center) being offered by the City for participating in this questionnaire, please provide the following contact information:  
Residential Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Note: Only surveys that are completely filled out, start to finish, and taken online, will be eligible for prizes.**

5. On average during the past year, how often have you or members of your household visited any Syracuse park facilities and/or trails? (Check one) 1,161 responses
- |                                            |                                    |
|--------------------------------------------|------------------------------------|
| <u>637</u> 1 or more times/week..... 54.9% | <u>70</u> 1-2 times/year..... 6.0% |
| <u>268</u> 1 time/month ..... 23.1%        | <u>23</u> Didn't Go ..... 2.0%     |
| <u>163</u> 5-6 times/year ..... 14.0%      |                                    |

6. When you visit a park, how long do you usually stay? (Check one) 1,145 responses
- |                             |                                        |
|-----------------------------|----------------------------------------|
| <b>3</b> All day.....0.3%   | <b>731</b> Couple of hours..... 63.8%  |
| <b>26</b> Half day.....2.3% | <b>385</b> An hour or less ..... 33.6% |
7. Of the City parks and facilities listed below, which ones did you visit last year? (Check all that apply) 1,155 responses
- |                                             |                                           |
|---------------------------------------------|-------------------------------------------|
| <b>1,007</b> Jensen Nature Park ..... 87.2% | <b>230</b> Legacy Park .....19.9%         |
| <b>700</b> Founders Park..... 60.6%         | <b>218</b> Trailside Park.....18.8%       |
| <b>602</b> Trail System ..... 52.1%         | <b>171</b> Rock Creek Park .....14.8%     |
| <b>461</b> Community Center ..... 39.9%     | <b>159</b> Stoker Park .....13.8%         |
| <b>417</b> Centennial Park ..... 36.1%      | <b>115</b> Ice Rink.....10.0%             |
| <b>361</b> Bluff Ridge Park ..... 31.3%     | <b>72</b> North Canterbury Park..... 6.2% |
| <b>313</b> Canterbury Park ..... 27.1%      | <b>49</b> Tuscany Park .....4.2%          |
| <b>256</b> Fremont Park..... 22.2%          | <b>33</b> Equestrian Park .....2.9%       |
| <b>254</b> Linda Vista Park ..... 22.0%     |                                           |
8. Of the previously listed parks or trails, which one did you visit the most often? 1,126 responses

| <b>Answer Options</b>                 | <b>Response Count</b> | <b>Response Percent</b> |
|---------------------------------------|-----------------------|-------------------------|
| Jensen Nature Park (3176 S Bluff Rd)  | 362                   | 32.1                    |
| Founders Park (1904 W 1700 S)         | 182                   | 16.2                    |
| Trail System                          | 164                   | 14.6                    |
| Canterbury Park (1600 S 2500 W)       | 68                    | 6.0                     |
| Bluff Ridge Park (885 W 2700 S)       | 58                    | 5.2                     |
| Fremont Park (1865 S 3000 W)          | 58                    | 5.2                     |
| Rockcreek Park 3850 W 700 S)          | 49                    | 4.4                     |
| Centennial Park (1800 S 2000 W)       | 46                    | 4.1                     |
| Community Center (1912 W 1900 S)      | 36                    | 3.2                     |
| Linda Vista Park (1865 W 2700 S)      | 36                    | 3.2                     |
| Tuscany Park (2350 S 3400 W)          | 20                    | 1.8                     |
| Stoker Park (1150 W 1575 S)           | 17                    | 1.5                     |
| Legacy Park (2356 S 1000 W)           | 15                    | 1.3                     |
| Trailside Park (2850 S 2000 W)        | 8                     | 0.7                     |
| Equestrian Park (2750 S 2400 W)       | 4                     | 0.4                     |
| North Canterbury Park (1200 S 2500 W) | 2                     | 0.2                     |
| Ice Rink                              | 1                     | 0.1                     |

9. What type of park do you enjoy most? (Using numbers 1 thru 5, rank the following park types in order of preference: 1 = most enjoyable, 5 = least enjoyable. Use each number only once.)  
\*Playgrounds may be found in all of the above listed parks. 1,151 responses

| <b>TYPE OF PARK</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>Rating Average</b> |
|---------------------|----------|----------|----------|----------|----------|-----------------------|
| <b>Passive Park</b> | 241 (2)  | 224      | 319 (1)  | 226      | 140 (5)  | 2.83                  |
| <b>Nature Park</b>  | 211 (4)  | 285      | 234 (2)  | 263      | 157 (4)  | 2.89                  |
| <b>Trails</b>       | 274 (1)  | 220      | 224 (3)  | 204      | 228 (3)  | 2.91                  |
| <b>Water Park</b>   | 188 (5)  | 264      | 200 (4)  | 246      | 253 (2)  | 3.10                  |
| <b>Sports Park</b>  | 236 (3)  | 157      | 173 (5)  | 212      | 373 (1)  | 3.29                  |

10. What activities do you like to do when you visit a park or trail? (Check all that apply) 1,157 responses

- |                                                  |                                                |
|--------------------------------------------------|------------------------------------------------|
| <b>924</b> Exercise/Walk/Run (79.9%)             | <b>474</b> Play organized sports (41.0%)       |
| <b>907</b> Family time/play with my kids (78.4%) | <b>470</b> Passive play (40.6%)                |
| <b>713</b> Use the park amenities (61.6%)        | <b>384</b> Walk my pet (33.2%)                 |
| <b>699</b> Experience nature/fresh air (60.4%)   | <b>335</b> Relax/Read (29.0%)                  |
| <b>673</b> Picnic/BBQ (58.2%)                    | <b>327</b> Solitude or have alone time (28.3%) |
| <b>555</b> Socialize with friends (48.0%)        | <b>309</b> Fishing (26.7%)                     |
| <b>553</b> Swimming/water play (47.8%)           | <b>221</b> Campfire (18.2%)                    |
| <b>550</b> Biking (47.5%)                        | <b>73</b> Skating/Skateboarding (6.3%)         |
| <b>516</b> Festivals/City Special Events (44.6%) | <b>39</b> Other (specify) (3.4%) _____         |
| <b>504</b> Watch organized sports (43.6%)        |                                                |

11. Of the activities listed above, which one is most important to you? (List one) 1,127 responses

| <b><u>Answer Options</u></b>             | <b><u>Response Count</u></b> | <b><u>Response Percent</u></b> |
|------------------------------------------|------------------------------|--------------------------------|
| Family time/play with my kids            | 401                          | 35.6                           |
| Exercise/Walk/Run                        | 227                          | 20.1                           |
| Play organized sports                    | 97                           | 8.6                            |
| Watch organized sports                   | 68                           | 6.0                            |
| Use the park amenities (playground)      | 64                           | 5.7                            |
| Walk my pet                              | 61                           | 5.4                            |
| Experience nature/fresh air              | 49                           | 4.3                            |
| Biking                                   | 42                           | 3.7                            |
| Swimming/water play                      | 29                           | 2.6                            |
| Picnic/BBQ                               | 22                           | 2.0                            |
| Socialize with friends                   | 15                           | 1.3                            |
| Fishing                                  | 14                           | 1.2                            |
| Festivals/City Special Events            | 10                           | 0.9                            |
| Passive play (frisbee, lawn games, etc.) | 9                            | 0.8                            |
| Relax/Read                               | 8                            | 0.7                            |
| Solitude or have alone time              | 7                            | 0.6                            |
| Skating/Skateboarding                    | 3                            | 0.3                            |
| Campfire                                 | 1                            | 0.1                            |

12. Do you feel your household would use the following recreational amenities/facilities? (Check all that apply) 1,158 responses

| <b><u>Answer Options</u></b>                             | <b><u>Yes</u></b> | <b><u>No (rank)</u></b> | <b><u>No Opinion (rank)</u></b> |
|----------------------------------------------------------|-------------------|-------------------------|---------------------------------|
| Shade (trees, structures, etc.)                          | 1048              | 59                      | 23                              |
| Walking/Running Trails                                   | 1040              | 72                      | 20                              |
| Nature Center and Nature Trails                          | 993               | 91                      | 48                              |
| Picnic Shelters                                          | 985               | 103                     | 45                              |
| Neighborhood Parks (3-10 acres)                          | 985               | 90                      | 54                              |
| Playgrounds                                              | 955               | 145                     | 38                              |
| Outdoor Swimming Pools/Water Park                        | 950               | 153                     | 37                              |
| Biking Trails                                            | 924               | 155                     | 44                              |
| Natural Features (native vegetation, rocks, water, etc.) | 923               | 129                     | 69                              |
| Community Parks (11-25 acres)                            | 904               | 104                     | 109                             |
| Indoor Swimming Pools                                    | 900               | 176                     | 51                              |
| Large Group Pavilions                                    | 784               | 236                     | 93                              |
| Indoor Recreation Center                                 | 757               | 252                     | 108                             |
| Passive Open Space/Turf Areas                            | 708               | 276                     | 113                             |
| Large Regional Parks (>25 acres)                         | 702               | 227                     | 178 (4)                         |
| Basketball Courts (outdoor)                              | 644               | 375                     | 94                              |
| Shooting Range                                           | 608               | 417                     | 88                              |
| Fishing Areas                                            | 607               | 414                     | 95                              |
| Camping                                                  | 602               | 418                     | 97                              |
| Soccer Fields                                            | 600               | 434                     | 104                             |
| Tennis Courts                                            | 565               | 423                     | 119                             |
| Basketball Courts (indoor)                               | 586               | 425                     | 105                             |
| Performing Area (amphitheater, stage)                    | 564               | 413                     | 135                             |
| Baseball/Softball Fields, Youth                          | 562               | 452                     | 113                             |
| Volleyball Courts (outdoor, sand)                        | 562               | 433                     | 112                             |
| Ice Skating Rink                                         | 501               | 446                     | 154 (8)                         |
| Multi-Purpose Room(s)                                    | 479               | 448                     | 174 (6)                         |
| Horseshoe Pits                                           | 477               | 487                     | 137                             |
| Golf Courses                                             | 476               | 542                     | 92                              |
| Racquetball Courts                                       | 473               | 511                     | 124                             |
| Dog Parks                                                | 440               | 584                     | 72                              |
| Baseball/Softball Fields, Adult                          | 369               | 615                     | 137                             |
| Boating Areas                                            | 348               | 637 (9)                 | 118                             |
| Football Fields                                          | 337               | 634 (10)                | 136                             |
| Volleyball Courts (indoor)                               | 334               | 614                     | 152                             |
| Pickleball Courts                                        | 247               | 646 (8)                 | 202 (2)                         |
| Rollerblade or In-line Skating Facilities                | 240               | 699 (6)                 | 159 (7)                         |
| Interpretive Signage/Monuments                           | 232               | 637 (9)                 | 220 (1)                         |
| Bocce Ball Courts                                        | 226               | 688 (7)                 | 177 (5)                         |
| BMX Bike Racing Tracks                                   | 166               | 804 (3)                 | 122                             |
| Lacrosse Fields                                          | 160               | 762 (5)                 | 179 (3)                         |
| Equestrian Trails                                        | 153               | 801 (4)                 | 144 (10)                        |
| Skateboard Parks                                         | 145               | 836 (1)                 | 112                             |
| Riding/Rodeo Arenas                                      | 135               | 811 (2)                 | 149 (9)                         |
| Other (specify) _____                                    |                   |                         |                                 |

13. If you seldom or do not visit a park or trail in Syracuse, why? (Check all that apply) 823 responses
- 269** Amenities I want are not there (32.7%)
  - 94** I don't know where parks are located (11.4%)
  - 263** No restroom/I don't like restrooms (32.0%)
  - 63** I can't bike or walk to get there (7.7%)
  - 251** Not enough trees/shade (30.5%)
  - 53** No place to park/parking too difficult (6.4%)
  - 238** I am too busy/I don't have time (28.9%)
  - 43** Fee is too expensive (5.2%)
  - 130** I go somewhere else (15.8%)
  - 27** Not safe enough (3.3%)
  - 129** Facilities not well maintained (15.7%)
  - 79** Other (specify) \_\_\_\_\_
  - 100** Park is too crowded (12.2%)
  - 99** Park is too far away (12.0%)

14. Of the previously listed reasons for seldom or not going to a park, which is the most important reason for you not visiting a park or trail in Syracuse? (List one) 716 responses

| <b>Answer Options</b>                  | <b>Response Count</b> | <b>Response Percent</b> |
|----------------------------------------|-----------------------|-------------------------|
| Amenities I want are not there         | 167                   | 23.3                    |
| I am too busy/I don't have time        | 149                   | 20.8                    |
| No restroom/I don't like the restrooms | 91                    | 12.7                    |
| Not enough trees/shade                 | 66                    | 9.2                     |
| I go somewhere else                    | 49                    | 6.8                     |
| Park is too crowded                    | 41                    | 5.7                     |
| Facilities not well maintained         | 36                    | 5.0                     |
| Park is too far away                   | 32                    | 4.5                     |
| I don't know where parks are located   | 31                    | 4.3                     |
| I can't bike or walk to get there      | 24                    | 3.4                     |
| No place to park/parking too difficult | 13                    | 1.8                     |
| Fee is too expensive                   | 11                    | 1.5                     |
| Not safe enough                        | 6                     | 0.8                     |

15. Do you visit other parks outside of Syracuse? 1,138 responses
- 909** Yes ..... 79.9%
  - 229** No..... 20.1%

16. If yes, why? (Check all that apply) 916 responses
- 350** More of the amenities I like (38.2%)
  - 121** Equipment is better maintained (13.2%)
  - 335** More established; mature trees (36.6%)
  - 89** Better programs there (9.7%)
  - 297** More variety of things to do (32.4%)
  - 53** Less crowded (5.8%)
  - 250** Organized sports there (27.3%)
  - 289** Other (specify) \_\_\_\_\_

17. Which parks outside of Syracuse do you visit? (Specify name and location) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

18. Currently, or within the next 3 years, will your household use the following existing recreational programs/services sponsored by the City? (Check all that apply) 1,144 responses

| <u>Answer Options</u>                          | <u>Yes</u> | <u>No (rank)</u> | <u>No Opinion (rank)</u> |
|------------------------------------------------|------------|------------------|--------------------------|
| Community Event – Heritage Days                | 932        | 151              | 35                       |
| Community Event – Pumpkin Walk                 | 873        | 196              | 44                       |
| Community Event – Easter Egg Hunt              | 479        | 556              | 60                       |
| Youth Soccer (Spring and Fall)                 | 457        | 590              | 65                       |
| Ice Rink (city owned, rented out)              | 451        | 533              | 98 (4)                   |
| Aerobic/Fitness Classes                        | 440        | 550              | 98 (4)                   |
| Youth Basketball                               | 440        | 603              | 71                       |
| Summer Program of Kids                         | 431        | 579              | 81                       |
| Youth Baseball                                 | 430        | 620              | 66                       |
| Art Classes                                    | 320        | 662              | 100 (3)                  |
| Youth Softball                                 | 231        | 768 (8)          | 85 (7)                   |
| Youth Football (Tackle)                        | 220        | 790 (7)          | 84 (8)                   |
| Community Gardening                            | 219        | 749 (10)         | 110 (1)                  |
| Youth Music Classes                            | 209        | 762 (9)          | 105 (2)                  |
| Youth Competitive Boys Basketball (5th – 9th)  | 165        | 835 (5)          | 77                       |
| Little Dancers                                 | 159        | 821 (6)          | 97 (6)                   |
| Senior Citizen Activities                      | 158        | 848 (3)          | 66                       |
| Baby Sitting Classes                           | 152        | 839 (4)          | 82 (9)                   |
| Adult Basketball                               | 133        | 865 (2)          | 81 (10)                  |
| Youth Competitive Girls Basketball (5th – 9th) | 92         | 912 (1)          | 77                       |
| Other (specify) _____                          |            |                  |                          |

19. Of the above existing recreational programs and services listed in Question 18, which one do you think is most important for the City of Syracuse to provide? (List one) 1,021 responses

| <u>Answer Options</u>                          | <u>Response Count</u> | <u>Response Percent</u> |
|------------------------------------------------|-----------------------|-------------------------|
| Community Event – Heritage Days                | 405                   | 39.7                    |
| Youth Soccer (Spring and Fall)                 | 118                   | 11.6                    |
| Summer Program of Kids                         | 92                    | 9.0                     |
| Community Event – Pumpkin Walk                 | 68                    | 6.7                     |
| Youth Baseball                                 | 66                    | 6.5                     |
| Youth Football (Tackle)                        | 59                    | 5.8                     |
| Senior Citizen Activities                      | 46                    | 4.5                     |
| Youth Basketball                               | 43                    | 4.2                     |
| Aerobic/Fitness Classes                        | 42                    | 4.1                     |
| Community Gardening                            | 15                    | 1.5                     |
| Ice Rink (city owned, rented out)              | 15                    | 1.5                     |
| Youth Softball                                 | 10                    | 1.0                     |
| Community Event – Easter Egg Hunt              | 9                     | 0.9                     |
| Art Classes                                    | 9                     | 0.9                     |
| Little Dancers                                 | 6                     | 0.6                     |
| Adult Basketball                               | 6                     | 0.6                     |
| Youth Competitive Boys Basketball (5th – 9th)  | 6                     | 0.6                     |
| Youth Music Classes                            | 4                     | 0.4                     |
| Youth Competitive Girls Basketball (5th – 9th) | 1                     | 0.1                     |
| Baby Sitting Classes                           | 1                     | 0.1                     |

20. How would you rate the City of Syracuse in providing the following recreational program services?  
 (Circle one rating for each service listed) 1,143 responses

| <u>Answer Options</u>                                            | <u>Excellent</u> | <u>Good</u> | <u>Fair</u> | <u>Poor</u> | <u>Don't Know</u> |
|------------------------------------------------------------------|------------------|-------------|-------------|-------------|-------------------|
| 1. Providing places for the quiet enjoyment of the outdoors      | 277              | 585         | 179         | 40          | 54                |
| 2. Operating parks and facilities that are safe                  | 264              | 628         | 150         | 21          | 68                |
| 3. Operating parks/facilities that are clean, well maintained    | 229              | 560         | 220         | 77          | 47                |
| 4. Opportunity for Participation                                 | 223              | 516         | 168         | 27          | 203               |
| 5. Providing places for the enjoyment of active sports           | 193              | 494         | 205         | 86          | 152               |
| 6. Providing natural areas for wildlife (habitat)                | 188              | 485         | 233         | 51          | 176               |
| 7. Type/Variety of Programs                                      | 163              | 539         | 222         | 37          | 173               |
| 8. Providing places for indoor recreation and fitness activities | 155              | 420         | 278         | 98          | 185               |
| 9. Reasonable Participation Fees                                 | 154              | 444         | 223         | 39          | 273               |
| 10. Quality of Organization                                      | 136              | 431         | 209         | 40          | 318               |
| 11. Quality of Leadership                                        | 132              | 414         | 205         | 35          | 351               |
| 12. Managing resources wisely (e.g. water conservation)          | 97               | 358         | 266         | 93          | 317               |
| 13. Adequate Facilities to Meet Demand                           | 97               | 353         | 281         | 158         | 239               |
| 14. Managing tax dollars efficiently                             | 88               | 313         | 257         | 84          | 389               |
| 15. Allocating resources fairly to different parts of City       | 77               | 309         | 239         | 84          | 425               |
| 16. Enough Qualified Coaches/Instructors                         | 74               | 318         | 235         | 62          | 444               |
| Other (specify) .....                                            |                  |             |             |             |                   |

21. Of the above recreational programs and services listed in Question 19, which one do you think is most important for the City of Syracuse to provide? (List one) 1,064 responses

| <u>Answer Options</u>                                         | <u>Response Count</u> | <u>Response Percent</u> |
|---------------------------------------------------------------|-----------------------|-------------------------|
| 1. Type/Variety of Programs                                   | 180                   | 16.9                    |
| 2. Managing tax dollars efficiently                           | 161                   | 15.1                    |
| 3. Operating facilities that are clean, well maintained       | 143                   | 13.4                    |
| 4. Adequate Facilities to Meet Demand                         | 109                   | 10.2                    |
| 5. Operating parks and facilities that are safe               | 84                    | 7.9                     |
| 6. Opportunity for Participation                              | 48                    | 4.5                     |
| 7. Managing resources wisely (e.g. water conservation)        | 45                    | 4.2                     |
| 8. Providing natural areas for wildlife (habitat)             | 44                    | 4.1                     |
| 9. Providing places for quiet enjoyment of the outdoors       | 42                    | 3.9                     |
| 10. Providing places for the enjoyment of active sports       | 41                    | 3.9                     |
| 11. Quality of Leadership                                     | 39                    | 3.7                     |
| 12. Quality of Organization                                   | 33                    | 3.1                     |
| 13. Reasonable Participation Fees                             | 31                    | 2.9                     |
| 14. Allocating resources fairly to different parts of City    | 28                    | 2.6                     |
| 15. Enough Qualified Coaches/Instructors                      | 19                    | 1.8                     |
| 16. Providing places for indoor recreation/fitness activities | 17                    | 1.6                     |

22. Do you feel your household would use any of the following recreational programs that are **not** currently being sponsored by the City? (Check all that apply) 1,137 responses

| <u>Answer Options</u>                                   | <u>Yes</u> | <u>No (rank)</u> | <u>No Opinion (rank)</u> |
|---------------------------------------------------------|------------|------------------|--------------------------|
| Shooting Range                                          | 606        | 423              | 92                       |
| Weight Training                                         | 476        | 529              | 106                      |
| Spin Classes                                            | 399        | 577              | 127                      |
| Indoor Soccer                                           | 392        | 592              | 113                      |
| Youth Competitive Leagues and Tournaments: Soccer       | 377        | 620              | 115                      |
| Frisbee Golf                                            | 352        | 622              | 123                      |
| Youth Flag Football                                     | 318        | 669              | 120                      |
| Adult Softball Leagues                                  | 296        | 693              | 117                      |
| Youth Competitive Leagues and Tournaments: Baseball     | 288        | 698              | 118                      |
| Racquetball Leagues and Tournaments                     | 265        | 700              | 140 (3)                  |
| Tennis League and Tournaments                           | 235        | 731              | 130                      |
| Adult Sand Volleyball Leagues and Tournaments (outdoor) | 209        | 763 (10)         | 133 (6)                  |
| Youth Indoor Volleyball Leagues and Tournaments         | 203        | 763 (10)         | 134 (5)                  |
| Adult Indoor Volleyball Leagues and Tournaments         | 200        | 777 (9)          | 126                      |
| Youth Competitive Leagues and Tournaments: Softball     | 195        | 778 (8)          | 122                      |
| Youth Sand Volleyball Leagues and Tournaments (outdoor) | 169        | 780 (7)          | 151 (2)                  |
| Youth Competitive Leagues and Tournaments: Lacrosse     | 163        | 801 (6)          | 138 (4)                  |
| Adult 3-on-3 Basketball League                          | 154        | 817 (4)          | 129 (9)                  |
| Adult Flag Football                                     | 144        | 822 (3)          | 133 (6)                  |
| Fast Pitch Tournaments                                  | 127        | 837 (2)          | 131 (8)                  |
| Pickleball League and Tournaments                       | 127        | 812 (5)          | 156 (1)                  |
| Wrestling                                               | 123        | 856 (1)          | 128 (10)                 |
| Other (specify) _____                                   |            |                  |                          |

23. How do you learn about the recreational programs and activities sponsored by the City of Syracuse? (Check all that apply) 1,138 responses

- |                                                     |                                                       |
|-----------------------------------------------------|-------------------------------------------------------|
| <b>876</b> City publications or newsletters (77.0%) | <b>204</b> Parks and Recreation Center Office (17.9%) |
| <b>612</b> Word of mouth (53.8%)                    | <b>140</b> Newspaper (12.3%)                          |
| <b>447</b> City Website (39.3%)                     | <b>121</b> E-mail (10.6%)                             |
| <b>233</b> Schools (20.5%)                          | <b>32</b> Other (specify) (2.8%) _____                |
| <b>208</b> Social Media (18.3%)                     |                                                       |

24. What other methods of communication would you like to see the City use to advertise their recreation programs and activities? \_\_\_\_\_

25. What type of trails do you most prefer? (Using numbers 1, 2, and 3, select your top 3 choices in order of preference: 1 = most preferred, 2 = second-most preferred, and 3 = third-most preferred. Use each number only once.) **1,111 responses**

| <u>Answer Options</u>                                                                                         | <u>Response Average</u> | <u>Response Total (rank)</u> | <u>Response Count (rank)</u> |
|---------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|------------------------------|
| 1. Walking/Running (paved)                                                                                    | 1.69                    | 1,387 (3)                    | 823 (1)                      |
| 2. Shared use: Walking/Biking (paved)                                                                         | 2.12                    | 1,426 (2)                    | 672 (2)                      |
| 3. Biking (paved)                                                                                             | 2.14                    | 1,348 (4)                    | 630 (4)                      |
| 4. Hiking (unpaved, varied terrain)                                                                           | 2.34                    | 1,488 (1)                    | 635 (3)                      |
| 5. Walking/Running (unpaved, relatively flat)                                                                 | 2.37                    | 1,163 (5)                    | 490 (5)                      |
| 6. Mountain biking (unpaved, varied terrain)                                                                  | 3.03                    | 954 (7)                      | 315(7)                       |
| 7. Motorized trail: All Terrain Vehicle (ATV), Off Road Vehicle (ORV), Off Highway Motorcycle (OHM) (unpaved) | 3.23                    | 1,114 (6)                    | 345 (6)                      |
| 8. Shared Use: Walking/Equestrian (unpaved)                                                                   | 3.80                    | 821 (9)                      | 216 (8)                      |
| 9. Equestrian (unpaved)                                                                                       | 4.57                    | 846 (8)                      | 185 (9)                      |

26. What trail characteristics do you consider most important? (Choose your top three characteristics by indicating 1 for most important, 2 for second most important, and 3 for third most important) **1,117 responses**

| <u>Answer Options</u>                                                                         | <u>Response Average</u> | <u>Response Total (rank)</u> | <u>Response Count (rank)</u> |
|-----------------------------------------------------------------------------------------------|-------------------------|------------------------------|------------------------------|
| 1. Safety                                                                                     | 1.86                    | 1,312 (3)                    | 706 (2)                      |
| 2. Well-maintained                                                                            | 2.00                    | 1,658 (1)                    | 829 (1)                      |
| 3. Scenic value                                                                               | 2.03                    | 1,361 (2)                    | 670 (3)                      |
| 4. Connectivity (leads to parks, other recreational facilities, other trails or destinations) | 2.08                    | 1,265 (4)                    | 607 (4)                      |
| 5. Variety of distances available to complete a loop                                          | 2.43                    | 1,144 (5)                    | 471 (5)                      |
| 6. Pet-Friendly (accommodates walking dogs, other pets)                                       | 2.47                    | 934 (6)                      | 378 (6)                      |
| 7. Variety of terrain types                                                                   | 2.79                    | 833 (7)                      | 299 (7)                      |

27. Do you think parks and open spaces provide benefits to the City? (Check one) **1,131 responses**  
**1,110** Yes .....98.2%                      **5** No ..... 0.4%                      **16** Don't Know ..... 1.4%

28. Would you support the idea of the City in developing a large (50 - 60 acres) park complex? **1,135 responses**  
**850** Yes .....74.9%                      **157** No ..... 13.8%                      **128** No Opinion/Don't Care..... 11.3%

29. If you support a large park complex, which facilities would you like to see developed? (Check all that apply) **938 responses**

|                                             |                                       |
|---------------------------------------------|---------------------------------------|
| <b>613</b> Swimming Pool Complex (65.4%)    | <b>283</b> Football Fields (30.2%)    |
| <b>523</b> Soccer Fields (55.8%)            | <b>156</b> Lacrosse Fields (16.6%)    |
| <b>521</b> Baseball/Softball Fields (55.5%) | <b>140</b> Pickleball (14.9%)         |
| <b>446</b> Indoor Recreation Center (47.5%) | <b>114</b> Horse Riding Arena (12.2%) |
| <b>367</b> Tennis (39.2%)                   | <b>162</b> Other (specify) _____      |

30. Of the above listed facilities, which one do you most support? (List) 930 responses

| <u>Answer Options</u>                                | <u>Response Count</u> | <u>Response Percent</u> |
|------------------------------------------------------|-----------------------|-------------------------|
| 1. Swimming Pool Complex                             | 322                   | 34.6                    |
| 2. Soccer Fields                                     | 166                   | 17.8                    |
| 3. Baseball/Softball Complex                         | 143                   | 15.4                    |
| 4. Indoor Recreation Center (basketball, volleyball) | 107                   | 11.5                    |
| 5. Tennis                                            | 70                    | 7.5                     |
| 6. Football Fields                                   | 47                    | 5.1                     |
| 7. Lacrosse Fields                                   | 31                    | 3.3                     |
| 8. Pickleball                                        | 24                    | 2.6                     |
| 9. Horse Riding Arena                                | 20                    | 2.2                     |

31. If you would like to see a large (50 – 60 acres) park complex in Syracuse, which funding options would you prefer the City use to pay for the construction of the park? (Using numbers 1 thru 4, rank the following funding options in order of preference: 1 = most preferred, 4 = least preferred. Use each number only once.) 1,024 responses

| <u>Answer Options</u>                                                                                             | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>Rating Average</u> | <u>Response Count</u> |
|-------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|-----------------------|-----------------------|
| 1. As funds are available in the City's annual budget                                                             | 468      | 358      | 125      | 73       | 1.81                  | 1024                  |
| 2. By combining any of the above options                                                                          | 334      | 119      | 300      | 271      | 2.50                  | 1024                  |
| 3. Selling undeveloped land that the City is currently holding for future use, such as park or cemetery expansion | 148      | 351      | 270      | 255      | 2.62                  | 1024                  |
| 4. By financing the construction (via bond or other method)                                                       | 74       | 196      | 329      | 424      | 3.08                  | 1023                  |

32. If the City were to acquire property and develop a large park complex using a 20 year bond, an estimated cost would be approximately \$9 million. This would equate to an average household cost of \$6.83 per month (or \$82.00 per year for the life of the bond). Would you be willing to pay this amount? (Check one) 1,127 responses

**570** Yes .....50.6% **557** No..... 49.4%

33. If you answered "No" to Question 32 above, what is the maximum per household you would be willing to pay? (Choose one) 585 responses

**164** \$0.00..... 28.2% ..... (13.93%)  
**164** \$1.71 per month (\$20.50 per year - 25% of price listed above) ..... 28.2% ..... (13.93%)  
**208** \$3.42 per month (\$41.00 per year - 50% of price listed above) ..... 35.5% ..... (17.54%)  
**46** \$5.12 per month (\$61.50 per year - 75% of price listed above) ..... 8.0% ..... (4.00%)  
49.40%

34. Other Comments: \_\_\_\_\_  
\_\_\_\_\_

The following questions relate directly to demographics and will be used for analysis of this survey only. The information gathered here is strictly confidential and your personal privacy will be maintained. Responses below are not mandatory, but would be very much appreciated. Your answers here will greatly enhance the analytical results.

35. What is your age? (Check one)

- 0 Under 12 years (0.0%)      259 25 – 34 years (23.0%)      133 55 – 64 years (11.8%)
- 8 12 – 19 years (0.7%)      438 35 – 44 years (38.9%)      87 65+ years (7.7%)
- 13 20 – 24 years (1.2%)      188 45 – 54 years (16.7%)

36. Enter the number of persons in your household who are in the age brackets listed below (including yourself): 1,119 responses

| <u>Answer Options</u> | <u>Response Average</u> | <u>Response Total</u> |
|-----------------------|-------------------------|-----------------------|
| Under 5 years         | 1.27                    | 552                   |
| 5 – 9 years           | 1.35                    | 708                   |
| 10 – 14 years         | 1.39                    | 690                   |
| 15 – 19 years         | 1.23                    | 442                   |
| 20 – 24 years         | .97                     | 179                   |
| 25 – 34 years         | 1.44                    | 534                   |
| 35 – 44 years         | 1.53                    | 853                   |
| 45 – 54 years         | 1.28                    | 380                   |
| 55 – 64 years         | 1.24                    | 266                   |
| 65+ years             | 1.01                    | 165                   |

37. What is your ethnicity? (Check one)

- 4 American Indian/Alaska Native (0.4%)      18 Hispanic/Latino (1.6%)
- 13 Asian/Pacific Islander (1.2%)      1047 White/Caucasian (94.7%)
- 2 Black/African American (0.2%)      22 Other (specify) (2.0%) \_\_\_\_\_

38. What is your total annual household income? (Check one)

- 30 Less than \$25,000..... 2.8%      199 \$100,000 – \$124,999 ..... 18.7%
- 108 \$25,000 – \$49,999..... 10.1%      79 \$125,000 – \$149,999 ..... 7.4%
- 271 \$50,000 – \$74,999..... 25.4%      81 \$150,000 or more ..... 7.6%
- 299 \$75,000 – \$99,999..... 28.0%

**Done.**

Thank you for completing this survey!



# COUNCIL AGENDA

February 23, 2016

Agenda Item “d”

## Fire Department Budget Discussion

### *Factual Summation*

- Any questions about this agenda item may be directed at City Manager Brody Bovero, Finance Director Stephen Marshall, Fire Chief Eric Froerer.

Please review the following attachments:

- a. General Budget Overview PowerPoint presentation.
- b. Draft Fire Department Operating Budget
- c. Draft Fire Department Capital Purchase Budget
- d. Comparative Fire Crew Staffing Sheet

### *Revised Budget Line Items Review*

- Included with this packet is a color-coded review of the Line-Items requests for the Fire Department. The colors correspond with the following categories:

- 1) **Yellow** = Optimal Service: These items are not necessary to fulfill the City's mission or the Council's vision for the Fire Department, but do provide an improved level of service to the City.
- 2) **Green** = Mission & Vision Critical: These items are necessary to fulfill the City's mission and the Council's vision for the Fire Department.
- 3) **Blue** = Short-term Survival: These items are critical to provide basic services. Without them, the Fire Dept will be able to operate in the short-term, but will suffer in the long run if additional resources are not provided to support the operations.

Any questions pertaining to this categorization of the line items will be welcome discussion during the work session, as well as any other discussion pertaining to the proposed draft budget presented to the Council on Friday February 12.

## ***Background***

### ***Mission Statement***

“To provide quality, affordable services for its citizens, while promoting community pride, fostering economic development, and preparing for the future.”

- Under the mission of the City, we have reviewed the fire and EMS services provided by the City and created a draft budget that outlines the resources to provide the services effectively.
- In drafting the budget, we followed the guidelines discussed in the November Council Retreat and the following vision statements adopted by Council:

#### ***10-Year City-Wide Vision Statements***

- We are a City with well-maintained infrastructure, including roads, utilities, and parks.
- In preparation for the West Davis Corridor, we will make provisions for interchanges to accommodate commercial businesses to serve the residents’ needs and to support economic stability of the City.
- We are a financially stable City, balancing the cost of services with the level of services that we provide. The City will have minimal or no debt.
- The City will incorporate improvements, events, and services that create an overall feeling of connection and pride in the City by its residents.

#### ***Fire/EMS Vision Statements***

- Syracuse firefighters and EMS providers are professional, well-trained, and courteous.
- The Syracuse FD/EMS has the equipment, training, and personnel to respond quickly.
- Syracuse firefighters and EMS providers are part of the community and respected by the public.
- The City is prudent with the finances of the FD, and minimizes debt associated with providing fire/EMS services.

### *Overarching Discussion Points*

- **5-10 Year Plan:** Over the next year, the Administration would like to work with the City Council to adopt a 5-10 year level of service and staffing plan. The plan would serve as an advisory document that outlines the level of service deemed acceptable to the Council. It also would evaluate the proper staffing levels for the FD in order to maintain the acceptable level of service. Finally, the plan would outline measures and triggers that indicate when staffing levels need to be increased or reduced based on service demands.
  - **Additional Cost:** \$0 In-House staff time and minor ancillary costs
- **Eliminate Call-Back Program:** When the FD receives a call, a call-back is issued to all off-duty firefighters to respond to the station in preparation of a potential second call. This program costs approximately \$30,000 per year (2015 numbers) in wages.
- This program provides extra back-up service to the City, however it has a negative effect on recruiting, and is no longer a common practice in Davis County and other Wasatch Front Communities. Most cities have gone strictly to one crew per station, and then rely on mutual aid partners for second and third calls. Recruiting has suffered because of the irregularity of hours due to the call-back policy. Firefighters can find regular, predictable schedules with other cities, which tends to fit better with their personal lives.
- After careful evaluation, Chief Froerer feels that the call-back program is hurting the department more than it is helping it, and proposes elimination.
- **5-Man Staffing Crew:** Currently the FD operates with a scheduled 4-man staffing crew. Rather than describe the entire operation in a memo, Chief Froerer will explain the details of a 4-man versus 5-man crew at the meeting, along with the pros and cons. In summary, however, a 5-man crew allows the City to respond to two calls requiring medical transport. To transport a patient in the ambulance, two firefighters are needed to lift the patient. To transport a patient in the transport engine, three firefighters are required. With a 4-man crew, the two firefighters in the engine can still respond to a call, but they cannot transport the victim safely.
- With the capability of responding to two transport calls, we estimate the FD could also collect an additional \$10,000 per year on average in medical transport billing. In addition, if an employee becomes ill and cannot work, the FD will not have to call in a replacement, thereby saving additional money. For example, with a 4-man crew, the FD cannot operate safely with only three firefighters, should someone call out sick. Consequently, they need to call in a replacement, which costs extra because the City is paying the paid leave plus the replacement's working hours. This situation occurred 27 times in 2015, costing an additional \$15,552. With a 5-man crew, the FD can still operate safely if they only have four firefighters, should one call out sick.

- Financially, the impact of a 5-man crew looks like this:
  - Additional medical billing revenue: + \$10,000
  - Savings in unplanned leave: + \$15,552
  - 5<sup>th</sup> Firefighter staffing 24/7, 365 days: - \$116,000
  - 5<sup>th</sup> Firefighter equip, uniform, etc: - \$20,000

---

Net - \$110,448

- The 5-man crew comes at an estimated additional cost of \$110,448. The value consideration of this proposal for the Council is to determine whether the added benefit to the residents is worth the additional cost. We desire to receive the Council's input on this issue.

***Draft Budget Proposal***

- Attached you will find the line-item operation budget proposal for your consideration.
- Also included is the proposed FD capital replacement budget for your consideration.

**FIRE DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-55-15 Uniforms</b>                            |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 13,500                 |
| OPTIMAL SERVICE                                     |                  |                                                |                           |
| MISSION & VISION CRITICAL                           |                  |                                                |                           |
| SHORT-TERM SURVIVAL                                 |                  |                                                |                           |
| Current estimates:                                  |                  |                                                |                           |
| Duty Uniform Full-Time (12)                         | \$ 7,200         |                                                |                           |
| Duty Uniform Part-Time (18)                         | 5,400            |                                                |                           |
| Duty Uniform New Part-time staff                    | 2,400            |                                                |                           |
| Badges/Nameplates/Insignia                          | 600              |                                                |                           |
| Total budget for account                            | \$ 15,600        | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (15,600)               |
| Increase/(decrease) from prior year modified budget | \$ 2,100         | \$ (13,500)                                    | \$ (13,500)               |

**10-55-21 Books, subscriptions & memberships**

|                                                     |          |            |            |
|-----------------------------------------------------|----------|------------|------------|
| Prior year budget, as modified                      |          |            | \$ 4,805   |
| Current estimates:                                  |          |            |            |
| NFPA Membership (2)                                 | \$ 350   |            |            |
| Fire Training manuals - ISO requirement             | 200      |            |            |
| EMS Training manuals                                | 200      |            |            |
| Utah State Fireman's Association dues               | 660      |            |            |
| North Davis Fire Library Participation              | 400      |            |            |
| Davis County Fire Officers Association              | 300      |            |            |
| International Fire Chiefs Association               | 530      |            |            |
| Utah State Fire Chiefs Association                  | 200      |            |            |
| Utah Fire Investigator Association                  | 75       |            |            |
| 2015 IFC Code Manuals                               | 500      |            |            |
| Magazines & publications                            | 100      |            |            |
| NAFI Membership x2                                  | 140      |            |            |
| IAAI membership X2                                  | 180      |            |            |
| AHA Course Materials                                | 250      |            |            |
| Total budget for account                            | \$ 4,085 | \$ -       | \$ -       |
| Amount changed from request                         |          |            | \$ (4,085) |
| Increase/(decrease) from prior year modified budget | \$ (720) | \$ (4,805) | \$ (4,805) |

**FIRE DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | Requested        | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|-----------------------------------------------------|------------------|----------------------------------------|-------------------|
| <b>10-55-23 Travel &amp; training</b>               |                  |                                        |                   |
| Prior year budget, as modified                      |                  |                                        | \$ 19,205         |
| Current estimates:                                  |                  |                                        |                   |
| Wildland Fire Training & Certification (17)         | \$ 255           |                                        |                   |
| Live Fire Training Supplies                         | 1,000            |                                        |                   |
| PALS/ACLS/BLS Recertification                       | 950              |                                        |                   |
| Training supplies (CPR Courses/Cards)               | 500              |                                        |                   |
| New Employee Drug Screen/Fitness Test (6)           | 1,650            |                                        |                   |
| EMS Conference x6/yr @150                           | \$1,500          | Grant Funding for this line item       |                   |
| National/Regional Conferences/ENGB                  | 2,000            |                                        |                   |
| Winter Fire School                                  | 1,200            |                                        |                   |
| Hazmat Refresher x 14/yr @25                        | 350              |                                        |                   |
| Travel costs Fire/EMS/NFA/ENGB                      | 2,000            |                                        |                   |
| State Fire Chief Conference                         | 650              |                                        |                   |
| Medical Director Conference                         | 2,200            |                                        |                   |
| Davis County Fire Officers Meeting (Host)           | 300              |                                        |                   |
| EMS Instructor Conference                           | 500              |                                        |                   |
| EMT Recertification Fees (6)                        | 690              |                                        |                   |
| Utah IAAI Conference                                | 1,100            |                                        |                   |
| Travel costs Wildland Deployment                    | 4,500            |                                        |                   |
| Vehicle Extrication Training                        | 600              |                                        |                   |
| CPR AHA Update                                      | 300              |                                        |                   |
| CPR Manikin Replace                                 | 600              |                                        |                   |
| Pediatric ALS Arrhythmia Simm                       | 1,582            |                                        |                   |
| Baby Anne CPR Manikin                               | 465              |                                        |                   |
| Infant BVM / Broselow                               | 320              |                                        |                   |
| AED Trainer                                         | 700              |                                        |                   |
| <b>Total budget for account</b>                     | <b>\$ 25,912</b> | <b>\$ -</b>                            | <b>\$ -</b>       |
| Amount changed from request                         |                  |                                        | \$ (25,912)       |
| Increase/(decrease) from prior year modified budget | \$ 6,707         | \$ (19,205)                            | \$ (19,205)       |

**10-55-24 Office supplies**

|                                                     |                  |             |             |
|-----------------------------------------------------|------------------|-------------|-------------|
| Prior year budget, as modified                      |                  |             | \$ 6,350    |
| Current estimates:                                  |                  |             |             |
| Replace Copier Sharp MX-4141N                       | 7,400            |             |             |
| Copier contract (LOC)                               | \$ 1,200         |             |             |
| Office materials                                    | 1,500            |             |             |
| Postage/Shipping                                    | 300              |             |             |
| Paper                                               | 250              |             |             |
| Printing                                            | 200              |             |             |
| Calendars & Scheduling Supplies                     | 350              |             |             |
| IT/Comm/Electrical                                  | 700              |             |             |
| Christmas Cards                                     | 50               |             |             |
| <b>Total budget for account</b>                     | <b>\$ 11,950</b> | <b>\$ -</b> | <b>\$ -</b> |
| Amount changed from request                         |                  |             | \$ (11,950) |
| Increase/(decrease) from prior year modified budget | \$ 5,600         | \$ (6,350)  | \$ (6,350)  |

**FIRE DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                       | Requested | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|-------------------------------------------------------|-----------|----------------------------------------|-------------------|
| <b>10-55-25 Equipment, supplies &amp; maintenance</b> |           |                                        |                   |
| Prior year budget, as modified                        |           |                                        | \$ 48,940         |
| Current estimates:                                    |           |                                        |                   |
| SCBA Posi-check & Fit testing Calibration             | \$ 1,600  |                                        |                   |
| Fill station air sampling lab work                    | 380       |                                        |                   |
| Fill station air sampling kit supplies                | 250       |                                        |                   |
| Testing & Maint of SCBA compressor/Fill Stn           | 1,300     |                                        |                   |
| SCBA spare parts & supplies                           | 1,500     |                                        |                   |
| Batteries (Lithium SCBA HUD/Comm)                     | 500       |                                        |                   |
| Digital Camera (4)                                    | 600       |                                        |                   |
| Structural PPE (3 sets)                               | 6,300     |                                        |                   |
| Structural PPE (6 sets) New Staff Req                 | 12,600    |                                        |                   |
| Structural Boots PPE                                  | 780       |                                        |                   |
| Structural Boots PPE (6 Pair) New Staff Reg           | 780       |                                        |                   |
| Wildland PPE                                          | 2,300     |                                        |                   |
| Wildland Fire Shelters (8)                            | 2,600     |                                        |                   |
| Hoods, Structural gloves, Helmets & repairs           | 2,300     |                                        |                   |
| Hoods, Structural gloves, Helmets (+6 new staff)      | 1,900     |                                        |                   |
| PPE Identification (Fire Coat/Pants/Shield)           | 400       |                                        |                   |
| PPE Identification (Fire Coat/Pants)                  | 400       |                                        |                   |
| Gear Locker Name Tag                                  | 900       |                                        |                   |
| PPE Repair                                            | 2,000     |                                        |                   |
| Exhaust System Maintenance                            | 800       |                                        |                   |
| Hazmat Equipment Cal Gas                              | 1,500     |                                        |                   |
| HazMat Chemical Supplies (Spills Clean-up)            | 1,000     |                                        |                   |
| Gas Detector Sensor Replace                           | 1,500     |                                        |                   |
| HazMat Clean-up Absorbent                             | 300       |                                        |                   |
| HazMat CO Gas Badge (5)                               | 850       |                                        |                   |
| Smoke Det/Flashlight/Helmet Batteries                 | 700       |                                        |                   |
| Rehab Water/Gatorade                                  | 350       |                                        |                   |
| 50 Gallons AFFF Foam                                  | 1,100     |                                        |                   |
| Floor Jack                                            | 400       |                                        |                   |
| Hand Tools (24V Batts/)                               | 400       |                                        |                   |
| Thermal Image Camera Battery                          | 400       |                                        |                   |
| Aztec 4-1 Rope Device                                 | 450       |                                        |                   |
| Fire Hose (Replace Obsolete/Damaged)                  | 2,000     |                                        |                   |
| Paratech Extrication Strut x2 (Truck)                 | 2,400     |                                        |                   |
| Ice Rescue Equipment Maint                            | 2,000     |                                        |                   |
| Exercise /Fitness Equipment                           | 2,075     |                                        |                   |
| Exercise Room Equipment Maintenance                   | 500       |                                        |                   |
| Fire Alarm monitoring (ST31 Only)                     | 405       |                                        |                   |
| Misc. Incidental Supplies                             | 1,000     |                                        |                   |
| Mattress Purchase (2 replacements)                    | 700       |                                        |                   |
| Fire Investigation Equipment                          | 500       |                                        |                   |
| Total budget for account                              | \$ 60,720 | \$ -                                   | \$ -              |
| Amount changed from request                           |           |                                        |                   |
| Increase/(decrease) from prior year modified budget   | \$ 11,780 | \$ (48,940)                            | \$ (48,940)       |

**FIRE DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | Requested | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|-----------------------------------------------------|-----------|----------------------------------------|-------------------|
| <b>10-55-26 Apparatus maintenance</b>               |           |                                        |                   |
| Prior year budget, as modified                      |           |                                        | \$ 54,225         |
| Current estimates:                                  |           |                                        |                   |
| Cleaning Supplies                                   | 600       |                                        |                   |
| Minor repairs                                       | \$ 6,000  |                                        |                   |
| Major repairs                                       | 15,000    |                                        |                   |
| Pump tests                                          | 800       |                                        |                   |
| Fuel                                                | 20,000    |                                        |                   |
| Ladder Testing & Maintenance                        | 2,000     |                                        |                   |
| State Inspection and Maintenance                    | 4,000     |                                        |                   |
| Tires For WT31                                      | 4,500     |                                        |                   |
| Tires For 302                                       | 900       |                                        |                   |
| Total budget for account                            | \$ 53,800 | \$ -                                   | \$ -              |
| Amount changed from request                         |           |                                        | \$ (53,800)       |
| Increase/(decrease) from prior year modified budget | \$ (425)  | \$ (54,225)                            | \$ (54,225)       |

|                                                     |        |          |          |
|-----------------------------------------------------|--------|----------|----------|
| <b>10-55-27 Utilities Expense</b>                   |        |          |          |
| Prior year budget, as modified                      |        |          | \$ 813   |
| Current estimates:                                  |        |          |          |
| Utilities for Fire Station                          | 849    |          |          |
| Total budget for account                            | \$ 849 | \$ -     | \$ -     |
| Amount changed from request                         |        |          | \$ (849) |
| Increase/(decrease) from prior year modified budget | \$ 36  | \$ (813) | \$ (813) |

|                                                     |           |             |             |
|-----------------------------------------------------|-----------|-------------|-------------|
| <b>10-55-28 Communications</b>                      |           |             |             |
| Prior year budget, as modified                      |           |             | \$ 19,600   |
| Current estimates:                                  |           |             |             |
| Pager & Radio Maintenance                           | 1,500     |             |             |
| Pager new staff (6)                                 | 1,800     |             |             |
| Cell Phone Service A31/A32/T31/E31/301/302          | 4,500     |             |             |
| Mobile WiFi A31/A32/E31/T31/301/302                 | 4,000     |             |             |
| UCA Fees (18 Port/10 Mob)                           | 9,900     |             |             |
| Pager/Radio batteries                               | 800       |             |             |
| EOC Equipment (calls center)                        | 500       |             |             |
| Satellite Phone Annual Service                      | 400       |             |             |
| MS Surface Pro Tablet (5)                           | 5,000     |             |             |
| Spillman Touch License                              | 2,360     |             |             |
| Total budget for account                            | \$ 30,760 | \$ -        | \$ -        |
| Amount changed from request                         |           |             | \$ (30,760) |
| Increase/(decrease) from prior year modified budget | \$ 11,160 | \$ (19,600) | \$ (19,600) |

**FIRE DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                     | Requested  | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|-----------------------------------------------------|------------|----------------------------------------|-------------------|
| <b>10-55-29 Fire prevention &amp; education</b>     |            |                                        |                   |
| Prior year budget, as modified                      |            |                                        | \$ 8,200          |
| Current estimates:                                  |            |                                        |                   |
| CERT training (40 participants)                     | 1,800      |                                        |                   |
| Bike helmet program (100% Reimbursement)            | \$ 800     |                                        |                   |
| Public Education In-House                           | 500        |                                        |                   |
| Fire Prevention Media (DVDs, workbooks)             | 500        |                                        |                   |
| Fire Prevention Week Open-House                     | 1,500      |                                        |                   |
| Heritage Days/Santa Parade Candy                    | 800        |                                        |                   |
| Hydrant Painting Supplies                           | 500        |                                        |                   |
| Total budget for account                            | \$ 6,400   | \$ -                                   | \$ -              |
| Amount changed from request                         |            |                                        | \$ (6,400)        |
| Increase/(decrease) from prior year modified budget | \$ (1,800) | \$ (8,200)                             | \$ (8,200)        |

**10-55-37 Professional & technical - paramedics**

|                                                     |           |             |             |
|-----------------------------------------------------|-----------|-------------|-------------|
| Prior year budget, as modified                      |           |             | \$ 27,000   |
| Current estimates:                                  |           |             |             |
| ALS DCSO (\$2160/month)                             | 27,000    |             |             |
| Total budget for account                            | \$ 27,000 | \$ -        | \$ -        |
| Amount changed from request                         |           |             | \$ (27,000) |
| Increase/(decrease) from prior year modified budget | \$ -      | \$ (27,000) | \$ (27,000) |

**FIRE DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                                  | Requested | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|------------------------------------------------------------------|-----------|----------------------------------------|-------------------|
| <b>10-55-38 Professional &amp; technical - ambulance billing</b> |           |                                        |                   |
| Prior year budget, as modified                                   |           |                                        | \$ 29,000         |
| Current estimates:                                               |           |                                        |                   |
| First Professional Services Corp                                 | 29,000    |                                        |                   |
| Image Trend RMS                                                  | 1,900     |                                        |                   |
| Total budget for account                                         | \$ 30,900 | \$ -                                   | \$ -              |
| Amount changed from request                                      |           |                                        | \$ (30,900)       |
| Increase/(decrease) from prior year modified budget              | \$ 1,900  | \$ (29,000)                            | \$ (29,000)       |

|                                                         |           |             |             |
|---------------------------------------------------------|-----------|-------------|-------------|
| <b>10-55-39 Professional &amp; technical - dispatch</b> |           |             |             |
| Prior year budget, as modified                          |           |             | \$ 33,500   |
| Current estimates:                                      |           |             |             |
| Dispatch fees (5 yr Average@769 Incidents)              | 34,000    |             |             |
| Total budget for account                                | \$ 34,000 | \$ -        | \$ -        |
| Amount changed from request                             |           |             | \$ (34,000) |
| Increase/(decrease) from prior year modified budget     | \$ 500    | \$ (33,500) | \$ (33,500) |

**FIRE DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                                         | Requested | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|-------------------------------------------------------------------------|-----------|----------------------------------------|-------------------|
| <b>10-55-41 Professional &amp; technical - Third Party Plans Review</b> |           |                                        |                   |
| Prior year budget, as modified                                          |           |                                        | \$ 1,000          |
| Current estimates:                                                      |           |                                        |                   |
| Fire Inspection Plans review                                            | 1,000     |                                        |                   |
| Total budget for account                                                | \$ 1,000  | \$ -                                   | \$ -              |
| Amount changed from request                                             |           |                                        | \$ (1,000)        |
| Increase/(decrease) from prior year modified budget                     | \$ -      | \$ (1,000)                             | \$ (1,000)        |

|                                                     |           |             |             |
|-----------------------------------------------------|-----------|-------------|-------------|
| <b>10-55-43 Medical supplies</b>                    |           |             |             |
| Prior year budget, as modified                      |           |             | \$ 46,070   |
| Current estimates:                                  |           |             |             |
| Ambulance Licensing Fees (BEMS)                     | 600       |             |             |
| O2 Tank Rental                                      | 1,100     |             |             |
| Ambulance Medical Supplies                          | 24,000    |             |             |
| Required TB Test (8x\$15)                           | 120       |             |             |
| Annual FD Physical (WorkMed)                        | 4,550     |             |             |
| Medical Director Fee                                | 8,000     |             |             |
| Medication Accountability Mon. System               | 1,500     |             |             |
| Physio Control Service Contract                     | 4,550     |             |             |
| Stryker Gurney Batteries                            | 400       |             |             |
| EMSAR Stryker Gurney Service                        | 2,000     |             |             |
| Total budget for account                            | \$ 46,820 | \$ -        | \$ -        |
| Amount changed from request                         |           |             | \$ (46,820) |
| Increase/(decrease) from prior year modified budget | \$ 750    | \$ (46,070) | \$ (46,070) |

|                                                     |          |          |            |
|-----------------------------------------------------|----------|----------|------------|
| <b>10-55-60 Sundry</b>                              |          |          |            |
| Prior year budget, as modified                      |          |          | \$ 850     |
| Current estimates:                                  |          |          |            |
| Annual Awards Banquet (74x\$25)                     | 1,850    |          |            |
| Firefighter Awards                                  | 600      |          |            |
| Misc. Lunches/Refreshments                          | 250      |          |            |
| Total budget for account                            | \$ 2,700 | \$ -     | \$ -       |
| Amount changed from request                         |          |          | \$ (2,700) |
| Increase/(decrease) from prior year modified budget | \$ 1,850 | \$ (850) | \$ (850)   |

**FIRE DEPARTMENT**  
**Fiscal Year Ending June 30, 2017**  
**Line Item Detail**

|                                                                                               | <u>Requested</u> | <u>City Manager/Council<br/>Recommendation</u> | <u>Adopted<br/>Budget</u> |
|-----------------------------------------------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>10-55-61 Grant funded expenditures</b>                                                     |                  |                                                |                           |
| Prior year budget, as modified                                                                |                  |                                                | \$ <u>40,000</u>          |
| Current estimates:                                                                            |                  |                                                |                           |
| BEMS Grant (move to CIP Fund)                                                                 | 0                | 8,000                                          |                           |
| BEMS Grant match (move to CIP Fund)<br>(Request funding toward LP15)                          | 0                | 8,000                                          |                           |
| FFSL AFG Grant                                                                                | 10,000           | 10,000                                         |                           |
| FFSL AFG Grant match 100%                                                                     | 10,000           | 10,000                                         |                           |
| DHS AFG (move to CIP Fund)                                                                    | 0                | 269,551                                        |                           |
| DHS AFG Grant match 10% (move to CIP Fund)<br>(Request for new breathing apparatus equipment) | 0                | 26,955                                         |                           |
| Other Grants                                                                                  | 10,000           | 10,000                                         |                           |
| Other Grants match 100%                                                                       | 10,000           | 10,000                                         |                           |
|                                                                                               | <u>40,000</u>    | <u>352,506</u>                                 | <u>-</u>                  |
| Total budget for account                                                                      | \$ 40,000        | \$ 352,506                                     | \$ -                      |
| Amount changed from request                                                                   |                  |                                                | \$ (40,000)               |
| Increase/(decrease) from prior year modified budget                                           | \$ -             | \$ 312,506                                     | \$ (40,000)               |
| <b>10-55-90 Interfund Reimbursements</b>                                                      |                  |                                                |                           |
| Prior year budget, as modified                                                                |                  |                                                | \$ <u>(36,058)</u>        |
| Current estimates:                                                                            |                  |                                                |                           |
| Fire wages & oper. reimb. from Utility Funds                                                  | (36,058)         |                                                |                           |
|                                                                                               | <u>(36,058)</u>  | <u>-</u>                                       | <u>-</u>                  |
| Total budget for account                                                                      | \$ (36,058)      | \$ -                                           | \$ -                      |
| Amount changed from request                                                                   |                  |                                                | \$ 36,058                 |
| Increase/(decrease) from prior year modified budget                                           | \$ -             | \$ 36,058                                      | \$ 36,058                 |
| <b>Total expenditures</b>                                                                     |                  |                                                |                           |
| Prior year budget, as modified                                                                |                  |                                                | \$ <u>351,245</u>         |
|                                                                                               | <u>392,496</u>   | <u>352,506</u>                                 | <u>-</u>                  |
| Total budget for expenditures                                                                 | \$ 392,496       | \$ 352,506                                     | \$ -                      |
| Amount changed from request                                                                   |                  |                                                | \$ (392,496)              |
| Increase/(decrease) from prior year modified budget                                           | \$ 41,251        | \$ 1,261                                       | \$ (351,245)              |

## Fire Department Duty Staff Comparison Sheet

| Location                   | Population    | Call Volume                             | Stations                                      | Duty Staff                     | Staff/10k pop | Staff/1k Calls | Qualifiers                                                                                                                           |
|----------------------------|---------------|-----------------------------------------|-----------------------------------------------|--------------------------------|---------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------|
| WP/Clearfield (NDFD)       | 48,500        | 3128                                    | 2<br>Cover 2 Cities                           | 7 FT / 1 PT                    | 1.6           | 2.6            | NFPA 1710, Resp Times, Station Loc, Calls sent to mutual aid.                                                                        |
| Layton                     | 70,000        | 5203                                    | 3<br>Cover 2 Cities                           | 14 FT / 2 PT                   | 2.3           | 3.1            | Call Volume, NFPA 1710, Increase Level of Service (Txfer ambulance), Crew Safety                                                     |
| Kaysville                  | 31,500 (w/FH) | 1482                                    | 1<br>Cover 2 Cities                           | 1 FT / 3 PT<br>+ BC when avail | 1.4           | 3.0            | Lack of Call back participation.<br>Retention of trained staff.<br>Unable to cover call volume (1710).<br>Response times (NFPA 1710) |
| Farmington                 | 22,000        | 1101                                    | 1                                             | 1 FT / 2 PT<br>+BC when avail  | 1.6           | 3.2            | NFPA 1710. Confidence in ability to Mitigate hazard.                                                                                 |
| Roy                        | 40,000        | 5300<br>(includes calls outside Roy CL) | 2                                             | 10 FT / 2 PT                   | 3.0           | 2.3            | NFPA 1710, Addition of Txfer ambulance based on frequency of calls.                                                                  |
| West Haven (WFD)           | 11,582        | 361                                     | 1 (Engine only)<br>Cover 2 Cities             | 3 FT                           | 2.6           | 8.3            | NFPA 1710 (WFD has 6 Stations, 73 FT and 30 PT firefighters)                                                                         |
| Centerville (SDMF)         | 17,500        | 752                                     | 1 in Centerville<br>5 Stations cover 5 Cities | 4 FT                           | 2.3           | 5.3            | Calls sent to Mutual Aid, Size of Population, Target Hazards, NFPA 1710                                                              |
| Clinton                    | 21,300        | 1038<br>(250 to Sunset/Roy)             | 1                                             | 3 FT / 1 PT                    | 1.9           | 3.9            | NFPA 1710,                                                                                                                           |
| Harrisville (Northview FD) | 5,800         | 300<br>(Total for Dept = 2140)          | 1<br>Cover 3 cities                           | 4 FT / 2 PT                    | 10.3          | 2.8            | Transitioning to 5 min with full manning of 6. Call volume, NFPA 1710. Decrease resp times.                                          |
| Syracuse (4)               | 27,000        | 928                                     | 1                                             | 3 FT/1 PT                      | 1.5           | 4.3            |                                                                                                                                      |
| Syracuse (5)               | 27,000        | 928                                     | 1                                             | 3 FT/2 PT                      | 1.9           | 5.4            | Increase level of service overall, NFPA 1710, Calls sent to Mutual Aid, Response Times (1710), Lack of Call-Back benefit.            |

= Higher Staffing level than Syracuse  
 = Lower Staffing level than Syracuse  
 = About the same staffing level as Syracuse



# COUNCIL AGENDA

February 23, 2016

Agenda Item “e”

## Award Contract for Smedley Acres Culinary Waterline Project Phase II

### *Background*

This project will install new culinary and secondary waterlines in 2250 South Street between 2000 West Street and 1800 West Street. Curb, gutter and sidewalk will be replaced/installed to improve drainage and pedestrian safety. The entire road width will be replaced upon completion.

### *Resource*

Any supporting questions for staff about this agenda item can be directed to Robert Whiteley.

### *Schedule*

The construction will begin as soon as contract documents are in place and be completed by the summer of 2016.

### *Cost*

Bids were opened on February 16, 2016. Five bids were submitted and the low bidder was KAPP Construction. The bid amount is \$371,624.35

The funding for this project will come from the following sources:

|                   | <b>204070<br/>Class C</b> | <b>501670<br/>Culinary<br/>Capital</b> | <b>301670<br/>Secondary<br/>Capital</b> | <b>404045<br/>Storm Drain<br/>Maintenance</b> | <b>401670 Storm<br/>Drain Capital</b> |              |
|-------------------|---------------------------|----------------------------------------|-----------------------------------------|-----------------------------------------------|---------------------------------------|--------------|
| <b>Total</b>      | \$164,099.60              | \$126,079.55                           | \$70,556.20                             | \$6,389.00                                    | \$4,500.00                            | \$371,624.35 |
| <b>Budget</b>     | \$167,000.00              | \$131,191.00                           | \$73,000.00                             | \$7,000.00                                    | \$4,500.00                            | \$375,691.00 |
| <b>Difference</b> | \$2,900.40                | \$5,111.45                             | \$2,443.80                              | \$611.00                                      | \$0.00                                | \$4,066.65   |

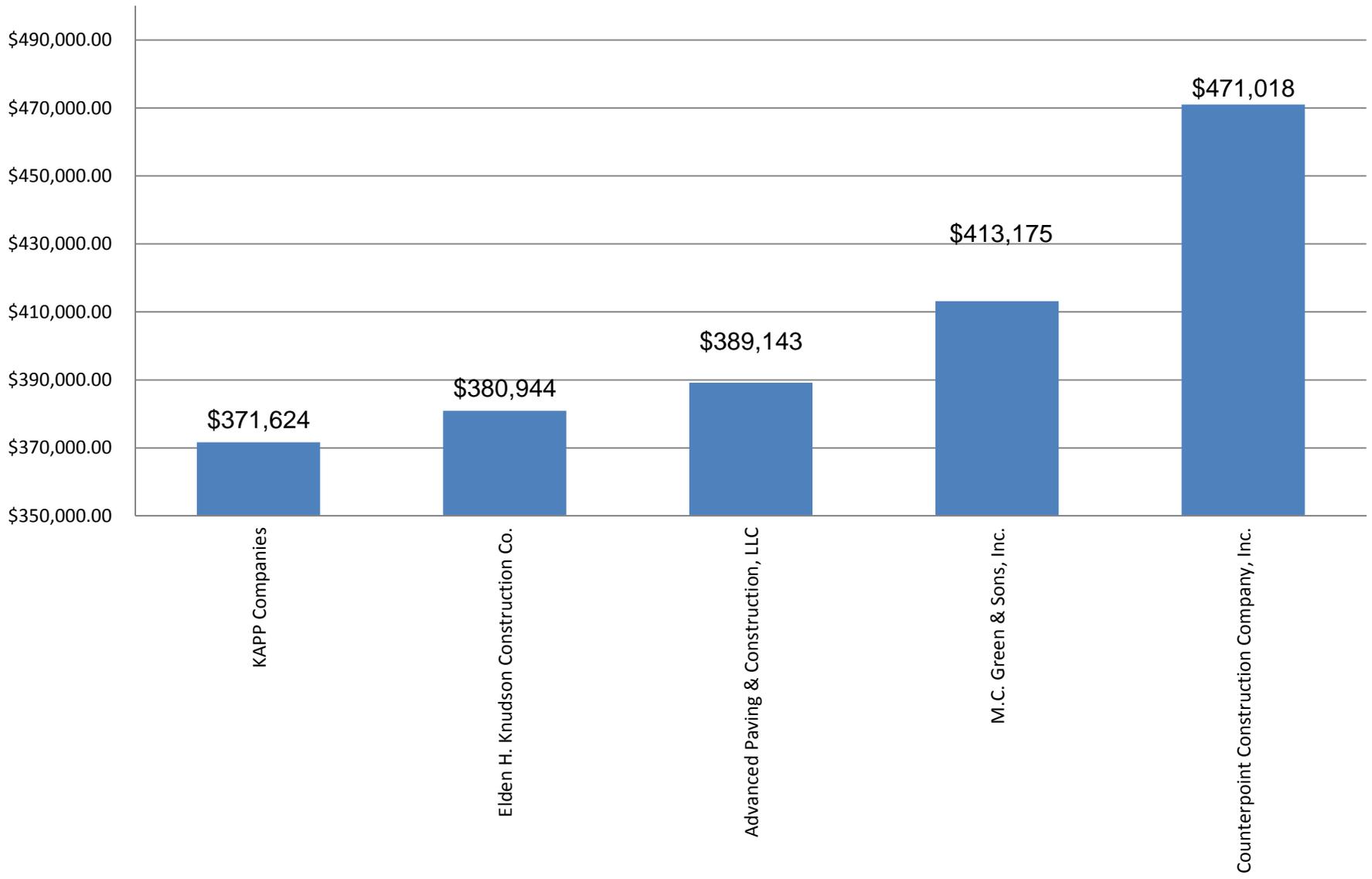
Public Works acquired CDBG grant funding for this project in the amount of \$286,295.14. The actual estimated cost to the City for this project is \$85,329.21.

### *Recommendation*

Award contract to KAPP Construction.

# Bid Tabulation

## Smedley Acres Culinary Waterline Project Phase II





# COUNCIL AGENDA

February 23, 2016

Agenda Item “f” Discussion on parks & recreation consolidated fee schedule updates.

## *Factual Summation*

- Any questions about this agenda item may be directed at City Manager Brody Bovero or Finance Director Stephen Marshall.

Please review the following attachments:

- a. Consolidated fee schedule comparison

## *Background*

- We provided the Council with recommended fee changes for our Parks & Recreation department at the last council meeting. We would like to move forward with discussion and approval of these changes in our March 8<sup>th</sup> council meeting.
- We have reviewed our fees with 11 other cities for comparative purposes. These cities include Clinton, West Point, Clearfield, Layton, Kaysville, Roy, Farmington, Sunset, Centerville, Riverdale, and Bountiful.
- Are there any recommended changes on the proposed fees from the Council? We would like to discuss any of your changes in this meeting.
- We plan to bring the remaining departments consolidated fee schedule comparisons in future council meetings.

## **Recommendation:**

Discuss potential changes to parks and recreation fees and set a date for March 8 for a public hearing and approval of fee changes.

**Fee Analysis**

**All Fees Are Effective July 1, 2015 Except As Noted (All fees paid with credit card are subject to 1% fee)**

|     | A                                             | B | C                                            | D | F                | G | H | I                         | K                               | L                               | N                                                       | O                 | P              | Q                         | R        |                             |
|-----|-----------------------------------------------|---|----------------------------------------------|---|------------------|---|---|---------------------------|---------------------------------|---------------------------------|---------------------------------------------------------|-------------------|----------------|---------------------------|----------|-----------------------------|
| 11  | Fee Description                               |   |                                              |   | Current Base Fee |   |   | Additional Fee            | Median Fee of Benchmark Cities* | Median Fee of Benchmark Cities* | Annual Revenue Received                                 | Proposed Base Fee |                | Proposed Additional Fee   |          |                             |
| 511 | <b>Community Center Fees</b>                  |   |                                              |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 512 |                                               |   | Rental - after hours fee for all activities  |   | \$10.00          |   |   | per hour per staff member |                                 |                                 |                                                         | \$15.00           |                | per hour per staff member |          |                             |
| 513 |                                               |   | Rental - Gymnasium                           |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 514 |                                               |   | Resident                                     |   | \$100.00         |   |   | per hour per gym          | \$500.00                        | per 8 hours per gym             | \$ 150.00                                               | \$ 6,177.00       | \$125.00       | per hour per gym          | \$650.00 | per 8 hours per gym         |
| 515 |                                               |   | Non-resident                                 |   | \$150.00         |   |   | per hour per gym          | \$800.00                        | per 8 hours per gym             | \$ 422.50                                               |                   | \$200.00       | per hour per gym          | \$950.00 | per 8 hours per gym         |
| 516 |                                               |   | Rental - Classroom/Craft Room                |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 517 |                                               |   | Resident                                     |   | \$25.00          |   |   | per hour per room         | \$160.00                        | per 8 hours per room            | \$ 35.00                                                |                   | \$30.00        | per hour per room         | \$200    | per 8 hours per room        |
| 518 |                                               |   | Non-resident                                 |   | \$45.00          |   |   | per hour per room         | \$280.00                        | per 8 hours per room            | \$ 50.00                                                |                   | \$45.00        | per hour per room         | \$300    | per 8 hours per room        |
| 519 |                                               |   | Memberships                                  |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 520 |                                               |   | Children (Ages 5-13)                         |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 521 |                                               |   | Resident                                     |   | \$0.50           |   |   | per day                   | \$5.00                          | per month or \$36 per year      | \$ 3.00                                                 | \$ 27,721.00      | \$1.00         | per day                   | \$9.00   | per month or \$50 per year  |
| 522 |                                               |   | Non-Resident                                 |   | \$0.50           |   |   | per day                   | \$8.00                          | per month or \$61 per year      | \$ 2.00                                                 | \$ 290.00         | \$1.00         | per day                   | \$11.00  | per month or \$76 per year  |
| 523 |                                               |   | Youth (Ages 14-17)                           |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 524 |                                               |   | Resident                                     |   | \$1.00           |   |   | per day                   | \$11.00                         | per month or \$76 per year      | \$ 3.00                                                 | \$ 225.00         | \$2.00         | per day                   | \$18.00  | per month or \$110 per year |
| 525 |                                               |   | Non-Resident                                 |   | \$1.00           |   |   | per day                   | \$16.00                         | per month or \$101 per year     | \$ 2.00                                                 | \$ 290.00         | \$2.00         | per day                   | \$27.00  | per month or \$193 per year |
| 526 |                                               |   | Adults (Ages 18-59)                          |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 527 |                                               |   | Resident                                     |   | \$2.00           |   |   | per day                   | \$16.00                         | per month or \$101 per year     | \$ 3.00                                                 | \$ 300.00         | \$2.00         | per day                   | \$18.00  | per month or \$110 per year |
| 528 |                                               |   | Non-Resident                                 |   | \$2.00           |   |   | per day                   | \$26.00                         | per month or \$181 per year     | \$ 2.00                                                 | \$ 390.00         | \$2.00         | per day                   | \$27.00  | per month or \$193 per year |
| 529 |                                               |   | Seniors (Ages 60+)                           |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 530 |                                               |   | Resident                                     |   | \$0.50           |   |   | per day                   | \$5.00                          | per month or \$36 per year      | \$ 3.00                                                 | \$ 225.00         | \$0.50         | per day                   | \$7.00   | per month or \$42 per year  |
| 531 |                                               |   | Non-Resident                                 |   | \$0.50           |   |   | per day                   | \$8.00                          | per month or \$61 per year      | \$ 2.00                                                 | \$ 290.00         | \$0.50         | per day                   | \$11.00  | per month or \$76 per year  |
| 532 |                                               |   | Seniors Couples                              |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 533 |                                               |   | Resident                                     |   | n/a              |   |   | per day                   | \$7.00                          | per month or \$56 per year      | \$ 275.00                                               |                   | n/a            | per day                   | \$8.00   | per month or \$58 per year  |
| 534 |                                               |   | Non-Resident                                 |   | n/a              |   |   | per day                   | \$11.00                         | per month or \$101 per year     | \$ 350.00                                               |                   | n/a            | per day                   | \$14.00  | per month or \$111 per year |
| 535 |                                               |   | Adult Couples                                |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 536 |                                               |   | Resident                                     |   | n/a              |   |   | per day                   | \$26.00                         | per month or \$176 per year     | \$ 375.00                                               |                   | n/a            | per day                   | \$30.00  | per month or \$187 per year |
| 537 |                                               |   | Non-Resident                                 |   | n/a              |   |   | per day                   | \$46.00                         | per month or \$301 per year     | \$ 390.00                                               |                   | n/a            | per day                   | \$49.00  | per month or \$312 per year |
| 538 |                                               |   | Families                                     |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 539 |                                               |   | Resident                                     |   | n/a              |   |   | per day                   | \$51.00                         | per month or \$251 per year     | \$ 450.00                                               |                   | n/a            | per day                   | \$54.00  | per month or \$259 per year |
| 540 |                                               |   | Non-Resident                                 |   | n/a              |   |   | per day                   | \$76.00                         | per month or \$401 per year     |                                                         |                   | n/a            | per day                   | \$78.00  | per month or \$405 per year |
| 541 | <b>Park Rental Fees</b>                       |   |                                              |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 542 |                                               |   | Park Land Rental (Concessionaire)            |   | \$250.00         |   |   | per month                 | NA                              | NA                              |                                                         |                   | \$250.00       | per month                 |          |                             |
| 543 |                                               |   | Athletic Fields                              |   |                  |   |   |                           |                                 |                                 | \$ 22,744.00                                            |                   |                |                           |          |                             |
| 544 |                                               |   | Non-Recreational Play                        |   | \$25.00          |   |   | per (4) hour period       | \$5.00                          | per hour for 5+ hours           |                                                         |                   |                |                           |          |                             |
| 545 |                                               |   | Resident                                     |   | \$50.00          |   |   | per field per hour        | NA                              | NA                              | \$ 13.50                                                | per hour          | \$15.00        | per field per hour        |          |                             |
| 546 |                                               |   | Non-Resident                                 |   | \$75.00          |   |   | per field per hour        | NA                              | NA                              | \$ 24.00                                                | per hour          | \$25.00        | per field per hour        |          |                             |
| 547 |                                               |   | Recreational Play                            |   | Multi Day        |   |   | Fee negotiated            | NA                              | NA                              |                                                         |                   | Fee negotiated | per Contract              |          |                             |
| 548 |                                               |   | Field Lighting                               |   | \$30.00          |   |   | per hour per field        | NA                              | NA                              | \$ 17.50                                                |                   | \$15.00        | per field per hour        |          |                             |
| 549 | Boweries (except for Jensen and Legacy Parks) |   |                                              |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 550 |                                               |   | Bowery Rental Deposit                        |   | \$50.00          |   |   | per application           | NA                              | NA                              |                                                         |                   |                |                           |          |                             |
| 551 |                                               |   | Parties of 150 or Less                       |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 552 |                                               |   | Resident                                     |   | \$25.00          |   |   | per (4) hour period       | \$5.00                          | per hour for 5+ hours           | \$ 15.00                                                | \$20.00           | \$25.00        | per (4) hour period       | \$5.00   | per hour for 5+ hours       |
| 553 |                                               |   | Non-Resident                                 |   | \$50.00          |   |   | per (4) hour period       | \$10.00                         | per hour for 5+ hours           | \$ 50.00                                                | \$37.50           | \$50.00        | per (4) hour period       | \$10.00  | per hour for 5+ hours       |
| 554 |                                               |   | Parties of 150 or More (Special Event)       |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 555 |                                               |   | Resident                                     |   | \$75.00          |   |   | per (4) hour period       | \$10.00                         | per hour for 5+ hours           | Looking at adding insurance rider to the cost of rental |                   | \$75.00        | per (4) hour period       | \$10.00  | per hour for 5+ hours       |
| 556 |                                               |   | Non-Resident                                 |   | \$125.00         |   |   | per (4) hour period       | \$20.00                         | per hour for 5+ hours           |                                                         |                   | \$125.00       | per (4) hour period       | \$20.00  | per hour for 5+ hours       |
| 557 |                                               |   | Ice Rink Rental (Skate Rentals not included) |   | \$50.00          |   |   | per 2 hour session        |                                 |                                 |                                                         |                   | \$50.00        | per 2 hour session        |          |                             |
| 558 |                                               |   | Ice Skate Rentals                            |   |                  |   |   |                           |                                 |                                 |                                                         |                   |                |                           |          |                             |
| 559 |                                               |   | Adults (ages 13 and up)                      |   | \$4.00           |   |   | per hour                  | NA                              | NA                              |                                                         |                   | \$4.00         | per hour                  |          |                             |
| 560 |                                               |   | Children                                     |   | \$3.00           |   |   | per hour                  | NA                              | NA                              |                                                         |                   | \$3.00         | per hour                  |          |                             |



**Fee Analysis**

**All Fees Are Effective July 1, 2015 Except As Noted (All fees paid with credit card are subject to 1% fee)**

|     | A                       | B | C                         | D | F                | G          | H              | I  | K                               | L                               | N                       | O                 | P          | Q                       | R |
|-----|-------------------------|---|---------------------------|---|------------------|------------|----------------|----|---------------------------------|---------------------------------|-------------------------|-------------------|------------|-------------------------|---|
| 11  | Fee Description         |   |                           |   | Current Base Fee |            | Additional Fee |    | Median Fee of Benchmark Cities* | Median Fee of Benchmark Cities* | Annual Revenue Received | Proposed Base Fee |            | Proposed Additional Fee |   |
| 613 |                         |   | 1st-6th grades (Jr Jazz)  |   |                  |            |                |    |                                 |                                 |                         |                   |            |                         |   |
| 614 |                         |   | Resident                  |   | \$51.00          | per person | NA             | NA | \$ 50.00                        |                                 |                         | \$52.00           | per person |                         |   |
| 615 |                         |   | Non-Resident              |   | \$66.00          | per person | NA             | NA | \$ 60.00                        |                                 |                         | \$67.00           | per person |                         |   |
| 616 |                         |   | 7th-12th grades (Jr Jazz) |   |                  |            |                |    |                                 |                                 |                         |                   |            |                         |   |
| 617 |                         |   | Resident                  |   | \$56.00          | per person | NA             | NA | \$ 55.00                        |                                 |                         | \$57.00           | per person |                         |   |
| 618 |                         |   | Non-Resident              |   | \$71.00          | per person | NA             | NA | \$ 60.00                        |                                 |                         | \$72.00           | per person |                         |   |
| 619 |                         |   | Itty Bitty                |   |                  |            |                |    |                                 |                                 |                         |                   |            |                         |   |
| 620 |                         |   | Resident                  |   | \$36.00          | per person | NA             | NA | \$ 40.00                        |                                 |                         | \$40.00           | per person |                         |   |
| 621 |                         |   | Non-Resident              |   | \$51.00          | per person | NA             | NA | \$ 55.00                        |                                 |                         | \$55.00           | per person |                         |   |
| 622 | <b>Equipment Rental</b> |   |                           |   |                  |            |                |    |                                 |                                 |                         |                   |            |                         |   |
| 623 |                         |   | Performance Stage         |   | \$900.00         | per day    |                |    |                                 |                                 | \$ 1,500.00             | \$900.00          | per day    |                         |   |



# COUNCIL AGENDA

February 23, 2016

## **Agenda Item # g**

**Proposed Amendment to 10.20.060 - General Plan Map amendment rules outside of the open amendment period**

### **Background**

A proposed amendment to ordinance 10.20.060 is being forwarded from the Planning Commission. The amendment will create an open grace period for General Plan Map change applications until March 15<sup>th</sup>, 2016. The City Council discussed this idea during their Jan. 12<sup>th</sup> meeting.

### **Attachments**

- Draft Ordinance Text

**10.20.060**

(E) (3) The Council may, after proper notice, authorize the consideration of the applicant's amendment outside of the open amendment period only if any of the following apply:

(a) Significant changes to arterials or infrastructure by agencies other than the City, and which were contrary to the assumptions in the current [general plan](#);

(b) Catastrophic events, such as natural disasters or conflagrations; ~~or~~

(c) The Council finds that the proposed development has the potential to confer a substantial benefit on the City; ~~or-~~

(d) The request for authorization was submitted to the Department prior to 5:00 p.m. on March 15, 2016.

**ORDINANCE 2016-10**

**AN ORDINANCE OF THE CITY COUNCIL OF SYRACUSE CITY PROVIDING A TEMPORARY OPENING FOR AMENDMENTS TO THE GENERAL PLAN UNTIL MARCH 15, 2016.**

**WHEREAS**, on December 15, 2015, the City Council closed the general plan to amendments except in certain circumstances, by amending section 10.20.060 of the Syracuse Municipal Code; and

**WHEREAS**, the City Council finds that it would be equitable to provide an additional period of time for general plan amendments, in light in the major shift in policy represented by the plan closure; and

**WHEREAS**, the City Council finds that allowing further applications until March 15, 2016 is sufficient time to accommodate those who would have submitted general plan amendment applications, but for the closure;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Subsection 10.20.060(E)(3) of the Syracuse City Code is amended as follows:

- (E) (3) The Council may, after proper notice, authorize the consideration of the applicant's amendment outside of the open amendment period only if any of the following apply:
- (a) Significant changes to arterials or infrastructure by agencies other than the City, and which were contrary to the assumptions in the current general plan;
  - (b) Catastrophic events, such as natural disasters or conflagrations; ~~or~~
  - (c) The Council finds that the proposed development has the potential to confer a substantial benefit on the City; or
  - (d) The request for authorization was submitted to the Community and Economic Development Department prior to 5:00 p.m. on March 15, 2016.

This ordinance shall be effective upon the date of publication.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, this 23<sup>rd</sup> day of February, 2016.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer  
Mayor



# CITY COUNCIL WORK SESSION

February 23, 2016

## **Agenda Item “h”            Title 2 Amendments – Appointments & Elections**

As there are two proposed amendments to Title 2, they are being addressed in a single ordinance. One relates to appointments; the other relates to who makes the decision regarding the manner of voting in municipal elections.

### **Appointments**

When it comes to appointments, there are two policy decisions to make as a Council: (1) where the powers of appointment lie for specific appointed individuals, and whether they should be changed; and (2) determining the procedures which should accompany those appointments. I recognize that there are diverging opinions on this matter among the councilmembers. However, if we are able to come to a consensus on a fair process and have clear policies moving forward, then I hope that we can avoid some future conflicts when the need to fill appointments arises.

As a starting point, there are a variety of positions to which individuals are appointed, and each warrants consideration of the appropriate method of their appointment. The general questions for this body to decide are: Who is the appointing authority? Do we want to change the appointing authority, and why or why not? What procedures will we employ when one of these positions is due to be filled? What are the terms of appointment?

The various positions which can be addressed include:

- City boards and commissions
- City committees
- External boards (local districts, irrigation districts)
- Filling vacancies in elected positions
- Manager and department heads
- Liaisons to external bodies

Some of these positions have the appointing body and basis procedure identified by state code; others do not. Changes to some of these appointments will require a five-member majority of the council or mayor-council consent; others do not.

I propose that the Council establish procedures and policies governing all of these appointments, working together to reach consensus, and pass an ordinance which will draw clear lines to avoid conflict when appointments arise.

On the next agenda, competing amendments have been proposed for consideration as it relates to appointments to local improvement and mosquito abatement districts. One moves the power of appointment for two district board positions exclusively into the province of the voting council-members. The appointment would presumably be made by motion, resulting in an approved resolution. The other confirms that city code vests the appointing power for these positions in the mayor, subject to advice and consent of the council. State law does not specify the procedure for city appointees, so it is left to the City to determine the best course of action to take. As the amendment moving the appointing power exclusively to voting members only would remove a power from the mayor, he will be entitled to participate in the vote.

I leave to the Council the decision of whether to address this issue as a discrete item, or whether to address all of these appointment issues in a global discussion. If the Council wishes to take action and adopt one of those proposals, then the appropriate motion would be to adopt one of those proposals as Exhibit A to the ordinance.

## **Elections**

It has been proposed that a provision be added to section 2.25.070, City Recorder. Their main concern is the City Recorder's ability to choose the manner of municipal elections (either traditional or entirely-absentee), rather than the Council having that power. State code provides: "[A]n elections officer may administer an election entirely by absentee ballot." Utah Code Ann .§ 20A-3-302(1). It also indicates that the decision of whether to administer an election by absentee ballot must be rendered by the election officer. *Id.* § 20A-3-302(2) ("If the election officer decides to administer an election entirely by absentee ballot . . .").

However, there does not appear to be a prohibition against a municipality's governing body directing the election officer in this decision. As such, I have prepared an amendment which narrowly addresses this issue. Specifically, it vests the power to determine the manner of election – whether traditional or vote-by-mail – in the Council. This decision will need to be made well in advance of the election, and the Recorder will likely have a recommendation based upon experience, cost and other relevant considerations.

**ORDINANCE 2016-12**

**AN ORDINANCE OF THE SYRACUSE CITY COUNCIL AMENDING TITLE 2 RELATING TO APPOINTMENTS TO CERTAIN LOCAL DISTRICTS, AND ALSO AMENDING SECTION 2.25.070 RELATING TO THE DECISION REGARDING THE MANNER OF VOTING IN MUNICIPAL ELECTIONS.**

**WHEREAS**, the City maintains board positions on local districts, including the North Davis Sewer District and Davis County Mosquito Abatement District; and

**WHEREAS**, Utah law provides that the legislative body of the City bears responsibility to appoint board members to those boards; and

**WHEREAS**, the City Council wishes to amend provisions of City code related to the method of appointment of these individuals; and

**WHEREAS**, the City Council desires to make the determination of the method of voting – whether traditional or entirely by absentee ballot – in municipal elections by resolution, during the year of the election;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

The amendments attached to this Ordinance as Exhibits A and B are hereby adopted.

This ordinance is effective upon publication.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, this \_\_\_\_ day of \_\_\_\_\_, 2016.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer  
Mayor

**EXHIBIT A**

**APPOINTMENT AMENDMENT**

## **EXHIBIT B**

### **ELECTIONS AMENDMENT**

#### **2.25.070 City Recorder.**

...

(G) Elections and Appointments. The City Recorder shall manage all municipal election procedures and requirements as provided in Utah Code Annotated, as amended, and shall keep a record of all persons elected or appointed to any office within the City, including the date of appointment or election, term of office, date of death, resignation, or removal, and name of person appointed to fill any vacancy. Notwithstanding this section, the City Council shall determine by resolution whether a municipal election shall be administered entirely by absentee ballot, as provided in section 20A-3-302 of the Utah Code.

## **Proposal #1 – Appointment of improvement and mosquito abatement districts by voting Council members only**

### **2.10.010 Powers and duties.**

The City Council:

...

(B) May:

...

(4) Provide for filling a vacancy in an elective or appointive office;

(5) Notwithstanding section 2.15.010(B)(1), appoint individuals to serve on the board of trustees of improvement districts and mosquito abatement districts in compliance with state law, with nominations taken during an open and public meeting in the form of a motion to appoint a certain individual.

~~(5)~~ (6) Take any action allowed under Utah Code; and

~~(6)~~ (7) Perform any function specifically provided for by statute or necessarily implied by law.

---

## **Proposal #2 – Confirming that local district appointments are made by Mayor, with advice and consent of Council**

### **2.15.010 Functions and duties.**

...

(B) The Mayor may:

(1) Appoint and remove the City Administrator; department heads; commission, board and committee members, including appointees to local district boards, with the advice and consent of the City Council, except as may otherwise be specifically limited by law;



# CITY COUNCIL WORK SESSION

February 23, 2016

## **Agenda Item “i”                    Title 3 Amendments – Parks Advisory Committee**

### **Summary**

This proposed amendment has come out of discussion at our last Council meeting. It adds additional members to the Parks Advisory Committee (PAC), provides for the appointment of committee members to oversee city specific city parks, and clarifies other provisions.

### **Specifics**

An amendment to Section 3.35.020 increases the number of committee members from 7 to 11 or more. It provides that six members constitute a quorum, and that a majority vote is necessary to transact business. If more than 11 voting members are appointed, it requires that an odd number be appointed.

Amendments to section 3.35.030 require the PAC to meet at least six times per year. It does not designate the specific dates, as the PAC may meet more often in the summer or spring, but less frequently in the winter or fall. The PAC would have the discretion to set its calendar to meet its needs. It imposes an expectation of attendance of at least 75% of meetings. No specific action is automatically triggered when a person falls below this threshold.

Amendments to section 3.35.040 include an adjustment to the PAC members' duties. The PAC will now be focused more on the maintenance and care of parks, but will still review the parks master plan every 2 years and make recommendations for future parks and amenities. One major change is the assignment of PAC members to oversee parks. The main responsibilities of an overseer are to monitor and assist with clean-up, identify safety hazards, report criminal behavior, and to serve as a point of contact for the neighborhood. PAC members will have direct access to city staff, and can convey requests and concerns to them directly.

Paul Roberts

**ORDINANCE 2016-11**

**AN ORDINANCE OF THE SYRACUSE CITY COUNCIL AMENDING PROVISIONS GOVERNING THE SYRACUSE PARKS ADVISORY COMMITTEE.**

**WHEREAS**, the City Council has established a Parks Advisory Committee pursuant to municipal code; and

**WHEREAS**, the Council finds that the growth in the number of parks requires additional attention and additional committee members in order to function more effectively; and

**WHEREAS**, the Council finds that the appointment of individual committee members to oversee specific parks will result in membership which is more representative of all city residents, as well as provide for an efficient means of communicating with city staff regarding maintenance and safety issues; and

**WHEREAS**, the Council has determined that the adjustments to the Committee's duties and responsibilities are appropriate under all of the circumstances,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:**

Chapter 3.35 of the Syracuse Municipal Code is amended, as provided in the attached exhibit (Exhibit A).

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, this \_\_\_\_ day of \_\_\_\_\_, 2016.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer  
Mayor

# EXHIBIT A

## Chapter 3.35 PARKS ADVISORY COMMITTEE

### 3.35.010 Establishment.

There is hereby created a Parks Advisory Committee for Syracuse City to act as an advisory committee to the City Council regarding City parks, trails, and related facilities, ~~programs, policies, and priorities.~~

### 3.35.020 Members.

(A) Number. The Committee shall be comprised of at least seven-eleven voting members, but always in an odd number, who shall be appointed by the Mayor with the advice and consent of the City Council. All members shall be residents of Syracuse City. Six members shall constitute a quorum sufficient to consider Committee business, and a majority vote of those present shall be required to transact business.

(B) Term. The members shall be appointed to staggered terms of three years; provided, that members may be appointed to terms shorter than three years when necessary to provide for staggered terms. These terms are renewable.

(C) Compensation. Committee members shall receive no compensation for their services, but may be reimbursed for reasonable expenses incurred in the performance of their duties.

### 3.35.030 Organization and procedure.

(A) Chairperson. The members of the Parks Advisory Committee shall appoint one of the members as Chairperson. The Chairperson shall serve for a term of one year, which term may be renewed. The Chairperson shall oversee the proceedings and activities of the Committee.

(B) Rules. The Committee may adopt reasonable rules and regulations in accordance with this chapter for governing the conduct of its business. Any such rules or bylaws shall be reviewed and adopted by resolution of the City Council.

(C) Meetings. The Committee shall hold at least six meetings in each calendar year. The Committee may hold meetings at such times as the Committee determines is necessary and as properly called with notice

given to each Committee member. It is expected that Committee members will attend at least 75% of the meetings.

### **3.35.040 Duties and responsibilities.**

---

(A) 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-maintenance and care~~ of parks, trails and related facilities; ~~programs, policies and priorities~~. The Parks Advisory Committee should ~~periodically~~ biennially review the City's parks master plan and make ~~appropriate~~ recommendations to the City Council regarding the same. The Parks Advisory Committee ~~should~~ may also make prioritized recommendations for future parks and amenities ~~projects, policies, funding allocations, and other measures, programs, or activities for the development of parks, trails and related facilities~~ within the City.

(B) The Parks Advisory Committee shall carry out projects, programs and activities as directed by the City Council.

(C) The Parks Advisory Committee shall appoint each of its members to oversee specific parks within the City. Committee members may be appointed to multiple parks, or multiple members may be appointed to a single park, as appropriate under the circumstances. Oversight includes monitoring and assisting with park maintenance, reporting vandalism and criminal behavior, identifying safety concerns, and serving as a liaison between the community and city officials as it relates to that park.



# Council AGENDA

February 23, 2016

## Agenda Item “j”

## Proposed Ordinance approving amendments to the Syracuse City Planning Commission bylaws.

### Summary

Following our joint session with the City Council, I have made some additional changes to the By-laws based upon my perception of the direction of the Council as a whole. As there were no votes cast, my perception could be mistaken. Nevertheless, these changes should at least serve as points of discussion.

The following parts of the by-laws have been modified/annotated from our previous version:

**II.B Duties of Chair** – New subsection (14) addressing the procedure by which the Commission seeks preliminary authorization from the Council before it begins any work on code amendments. If an issue is identified as being problematic or in need of attention, the Chair solicits approval from the Council to move forward with code amendments. This is meant to save the time of commissioners, councilmembers and staff, to avoid putting substantial effort into issues which the Council does not think need attention. If the Chair does not agree that the issue should be brought to the Council’s attention, then two commissioners may impose upon the Chair a duty to bring the issue to the Council’s attention.

**III.A Meeting Attendance** – This section starts with the expectation that commissioners are expected to attend all sessions of the Commission. It requires the Chair to transmit quarterly reports of attendance. It sets 80% as a threshold which triggers special attention. The by-laws do not call out a specific procedure when someone drops below that threshold. However, it will likely include Chair and Mayoral interviews to determine if circumstances have changed which make it difficult for the commissioner to make the meetings.

**IV.F Quorum** – It was suggested that one way to improve attendance would be to increase the number of commissioners required to form a quorum. We should discuss this issue further.

**IV.G Remote Participation** – It appeared that the Council was in favor of providing for remote attendance in cases where an individual is out of town or stricken with a serious illness, if the commissioner wishes to participate. The Council already has a resolution which allows electronic participation in meetings, so the specific procedures need not appear in the by-laws. However, state law requires that the agenda provide notice to the public that one or more members of the Commission may appear remotely. We should either begin noticing this on every agenda (this is a common practice in many jurisdictions), or require that the request be made before the agenda is published.

**VI Voting** – There was significant concern expressed over changing the number of votes

necessary to transact business before the Commission. There is a concern that reducing the number of required votes only encourages poor attendance. See my comments in the draft.

Paul Roberts

**SYRACUSE CITY  
PLANNING COMMISSION  
BYLAWS & RULES OF PROCEDURE**

Approved by City Council on ~~November, 29, 2014~~ **[NEW DATE]**

**I. PURPOSE AND SCOPE**

These policies and procedures are designed and adopted for the purpose of guidance and direction to the members of the Syracuse City Planning Commission in the performance of their duties. The Planning Commission shall be governed by the provisions of all applicable State Statutes, City ordinances and these rules. Nothing in these rules shall be interpreted to provide independent basis for invalidating or in any way altering a final decision of the Commission unless otherwise provided by City Ordinance or State Law. Nor shall anything herein be construed so as to provide or create an independent cause of action for any person or entity.

The scope of the Planning Commission shall include Title III of the Syracuse City Ordinance.

**II. ORGANIZATION.**

**A. Election of Chair and Vice-Chair.** The Commission, at its first regular meeting in ~~July~~ **January** of each year, shall elect a Chair and a Vice-Chair from the duly appointed members of the Commission by a majority of the total membership. The Chair and Vice-Chair may be elected to subsequent terms.

**B. Duties of the Chair.**

1. Preside and normally conduct meetings of the Commission and shall provide general direction for the meetings
2. Be a voting member of the Syracuse City Planning Commission
3. Approve the agenda prior to the meeting
4. Call the Commission to order, and proceed with the order of business
5. Announce the business before the Commission in the order in which it is to be acted upon
6. Receive and submit in the proper manner all motions and propositions presented by the members of the Commission
7. Put to vote all questions which are properly moved, or necessarily arise in the course of proceedings and to announce the result thereof

8. Inform the Commission, when necessary, or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon Legal Counsel for advice
9. Authenticate by signature when necessary, or when directed by the Commission, all acts, orders and proceedings of the Commission
10. Maintain order at meetings of the Commission
11. Move the agenda along, hold down redundancy, reference handouts and procedures in a sensitive way during meetings
12. Recognize speakers and commissioners prior to receiving comments and presentation of physical evidence, i.e., plans and pictures
13. Oversee all committees set up under the Planning Commission

~~13-14.~~ Convey issues which may result in potential code amendments to the City Council for initial input and approval to move forward with drafting those amendments. This shall be conveyed through the Council liaison, and the duty to convey these issues may also be initiated by two commission members during any meeting.

**C. Duties of the Vice-Chair.** The Vice-Chair, during absence of the Chair, shall perform all the duties and functions of the Chair. In the event the Chair resigns or is removed from the Planning Commission, the Vice-Chair shall become the new Chair. The new Chair and/or Commission shall nominate a new Vice-Chair. The new Vice-Chair shall be approved by vote of the Planning Commission.

**D. Temporary Chair.** In the event of the absence or disability of both the Chair and the Vice-Chair, the senior member of the Commission in attendance shall serve as a temporary Chair to serve until the Chair or Vice-Chair shall return. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.

**E. Secretary.** The ~~Administrative~~ Secretary ~~shall serve as secretary~~ of the Commission shall be designated by the Community Development Director. The secretary shall have the following duties:

1. To give notice of all Planning Commission meetings
2. To keep and record the minutes of the proceedings of the Commission

~~2-3.~~ To collect all documents, papers or presentations presented to the commission during the meeting, including exhibits, visual presentations, letters and drawings

~~3.4~~ To keep and record a permanent record file of all documents and papers pertaining to the work of the Commission and see that the Commission agendas and minutes are posted on the City website in a timely manner

~~4.5~~ To perform such other duties as may be required

### III. DUTIES OF MEMBERS

**A. Meeting Attendance.** Every member of the Commission ~~should~~ is expected to attend ~~the all~~ sessions of the Commission unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused will notify the secretary and/or the Chair. The secretary shall call the same to the attention of the Chair. Reports of attendance, with notations of whether the Chair was notified prior to the meeting, shall be submitted to the Mayor on at least a quarterly basis. Attendance falling below 80% during a six-month period is an indication that a commissioner's attendance is in need of attention.

**B. Conflict of Interest.** A Planning Commissioner ~~to whom some private benefit may come whose personal economic interest will be substantially furthered~~ as the result of a Planning Commission action shall not be a participant in the action. A Commissioner participates in the action if the Commissioner votes upon, discusses during Planning Commission meetings, or works with staff in their capacity as Commissioner, with respect to that action.

- Substantial furtherance of the economic interest of relations or friends of the Commissioner shall also be grounds for recusal. The private benefit may be direct or indirect; create a material or personal gain; or provide an advantage to relations, friends, or to groups and associations which hold some share of a person's loyalty. However, membership itself in a group or organization shall not be considered a per se conflict of interest, but only applies if as to Planning Commission action concerning such group or unless a reasonable person would conclude that such membership in itself would prevent an objective consideration of the matter. A generally applicable ordinance which confers a benefit upon the community to which the Commissioner belongs is not considered a per se conflict of interest.
- A Planning Commissioner experiencing, in their opinion, a conflict of interest, shall declare that interest publicly, shall abstain from discussion and voting on the action, and may sit in the audience or be excused from the room during consideration of the action. That Commissioner shall not discuss the matter privately with any other commissioner.
- When the Planning Commissioner is the applicant in a land use decision the Commissioner is allowed to present and discuss the application, but shall not

participate in the voting decision of the Planning Commission. It is encouraged that the Planning Commissioner has an alternate party act on their behalf.

4. The vote of a Planning Commissioner deemed to be experiencing a conflict of interest, who fails to be disqualified, shall be disallowed.
5. A conflict of interest may exist under these bylaws although a Planning Commissioner may not believe an actual conflict does exist; therefore, a Planning Commissioner who has any question as to whether a conflict of interest exists under these bylaws shall raise the matter with the other Planning Commissioners. The matter may be tabled until such time that the City Attorney's Office can be contacted in order that a determination may be made as to whether a conflict of interest exists.
6. The requirements of Section 10-3-1301 et. Seq. Of the Utah Code, known as the "Municipal Officers' and Employees' Ethics Act", shall be adhered to. If a conflict exists between these policies, State law, or City ordinance, the strictest shall apply.

**C. Gifts and Favors.** Gifts, favors, or advantages must not be accepted in connection with the duties of the Planning Commission if they are offered because the receiver holds a position of public responsibility. It is very important that Planning Commissioners be fair and impartial in their dealings with the public and that they serve all citizens equally. It is not enough to avoid favoritism. ~~They~~ they should strive to avoid even the appearance of giving preference to one citizen or business-applicant over any other.

1. ~~The value of a gift or advantage and the relation of the giver to public business should be considered in determining acceptability. Small gifts that come in the form of business lunches, calendars, or office bric a brac are often, not always, acceptable. In cases of doubt, refuse. In cases of marginal doubt, refuse. Planning Commissioners shall refuse all gifts or other items – no matter the value – provided by a current applicant, or a prior applicant upon whose application the Commissioner participated.~~
2. Planning Commissioners should not accept gifts from outside agencies which may be competing or applying for City business, permits, or development decisions. Accepting gifts not only gives the appearance of favoritism, but may create an embarrassing and possible unlawful position for the City.
3. Items of small value such as calendars, pencils, etc. (usually to be considered \$50 or less) with advertising or logos are acceptable, but larger items such as clothing, equipment for personal use, etc. should be politely declined.

**D. Commissioner Removal.** A Commission member may be permanently removed from the Planning Commission as outlined in City Code. Recommendation for such action

may also be made by a majority vote of the Commission to the Mayor and may be based on any of the following:

1. Continuous unjustified non-attendance of Planning Commission work meetings and/or regular meetings.
2. Demonstrated inability or unwillingness to participate cooperatively as a working member of the Commission including, but not limited to, such actions as:
  - a. Repeatedly showing a lack of preparation during meetings, or
  - b. Repeated attempts to disrupt meetings; or
  - c. Frequent votes contrary to the evidence presented for no apparent reason.
3. Failure to conduct oneself in a professional and competent manner appropriate to the position of Planning Commissioner.
4. Violation of the criminal laws, federal, state, or local.
5. A change in residency outside of Syracuse City.
6. Failure to abide by Syracuse City Human Resources Policies and Procedures as it relates to employee conduct.

**E. Treatment of Information.** It is important to discriminate between planning information that belongs to the public and planning information that does not.

1. Reports and official records of a public planning agency must be open on an equal basis to all inquiries.
2. Any record or portion of a record which contains private or protected information shall be kept, disseminated and retained in accordance with the Utah Government Records Access Management Act. Information considered private, controlled or protected, that is learned in the course of performing planning duties must be treated in confidence if specifically requested by the applicant or as dictated by Title X of the Syracuse City Municipal Code. Such information becomes public when an application for official action, such as a change in zone classification or approval of a plat, is submitted.
3. Information contained in studies that are in progress in a planning agency should not be divulged except in accordance with established agency policies on the release of its studies. A public planning agency is not required to share its thoughts publicly.

~~4.3~~ Prearranged private meetings between a Planning Commissioner and applicants, their agents, or other interested parties, are prohibited. Partisan information on any application received by a Planning Commissioner whether by mail, telephone, or other communication shall be made part of the public record.

~~5.4~~ Any member of the Commission may make a concurring or dissenting report or recommendation to the City Council whenever he/she deems advisable. Reports and recommendations must be submitted to City Council in a written format for inclusion in City Council documentation and materials.

#### IV. MEETINGS.

**A. Place.** All meetings of the Planning Commission shall be held in the City Council Chambers of City Hall, Syracuse, Utah, or at such other place in Syracuse City as the Commission may designate.

**B. Regular Meetings.** Regular meetings of the Planning Commission shall be held on the first and third Tuesdays of each month at the hour of 6:00 p.m.

**C. Work Meetings.** Work meetings may be held on the first and third Tuesdays of each month after the regular meeting.

**D. Unscheduled Meetings.** An unscheduled meeting may be held after consent of unanimous vote of the Planning Commissioners in attendance at a regularly ~~scheduled~~ meeting. An unscheduled meeting may not be held that has the appearance of giving preference to one citizen or business applicant or may create an embarrassing and possible unlawful position for the City.

**E. Joint Sessions.** Joint sessions between Planning Commission and City Council may occur at the request of the Mayor and/or Council.

**F. Quorum.** Four members of the Commission shall constitute a quorum ~~thereof for the transaction of all business except where unanimous consent of all members is required.~~ Any member disqualified because of a conflict of interest shall not be considered when determining whether a quorum is constituted.

**Comment [PR1]:** As an attempt to improve attendance, it has been proposed that the amount of commissioners required to constitute a quorum could be raised to 5.

**G. Remote Participation.** Commissioners who are out-of-town or seriously ill may participate in proceedings remotely through the means of electronic communication. Arrangements for remote participation should be made one week in advance of the meeting, and may only occur if the agenda has provided requisite notice of the arrangement. Participation may occur through audio or audio-visual applications. A remote participant is a full participant during the proceedings.

**GH. Content.** Discussions in the meetings are to be limited to agenda items and issues reasonably related thereto. Comments or presentations by the public are to be limited to relevant issues. In order to ensure that the meetings proceed timely and orderly, the

Chair may impose a time limit on those desiring to address the Commission. Any person who disrupts the meeting by exceeding a time limit, discussing irrelevant issues, or otherwise, may be removed at the direction of the Chair. Future agenda items may be added at the request of two or more Commissioners.

#### **I. Agenda and Submitted Documents.**

1. Future agenda items shall be placed on the next available agenda by the Chairman, at the request of two or more Commissioners.
2. The agenda and applicable information shall be provided to the Commission members at least four days prior to the meeting, unless approved by the Chairman.
3. For items which are scheduled for final action, the applicant and staff must submit to the Secretary all documents for consideration of that item, at least five days prior to the meeting. Commissioners who wish to submit additional documents, revisions or comments may submit them to the Secretary and Chairman. Those items shall be disseminated to the applicant and Planning Commissioners as soon as practicable, and shall be made available to the public during Commission meeting.

#### **H.J. Order and Decorum.**

1. Consideration of Agenda Items. The following procedures for consideration of business items on the agenda will normally be observed. However, the procedure may be modified by the chairman if necessary for the expeditious conduct of business.
  - a. Chair introduces the agenda items.
  - b. City staff is invited to provide comments and/or recommendations.
  - c. Petitioner presents the proposal.
  - d. Commissioners ask questions and seek clarification on issues presented.
  - e. Petitioner is asked to be seated.
  - f. If item includes a public hearing then public is invited to provide comments, evidence or opinions, to ask questions and to seek clarification on issues presented.
  - g. City staff and applicant shall be given the opportunity to respond to questions, criticism or concerns expressed by the public. Members of the public shall not be permitted to further engage with the applicant or staff.
  - gh. Commissioners discuss the proposal and ask for clarification as necessary.

h. Chair requests a motion on the proposal.

i. Upon motion and second, commissioners vote on the proposal. Any commissioner may, prior to casting a vote, explain the basis for his or her vote. The Commission may approve, deny, table, or approve with conditions the proposal before them.

**K. Time.** Meetings shall not exceed 9:00 p.m. unless extended through a two-thirds (2/3) majority vote of the Commission in attendance.

**L. Additional Guidelines.** In addition to these policies and procedures, the Commission may invoke additional guidelines as necessary to address issues as they arise so long as they are consistent with the nature and intent with the content herein.

## V. MOTIONS.

**A. Making of Motions.** Any Planning Commissioner, but the Chair, may make or second a motion. Motions should state findings for denial or approval within the motion:

1. Motions should state findings at the beginning.
2. The staff reports should be in sufficient detail to assist Planning Commission in stating findings.
3. All motions should be repeated at the direction of the Chair

**B. Second Required.** Each motion of the Planning Commission must be seconded, except for the motion to adjourn a meeting; a motion that fails to receive a second shall fail.

**C. Withdrawing a Motion.** After a motion is stated by the Chair or read by the secretary, it shall be deemed in the possession of the Commission, but may be withdrawn at any time before decision or amendment by the unanimous consent of the Commission ers in attendance. The Commissioner who made the motion may withdraw it at any time prior to the vote being taken.

**D. Motion to Table.** A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter and whenever possible, a specific date to rehear the matter is to be scheduled.

**E. Amending Motions.** When a motion is pending before the Commission, any member may suggest an amendment without a second, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order to amend the stated motion. The author and the second may choose not to accept the amendment.

**F. Amending Amendments to Motions.** An amendment to a motion may be amended, no second required, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order to amend the stated motion. The author and the second may choose not to accept the amendment

**G. Substitute Motions.** A substitute motion, which shall replace the original motion, may be made prior to a vote on the original motion. After a substitute motion has been seconded, then it becomes the motion to be put to vote; the original motion is only voted on if the substitute motion fails.

**H. To Rescind a Motion.** A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commission's action on the motion.

**I. To Reconsider a Motion.** To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made ~~or when the minutes containing that particular item are approved.~~ If present, the applicant shall be given an opportunity to address the Commission before the vote upon the motion which is being reconsidered.

**J. Motion to Open and Close Hearings is not required.** The Chair will state when the public portion of the hearings are open and closed.

**K. Motion to Recess.** A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.

**L. Motion to Adjourn.** A motion to adjourn the meeting shall be made at the end of ~~each~~ Planning Commission regular and work meetings. No second to the motion to adjourn is required.

## VI. VOTING.

Except as otherwise specifically provided in these rules, a vote of the majority of Commissioners participating in the vote~~four (4) members of the Commission~~ shall be required ~~and shall be sufficient~~ to transact any business before the Planning Commission.

**A. Changing a Vote.** No member shall be permitted to change his/her vote after the decision is announced by the Chair.

**Comment [PR2]:** There were concerns that making this change would support non-attendance, because commissioners might think that the business will be transacted in their absence. However, the discussions regarding changes in policies related to attendance, reporting and thresholds may have alleviated this somewhat.

An alternative change advanced by Commissioner Thorson was a provision which allowed for a 3-2 vote to carry the day, rather than always requiring 4 votes.

Even with improved attendance, one missing commissioner, plus one recusal, could lead to this type of voting situation.

Under that proposal, if only 4 members were voting, a unanimous decision would need to be reached. However, as this is the current state of the by-laws, it would be no more onerous than our current code provisions.

We should give this section additional attention and put together a proposal that best fits the Commission's needs.

**B. Tie Votes.** Tie votes shall cause a motion to fail.

**C. ~~Conflict of Interest/Disqualification.~~ See section III. B.**

## VII. COMMITTEES

Committees may be set up by the Planning Commission to enhance planning of specific areas of the city.

**A. Scope and Duration.** The Planning Commission Chair, with the consent of the Planning Commission, shall set the scope and duration of each committee at the inception of the committee.

**B. Members.** The Planning Commission Chair shall appoint members of the Planning Commission to serve as chair and vice-chair of each committee. Committee chair and vice-chair, including input from other Commissioners, shall select other members of the committee. Committee membership should not normally exceed 12 members, including chair and vice-chair. No more than two sitting Planning Commissioners may be appointed to a committee.

**C. Purpose and Need Document.** Each committee shall draft a Purpose and Need document and present it to the Planning Commission for approval within six weeks of the first committee meeting. Purpose and Need document should keep committee work within the scope laid out for the committee at inception. If a need to revise the scope exists, it shall be brought back to the Planning Commission for approval.

**D. Progress Reporting.** Committees shall report to the Planning Commission at intervals determined by the Planning Commission Chair. Committees shall not make reports to other entities, without first reporting to the Planning Commission and receiving permission.

**E. Completion of Committee Tasking.** At the completion of the assigned task or assigned duration, the committee shall present findings and recommendations to the Planning Commission. In its final report, all final documents generated by the Committee, including minutes, shall be presented in a final packet. If the committee was unable to complete task within assigned duration, the committee may request an extension from the Planning Commission.

## VIII. AMENDMENTS.

These rules may be amended at any regular meeting of the Planning Commission by an affirmative vote of the Commission provided that such amendment has been presented in writing to each member of the Commission at least 48 hours preceding the meeting at which the vote is taken. Such amendments shall be submitted to the City Council for its approval before they shall take effect.

**ORDINANCE 2016- 09**

**AN ORDINANCE OF THE SYRACUSE CITY COUNCIL APPROVING AMENDMENTS TO THE BYLAWS OF THE PLANNING COMMISSION.**

**WHEREAS**, the Syracuse City Planning Commission has prepared proposed amendments to the Commission by-laws; and

**WHEREAS**, pursuant to Syracuse Municipal Code § 3.10.040, rules and procedures of the Commission must be approved by the City Council before taking effect; and

**WHEREAS**, the City Council has reviewed the proposed amendments and made all changes to the by-laws which the Council wishes; and

**WHEREAS**, the City Council finds that the amendment will provide for the orderly administration of business before the Commission,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

**The attached by-law amendments are hereby approved.**

This ordinance shall be effective upon the date of publication.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer  
Mayor

**SYRACUSE CITY  
PLANNING COMMISSION  
BYLAWS & RULES OF PROCEDURE**

Approved by City Council on ~~November, 29, 2011~~ [NEW DATE]

**I. PURPOSE AND SCOPE**

These policies and procedures are designed and adopted for the purpose of guidance and direction to the members of the Syracuse City Planning Commission in the performance of their duties. The Planning Commission shall be governed by the provisions of all applicable State Statutes, City ordinances and these rules. Nothing in these rules shall be interpreted to provide independent basis for invalidating or in any way altering a final decision of the Commission unless otherwise provided by City Ordinance or State Law. Nor shall anything herein be construed so as to provide or create an independent cause of action for any person or entity.

The scope of the Planning Commission shall include Title III of the Syracuse City Ordinance.

**II. ORGANIZATION.**

**A. Election of Chair and Vice-Chair.** The Commission, at its first regular meeting in ~~July~~ January of each year, shall elect a Chair and a Vice-Chair from the duly appointed members of the Commission by a majority of the total membership. The Chair and Vice-Chair may be elected to subsequent terms.

**B. Duties of the Chair.**

1. Preside and normally conduct meetings of the Commission and shall provide general direction for the meetings
2. Be a voting member of the Syracuse City Planning Commission
3. Approve the agenda prior to the meeting
4. Call the Commission to order, and proceed with the order of business
5. Announce the business before the Commission in the order in which it is to be acted upon
6. Receive and submit in the proper manner all motions and propositions presented by the members of the Commission
7. Put to vote all questions which are properly moved, or necessarily arise in the course of proceedings and to announce the result thereof

8. Inform the Commission, when necessary, or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon Legal Counsel for advice
9. Authenticate by signature when necessary, or when directed by the Commission, all acts, orders and proceedings of the Commission
10. Maintain order at meetings of the Commission
11. Move the agenda along, hold down redundancy, reference handouts and procedures in a sensitive way during meetings
12. Recognize speakers and commissioners prior to receiving comments and presentation of physical evidence, i.e., plans and pictures

13. Oversee all committees set up under the Planning Commission

~~13.~~14. Convey issues which may result in potential code amendments to the City Council for initial input and approval to move forward with drafting those amendments. This shall be conveyed through the Council liaison, and the duty to convey these issues may also be initiated by two commission members during any meeting.

**C. Duties of the Vice-Chair.** The Vice-Chair, during absence of the Chair, shall perform all the duties and functions of the Chair. In the event the Chair resigns or is removed from the Planning Commission, the Vice-Chair shall become the new Chair. The new Chair and/or Commission shall nominate a new Vice-Chair. The new Vice-Chair shall be approved by vote of the Planning Commission.

**D. Temporary Chair.** In the event of the absence or disability of both the Chair and the Vice-Chair, the senior member of the Commission in attendance shall serve as a temporary Chair to serve until the Chair or Vice-Chair shall return. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.

**E. Secretary.** The ~~Administrative~~ Secretary ~~shall serve as secretary~~ of the Commission shall be designated by the Community Development Director. The secretary shall have the following duties:

1. To give notice of all Planning Commission meetings

2. To keep and record the minutes of the proceedings of the Commission

~~2.~~3. To collect all documents, papers or presentations presented to the commission during the meeting, including exhibits, visual presentations, letters and drawings

3.4. To keep and record a permanent record file of all documents and papers pertaining to the work of the Commission and see that the Commission agendas and minutes are posted on the City website in a timely manner

4.5. To perform such other duties as may be required

### III. DUTIES OF MEMBERS

**A. Meeting Attendance.** Every member of the Commission ~~should~~ is expected to attend ~~the all~~ sessions of the Commission unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused will notify the secretary and/or the Chair. The secretary shall call the same to the attention of the Chair. Reports of attendance, with notations of whether the Chair was notified prior to the meeting, shall be submitted to the Mayor on at least a quarterly basis. Attendance falling below 80% during a six-month period is an indication that a commissioner's attendance is in need of attention.

**B. Conflict of Interest.** A Planning Commissioner ~~to whom some private benefit may come whose personal economic interest will be substantially furthered~~ as the result of a Planning Commission action shall not be a participant in the action. A Commissioner participates in the action if the Commissioner votes upon, discusses during Planning Commission meetings, or works with staff in their capacity as Commissioner, with respect to that action.

1. Substantial furtherance of the economic interest of relations or friends of the Commissioner shall also be grounds for recusal. The private benefit may be direct or indirect; create a material or personal gain; or provide an advantage to relations, friends, or to groups and associations which hold some share of a person's loyalty. However, membership itself in a group or organization shall not be considered a per se conflict of interest, but only applies if as to Planning Commission action concerning such group or unless a reasonable person would conclude that such membership in itself would prevent an objective consideration of the matter. A generally applicable ordinance which confers a benefit upon the community to which the Commissioner belongs is not considered a per se conflict of interest.
2. A Planning Commissioner experiencing, in their opinion, a conflict of interest, shall declare that interest publicly, shall abstain from discussion and voting on the action, and may sit in the audience or be excused from the room during consideration of the action. That Commissioner shall not discuss the matter privately with any other commissioner.
3. When the Planning Commissioner is the applicant in a land use decision the Commissioner is allowed to present and discuss the application, but shall not

participate in the voting decision of the Planning Commission. It is encouraged that the Planning Commissioner has an alternate party act on their behalf.

4. The vote of a Planning Commissioner deemed to be experiencing a conflict of interest, who fails to be disqualified, shall be disallowed.
5. A conflict of interest may exist under these bylaws although a Planning Commissioner may not believe an actual conflict does exist; therefore, a Planning Commissioner who has any question as to whether a conflict of interest exists under these bylaws shall raise the matter with the other Planning Commissioners. The matter may be tabled until such time that the City Attorney's Office can be contacted in order that a determination may be made as to whether a conflict of interest exists.
6. The requirements of Section 10-3-1301 et. Seq. Of the Utah Code, known as the "Municipal Officers' and Employees' Ethics Act", shall be adhered to. If a conflict exists between these policies, State law, or City ordinance, the strictest shall apply.

**C. Gifts and Favors.** Gifts, favors, or advantages must not be accepted in connection with the duties of the Planning Commission~~if they are offered because the receiver holds a position of public responsibility.~~ It is very important that Planning Commissioners be fair and impartial in their dealings with the public and that they serve all citizens equally. It is not enough to avoid favoritism; ~~they~~ they should strive to avoid even the appearance of giving preference to one citizen or business applicant over any other.

1. ~~The value of a gift or advantage and the relation of the giver to public business should be considered in determining acceptability. Small gifts that come in the form of business lunches, calendars, or office bric-a-brac are often, not always, acceptable. In cases of doubt, refuse. In cases of marginal doubt, refuse. Planning Commissioners shall refuse all gifts or other items – no matter the value – provided by a current applicant, or a prior applicant upon whose application the Commissioner participated.~~
2. Planning Commissioners should not accept gifts from outside agencies which may be competing or applying for City business, permits, or development decisions. Accepting gifts not only gives the appearance of favoritism, but may create an embarrassing and possible unlawful position for the City.
3. Items of small value such as calendars, pencils, etc. (usually to be considered \$50 or less) with advertising or logos are acceptable, but larger items such as clothing, equipment for personal use, etc. should be politely declined.

**D. Commissioner Removal.** A Commission member may be permanently removed from the Planning Commission as outlined in City Code. Recommendation for such action

may also be made by a majority vote of the Commission to the Mayor and may be based on any of the following:

1. Continuous unjustified non-attendance of Planning Commission work meetings and/or regular meetings.
2. Demonstrated inability or unwillingness to participate cooperatively as a working member of the Commission including, but not limited to, such actions as:
  - a. Repeatedly showing a lack of preparation during meetings, or
  - b. Repeated attempts to disrupt meetings; or
  - c. Frequent votes contrary to the evidence presented for no apparent reason.
3. Failure to conduct oneself in a professional and competent manner appropriate to the position of Planning Commissioner.
4. Violation of the criminal laws, federal, state, or local.
5. A change in residency outside of Syracuse City.
6. Failure to abide by Syracuse City Human Resources Policies and Procedures as it relates to employee conduct.

**E. Treatment of Information.** It is important to discriminate between planning information that belongs to the public and planning information that does not.

1. Reports and official records of a public planning agency must be open on an equal basis to all inquiries.
2. Any record or portion of a record which contains private or protected information shall be kept, disseminated and retained in accordance with the Utah Government Records Access Management Act. Information considered private, controlled or protected, that is learned in the course of performing planning duties must be treated in confidence if specifically requested by the applicant or as dictated by Title X of the Syracuse City Municipal Code. Such information becomes public when an application for official action, such as a change in zone classification or approval of a plat, is submitted.
3. Information contained in studies that are in progress in a planning agency should not be divulged except in accordance with established agency policies on the release of its studies. A public planning agency is not required to share its thoughts publicly.

4.3. Prearranged private meetings between a Planning Commissioner and applicants, their agents, or other interested parties, are prohibited. Partisan information on any application received by a Planning Commissioner whether by mail, telephone, or other communication shall be made part of the public record.

5.4. Any member of the Commission may make a concurring or dissenting report or recommendation to the City Council whenever he/she deems advisable. Reports and recommendations must be submitted to City Council in a written format for inclusion in City Council documentation and materials.

#### IV. MEETINGS.

**A. Place.** All meetings of the Planning Commission shall be held in the City Council Chambers of City Hall, Syracuse, Utah, or at such other place in Syracuse City as the Commission may designate.

**B. Regular Meetings.** Regular meetings of the Planning Commission shall be held on the first and third Tuesdays of each month at the hour of 6:00 p.m.

**C. Work Meetings.** Work meetings may be held on the first and third Tuesdays of each month after the regular meeting.

**D. Unscheduled Meetings.** An unscheduled meeting may be held after consent of unanimous vote of the Planning Commissioners in attendance at a regularly ~~scheduled~~ meeting. An unscheduled meeting may not be held that has the appearance of giving preference to one citizen or business applicant or may create an embarrassing and possible unlawful position for the City.

**E. Joint Sessions.** Joint sessions between Planning Commission and City Council may occur at the request of the Mayor and/or Council.

**F. Quorum.** Four members of the Commission shall constitute a quorum ~~thereof for the transaction of all business except where unanimous consent of all members is required.~~ Any member disqualified because of a conflict of interest shall not be considered when determining whether a quorum is constituted.

**G. Remote Participation.** Commissioners who are out-of-town or seriously ill may participate in proceedings remotely through the means of electronic communication. Remote participation may only occur if the agenda has provided requisite notice of the arrangement. Participation may occur through audio or audio-visual applications. A remote participant is a full participant during the proceedings.

**GH. Content.** Discussions in the meetings are to be limited to agenda items and issues reasonably related thereto. Comments or presentations by the public are to be limited to relevant issues. In order to ensure that the meetings proceed timely and orderly, the Chair may impose a time limit on those desiring to address the Commission. Any

person who disrupts the meeting by exceeding a time limit, discussing irrelevant issues, or otherwise, may be removed at the direction of the Chair. Future agenda items may be added at the request of two or more Commissioners.

### **I. Agenda and Submitted Documents.**

1. Future agenda items shall be placed on the next available agenda by the Chairman, at the request of two or more Commissioners.
2. The agenda and applicable information shall be provided to the Commission members at least four days prior to the meeting, unless approved by the Chairman.
3. For items which are scheduled for final action, the applicant and staff must submit to the Secretary all documents for consideration of that item, at least five days prior to the meeting. Commissioners who wish to submit additional documents, revisions or comments may submit them to the Secretary and Chairman. Those items shall be disseminated to the applicant and Planning Commissioners as soon as practicable, and shall be made available to the public during Commission meeting.

### **H.J. Order and Decorum.**

1. Consideration of Agenda Items. The following procedures for consideration of business items on the agenda will normally be observed. However, the procedure may be modified by the chairman if necessary for the expeditious conduct of business.
  - a. Chair introduces the agenda items.
  - b. City staff is invited to provide comments and/or recommendations.
  - c. Petitioner presents the proposal.
  - d. Commissioners ask questions and seek clarification on issues presented.
  - e. Petitioner is asked to be seated.
  - f. If item includes a public hearing then public is invited to provide comments, evidence or opinions, to ask questions and to seek clarification on issues presented.
    - g. City staff and applicant shall be given the opportunity to respond to questions, criticism or concerns expressed by the public. Members of the public shall not be permitted to further engage with the applicant or staff.
  - gh. Commissioners discuss the proposal and ask for clarification as necessary.
  - hi. Chair requests a motion on the proposal.

ij. Upon motion and second, commissioners vote on the proposal. Any commissioner may, prior to casting a vote, explain the basis for his or her vote. The Commission may approve, deny, table, or approve with conditions the proposal before them.

**IK. Time.** Meetings shall not exceed 9:00 p.m. unless extended through a two-thirds (2/3) majority vote of the Commission in attendance.

**JL. Additional Guidelines.** In addition to these policies and procedures, the Commission may invoke additional guidelines as necessary to address issues as they arise so long as they are consistent with the nature and intent with the content herein.

## V. MOTIONS.

**A. Making of Motions.** Any Planning Commissioner, but the Chair, may make or second a motion. Motions should state findings for denial or approval within the motion:

1. Motions should state findings at the beginning.
2. The staff reports should be in sufficient detail to assist Planning Commission in stating findings.
3. All motions should be repeated at the direction of the Chair

**B. Second Required.** Each motion of the Planning Commission must be seconded, except for the motion to adjourn a meeting; a motion that fails to receive a second shall fail.

**C. Withdrawing a Motion.** After a motion is stated by the Chair or read by the secretary, it shall be deemed in the possession of the Commission, but may be withdrawn at any time before decision or amendment by the unanimous consent of the Commission ers in attendance. The Commissioner who made the motion may withdraw it at any time prior to the vote being taken.

**D. Motion to Table.** A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter and whenever possible, a specific date to rehear the matter is to be scheduled.

**E. Amending Motions.** When a motion is pending before the Commission, any member may suggest an amendment without a second, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order to amend the stated motion. The author and the second may choose not to accept the amendment.

**F. Amending Amendments to Motions.** An amendment to a motion may be amended, no second required, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order to amend the stated motion. The author and the second may choose not to accept the amendment

**G. Substitute Motions.** A substitute motion, which shall replace the original motion, may be made prior to a vote on the original motion. After a substitute motion has been seconded, then it becomes the motion to be put to vote; the original motion is only voted on if the substitute motion fails.

**H. To Rescind a Motion.** A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commission's action on the motion.

**I. To Reconsider a Motion.** To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made ~~or when the minutes containing that particular item are approved.~~ If present, the applicant shall be given an opportunity to address the Commission before the vote upon the motion which is being reconsidered.

**J. Motion to Open and Close Hearings is not required.** The Chair will state when the public portion of the hearings are open and closed.

**K. Motion to Recess.** A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.

**L. Motion to Adjourn.** A motion to adjourn the meeting shall be made at the end of ~~each~~ Planning Commission regular and work meetings. No second to the motion to adjourn is required.

## **VI. VOTING.**

Except as otherwise specifically provided in these rules, a vote of the majority of Commissioners participating in the vote~~four (4) members of the Commission~~ shall be required ~~and shall be sufficient~~ to transact any business before the Planning Commission.

**A. Changing a Vote.** No member shall be permitted to change his/her vote after the decision is announced by the Chair.

**B. Tie Votes.** Tie votes shall cause a motion to fail.

~~C. Conflict of Interest/Disqualification. See section III. B.~~

## VII. COMMITTEES

Committees may be set up by the Planning Commission to enhance planning of specific areas of the city.

- A. Scope and Duration.** The Planning Commission Chair, with the consent of the Planning Commission, shall set the scope and duration of each committee at the inception of the committee.
- B. Members.** The Planning Commission Chair shall appoint members of the Planning Commission to serve as chair and vice-chair of each committee. Committee chair and vice-chair, including input from other Commissioners, shall select other members of the committee. Committee membership should not normally exceed 12 members, including chair and vice-chair. No more than two sitting Planning Commissioners may be appointed to a committee.
- C. Purpose and Need Document.** Each committee shall draft a Purpose and Need document and present it to the Planning Commission for approval within six weeks of the first committee meeting. Purpose and Need document should keep committee work within the scope laid out for the committee at inception. If a need to revise the scope exists, it shall be brought back to the Planning Commission for approval.
- D. Progress Reporting.** Committees shall report to the Planning Commission at intervals determined by the Planning Commission Chair. Committees shall not make reports to other entities, without first reporting to the Planning Commission and receiving permission.
- E. Completion of Committee Tasking.** At the completion of the assigned task or assigned duration, the committee shall present findings and recommendations to the Planning Commission. In its final report, all final documents generated by the Committee, including minutes, shall be presented in a final packet. If the committee was unable to complete task within assigned duration, the committee may request an extension from the Planning Commission.

## VIII. AMENDMENTS.

These rules may be amended at any regular meeting of the Planning Commission by an affirmative vote of the Commission provided that such amendment has been presented in writing to each member of the Commission at least 48 hours preceding the meeting at which the vote is taken. Such amendments shall be submitted to the City Council for its approval before they shall take effect.



# COUNCIL AGENDA

February 23rd, 2016

Agenda Item “k” Discussion on Transportation Impact Fee Categories.

## *Factual Summation*

Any questions about this agenda item may be directed at Finance Director Stephen Marshall.

Please review the following attachments:

- a. Comparisons of other city’s transportation impact fees by category.
- b. Transportation IFA.

## *Background*

During the last City Council meeting we discussed and approved the updates to the transportation impact fees with the following categories and amounts:

| Industrial | SFD   | MFD   | Assist Living | Hotel | Church | General Office | Retail / Shopping |
|------------|-------|-------|---------------|-------|--------|----------------|-------------------|
| \$612      | \$743 | \$488 | \$255         | \$444 | \$685  | \$1,085        | \$2,703           |

The Council wanted further discussion and comparatives from other cities to determine if Syracuse City should have additional categories for different types of commercial businesses. I have included in the packet a comparative of 10 other cities and the fees they charge by category. Every city is a little different and not all cities charge the same fees.

The items in color show similar categories and comparatives. I have also placed the commercial categories at the end and ordered them from highest to lowest amounts.

## **Recommendation**

Discuss potential changes to impact fee commercial categories. If changes are needed, set a public hearing for March 8<sup>th</sup> to adopt the changes.

**Transportation Impact Fees**

| <b>Commercial Retail:</b>                    | <b>Syracuse</b>   | <b>Layton</b>     | <b>Clinton</b> | <b>West Point</b> | <b>Kaysville</b> | <b>Centerville</b> | <b>Farmington</b> | <b>North Logan</b> | <b>West Jordan</b> | <b>South Jordan</b> | <b>Bluffdale</b> | <b>Notes</b>       | <b>Average</b>    |
|----------------------------------------------|-------------------|-------------------|----------------|-------------------|------------------|--------------------|-------------------|--------------------|--------------------|---------------------|------------------|--------------------|-------------------|
| Industrial                                   | \$611.92          | \$1,827.00        | \$268          | \$3,578           | \$406            | \$29               |                   |                    | \$450              | \$547               | \$1,003          | per 1000 sq. ft    | \$968.94          |
| Elderly Care / Assisted Living               | \$254.97          | \$285             |                |                   |                  | \$8,235            |                   |                    |                    |                     |                  | per bed / per room | \$2,925.15        |
| Hotel                                        | \$444.37          | \$539.00          |                |                   |                  | \$234              |                   |                    |                    | \$1,243             |                  | per room           | \$615.01          |
| <b>Church</b>                                | <b>\$684.77</b>   | <b>\$529.00</b>   |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$421.24</b>   |
| <b>Hospital</b>                              | <b>\$845.03</b>   | <b>\$2,127.00</b> |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$1,486.02</b> |
| <b>Library</b>                               | <b>\$5,245.04</b> |                   |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$5,245.04</b> |
| <b>Private School (K-8)</b>                  | <b>\$4,756.96</b> | <b>\$3,775.00</b> |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$2,992.40</b> |
| <b>High School</b>                           | <b>\$1,544.37</b> | <b>\$1,917.00</b> |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$1,302.21</b> |
| <b>Middle School / Junio High School</b>     | <b>\$1,835.76</b> | <b>\$3,207.00</b> |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$1,829.34</b> |
| <b>Elementary School</b>                     | <b>\$2,265.57</b> | <b>\$3,971.00</b> |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$2,227.27</b> |
| <b>General Office Building</b>               | <b>\$1,085.43</b> | <b>\$2,190.00</b> |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$1,637.72</b> |
| <b>Office/Inst 10,000 SF or less</b>         |                   |                   | \$872          |                   |                  |                    | \$1,725           | \$1,130            | \$1,480            | \$1,015             | \$615            | per 1000 sq. ft    | \$1,139.46        |
| <b>Office/Inst 10,001 – 25,000 SF</b>        |                   |                   | \$706          |                   |                  |                    | \$1,725           | \$905              | \$1,190            | \$1,015             | \$615            | per 1000 sq. ft    | \$1,025.96        |
| <b>Office/Inst 25,001 – 50,000 SF</b>        |                   |                   | \$602          |                   |                  |                    | \$1,090           | \$761              | \$1,020            | \$1,015             | \$615            | per 1000 sq. ft    | \$850.46          |
| <b>Office/Inst over 50,001 – 100,000 SF</b>  |                   |                   | \$513          |                   |                  |                    | \$768             | \$761              | \$860              | \$1,015             | \$548            | per 1000 sq. ft    | \$744.17          |
| <b>Office/Inst over 100,001 – 200,000 SF</b> |                   |                   | \$438          |                   |                  |                    | \$611             | \$761              | \$860              | \$1,015             | \$548            | per 1000 sq. ft    | \$705.50          |
| <b>Shopping Center</b>                       | <b>\$2,702.65</b> | <b>\$3,730</b>    |                |                   |                  |                    |                   |                    |                    |                     | \$1,164          | per 1000 sq. ft    | <b>\$2,532.22</b> |
| <b>Retail - General Merchandise</b>          |                   | <b>\$3,164</b>    | <b>\$2,546</b> | <b>\$3,578</b>    | <b>\$1,652</b>   |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$2,735.00</b> |
| <b>Com/Shop Ctr. 10,000 SF or less</b>       |                   |                   | <b>\$2,546</b> |                   |                  |                    | <b>\$1,662</b>    | <b>\$444</b>       | <b>\$2,590</b>     | <b>\$5,523</b>      |                  | per 1000 sq. ft    | <b>\$2,553.00</b> |
| <b>Com/Shop Ctr. 10,001 – 25,000 SF</b>      |                   |                   | <b>\$2,155</b> |                   |                  |                    | <b>\$1,662</b>    | <b>\$444</b>       | <b>\$2,590</b>     | <b>\$5,523</b>      |                  | per 1000 sq. ft    | <b>\$2,474.80</b> |
| <b>Com/Shop Ctr. 25,001 - 50,000 SF</b>      |                   |                   | <b>\$1,872</b> |                   |                  |                    | <b>\$1,662</b>    | <b>\$444</b>       | <b>\$2,590</b>     | <b>\$5,523</b>      |                  | per 1000 sq. ft    | <b>\$2,418.20</b> |
| <b>Com/Shop Ctr. 50,001 – 100,000 SF</b>     |                   |                   | <b>\$1,564</b> |                   |                  |                    | <b>\$1,465</b>    | <b>\$390</b>       | <b>\$2,250</b>     | <b>\$5,523</b>      |                  | per 1000 sq. ft    | <b>\$2,238.40</b> |
| <b>Com/Shop Ctr. 100,001 – 200,000 SF</b>    |                   |                   | <b>\$1,338</b> |                   |                  |                    | <b>\$1,276</b>    | <b>\$390</b>       | <b>\$1,940</b>     | <b>\$5,523</b>      |                  | per 1000 sq. ft    | <b>\$2,093.40</b> |
| <b>Com/Shop Ctr. 200,001 – 400,000 SF</b>    |                   |                   | <b>\$1,138</b> |                   |                  |                    | <b>\$1,103</b>    | <b>\$210</b>       | <b>\$1,660</b>     | <b>\$5,523</b>      |                  | per 1000 sq. ft    | <b>\$1,926.80</b> |
| Gasoline/Service Station w/ Conv. Store      | \$70,764.32       |                   |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$70,764.32       |
| Convenience Store                            | \$38,915.27       | \$7,904           |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$23,409.64       |
| Convenience Store w/ car wash                |                   | \$12,684          |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$12,684.00       |
| Fast Food                                    | \$34,456.99       | \$8,751           |                |                   |                  |                    |                   |                    |                    |                     |                  | per stall          | \$21,604.00       |
| Bank                                         | \$19,443.07       | \$9,584           |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$14,513.54       |
| Gasoline/Service Station                     | \$11,400.67       | \$3,698.00        |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$7,549.34        |
| Automated Car Wash                           | \$10,286.10       |                   |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$10,286.10       |
| Day Care Center                              | \$10,016.57       | \$10,895          |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$10,455.79       |
| Nursery                                      | \$6,584.44        | \$5,022.00        |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$5,803.22        |
| Sit down Restaurant                          | \$6,570.87        | \$7,408           |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$6,989.44        |
| Pharmacy / Drug Store                        |                   | \$6,231           |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$6,231.00        |
| Supermarket                                  | \$6,097.36        | \$2,737           |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$4,417.18        |
| home Improvement Superstore                  | \$4,050.34        | \$3,838           |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$3,944.17        |
| Discount Superstore                          |                   | \$4,042           |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$4,042.00        |
| Car Wash                                     | \$4,035.77        | \$1,356           |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$2,695.89        |
| Self Service Car Wash                        | 4,035.77          |                   |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$4,035.77        |
| Specialty Retail                             | \$3,656.96        | \$3,255           |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$3,455.98        |
| Movie Theatre > 10                           | \$3,576.83        |                   |                |                   |                  |                    |                   |                    |                    |                     |                  | per 1000 sq. ft    | \$3,576.83        |
| hardware / Paint Store                       |                   | \$3,240           |                |                   |                  |                    |                   |                    | \$320              |                     |                  | per 1000 sq. ft    | \$1,780.00        |
| <b>Medical - Dental Office</b>               | <b>\$3,110.60</b> | <b>\$6,867</b>    | <b>\$872</b>   | <b>\$3,578</b>    | <b>\$693</b>     | <b>\$78</b>        |                   |                    |                    |                     |                  | per 1000 sq. ft    | <b>\$2,533.05</b> |

|                                      |                 |                   |              |              |                        |                 |
|--------------------------------------|-----------------|-------------------|--------------|--------------|------------------------|-----------------|
| Tire Store                           | \$3,023.18      |                   |              |              | per 1000 sq. ft        | \$3,023.18      |
| Racquet Club / GYM Facility          | 2,957.62        | \$1,433           |              |              | per stall              | \$2,195.31      |
| Movie Theatre < 10                   | \$2,768.21      |                   |              |              | per 1000 sq. ft        | \$2,768.21      |
| Auto Care Center                     | \$2,556.96      |                   |              |              | Fueling Station        | \$2,556.96      |
| Automobile Car Sales                 | \$2,039.74      |                   |              |              | per 1000 sq. ft        | \$2,039.74      |
| Hair/ Nails / Massage / Beauty Salon | \$1,405.96      | \$2,620.00        |              |              | per 1000 sq. ft        | \$2,012.98      |
| <b>Business Park</b>                 | <b>\$917.88</b> | <b>\$1,872.00</b> | <b>\$491</b> |              | per 1000 sq. ft        | \$1,093.63      |
| General Manufacturing                | \$546.36        |                   | \$147        |              | per 1000 sq. ft        | \$346.68        |
| Storage Units                        | \$160.27        |                   |              | <b>\$830</b> | <b>per 1000 sq. ft</b> | <b>\$495.14</b> |
| Warehouse / Distribution Center      | \$116.56        |                   | \$191        |              | per 1000 sq. ft        | \$153.78        |



Syracuse City

---

# Transportation Impact Fee Analysis

**DRAFT**

January 22, 2016

---

# Transportation Impact Fee Analysis

## Summary

This Impact Fee Analysis (IFA) is based off of the information provided in the City's Roadway Impact Fee Facilities Plan ("IFFP") dated November 2015 and prepared by Horrocks Engineers.

Projected Growth. The IFFP projects that new development in Syracuse City is projected to grow by an estimated 8,000 PM peak hour trips<sup>1</sup> between 2015 and 2025 – from 26,300 one-way PM peak hour trips in 2015 to 34,300 trips in 2025. This growth will use up excess capacity on existing roads and will require the expansion of existing roads or development of new roads in order to maintain the existing levels of service.

Service Levels. The IFFP states that the current level of service (LOS) is LOS C and that the "IFFP will not make any changes to the existing level of service, and LOS C will be the standard by which future growth will be evaluated" (p. 44).

Service Areas. Syracuse City ("City") includes one roadway service area as recommended by the City's engineers in the IFFP.

Excess Capacity. Syracuse City's IFFP identifies excess capacity on major streets in the City's roadway system. Total capacity on the existing roads identified as part of the IFFP is 30,000 ADTs, with a current volume of 21,700 ADTs, resulting in excess capacity of 8,300 ADTs<sup>2</sup> or approximately 28 percent of existing capacity. The actual cost of the existing roads with excess capacity is \$10,898,017. All of the excess capacity will be consumed over the next ten years.

Therefore, new development will be responsible to buy-in to the remaining 28 percent of excess capacity which has an actual cost of \$3,015,118 (\$10,898,017 multiplied by the 28 percent of excess capacity).

New Construction. Syracuse City's IFFP identifies a total of 12 projects necessitated by new development at a total cost of \$62,980,000. However, four of the projects will be funded by UDOT and are therefore not eligible for impact fees. Of the remaining eight projects, two will share costs between the City and Wasatch Front Regional Council (WFRC). Therefore, Syracuse is responsible for only \$15,030,000 of the total new construction costs necessitated by new growth. This number is further adjusted to reflect the fact that new development is not responsible for pass-through traffic and for the excess capacity remaining in these new projects after 2025. Therefore, the total cost attributable to new development over the next ten years is \$8,699,391.

---

<sup>1</sup> A PM peak hour trip is defined as a single or one-directional vehicle movement to or from a site between the hours of 4 p.m. and 6 p.m.

<sup>2</sup> Excess capacity has been measured in terms of ADTs; new construction demand has been measured in terms of PM peak hour demand. All impact fee calculations have been made in terms of PM peak hour demand.

Proportionate Share Analysis. A summary of the proportionate share analysis is as follows:

TABLE 1: PROPORTIONATE SHARE ANALYSIS

| Summary of Cost per Trip          | Amount            |
|-----------------------------------|-------------------|
| Buy-In to Excess Capacity         | \$376.89          |
| New Construction                  | \$1,087.42        |
| Consultant Cost                   | \$1.04            |
| Fund Balance Credit               | (\$8.40)          |
| <b>Cost per PM Peak Hour Trip</b> | <b>\$1,456.96</b> |

The maximum fee per PM peak hour trip is **\$1,456.96**.

The cost per trip is then applied to standards set by the Institute of Transportation Engineers (ITE) to evaluate the number of PM peak hour trips per development type.

The City may choose to combine many of the categories listed by ITE (as shown in Appendix A) in order to avoid large differences in fees charged to retail developments of different types.

The following table shows groupings commonly used by cities and recommended by the consultants.

TABLE 2: RECOMMENDED MAXIMUM TRANSPORTATION IMPACT FEES INTO MAJOR GROUPINGS

| Category                                                         | Units; Per                        | ITE Trips | Adjusted Trips | Maximum Fee |
|------------------------------------------------------------------|-----------------------------------|-----------|----------------|-------------|
| 130 - Industrial Park                                            | 1000 Sq. Feet Gross Floor Area    | 0.84      | 0.42           | \$611.92    |
| 210 - Single-Family Detached Housing                             | Dwelling Unit                     | 1.02      | 0.51           | \$743.05    |
| 220 - Multi-Family / Apartment (Greater than 4 Units)            | Dwelling Unit                     | 0.67      | 0.335          | \$488.08    |
| 230 - Multi-Family / Condo, Townhouse, Duplex, Triplex, Quadplex | Dwelling Unit                     | 0.52      | 0.26           | \$378.81    |
| 240 - Mobile Home / RV Park                                      | Dwelling Lot                      | 0.60      | 0.3            | \$437.09    |
| 254 - Assisted Living Center                                     | Bed                               | 0.35      | 0.175          | \$254.97    |
| 310 - Hotel                                                      | Room                              | 0.61      | 0.305          | \$444.37    |
| 560 - Church                                                     | 1000 Sq. Feet Gross Floor Area    | 0.94      | 0.47           | \$684.77    |
| 710 - General Office Building                                    | 1000 Sq. Feet Gross Floor Area    | 1.49      | 0.745          | \$1,085.43  |
| 820 - Shopping Center / Strip Mall                               | 1000 Sq. Feet Gross Leasable Area | 3.71      | 1.855          | \$2,702.65  |

## Utah Code Legal Requirements

Utah law requires that communities prepare an Impact Fee Analysis (IFA) before enacting an impact fee. Utah law also requires that communities give notice of their intent to prepare and adopt an IFA. This IFA follows all legal requirements as outlined below. The City has retained Zions Bank Public Finance (ZBPF) to prepare this Impact Fee Analysis in accordance with legal requirements.

### Notice of Intent to Prepare Impact Fee Analysis

A local political subdivision must provide written notice of its intent to prepare an IFA before preparing the Plan (Utah Code §11-36a-503). This notice must be posted on the Utah Public Notice website. The City has complied with this noticing requirement for the IFA by posting notice on February 1, 2013. A copy of the notice is included in Appendix B.

### Preparation of Impact Fee Analysis

Utah Code requires that each local political subdivision, before imposing an impact fee, prepare an impact fee analysis. (Utah Code 11-36a-304).

Section 11-36a-304 of the Utah Code outlines the requirements of an impact fee analysis as follows:

- (1) An impact fee analysis shall:
  - (a) identify the anticipated impact on or consumption of any existing capacity of a public facility by the anticipated development activity;
  - (b) identify the anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility;
  - (c) demonstrate how the anticipated impacts described in Subsections (1)(a) and (b) are reasonably related to the anticipated development activity;
  - (d) estimate the proportionate share of:
    - (i) the costs for existing capacity that will be recouped; and
    - (ii) the costs of impacts on system improvements that are reasonably related to the new development activity; and
  - (e) identify how the impact fee was calculated.
- (2) In analyzing whether or not the proportionate share of the costs of public facilities are reasonably related to the new development activity, the local political subdivision or private entity, as the case may be, shall identify, if applicable:
  - (a) the cost of each existing public facility that has excess capacity to serve the anticipated development resulting from the new development activity;

- (b) the cost of system improvements for each public facility;
- (c) other than impact fees, the manner of financing for each public facility, such as user charges, special assessments, bonded indebtedness, general taxes, or federal grants;
- (d) the relative extent to which development activity will contribute to financing the excess capacity of and system improvements for each existing public facility, by such means as user charges, special assessments, or payment from the proceeds of general taxes;
- (e) the relative extent to which development activity will contribute to the cost of existing public facilities and system improvements in the future;
- (f) the extent to which the development activity is entitled to a credit against impact fees because the development activity will dedicate system improvements or public facilities that will offset the demand for system improvements, inside or outside the proposed development;
- (g) extraordinary costs, if any, in servicing the newly-developed properties; and
- (h) the time-price differential inherent in fair comparisons of amounts paid at different times.

#### **Certification of Impact Fee Analysis**

Utah Code states that an Impact Fee Analysis shall include a written certification from the person or entity that prepares the Impact Fee Analysis. This certification is included at the conclusion of this analysis.

## Anticipated Impact On or Consumption of Any Existing Capacity of a Public Facility by the Anticipated Development Activity

*Utah Code 11-36a-304(1)(a)*

### Consumption of Existing Capacity

Development activity in Syracuse is based on both residential and nonresidential growth. Growth projections are then used by the City's engineers as inputs in the Wasatch Front Regional Council – Mountainland Association of Government regional travel demand model to forecast trip generation. Based on existing capacity and existing volumes on roads that qualify for impact fee reimbursement, the City's roads currently have excess capacity of 8,300 ADTs,<sup>3</sup> given a LOS C.

TABLE 3: EXISTING AND EXCESS CAPACITY

|              | Location                                                                | Existing Capacity - ADTs | Existing Volume - ADTs | Excess Capacity - ADTs | Excess Capacity % |
|--------------|-------------------------------------------------------------------------|--------------------------|------------------------|------------------------|-------------------|
| 14           | 1000 West: SR-193 to Bluff Street                                       | 10,000                   | 7,600                  | 2,400                  | 24%               |
| 16           | 2000 West: 1700 South to 2700 South                                     | 10,000                   | 8,300                  | 1,700                  | 17%               |
| 20           | Bluff Street & Gentile Street: 1000 West to 500 West (3700 West Layton) | 10,000                   | 5,800                  | 4,200                  | 42%               |
| <b>TOTAL</b> |                                                                         | <b>30,000</b>            | <b>21,700</b>          | <b>8,300</b>           |                   |

The cost associated with these roads with excess capacity, in \$2015, is as follows:

TABLE 4: COST OF EXCESS CAPACITY OF EXISTING ROADS (\$2015)

| Project                                                                 | Length (ft) | Existing Total Cost | Cost per linear foot |
|-------------------------------------------------------------------------|-------------|---------------------|----------------------|
| 1000 West: SR-198 to Bluff Street (Syracuse Portion)                    | 14,100      | \$29,860,000        | \$2,117.73           |
| 2000 West: 1700 South to 2700 South                                     | 5,300       | \$11,300,000        | \$2,132.08           |
| Bluff Street & Gentile Street: 1000 West to 500 West (3700 West Layton) | 4,500       | \$8,290,000         | \$1,842.22           |
| <b>TOTAL</b>                                                            |             | <b>\$49,450,000</b> |                      |

However, Utah law clearly specifies that buy-in to excess capacity must be calculated based on the actual cost of constructing the roads and not on current costs. Therefore, the above cost of \$49,450,000 has been reduced to \$10,898,017 to reflect the actual cost of the roads at the time of construction. Further, the excess capacity represents only 28 percent (the ratio of excess capacity of 8,300 ADTs to total capacity of 30,000 ADTs) of the road costs, or \$3,015,118.

<sup>3</sup> ADTs are used to calculate excess capacity in the system; PM peak hour trips are used to calculate new construction needs. The ADTs used for excess capacity are later converted to PM peak hour trips in the calculation of impact fees.

## Identify the Anticipated Impact on System Improvements Required by the Anticipated Development Activity to Maintain the Established Level of Service for Each Public Facility and Demonstrate How the Anticipated Impacts are Reasonably Related to the New Development Activity

*Utah Code 11-36a-304(1)(b)(c)*

Syracuse City's IFFP identifies a total of 12 projects necessitated by new development at a total cost of \$62,980,000. However, four of the projects will be funded by UDOT and are therefore not eligible for impact fees. Of the remaining eight projects, two will share costs between the City and Wasatch Front Regional Council (WFRC). Therefore, Syracuse is responsible for only \$15,030,000 of the total new construction costs necessitated by new growth.

These are the projects identified in the IFFP as necessary to maintain a LOS C.

TABLE 5: SYRACUSE CITY PORTION OF NEW CONSTRUCTION COSTS

| Project      | Location                                                                | Total Price         | Funding Source | Syracuse City % | Syracuse City Total |
|--------------|-------------------------------------------------------------------------|---------------------|----------------|-----------------|---------------------|
| 1            | SR-193 Extension: 2000 West to 4000 West                                | \$21,690,000        | UDOT           | 0%              | \$0                 |
| 2            | 2500 West Extension: 700 South to SR-193                                | \$1,860,000         | City           | 8%              | \$160,000           |
| 4            | 450 South: 1550 West to 2000 West                                       | \$2,660,000         | City           | 25%             | \$670,000           |
| 5            | 1200 South: Extension to 3000 West                                      | \$820,000           | City           | 8%              | \$70,000            |
| 6            | Bluff Street Re-Route due to West Davis Corridor (New Portion)          | \$2,230,000         | UDOT           | 0%              | \$0                 |
| 12           | 500 West (3700 West Layton) Extension to 1700 South (Syracuse)          | \$1,030,000         | City/WFRC      | 8%              | \$80,000            |
| 14           | 1000 West: SR-193 to Bluff Street                                       | \$8,580,000         | City           | 100%            | \$8,580,000         |
| 15           | 2000 West: SR-193 to 1700 South                                         | \$9,340,000         | UDOT           | 0%              | \$0                 |
| 16           | 2000 West: 1700 South to 2700 South                                     | \$4,750,000         | City           | 100%            | \$4,750,000         |
| 19           | 1700 South: 3000 West to 2000 West                                      | \$5,410,000         | UDOT           | 0%              | \$0                 |
| 20           | Bluff Street & Gentile Street: 1000 West to 500 West (3700 West Layton) | \$4,230,000         | City/WFRC      | 8%              | \$340,000           |
| 21           | Roundabout: 3000 West & 700 South                                       | \$380,000           | City           | 100%            | \$380,000           |
| <b>TOTAL</b> |                                                                         | <b>\$62,980,000</b> |                |                 | <b>\$15,030,000</b> |

The total costs for which Syracuse City is responsible need to be further adjusted to reduce costs for pass-through trips which must be shared by the community as a whole. Finally, there will be excess capacity on many of these roads in 2025; therefore, new development can only be expected to pay for the actual portion of the road needs that it generates and not for the excess capacity.

**TABLE 6: SYRACUSE CITY PORTION OF NEW CONSTRUCTION COSTS ADJUSTED FOR PASS-THROUGH TRIPS AND EXCESS CAPACITY**

| Project      | Location                                                                | Syracuse City Total | % Pass-Through Traffic | Syracuse Reduction Amount for Pass Through | Excess Capacity % | Syracuse Reduction Amount for Excess Capacity |
|--------------|-------------------------------------------------------------------------|---------------------|------------------------|--------------------------------------------|-------------------|-----------------------------------------------|
| 1            | SR-193 Extension: 2000 West to 4000 West                                | \$0                 | NA                     |                                            | NA                |                                               |
| 2            | 2500 West Extension: 700 South to SR-193                                | \$160,000           | 6%                     | \$150,400                                  | 68%               | \$48,128                                      |
| 4            | 450 South: 1550 West to 2000 West                                       | \$670,000           | 5%                     | \$636,500                                  | 71%               | \$184,585                                     |
| 5            | 1200 South: Extension to 3000 West                                      | \$70,000            | 11%                    | \$62,300                                   | 56%               | \$27,412                                      |
| 6            | Bluff Street Re-Route due to West Davis Corridor (New Portion)          | \$0                 | NA                     |                                            | NA                |                                               |
| 12           | 500 West (3700 West Layton) Extension to 1700 South (Syracuse)          | \$80,000            | 6%                     | \$75,200                                   | 51%               | \$36,848                                      |
| 14           | 1000 West: SR-193 to Bluff Street                                       | \$8,580,000         | 24%                    | \$6,520,800                                | 21%               | \$5,151,432                                   |
| 15           | 2000 West: SR-193 to 1700 South                                         | \$0                 |                        | \$0                                        | NA                |                                               |
| 16           | 2000 West: 1700 South to 2700 South                                     | \$4,750,000         | 18%                    | \$3,895,000                                | 18%               | \$3,193,900                                   |
| 19           | 1700 South: 3000 West to 2000 West                                      | \$0                 |                        | \$0                                        | NA                |                                               |
| 20           | Bluff Street & Gentile Street: 1000 West to 500 West (3700 West Layton) | \$340,000           | 27%                    | \$248,200                                  | 77%               | \$57,086                                      |
| 21           | Roundabout: 3000 West & 700 South                                       | \$380,000           | NA                     |                                            | NA                |                                               |
| <b>TOTAL</b> |                                                                         | <b>\$15,030,000</b> |                        | <b>\$11,588,400</b>                        |                   | <b>\$8,699,391</b>                            |

The total cost of \$8,699,391 attributable to new development between 2015 and 2025 must be shared proportionately between the additional PM peak hour trips projected for that time period. PM peak hour trip demand citywide is projected to grow from 26,300 PM peak hour trips in 2015 to 34,300 PM peak hour trips in 2025 – an increase of 8,000 PM peak hour trips over the 10-year period. While volume on the existing roads with excess capacity will actually decrease, volume will increase on new roads constructed. Therefore, the increased volume and capacity impacts need to be viewed as part of an overall system of roads.

TABLE 7: GROWTH IN PM PEAK HOUR TRIPS ON ROADS WITH NEW CONSTRUCTION COSTS

| Project      | Location                                                                | 2025 Capacity | 2025 Volume   | Excess Capacity in 2025 |
|--------------|-------------------------------------------------------------------------|---------------|---------------|-------------------------|
| 1            | SR-193 Extension: 2000 West to 4000 West                                | NA            | NA            | NA                      |
| 2            | 2500 West Extension: 700 South to SR-193                                | 5,000         | 1,600         | 3,400                   |
| 4            | 450 South: 1550 West to 2000 West                                       | 11,500        | 3,300         | 8,200                   |
| 5            | 1200 South: Extension to 3000 West                                      | 5,000         | 2,200         | 2,800                   |
| 6            | Bluff Street Re-Route due to West Davis Corridor (New Portion)          | NA            | NA            | NA                      |
| 12           | 500 West (3700 West Layton) Extension to 1700 South (Syracuse)          | 11,500        | 5,600         | 5,900                   |
| 14           | 1000 West: SR-193 to Bluff Street                                       | 11,500        | 9,100         | 2,400                   |
| 15           | 2000 West: SR-193 to 1700 South                                         | NA            | NA            | NA                      |
| 16           | 2000 West: 1700 South to 2700 South                                     | 11,500        | 9,400         | 2,100                   |
| 19           | 1700 South: 3000 West to 2000 West                                      | NA            | NA            | NA                      |
| 20           | Bluff Street & Gentile Street: 1000 West to 500 West (3700 West Layton) | 11,500        | 2,600         | 8,900                   |
| 21           | Roundabout: 3000 West & 700 South                                       | NA            | NA            | NA                      |
| <b>TOTAL</b> |                                                                         | <b>67,500</b> | <b>33,800</b> | <b>33,700</b>           |

**Estimate the Proportionate Share of (i) the Costs for Existing Capacity That Will Be Recouped; and (ii) The Costs of Impacts on System Improvements That Are Reasonably Related to the New Development Activity; and Identify How the Impact Fee was Calculated**

*Utah Code 11-36a-304(1)(d)(e)*

The proportionate share analysis calculates the proportionate share of the buy-in costs associated with the excess capacity in the existing system that will be consumed as a result of new development activity, as well as the proportionate share of new construction costs necessitated by new development.

## Buy-In Calculation for Excess Capacity

Specific roads, costs and additional trips were identified previously in this IFA. The proportionate share calculation simply takes the cost of the excess capacity that is consumed between 2015 and 2025 and proportionately shares that amount among the additional trips generated during that time period.

TABLE 8: PROPORTIONATE SHARE CALCULATION – BUY-IN TO EXCESS CAPACITY

| Category                               | Amount          |
|----------------------------------------|-----------------|
| Value of Existing Capacity \$2015      | \$49,450,000    |
| Construction Cost Deflator             | 22%             |
| Actual Cost Estimate                   | \$10,898,017    |
| Excess Capacity                        | 28%             |
| Value of Excess Capacity               | \$3,015,118     |
| Growth in PM Peak Hour Trips 2015-2025 | 8,000           |
| <b>Cost per PM Peak Hour Trip Cost</b> | <b>\$376.89</b> |

## New Construction Cost Calculation

In order to maintain its LOS C, Syracuse City will need to construct additional facilities, as identified previously. New construction costs are calculated as follows:

TABLE 9: PROPORTIONATE SHARE CALCULATION – NEW CONSTRUCTED COST OF NEW

| New Construction                                                                                                                  | Amount            |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Cost of New Construction Attributable to Syracuse Growth from 2015 to 2025 - Reduced for Pass-Through Traffic and Excess Capacity | \$8,699,391       |
| PM Peak Hour Trips 2015                                                                                                           | 26,300            |
| PM Peak Hour Trips 2025                                                                                                           | 34,300            |
| PM Peak Hour Trip Growth 2015-2040                                                                                                | 8,000             |
| <b>Cost per PM Peak Hour Trip Cost</b>                                                                                            | <b>\$1,087.42</b> |

## Other Cost Calculations

Utah law allows for the cost of developing the Impact Fee Facility Plan and Impact Fee Analysis to be included in the calculation of impact fees. These costs are then shared proportionately among the additional trips generated between 2015 and 2025.

TABLE 10: PROPORTIONATE SHARE CALCULATION – CONSULTING COSTS

| Consulting Costs                             | Amount        |
|----------------------------------------------|---------------|
| Horrocks - IFFP                              | \$3,330.00    |
| ZBPF - IFA (est.)                            | \$5,000.00    |
| PM Peak Hour Trip Growth 2015-2025           | 8,000         |
| <b>Consultant Cost per PM Peak Hour Trip</b> | <b>\$1.04</b> |

Syracuse City also has an impact fee fund balance of \$124,314.78 as of June 2015. These funds can be used to offset the costs of new construction associated with the impact fee calculations shown above.

TABLE 11: IMPACT FEE CREDITS FOR FUND BALANCE

| Category                                               | Amount          |
|--------------------------------------------------------|-----------------|
| Roadway Impact Fee Fund Balance as of January 31, 2015 | \$124,314.78    |
| Total Trips 2015-2025                                  | 14,800          |
| <b>Impact Fee Credit per ADT</b>                       | <b>(\$8.40)</b> |

### Summary of Impact Fees

TABLE 12: SUMMARY OF GROSS IMPACT FEE

| Summary of Cost per PM Peak Hour Trip | Amount            |
|---------------------------------------|-------------------|
| Buy-In to Excess Capacity             | \$376.89          |
| New Construction                      | \$1,087.42        |
| Consultant cost                       | \$1.04            |
| Fund Balance Credit                   | (\$8.40)          |
| <b>Cost per PM Peak Hour Trip</b>     | <b>\$1,456.96</b> |

The total cost per trip is then applied to the daily PM peak hour trips generated by various land use types. The more trips that are associated with a particular land use or development, the greater its impact on the street system.

The IFFP explains that trips generated need to be divided by two in order to avoid double-counting such as when a person leaves home and goes to work.

“There is a minor discrepancy in the way ITE calculates trips and the way trips or roadway volumes are calculated in the travel demand modeling used in the Syracuse TMP. This discrepancy is explained by the model roadway volumes and capacities being calculated using daily traffic volumes rather than trips on the roadway. Essentially this means that a travel demand model “trip” or unit of volume is counted once as a vehicle leaves home, travels on the road network and then arrives at work. This vehicle will only be counted as it travels on the roadway network. The ITE Trip Generation method uses driveway counts as its measure of a trip. Therefore a vehicle making the same journey will be counted once as it leaves home and once again as it arrives at work for a total of two trips. This can be rectified simply by adjusting the ITE Trip Generation rates by one-half.”<sup>4</sup>

<sup>4</sup> Horrocks, Impact Fee Facilities Plan, p. 43

This adjustment by 50 percent has been made in the calculation of impact fees shown below. More categories, other than the major groupings shown below and recommended to the City, are included in Appendix A.

TABLE 13: SUMMARY OF GROSS IMPACT FEE

| Category                                                         | Units; Per                        | ITE Trips | Adjusted Trips | Maximum Fee |
|------------------------------------------------------------------|-----------------------------------|-----------|----------------|-------------|
| 130 - Industrial Park                                            | 1000 Sq. Feet Gross Floor Area    | 0.84      | 0.42           | \$611.92    |
| 210 - Single-Family Detached Housing                             | Dwelling Unit                     | 1.02      | 0.51           | \$743.05    |
| 220 - Multi-Family / Apartment (Greater than 4 Units)            | Dwelling Unit                     | 0.67      | 0.335          | \$488.08    |
| 230 - Multi-Family / Condo, Townhouse, Duplex, Triplex, Quadplex | Dwelling Unit                     | 0.52      | 0.26           | \$378.81    |
| 240 - Mobile Home / RV Park                                      | Dwelling Lot                      | 0.60      | 0.3            | \$437.09    |
| 254 - Assisted Living Center                                     | Bed                               | 0.35      | 0.175          | \$254.97    |
| 310 - Hotel                                                      | Room                              | 0.61      | 0.305          | \$444.37    |
| 560 - Church                                                     | 1000 Sq. Feet Gross Floor Area    | 0.94      | 0.47           | \$684.77    |
| 710 - General Office Building                                    | 1000 Sq. Feet Gross Floor Area    | 1.49      | 0.745          | \$1,085.43  |
| 820 - Shopping Center / Strip Mall                               | 1000 Sq. Feet Gross Leasable Area | 3.71      | 1.855          | \$2,702.65  |

### Calculation of Credits

There is no general obligation or revenue bond outstanding debt on the roadway system and therefore no credits have been applied.

The City may choose to credit certain development types, including affordable housing, but these credits are at the discretion of the City. Further, a City may choose to allow a developer to put in a transportation facility listed in the IFFP and reduce impact fees accordingly. Again, this is at the discretion of the City.

## Certification

Zions Bank Public Finance certifies that the attached impact fee analysis:

1. Includes only the costs of public facilities that are:
  - a. allowed under the Impact Fees Act; and
  - b. actually incurred; or
  - c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;
2. Does not include:
  - a. costs of operation and maintenance of public facilities;
  - b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents; or
  - c. an expense for overhead, unless the expense is calculated pursuant to a methodology that is consistent with generally accepted cost accounting practices and the methodological standards set forth by the federal Office of Management and Budget for federal grant reimbursement;
3. Offsets costs with grants or other alternate sources of payment; and
4. Complies in each and every relevant respect with the Impact Fees Act.

## Appendix A – Sample Table of ITE Categories

| Category                                                         | Units; Per                          | ITE Trips | Adjusted Trips | Maximum Fee |
|------------------------------------------------------------------|-------------------------------------|-----------|----------------|-------------|
| 130 - Industrial Park                                            | 1000 Sq. Feet Gross Floor Area      | 0.84      | 0.42           | \$611.92    |
| 140 - General Manufacturing *                                    | 1000 Sq. Feet Gross Floor Area      | 0.75      | 0.375          | \$546.36    |
| 151 - Storage Units                                              | 1000 Sq. Feet Rentable Storage Area | 0.22      | 0.11           | \$160.27    |
| 152 - Warehouse / Distribution Center                            | 1000 Sq. Feet Gross Floor Area      | 0.16      | 0.08           | \$116.56    |
| 210 - Single-Family Detached Housing                             | Dwelling Unit                       | 1.02      | 0.51           | \$743.05    |
| 220 - Multi-Family / Apartment (Greater than 4 Units)            | Dwelling Unit                       | 0.67      | 0.335          | \$488.08    |
| 230 - Multi-Family / Condo, Townhouse, Duplex, Triplex, Quadplex | Dwelling Unit                       | 0.52      | 0.26           | \$378.81    |
| 240 - Mobile Home / RV Park                                      | Dwelling Lot                        | 0.60      | 0.3            | \$437.09    |
| 254 - Assisted Living Center                                     | Bed                                 | 0.35      | 0.175          | \$254.97    |
| 310 - Hotel                                                      | Room                                | 0.61      | 0.305          | \$444.37    |
| 444 - Movie Theatre < 10 Screens                                 | 1000 Sq. Feet Gross Floor Area      | 3.80      | 1.9            | \$2,768.21  |
| 445 - Movie Theatre > 10 Screens                                 | 1000 Sq. Feet Gross Floor Area      | 4.91      | 2.455          | \$3,576.83  |
| 492 - Health/Fitness Club                                        | 1000 Sq. Feet Gross Floor Area      | 4.06      | 2.03           | \$2,957.62  |
| 520 - Elementary School                                          | 1000 Sq. Feet Gross Floor Area      | 3.11      | 1.555          | \$2,265.57  |
| 522 - Middle School / Junior High School                         | 1000 Sq. Feet Gross Floor Area      | 2.52      | 1.26           | \$1,835.76  |
| 530 - High School                                                | 1000 Sq. Feet Gross Floor Area      | 2.12      | 1.06           | \$1,544.37  |
| 534 - Private School (K-8)                                       | 1000 Sq. Feet Gross Floor Area      | 6.53      | 3.265          | \$4,756.96  |
| 560 - Church                                                     | 1000 Sq. Feet Gross Floor Area      | 0.94      | 0.47           | \$684.77    |
| 565 - Day Care Center                                            | 1000 Sq. Feet Gross Floor Area      | 13.75     | 6.875          | \$10,016.57 |
| 590 - Library                                                    | 1000 Sq. Feet Gross Floor Area      | 7.20      | 3.6            | \$5,245.04  |
| 610 - Hospital                                                   | 1000 Sq. Feet Gross Floor Area      | 1.16      | 0.58           | \$845.03    |
| 710 - General Office Building                                    | 1000 Sq. Feet Gross Floor Area      | 1.49      | 0.745          | \$1,085.43  |
| 720 - Medical-Dental Office Building                             | 1000 Sq. Feet Gross Floor Area      | 4.27      | 2.135          | \$3,110.60  |
| 770 - Business Park                                              | 1000 Sq. Feet Gross Floor Area      | 1.26      | 0.63           | \$917.88    |
| 812 - Building Materials and Lumber Store                        | 1000 Sq. Feet Gross Floor Area      | 5.56      | 2.78           | \$4,050.34  |
| 817 - Nursery (Garden Center)                                    | 1000 Sq. Feet Gross Floor Area      | 9.04      | 4.52           | \$6,585.44  |
| 820 - Shopping Center / Strip Mall                               | 1000 Sq. Feet Gross Leasable Area   | 3.71      | 1.855          | \$2,702.65  |
| 826 - Specialty Retail Center                                    | 1000 Sq. Feet Gross Leasable Area   | 5.02      | 2.51           | \$3,656.96  |
| 841 - Automobile Car Sales                                       | 1000 Sq. Feet Gross Floor Area      | 2.80      | 1.4            | \$2,039.74  |
| 848 - Tire Store                                                 | 1000 Sq. Feet Gross Floor Area      | 4.15      | 2.075          | \$3,023.18  |
| 850 - Supermarket                                                | 1000 Sq. Feet Gross Floor Area      | 8.37      | 4.185          | \$6,097.36  |

| Category                                              | Units; Per                                 | ITE Trips | Adjusted Trips | Maximum Fee |
|-------------------------------------------------------|--------------------------------------------|-----------|----------------|-------------|
| 851 - Convenience Store                               | 1000 Sq. Feet Gross Floor Area             | 53.42     | 26.71          | \$38,915.27 |
| 912 - Bank / Financial Institution                    | 1000 Sq. Feet Gross Floor Area             | 26.69     | 13.345         | \$19,443.07 |
| 918 - Hair / Nails / Massage / Beauty Salon / Day Spa | 1000 Sq. Feet Gross Floor Area             | 1.93      | 0.965          | \$1,405.96  |
| 932 - Restaurant, Sit-Down (Low Turnover)             | 1000 Sq. Feet Gross Floor Area             | 9.02      | 4.51           | \$6,570.87  |
| 932 - Restaurant, Sit-Down (High-Turnover)            | 1000 Sq. Feet Gross Floor Area             | 18.49     | 9.245          | \$13,469.55 |
| 934 - Restaurant with Drive-Through Window            | 1000 Sq. Feet Gross Floor Area             | 47.30     | 23.65          | \$34,456.99 |
| 942 - Auto Care Center                                | 1000 Sq. Feet Occupied Gross Leasable Area | 3.51      | 1.755          | \$2,556.96  |
| 944 - Gasoline/Service Station                        | Fueling Position                           | 15.65     | 7.825          | \$11,400.67 |
| 945 - Gasoline/Service Station with Convenience Store | 1000 Sq. Feet Gross Floor Area             | 97.14     | 48.57          | \$70,764.32 |
| 947 - Self Service Car Wash                           | Wash Stall                                 | 5.54      | 2.77           | \$4,035.77  |
| 948 - Automated Car Wash                              | 1000 Sq. Feet Gross Floor Area             | 14.12     | 7.06           | \$10,286.10 |

The City may choose to combine retail categories in order to avoid large discrepancies between fees for development of different types.

## Appendix B - Notice of Intent to Prepare a Comprehensive Amendment to the Transportation Impact Fee Analysis

**Entity:** Syracuse City

**Public Body:** City Council

**Subject:** Fees

**Notice Title:** Public Notice of Intent

**Notice Type:** Notice

**Notice Date & Time:** Feb 1, 2013  
5:00 PM

**Description/Agenda:**

NOTICE OF INTENT TO PREPARE OR AMEND AN IMPACT FEE FACILITIES PLAN AND AN IMPACT FEE WRITTEN ANALYSIS

Syracuse City, a municipality of the State of Utah, located in Davis County, Utah intends to commence the preparation of an independent and comprehensive Impact Fee Facilities Plan and Written Impact Fee Analysis for culinary water, secondary water, storm drains, public safety, transportation and parks. This notice is pursuant to the provisions of 11-36a-501. Pursuant to the requirements of Utah Code Ann 11-36a-501 and 11-36a-50, notice is hereby provided of the intent of Syracuse City to create or amend an Impact Fee Facilities Plan and Impact Fee Written Analysis. The service area for the prepared IFFP and IFA includes the entire city limits of Syracuse City.

**Notice of Special Accommodations:** call Steve Marshall at 801-614-9621 for questions.



# COUNCIL AGENDA

## February 23, 2016

### Agenda Item "1" **Street Lighting Discussion**

Information is provided here relating to the city's street light ordinance and standards.

#### **Ordinance 8.10.080 Street lights.**

The placement of streetlights shall be included as part of the subdivision development. Developers shall be responsible to install, or have installed, streetlights in accordance with adopted construction specifications. Placement of streetlights shall be at each intersection within the development and at the end of each cul-de-sac, providing that the end of the cul-de-sac is at least 400 feet from the entrance thereof. For cul-de-sac lengths in excess of 400 feet with a dogleg street bend of 45 degrees or greater, the developer shall be responsible to install a streetlight at the dogleg of the cul-de-sac in addition to the streetlight at the end of the cul-de-sac. [Ord. 14-23 § 1 (Exh. A); Ord. 13-02 § 1 (Exhibit); Ord. 02-19; Code 1971 § 8-2-8.]

#### **Engineering Standards Section 19.01 General**

All outdoor artificial street illuminating devices shall be installed in conformance with the provisions of this section and applicable provisions of the Zoning Ordinance, Subdivision Ordinance, and the current Electric and Electric Safety Codes adopted by the state of Utah. The spacing and arrangement of streetlights will be designed during the preliminary plat or site plan review phases of a development and shall be a minimum of one light per every 800 feet of roadway, every 400 feet of cul-de-sac depth and at every roadway intersection. For cul-de-sac lengths in excess of 400 feet with a dogleg street bend of 45° or greater, the subdivider shall be responsible to install a streetlight at the dogleg of the cul-de-sac in addition to the streetlight at the end of the cul-de-sac (8.02.080).

#### **Statistics**

852 Total Street Lights (765 Induction, 87 LED)

50 Lights have been installed since Jan 1, 2015

97 Identified Deficiencies based upon current ordinance. Most likely due to street lights that were installed prior to current ordinance requirements.

## **Current Operation Costs**

\$15,000/year Power Consumption

\$5,000/year Maintenance

*Approx. cost per light:  $\$20k/802 = \$25$*

## **Installation Costs**

\$7000/each Decorative Light

\$6400/each 30' Cobra Light

\$8000/each 40' Cobra Light

\$3000/each Acorn Light in undeveloped land, reimbursed by developers

\$2000 ± additional per light in areas already landscaped and developed.

\$1200/each Acorn Light to convert induction to LED

## **Map**

Street lights are mapped and have corresponding data in a spreadsheet. These will be available during the meeting for observation and discussion.

Street Light Photos





# COUNCIL AGENDA

## February 23, 2016

Agenda Item “m”      Discussion of tree planting initiative

***Factual Summation***

- Any question regarding this agenda item may be directed at Councilmember Maughan.
- Please see attached email regarding the tree planting initiative. If the Council chooses to proceed with a budget amendment for the initiative, staff can notice a public hearing for the March 8 business meeting.

## Cassie Brown

---

**From:** Dave Maughan  
**Sent:** Saturday, February 20, 2016 4:48 PM  
**To:** Brody Bovero; Andrea Anderson; Karianne Lisonbee; Corinne Bolduc; Mike Gailey  
**Cc:** Cassie Brown; Terry Palmer  
**Subject:** RE: Tree Initiative

Would one of you be willing to be the second to request that we put the Syracuse Tree initiative on the agenda for the next meet, for a vote to use the funds from this year's surplus?

I think I spelled the initiative out very clearly below, and the amount of money we are talking about is not even 2% of the budget surplus and not even 2/100ths of 1% of the budget. I know we have many priorities, but I would like to see the get done and committed to this year's planting season. The community clearly responded that the most wanted change in our parks is shade.

Dave

---

**From:** Dave Maughan [<mailto:dmaughan@syracuseut.com>]  
**Sent:** Thursday, February 11, 2016 10:07 PM  
**To:** 'Brody Bovero' <[bbovero@syracuseut.com](mailto:bbovero@syracuseut.com)>; 'Andrea Anderson' <[ananderson@syracuseut.com](mailto:ananderson@syracuseut.com)>; 'Karianne Lisonbee' <[klisonbee@syracuseut.com](mailto:klisonbee@syracuseut.com)>; 'Corinne Bolduc' <[cbolduc@syracuseut.com](mailto:cbolduc@syracuseut.com)>; 'Mike Gailey' <[mgailey@syracuseut.com](mailto:mgailey@syracuseut.com)>  
**Cc:** 'Cassie Brown' <[cassieb@syracuseut.com](mailto:cassieb@syracuseut.com)>; 'Terry Palmer' <[tpalmer@syracuseut.com](mailto:tpalmer@syracuseut.com)>  
**Subject:** Tree Initiative

Council,

I want to clarify the Initiative I proposed in our last council meeting. It came to my attention when speaking to Councilmember Lisonbee that I wasn't very clear.

The Syracuse Tree Initiative

The number one concern expressed in our most recent parks survey conducted of our citizens was that we need shade in our parks. The only way to rectify the fact that we don't have trees is to plant them now so our children can enjoy mature trees. I am asking the council to approve an initiative to plant tree for the next 5 years starting with 100 trees this year, funded by budget surplus. With forward planning I estimate we can purchase 100 shade trees, (average trunk size of 2" diameter) for approximately \$15,000.

I suggest we set aside \$15-\$20K dollars to plant 100 trees in our parks with the least number of trees at present. There are 4 parks I noted that don't even have 10 trees in them. They should get priority. These 100 trees should be planted in the fall of 2016. I would prefer to have public tree planting events to show the citizens we are trying to fix the problem they identified.

For the subsequent 5 years I propose we set aside \$3500 to plant 20-25 trees a year for the next 5 years.

The result of this commitment would be at least 200 new trees at a cost of less than \$40,000 spread over 6 years.

I have heard of grants for cities that maintain commitments to having trees. I think one of them is 'tree city USA'. I don't know if grants could help us get there or help after we plant a certain number. That is something we could look

into. My goal would be that we start with 100 and commit to at least planting some trees for the next 5 years. Of course in the event of economic disaster, or major change we could always vote to suspend the program later, but I would like to set the goal and start this fall if I can get your support.

I just wanted to clear up, that I wasn't asking for 100 trees every year, just the first year as a corrective measure and while we have a surplus to spend. Last year this exact amount was set aside for campgrounds and it looks that that won't happen. This is an opportunity to replace that project.

Thanks,

Dave





## SYRACUSE CITY

### Syracuse City Council Special Meeting Agenda

**February 23, 2016 – immediately following the City Council work session, which begins at 6:00 p.m.**

City Council Conference Room

Municipal Building, 1979 W. 1900 S.

1. Meeting called to order
2. Award contract for Smedley Acres Culinary Waterline Project Phase II.
3. Public Hearing: Proposed Ordinance 16-10 amending Title 10 of the Syracuse City Code to provide a temporary opening for amendments to the General Plan until March 15, 2016.
4. Public Hearing: Proposed Ordinance 16-12 amending Title Two of the Syracuse City Code relating to appointments to certain local districts, and also amending Section 2.25.070 relating to the decision regarding the manner of voting in municipal elections.
5. Proposed Ordinance 16-11 amending provisions governing the Syracuse Parks Advisory Committee.
6. Proposed Ordinance 16-09 approving amendments to the bylaws of the Planning Commission.
7. Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the character, professional competence, or physical or mental health of an individual; pending or reasonably imminent litigation; or the purchase, exchange, or lease of real property (roll call vote).
8. Adjourn.

~~~~~

In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 18th day of February, 2016 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on February 18, 2016.

CASSIE Z. BROWN, CMC
SYRACUSE CITY RECORDER



COUNCIL AGENDA

February 23, 2016

Agenda Item #2

Award Contract for Smedley Acres Culinary Waterline Project Phase II

Background

This project will install new culinary and secondary waterlines in 2250 South Street between 2000 West Street and 1800 West Street. Curb, gutter and sidewalk will be replaced/installed to improve drainage and pedestrian safety. The entire road width will be replaced upon completion.

Resource

Any supporting questions for staff about this agenda item can be directed to Robert Whiteley.

Schedule

The construction will begin as soon as contract documents are in place and be completed by the summer of 2016.

Cost

Bids were opened on February 16, 2016. Five bids were submitted and the low bidder was KAPP Construction. The bid amount is \$371,624.35

The funding for this project will come from the following sources:

| | 204070 Class C | 501670 Culinary Capital | 301670 Secondary Capital | 404045 Storm Drain Maintenance | 401670 Storm Drain Capital | |
|-------------------|---------------------------|--|---|---|---------------------------------------|--------------|
| Total | \$164,099.60 | \$126,079.55 | \$70,556.20 | \$6,389.00 | \$4,500.00 | \$371,624.35 |
| Budget | \$167,000.00 | \$131,191.00 | \$73,000.00 | \$7,000.00 | \$4,500.00 | \$375,691.00 |
| Difference | \$2,900.40 | \$5,111.45 | \$2,443.80 | \$611.00 | \$0.00 | \$4,066.65 |

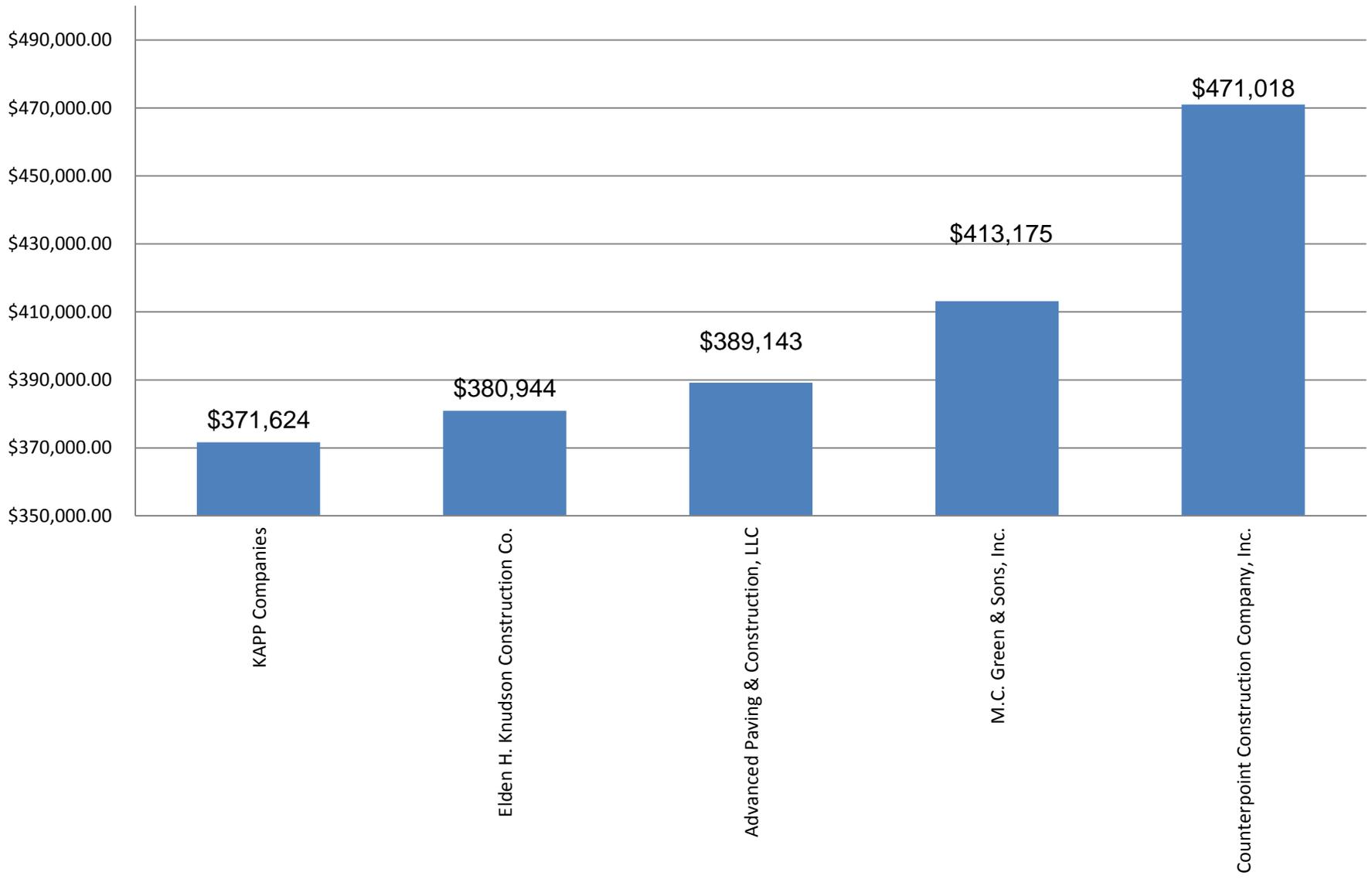
Public Works acquired CDBG grant funding for this project in the amount of \$286,295.14. The actual estimated cost to the City for this project is \$85,329.21.

Recommendation

Award contract to KAPP Construction.

Bid Tabulation

Smedley Acres Culinary Waterline Project Phase II





COUNCIL AGENDA

February 23, 2016

Agenda Item # g

Proposed Amendment to 10.20.060 - General Plan Map amendment rules outside of the open amendment period

Background

A proposed amendment to ordinance 10.20.060 is being forwarded from the Planning Commission. The amendment will create an open grace period for General Plan Map change applications until March 15th, 2016. The City Council discussed this idea during their Jan. 12th meeting.

Attachments

- Draft Ordinance Text

10.20.060

(E) (3) The Council may, after proper notice, authorize the consideration of the applicant's amendment outside of the open amendment period only if any of the following apply:

(a) Significant changes to arterials or infrastructure by agencies other than the City, and which were contrary to the assumptions in the current [general plan](#);

(b) Catastrophic events, such as natural disasters or conflagrations; ~~or~~

(c) The Council finds that the proposed development has the potential to confer a substantial benefit on the City; ~~or~~-

(d) The request for authorization was submitted to the Department prior to 5:00 p.m. on March 15, 2016.

ORDINANCE 2016-10

AN ORDINANCE OF THE CITY COUNCIL OF SYRACUSE CITY PROVIDING A TEMPORARY OPENING FOR AMENDMENTS TO THE GENERAL PLAN UNTIL MARCH 15, 2016.

WHEREAS, on December 15, 2015, the City Council closed the general plan to amendments except in certain circumstances, by amending section 10.20.060 of the Syracuse Municipal Code; and

WHEREAS, the City Council finds that it would be equitable to provide an additional period of time for general plan amendments, in light in the major shift in policy represented by the plan closure; and

WHEREAS, the City Council finds that allowing further applications until March 15, 2016 is sufficient time to accommodate those who would have submitted general plan amendment applications, but for the closure;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Subsection 10.20.060(E)(3) of the Syracuse City Code is amended as follows:

- (E) (3) The Council may, after proper notice, authorize the consideration of the applicant's amendment outside of the open amendment period only if any of the following apply:
- (a) Significant changes to arterials or infrastructure by agencies other than the City, and which were contrary to the assumptions in the current general plan;
 - (b) Catastrophic events, such as natural disasters or conflagrations; ~~or~~
 - (c) The Council finds that the proposed development has the potential to confer a substantial benefit on the City; or
 - (d) The request for authorization was submitted to the Community and Economic Development Department prior to 5:00 p.m. on March 15, 2016.

This ordinance shall be effective upon the date of publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, this 23rd day of February, 2016.

SYRACUSE CITY

ATTEST:

Cassie Z. Brown, CMC
City Recorder

By: _____
Terry Palmer
Mayor



CITY COUNCIL WORK SESSION

February 23, 2016

Agenda Item # 4 Title 2 Amendments – Appointments & Elections

As there are two proposed amendments to Title 2, they are being addressed in a single ordinance. One relates to appointments; the other relates to who makes the decision regarding the manner of voting in municipal elections.

Appointments

When it comes to appointments, there are two policy decisions to make as a Council: (1) where the powers of appointment lie for specific appointed individuals, and whether they should be changed; and (2) determining the procedures which should accompany those appointments. I recognize that there are diverging opinions on this matter among the councilmembers. However, if we are able to come to a consensus on a fair process and have clear policies moving forward, then I hope that we can avoid some future conflicts when the need to fill appointments arises.

As a starting point, there are a variety of positions to which individuals are appointed, and each warrants consideration of the appropriate method of their appointment. The general questions for this body to decide are: Who is the appointing authority? Do we want to change the appointing authority, and why or why not? What procedures will we employ when one of these positions is due to be filled? What are the terms of appointment?

The various positions which can be addressed include:

- City boards and commissions
- City committees
- External boards (local districts, irrigation districts)
- Filling vacancies in elected positions
- Manager and department heads
- Liaisons to external bodies

Some of these positions have the appointing body and basis procedure identified by state code; others do not. Changes to some of these appointments will require a five-member majority of the council or mayor-council consent; others do not.

I propose that the Council establish procedures and policies governing all of these appointments, working together to reach consensus, and pass an ordinance which will draw clear lines to avoid conflict when appointments arise.

On the next agenda, competing amendments have been proposed for consideration as it relates to appointments to local improvement and mosquito abatement districts. One moves the power of appointment for two district board positions exclusively into the province of the voting council-members. The appointment would presumably be made by motion, resulting in an approved resolution. The other confirms that city code vests the appointing power for these positions in the mayor, subject to advice and consent of the council. State law does not specify the procedure for city appointees, so it is left to the City to determine the best course of action to take. As the amendment moving the appointing power exclusively to voting members only would remove a power from the mayor, he will be entitled to participate in the vote.

I leave to the Council the decision of whether to address this issue as a discrete item, or whether to address all of these appointment issues in a global discussion. If the Council wishes to take action and adopt one of those proposals, then the appropriate motion would be to adopt one of those proposals as Exhibit A to the ordinance.

Elections

It has been proposed that a provision be added to section 2.25.070, City Recorder. Their main concern is the City Recorder's ability to choose the manner of municipal elections (either traditional or entirely-absentee), rather than the Council having that power. State code provides: "[A]n elections officer may administer an election entirely by absentee ballot." Utah Code Ann .§ 20A-3-302(1). It also indicates that the decision of whether to administer an election by absentee ballot must be rendered by the election officer. *Id.* § 20A-3-302(2) ("If the election officer decides to administer an election entirely by absentee ballot . . .").

However, there does not appear to be a prohibition against a municipality's governing body directing the election officer in this decision. As such, I have prepared an amendment which narrowly addresses this issue. Specifically, it vests the power to determine the manner of election – whether traditional or vote-by-mail – in the Council. This decision will need to be made well in advance of the election, and the Recorder will likely have a recommendation based upon experience, cost and other relevant considerations.

ORDINANCE 2016-12

AN ORDINANCE OF THE SYRACUSE CITY COUNCIL AMENDING TITLE 2 RELATING TO APPOINTMENTS TO CERTAIN LOCAL DISTRICTS, AND ALSO AMENDING SECTION 2.25.070 RELATING TO THE DECISION REGARDING THE MANNER OF VOTING IN MUNICIPAL ELECTIONS.

WHEREAS, the City maintains board positions on local districts, including the North Davis Sewer District and Davis County Mosquito Abatement District; and

WHEREAS, Utah law provides that the legislative body of the City bears responsibility to appoint board members to those boards; and

WHEREAS, the City Council wishes to amend provisions of City code related to the method of appointment of these individuals; and

WHEREAS, the City Council desires to make the determination of the method of voting – whether traditional or entirely by absentee ballot – in municipal elections by resolution, during the year of the election;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

The amendments attached to this Ordinance as Exhibits A and B are hereby adopted.

This ordinance is effective upon publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, this ____ day of _____, 2016.

SYRACUSE CITY

ATTEST:

Cassie Z. Brown, CMC
City Recorder

By: _____
Terry Palmer
Mayor

EXHIBIT A

APPOINTMENT AMENDMENT

EXHIBIT B

ELECTIONS AMENDMENT

2.25.070 City Recorder.

...

(G) Elections and Appointments. The City Recorder shall manage all municipal election procedures and requirements as provided in Utah Code Annotated, as amended, and shall keep a record of all persons elected or appointed to any office within the City, including the date of appointment or election, term of office, date of death, resignation, or removal, and name of person appointed to fill any vacancy. Notwithstanding this section, the City Council shall determine by resolution whether a municipal election shall be administered entirely by absentee ballot, as provided in section 20A-3-302 of the Utah Code.

Proposal #1 – Appointment of improvement and mosquito abatement districts by voting Council members only

2.10.010 Powers and duties.

The City Council:

...

(B) May:

...

(4) Provide for filling a vacancy in an elective or appointive office;

(5) Notwithstanding section 2.15.010(B)(1), appoint individuals to serve on the board of trustees of improvement districts and mosquito abatement districts in compliance with state law, with nominations taken during an open and public meeting in the form of a motion to appoint a certain individual.

~~(5)~~ (6) Take any action allowed under Utah Code; and

~~(6)~~ (7) Perform any function specifically provided for by statute or necessarily implied by law.

Proposal #2 – Confirming that local district appointments are made by Mayor, with advice and consent of Council

2.15.010 Functions and duties.

...

(B) The Mayor may:

(1) Appoint and remove the City Administrator; department heads; commission, board and committee members, including appointees to local district boards, with the advice and consent of the City Council, except as may otherwise be specifically limited by law;



CITY COUNCIL WORK SESSION

February 23, 2016

Agenda Item #5 Title 3 Amendments – Parks Advisory Committee

Summary

This proposed amendment has come out of discussion at our last Council meeting. It adds additional members to the Parks Advisory Committee (PAC), provides for the appointment of committee members to oversee city specific city parks, and clarifies other provisions.

Specifics

An amendment to Section 3.35.020 increases the number of committee members from 7 to 11 or more. It provides that six members constitute a quorum, and that a majority vote is necessary to transact business. If more than 11 voting members are appointed, it requires that an odd number be appointed.

Amendments to section 3.35.030 require the PAC to meet at least six times per year. It does not designate the specific dates, as the PAC may meet more often in the summer or spring, but less frequently in the winter or fall. The PAC would have the discretion to set its calendar to meet its needs. It imposes an expectation of attendance of at least 75% of meetings. No specific action is automatically triggered when a person falls below this threshold.

Amendments to section 3.35.040 include an adjustment to the PAC members' duties. The PAC will now be focused more on the maintenance and care of parks, but will still review the parks master plan every 2 years and make recommendations for future parks and amenities. One major change is the assignment of PAC members to oversee parks. The main responsibilities of an overseer are to monitor and assist with clean-up, identify safety hazards, report criminal behavior, and to serve as a point of contact for the neighborhood. PAC members will have direct access to city staff, and can convey requests and concerns to them directly.

Paul Roberts

ORDINANCE 2016-11

AN ORDINANCE OF THE SYRACUSE CITY COUNCIL AMENDING PROVISIONS GOVERNING THE SYRACUSE PARKS ADVISORY COMMITTEE.

WHEREAS, the City Council has established a Parks Advisory Committee pursuant to municipal code; and

WHEREAS, the Council finds that the growth in the number of parks requires additional attention and additional committee members in order to function more effectively; and

WHEREAS, the Council finds that the appointment of individual committee members to oversee specific parks will result in membership which is more representative of all city residents, as well as provide for an efficient means of communicating with city staff regarding maintenance and safety issues; and

WHEREAS, the Council has determined that the adjustments to the Committee's duties and responsibilities are appropriate under all of the circumstances,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Chapter 3.35 of the Syracuse Municipal Code is amended, as provided in the attached exhibit (Exhibit A).

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, this ____ day of _____, 2016.

SYRACUSE CITY

ATTEST:

Cassie Z. Brown, CMC
City Recorder

By: _____
Terry Palmer
Mayor

EXHIBIT A

Chapter 3.35 PARKS ADVISORY COMMITTEE

3.35.010 Establishment.

There is hereby created a Parks Advisory Committee for Syracuse City to act as an advisory committee to the City Council regarding City parks, trails, and related facilities, ~~programs, policies, and priorities.~~

3.35.020 Members.

(A) Number. The Committee shall be comprised of at least seven-eleven voting members, but always in an odd number, who shall be appointed by the Mayor with the advice and consent of the City Council. All members shall be residents of Syracuse City. Six members shall constitute a quorum sufficient to consider Committee business, and a majority vote of those present shall be required to transact business.

(B) Term. The members shall be appointed to staggered terms of three years; provided, that members may be appointed to terms shorter than three years when necessary to provide for staggered terms. These terms are renewable.

(C) Compensation. Committee members shall receive no compensation for their services, but may be reimbursed for reasonable expenses incurred in the performance of their duties.

3.35.030 Organization and procedure.

(A) Chairperson. The members of the Parks Advisory Committee shall appoint one of the members as Chairperson. The Chairperson shall serve for a term of one year, which term may be renewed. The Chairperson shall oversee the proceedings and activities of the Committee.

(B) Rules. The Committee may adopt reasonable rules and regulations in accordance with this chapter for governing the conduct of its business. Any such rules or bylaws shall be reviewed and adopted by resolution of the City Council.

(C) Meetings. The Committee shall hold at least six meetings in each calendar year. The Committee may hold meetings at such times as the Committee determines is necessary and as properly called with notice

given to each Committee member. It is expected that Committee members will attend at least 75% of the meetings.

3.35.040 Duties and responsibilities.

(A) 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-maintenance and care~~ of parks, trails and related facilities; ~~programs, policies and priorities~~. The Parks Advisory Committee should ~~periodically~~ biennially review the City's parks master plan and make ~~appropriate~~ recommendations to the City Council regarding the same. The Parks Advisory Committee ~~should~~ may also make prioritized recommendations for future parks and amenities ~~projects, policies, funding allocations, and other measures, programs, or activities for the development of parks, trails and related facilities~~ within the City.

(B) The Parks Advisory Committee shall carry out projects, programs and activities as directed by the City Council.

(C) The Parks Advisory Committee shall appoint each of its members to oversee specific parks within the City. Committee members may be appointed to multiple parks, or multiple members may be appointed to a single park, as appropriate under the circumstances. Oversight includes monitoring and assisting with park maintenance, reporting vandalism and criminal behavior, identifying safety concerns, and serving as a liaison between the community and city officials as it relates to that park.



Council AGENDA

February 23, 2016

Agenda Item #6

Proposed Ordinance approving amendments to the Syracuse City Planning Commission bylaws.

Summary

Following our joint session with the City Council, I have made some additional changes to the By-laws based upon my perception of the direction of the Council as a whole. As there were no votes cast, my perception could be mistaken. Nevertheless, these changes should at least serve as points of discussion.

The following parts of the by-laws have been modified/annotated from our previous version:

II.B Duties of Chair – New subsection (14) addressing the procedure by which the Commission seeks preliminary authorization from the Council before it begins any work on code amendments. If an issue is identified as being problematic or in need of attention, the Chair solicits approval from the Council to move forward with code amendments. This is meant to save the time of commissioners, councilmembers and staff, to avoid putting substantial effort into issues which the Council does not think need attention. If the Chair does not agree that the issue should be brought to the Council's attention, then two commissioners may impose upon the Chair a duty to bring the issue to the Council's attention.

III.A Meeting Attendance – This section starts with the expectation that commissioners are expected to attend all sessions of the Commission. It requires the Chair to transmit quarterly reports of attendance. It sets 80% as a threshold which triggers special attention. The by-laws do not call out a specific procedure when someone drops below that threshold. However, it will likely include Chair and Mayoral interviews to determine if circumstances have changed which make it difficult for the commissioner to make the meetings.

IV.F Quorum – It was suggested that one way to improve attendance would be to increase the number of commissioners required to form a quorum. We should discuss this issue further.

IV.G Remote Participation – It appeared that the Council was in favor of providing for remote attendance in cases where an individual is out of town or stricken with a serious illness, if the commissioner wishes to participate. The Council already has a resolution which allows electronic participation in meetings, so the specific procedures need not appear in the by-laws. However, state law requires that the agenda provide notice to the public that one or more members of the Commission may appear remotely. We should either begin noticing this on every agenda (this is a common practice in many jurisdictions), or require that the request be made before the agenda is published.

VI Voting – There was significant concern expressed over changing the number of votes

necessary to transact business before the Commission. There is a concern that reducing the number of required votes only encourages poor attendance. See my comments in the draft.

Paul Roberts

**SYRACUSE CITY
PLANNING COMMISSION
BYLAWS & RULES OF PROCEDURE**

Approved by City Council on ~~November, 29, 2014~~ **NEW DATE**

I. PURPOSE AND SCOPE

These policies and procedures are designed and adopted for the purpose of guidance and direction to the members of the Syracuse City Planning Commission in the performance of their duties. The Planning Commission shall be governed by the provisions of all applicable State Statutes, City ordinances and these rules. Nothing in these rules shall be interpreted to provide independent basis for invalidating or in any way altering a final decision of the Commission unless otherwise provided by City Ordinance or State Law. Nor shall anything herein be construed so as to provide or create an independent cause of action for any person or entity.

The scope of the Planning Commission shall include Title III of the Syracuse City Ordinance.

II. ORGANIZATION.

A. Election of Chair and Vice-Chair. The Commission, at its first regular meeting in ~~July~~ **January** of each year, shall elect a Chair and a Vice-Chair from the duly appointed members of the Commission by a majority of the total membership. The Chair and Vice-Chair may be elected to subsequent terms.

B. Duties of the Chair.

1. Preside and normally conduct meetings of the Commission and shall provide general direction for the meetings
2. Be a voting member of the Syracuse City Planning Commission
3. Approve the agenda prior to the meeting
4. Call the Commission to order, and proceed with the order of business
5. Announce the business before the Commission in the order in which it is to be acted upon
6. Receive and submit in the proper manner all motions and propositions presented by the members of the Commission
7. Put to vote all questions which are properly moved, or necessarily arise in the course of proceedings and to announce the result thereof

8. Inform the Commission, when necessary, or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon Legal Counsel for advice
9. Authenticate by signature when necessary, or when directed by the Commission, all acts, orders and proceedings of the Commission
10. Maintain order at meetings of the Commission
11. Move the agenda along, hold down redundancy, reference handouts and procedures in a sensitive way during meetings
12. Recognize speakers and commissioners prior to receiving comments and presentation of physical evidence, i.e., plans and pictures
13. Oversee all committees set up under the Planning Commission

~~13-14.~~ Convey issues which may result in potential code amendments to the City Council for initial input and approval to move forward with drafting those amendments. This shall be conveyed through the Council liaison, and the duty to convey these issues may also be initiated by two commission members during any meeting.

C. Duties of the Vice-Chair. The Vice-Chair, during absence of the Chair, shall perform all the duties and functions of the Chair. In the event the Chair resigns or is removed from the Planning Commission, the Vice-Chair shall become the new Chair. The new Chair and/or Commission shall nominate a new Vice-Chair. The new Vice-Chair shall be approved by vote of the Planning Commission.

D. Temporary Chair. In the event of the absence or disability of both the Chair and the Vice-Chair, the senior member of the Commission in attendance shall serve as a temporary Chair to serve until the Chair or Vice-Chair shall return. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.

E. Secretary. The ~~Administrative~~ Secretary ~~shall serve as secretary~~ of the Commission shall be designated by the Community Development Director. The secretary shall have the following duties:

1. To give notice of all Planning Commission meetings
2. To keep and record the minutes of the proceedings of the Commission

~~2-3.~~ To collect all documents, papers or presentations presented to the commission during the meeting, including exhibits, visual presentations, letters and drawings

~~3.4~~ To keep and record a permanent record file of all documents and papers pertaining to the work of the Commission and see that the Commission agendas and minutes are posted on the City website in a timely manner

~~4.5~~ To perform such other duties as may be required

III. DUTIES OF MEMBERS

A. Meeting Attendance. Every member of the Commission ~~should~~ is expected to attend ~~the all~~ sessions of the Commission unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused will notify the secretary and/or the Chair. The secretary shall call the same to the attention of the Chair. Reports of attendance, with notations of whether the Chair was notified prior to the meeting, shall be submitted to the Mayor on at least a quarterly basis. Attendance falling below 80% during a six-month period is an indication that a commissioner's attendance is in need of attention.

B. Conflict of Interest. A Planning Commissioner ~~to whom some private benefit may come whose personal economic interest will be substantially furthered~~ as the result of a Planning Commission action shall not be a participant in the action. A Commissioner participates in the action if the Commissioner votes upon, discusses during Planning Commission meetings, or works with staff in their capacity as Commissioner, with respect to that action.

- Substantial furtherance of the economic interest of relations or friends of the Commissioner shall also be grounds for recusal. The private benefit may be direct or indirect; create a material or personal gain; or provide an advantage to relations, friends, or to groups and associations which hold some share of a person's loyalty. However, membership itself in a group or organization shall not be considered a per se conflict of interest, but only applies if as to Planning Commission action concerning such group or unless a reasonable person would conclude that such membership in itself would prevent an objective consideration of the matter. A generally applicable ordinance which confers a benefit upon the community to which the Commissioner belongs is not considered a per se conflict of interest.
- A Planning Commissioner experiencing, in their opinion, a conflict of interest, shall declare that interest publicly, shall abstain from discussion and voting on the action, and may sit in the audience or be excused from the room during consideration of the action. That Commissioner shall not discuss the matter privately with any other commissioner.
- When the Planning Commissioner is the applicant in a land use decision the Commissioner is allowed to present and discuss the application, but shall not

participate in the voting decision of the Planning Commission. It is encouraged that the Planning Commissioner has an alternate party act on their behalf.

4. The vote of a Planning Commissioner deemed to be experiencing a conflict of interest, who fails to be disqualified, shall be disallowed.
5. A conflict of interest may exist under these bylaws although a Planning Commissioner may not believe an actual conflict does exist; therefore, a Planning Commissioner who has any question as to whether a conflict of interest exists under these bylaws shall raise the matter with the other Planning Commissioners. The matter may be tabled until such time that the City Attorney's Office can be contacted in order that a determination may be made as to whether a conflict of interest exists.
6. The requirements of Section 10-3-1301 et. Seq. Of the Utah Code, known as the "Municipal Officers' and Employees' Ethics Act", shall be adhered to. If a conflict exists between these policies, State law, or City ordinance, the strictest shall apply.

C. Gifts and Favors. Gifts, favors, or advantages must not be accepted in connection with the duties of the Planning Commission if they are offered because the receiver holds a position of public responsibility. It is very important that Planning Commissioners be fair and impartial in their dealings with the public and that they serve all citizens equally. It is not enough to avoid favoritism. ~~They~~ they should strive to avoid even the appearance of giving preference to one citizen or business-applicant over any other.

1. ~~The value of a gift or advantage and the relation of the giver to public business should be considered in determining acceptability. Small gifts that come in the form of business lunches, calendars, or office bric a brac are often, not always, acceptable. In cases of doubt, refuse. In cases of marginal doubt, refuse. Planning Commissioners shall refuse all gifts or other items – no matter the value – provided by a current applicant, or a prior applicant upon whose application the Commissioner participated.~~
2. Planning Commissioners should not accept gifts from outside agencies which may be competing or applying for City business, permits, or development decisions. Accepting gifts not only gives the appearance of favoritism, but may create an embarrassing and possible unlawful position for the City.
3. Items of small value such as calendars, pencils, etc. (usually to be considered \$50 or less) with advertising or logos are acceptable, but larger items such as clothing, equipment for personal use, etc. should be politely declined.

D. Commissioner Removal. A Commission member may be permanently removed from the Planning Commission as outlined in City Code. Recommendation for such action

may also be made by a majority vote of the Commission to the Mayor and may be based on any of the following:

1. Continuous unjustified non-attendance of Planning Commission work meetings and/or regular meetings.
2. Demonstrated inability or unwillingness to participate cooperatively as a working member of the Commission including, but not limited to, such actions as:
 - a. Repeatedly showing a lack of preparation during meetings, or
 - b. Repeated attempts to disrupt meetings; or
 - c. Frequent votes contrary to the evidence presented for no apparent reason.
3. Failure to conduct oneself in a professional and competent manner appropriate to the position of Planning Commissioner.
4. Violation of the criminal laws, federal, state, or local.
5. A change in residency outside of Syracuse City.
6. Failure to abide by Syracuse City Human Resources Policies and Procedures as it relates to employee conduct.

E. Treatment of Information. It is important to discriminate between planning information that belongs to the public and planning information that does not.

1. Reports and official records of a public planning agency must be open on an equal basis to all inquiries.
2. Any record or portion of a record which contains private or protected information shall be kept, disseminated and retained in accordance with the Utah Government Records Access Management Act. Information considered private, controlled or protected, that is learned in the course of performing planning duties must be treated in confidence if specifically requested by the applicant or as dictated by Title X of the Syracuse City Municipal Code. Such information becomes public when an application for official action, such as a change in zone classification or approval of a plat, is submitted.
3. Information contained in studies that are in progress in a planning agency should not be divulged except in accordance with established agency policies on the release of its studies. A public planning agency is not required to share its thoughts publicly.

~~4.3~~ Prearranged private meetings between a Planning Commissioner and applicants, their agents, or other interested parties, are prohibited. Partisan information on any application received by a Planning Commissioner whether by mail, telephone, or other communication shall be made part of the public record.

~~5.4~~ Any member of the Commission may make a concurring or dissenting report or recommendation to the City Council whenever he/she deems advisable. Reports and recommendations must be submitted to City Council in a written format for inclusion in City Council documentation and materials.

IV. MEETINGS.

A. Place. All meetings of the Planning Commission shall be held in the City Council Chambers of City Hall, Syracuse, Utah, or at such other place in Syracuse City as the Commission may designate.

B. Regular Meetings. Regular meetings of the Planning Commission shall be held on the first and third Tuesdays of each month at the hour of 6:00 p.m.

C. Work Meetings. Work meetings may be held on the first and third Tuesdays of each month after the regular meeting.

D. Unscheduled Meetings. An unscheduled meeting may be held after consent of unanimous vote of the Planning Commissioners in attendance at a regularly ~~scheduled~~ meeting. An unscheduled meeting may not be held that has the appearance of giving preference to one citizen or business applicant or may create an embarrassing and possible unlawful position for the City.

E. Joint Sessions. Joint sessions between Planning Commission and City Council may occur at the request of the Mayor and/or Council.

F. Quorum. Four members of the Commission shall constitute a quorum ~~thereof for the transaction of all business except where unanimous consent of all members is required.~~ Any member disqualified because of a conflict of interest shall not be considered when determining whether a quorum is constituted.

Comment [PR1]: As an attempt to improve attendance, it has been proposed that the amount of commissioners required to constitute a quorum could be raised to 5.

G. Remote Participation. Commissioners who are out-of-town or seriously ill may participate in proceedings remotely through the means of electronic communication. Arrangements for remote participation should be made one week in advance of the meeting, and may only occur if the agenda has provided requisite notice of the arrangement. Participation may occur through audio or audio-visual applications. A remote participant is a full participant during the proceedings.

GH. Content. Discussions in the meetings are to be limited to agenda items and issues reasonably related thereto. Comments or presentations by the public are to be limited to relevant issues. In order to ensure that the meetings proceed timely and orderly, the

Chair may impose a time limit on those desiring to address the Commission. Any person who disrupts the meeting by exceeding a time limit, discussing irrelevant issues, or otherwise, may be removed at the direction of the Chair. Future agenda items may be added at the request of two or more Commissioners.

I. Agenda and Submitted Documents.

1. Future agenda items shall be placed on the next available agenda by the Chairman, at the request of two or more Commissioners.
2. The agenda and applicable information shall be provided to the Commission members at least four days prior to the meeting, unless approved by the Chairman.
3. For items which are scheduled for final action, the applicant and staff must submit to the Secretary all documents for consideration of that item, at least five days prior to the meeting. Commissioners who wish to submit additional documents, revisions or comments may submit them to the Secretary and Chairman. Those items shall be disseminated to the applicant and Planning Commissioners as soon as practicable, and shall be made available to the public during Commission meeting.

H.J. Order and Decorum.

1. Consideration of Agenda Items. The following procedures for consideration of business items on the agenda will normally be observed. However, the procedure may be modified by the chairman if necessary for the expeditious conduct of business.
 - a. Chair introduces the agenda items.
 - b. City staff is invited to provide comments and/or recommendations.
 - c. Petitioner presents the proposal.
 - d. Commissioners ask questions and seek clarification on issues presented.
 - e. Petitioner is asked to be seated.
 - f. If item includes a public hearing then public is invited to provide comments, evidence or opinions, to ask questions and to seek clarification on issues presented.
 - g. City staff and applicant shall be given the opportunity to respond to questions, criticism or concerns expressed by the public. Members of the public shall not be permitted to further engage with the applicant or staff.
 - gh. Commissioners discuss the proposal and ask for clarification as necessary.

h. Chair requests a motion on the proposal.

i. Upon motion and second, commissioners vote on the proposal. Any commissioner may, prior to casting a vote, explain the basis for his or her vote. The Commission may approve, deny, table, or approve with conditions the proposal before them.

K. Time. Meetings shall not exceed 9:00 p.m. unless extended through a two-thirds (2/3) majority vote of the Commission in attendance.

L. Additional Guidelines. In addition to these policies and procedures, the Commission may invoke additional guidelines as necessary to address issues as they arise so long as they are consistent with the nature and intent with the content herein.

V. MOTIONS.

A. Making of Motions. Any Planning Commissioner, but the Chair, may make or second a motion. Motions should state findings for denial or approval within the motion:

1. Motions should state findings at the beginning.
2. The staff reports should be in sufficient detail to assist Planning Commission in stating findings.
3. All motions should be repeated at the direction of the Chair

B. Second Required. Each motion of the Planning Commission must be seconded, except for the motion to adjourn a meeting; a motion that fails to receive a second shall fail.

C. Withdrawing a Motion. After a motion is stated by the Chair or read by the secretary, it shall be deemed in the possession of the Commission, but may be withdrawn at any time before decision or amendment by the unanimous consent of the Commission ers in attendance. The Commissioner who made the motion may withdraw it at any time prior to the vote being taken.

D. Motion to Table. A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter and whenever possible, a specific date to rehear the matter is to be scheduled.

E. Amending Motions. When a motion is pending before the Commission, any member may suggest an amendment without a second, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order to amend the stated motion. The author and the second may choose not to accept the amendment.

F. Amending Amendments to Motions. An amendment to a motion may be amended, no second required, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order to amend the stated motion. The author and the second may choose not to accept the amendment

G. Substitute Motions. A substitute motion, which shall replace the original motion, may be made prior to a vote on the original motion. After a substitute motion has been seconded, then it becomes the motion to be put to vote; the original motion is only voted on if the substitute motion fails.

H. To Rescind a Motion. A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commission's action on the motion.

I. To Reconsider a Motion. To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made ~~or when the minutes containing that particular item are approved.~~ If present, the applicant shall be given an opportunity to address the Commission before the vote upon the motion which is being reconsidered.

J. Motion to Open and Close Hearings is not required. The Chair will state when the public portion of the hearings are open and closed.

K. Motion to Recess. A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.

L. Motion to Adjourn. A motion to adjourn the meeting shall be made at the end of ~~each~~ Planning Commission regular and work meetings. No second to the motion to adjourn is required.

VI. VOTING.

Except as otherwise specifically provided in these rules, a vote of the majority of Commissioners participating in the vote~~four (4) members of the Commission~~ shall be required ~~and shall be sufficient~~ to transact any business before the Planning Commission.

A. Changing a Vote. No member shall be permitted to change his/her vote after the decision is announced by the Chair.

Comment [PR2]: There were concerns that making this change would support non-attendance, because commissioners might think that the business will be transacted in their absence. However, the discussions regarding changes in policies related to attendance, reporting and thresholds may have alleviated this somewhat.

An alternative change advanced by Commissioner Thorson was a provision which allowed for a 3-2 vote to carry the day, rather than always requiring 4 votes.

Even with improved attendance, one missing commissioner, plus one recusal, could lead to this type of voting situation.

Under that proposal, if only 4 members were voting, a unanimous decision would need to be reached. However, as this is the current state of the by-laws, it would be no more onerous than our current code provisions.

We should give this section additional attention and put together a proposal that best fits the Commission's needs.

B. Tie Votes. Tie votes shall cause a motion to fail.

C. ~~Conflict of Interest/Disqualification.~~ See section III. B.

VII. COMMITTEES

Committees may be set up by the Planning Commission to enhance planning of specific areas of the city.

A. Scope and Duration. The Planning Commission Chair, with the consent of the Planning Commission, shall set the scope and duration of each committee at the inception of the committee.

B. Members. The Planning Commission Chair shall appoint members of the Planning Commission to serve as chair and vice-chair of each committee. Committee chair and vice-chair, including input from other Commissioners, shall select other members of the committee. Committee membership should not normally exceed 12 members, including chair and vice-chair. No more than two sitting Planning Commissioners may be appointed to a committee.

C. Purpose and Need Document. Each committee shall draft a Purpose and Need document and present it to the Planning Commission for approval within six weeks of the first committee meeting. Purpose and Need document should keep committee work within the scope laid out for the committee at inception. If a need to revise the scope exists, it shall be brought back to the Planning Commission for approval.

D. Progress Reporting. Committees shall report to the Planning Commission at intervals determined by the Planning Commission Chair. Committees shall not make reports to other entities, without first reporting to the Planning Commission and receiving permission.

E. Completion of Committee Tasking. At the completion of the assigned task or assigned duration, the committee shall present findings and recommendations to the Planning Commission. In its final report, all final documents generated by the Committee, including minutes, shall be presented in a final packet. If the committee was unable to complete task within assigned duration, the committee may request an extension from the Planning Commission.

VIII. AMENDMENTS.

These rules may be amended at any regular meeting of the Planning Commission by an affirmative vote of the Commission provided that such amendment has been presented in writing to each member of the Commission at least 48 hours preceding the meeting at which the vote is taken. Such amendments shall be submitted to the City Council for its approval before they shall take effect.

ORDINANCE 2016- 09

AN ORDINANCE OF THE SYRACUSE CITY COUNCIL APPROVING AMENDMENTS TO THE BYLAWS OF THE PLANNING COMMISSION.

WHEREAS, the Syracuse City Planning Commission has prepared proposed amendments to the Commission by-laws; and

WHEREAS, pursuant to Syracuse Municipal Code § 3.10.040, rules and procedures of the Commission must be approved by the City Council before taking effect; and

WHEREAS, the City Council has reviewed the proposed amendments and made all changes to the by-laws which the Council wishes; and

WHEREAS, the City Council finds that the amendment will provide for the orderly administration of business before the Commission,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

The attached by-law amendments are hereby approved.

This ordinance shall be effective upon the date of publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, this _____ day of _____, 2016.

SYRACUSE CITY

ATTEST:

Cassie Z. Brown, CMC
City Recorder

By: _____
Terry Palmer
Mayor

**SYRACUSE CITY
PLANNING COMMISSION
BYLAWS & RULES OF PROCEDURE**

Approved by City Council on ~~November, 29, 2011~~ [NEW DATE]

I. PURPOSE AND SCOPE

These policies and procedures are designed and adopted for the purpose of guidance and direction to the members of the Syracuse City Planning Commission in the performance of their duties. The Planning Commission shall be governed by the provisions of all applicable State Statutes, City ordinances and these rules. Nothing in these rules shall be interpreted to provide independent basis for invalidating or in any way altering a final decision of the Commission unless otherwise provided by City Ordinance or State Law. Nor shall anything herein be construed so as to provide or create an independent cause of action for any person or entity.

The scope of the Planning Commission shall include Title III of the Syracuse City Ordinance.

II. ORGANIZATION.

A. Election of Chair and Vice-Chair. The Commission, at its first regular meeting in ~~July~~ January of each year, shall elect a Chair and a Vice-Chair from the duly appointed members of the Commission by a majority of the total membership. The Chair and Vice-Chair may be elected to subsequent terms.

B. Duties of the Chair.

1. Preside and normally conduct meetings of the Commission and shall provide general direction for the meetings
2. Be a voting member of the Syracuse City Planning Commission
3. Approve the agenda prior to the meeting
4. Call the Commission to order, and proceed with the order of business
5. Announce the business before the Commission in the order in which it is to be acted upon
6. Receive and submit in the proper manner all motions and propositions presented by the members of the Commission
7. Put to vote all questions which are properly moved, or necessarily arise in the course of proceedings and to announce the result thereof

8. Inform the Commission, when necessary, or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon Legal Counsel for advice
9. Authenticate by signature when necessary, or when directed by the Commission, all acts, orders and proceedings of the Commission
10. Maintain order at meetings of the Commission
11. Move the agenda along, hold down redundancy, reference handouts and procedures in a sensitive way during meetings
12. Recognize speakers and commissioners prior to receiving comments and presentation of physical evidence, i.e., plans and pictures

13. Oversee all committees set up under the Planning Commission

~~13.~~14. Convey issues which may result in potential code amendments to the City Council for initial input and approval to move forward with drafting those amendments. This shall be conveyed through the Council liaison, and the duty to convey these issues may also be initiated by two commission members during any meeting.

C. Duties of the Vice-Chair. The Vice-Chair, during absence of the Chair, shall perform all the duties and functions of the Chair. In the event the Chair resigns or is removed from the Planning Commission, the Vice-Chair shall become the new Chair. The new Chair and/or Commission shall nominate a new Vice-Chair. The new Vice-Chair shall be approved by vote of the Planning Commission.

D. Temporary Chair. In the event of the absence or disability of both the Chair and the Vice-Chair, the senior member of the Commission in attendance shall serve as a temporary Chair to serve until the Chair or Vice-Chair shall return. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.

E. Secretary. The ~~Administrative~~ Secretary ~~shall serve as secretary~~ of the Commission shall be designated by the Community Development Director. The secretary shall have the following duties:

1. To give notice of all Planning Commission meetings

2. To keep and record the minutes of the proceedings of the Commission

~~2.~~3. To collect all documents, papers or presentations presented to the commission during the meeting, including exhibits, visual presentations, letters and drawings

3.4. To keep and record a permanent record file of all documents and papers pertaining to the work of the Commission and see that the Commission agendas and minutes are posted on the City website in a timely manner

4.5. To perform such other duties as may be required

III. DUTIES OF MEMBERS

A. Meeting Attendance. Every member of the Commission ~~should~~ is expected to attend ~~the all~~ sessions of the Commission unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused will notify the secretary and/or the Chair. The secretary shall call the same to the attention of the Chair. Reports of attendance, with notations of whether the Chair was notified prior to the meeting, shall be submitted to the Mayor on at least a quarterly basis. Attendance falling below 80% during a six-month period is an indication that a commissioner's attendance is in need of attention.

B. Conflict of Interest. A Planning Commissioner ~~to whom some private benefit may come whose personal economic interest will be substantially furthered~~ as the result of a Planning Commission action shall not be a participant in the action. A Commissioner participates in the action if the Commissioner votes upon, discusses during Planning Commission meetings, or works with staff in their capacity as Commissioner, with respect to that action.

1. Substantial furtherance of the economic interest of relations or friends of the Commissioner shall also be grounds for recusal. The private benefit may be direct or indirect; create a material or personal gain; or provide an advantage to relations, friends, or to groups and associations which hold some share of a person's loyalty. However, membership itself in a group or organization shall not be considered a per se conflict of interest, but only applies if as to Planning Commission action concerning such group or unless a reasonable person would conclude that such membership in itself would prevent an objective consideration of the matter. A generally applicable ordinance which confers a benefit upon the community to which the Commissioner belongs is not considered a per se conflict of interest.
2. A Planning Commissioner experiencing, in their opinion, a conflict of interest, shall declare that interest publicly, shall abstain from discussion and voting on the action, and may sit in the audience or be excused from the room during consideration of the action. That Commissioner shall not discuss the matter privately with any other commissioner.
3. When the Planning Commissioner is the applicant in a land use decision the Commissioner is allowed to present and discuss the application, but shall not

participate in the voting decision of the Planning Commission. It is encouraged that the Planning Commissioner has an alternate party act on their behalf.

4. The vote of a Planning Commissioner deemed to be experiencing a conflict of interest, who fails to be disqualified, shall be disallowed.
5. A conflict of interest may exist under these bylaws although a Planning Commissioner may not believe an actual conflict does exist; therefore, a Planning Commissioner who has any question as to whether a conflict of interest exists under these bylaws shall raise the matter with the other Planning Commissioners. The matter may be tabled until such time that the City Attorney's Office can be contacted in order that a determination may be made as to whether a conflict of interest exists.
6. The requirements of Section 10-3-1301 et. Seq. Of the Utah Code, known as the "Municipal Officers' and Employees' Ethics Act", shall be adhered to. If a conflict exists between these policies, State law, or City ordinance, the strictest shall apply.

C. Gifts and Favors. Gifts, favors, or advantages must not be accepted in connection with the duties of the Planning Commission~~if they are offered because the receiver holds a position of public responsibility.~~ It is very important that Planning Commissioners be fair and impartial in their dealings with the public and that they serve all citizens equally. It is not enough to avoid favoritism; ~~they~~ they should strive to avoid even the appearance of giving preference to one citizen or business applicant over any other.

1. ~~The value of a gift or advantage and the relation of the giver to public business should be considered in determining acceptability. Small gifts that come in the form of business lunches, calendars, or office bric-a-brac are often, not always, acceptable. In cases of doubt, refuse. In cases of marginal doubt, refuse. Planning Commissioners shall refuse all gifts or other items – no matter the value – provided by a current applicant, or a prior applicant upon whose application the Commissioner participated.~~
2. Planning Commissioners should not accept gifts from outside agencies which may be competing or applying for City business, permits, or development decisions. Accepting gifts not only gives the appearance of favoritism, but may create an embarrassing and possible unlawful position for the City.
3. Items of small value such as calendars, pencils, etc. (usually to be considered \$50 or less) with advertising or logos are acceptable, but larger items such as clothing, equipment for personal use, etc. should be politely declined.

D. Commissioner Removal. A Commission member may be permanently removed from the Planning Commission as outlined in City Code. Recommendation for such action

may also be made by a majority vote of the Commission to the Mayor and may be based on any of the following:

1. Continuous unjustified non-attendance of Planning Commission work meetings and/or regular meetings.
2. Demonstrated inability or unwillingness to participate cooperatively as a working member of the Commission including, but not limited to, such actions as:
 - a. Repeatedly showing a lack of preparation during meetings, or
 - b. Repeated attempts to disrupt meetings; or
 - c. Frequent votes contrary to the evidence presented for no apparent reason.
3. Failure to conduct oneself in a professional and competent manner appropriate to the position of Planning Commissioner.
4. Violation of the criminal laws, federal, state, or local.
5. A change in residency outside of Syracuse City.
6. Failure to abide by Syracuse City Human Resources Policies and Procedures as it relates to employee conduct.

E. Treatment of Information. It is important to discriminate between planning information that belongs to the public and planning information that does not.

1. Reports and official records of a public planning agency must be open on an equal basis to all inquiries.
2. Any record or portion of a record which contains private or protected information shall be kept, disseminated and retained in accordance with the Utah Government Records Access Management Act. Information considered private, controlled or protected, that is learned in the course of performing planning duties must be treated in confidence if specifically requested by the applicant or as dictated by Title X of the Syracuse City Municipal Code. Such information becomes public when an application for official action, such as a change in zone classification or approval of a plat, is submitted.
3. Information contained in studies that are in progress in a planning agency should not be divulged except in accordance with established agency policies on the release of its studies. A public planning agency is not required to share its thoughts publicly.

4.3. Prearranged private meetings between a Planning Commissioner and applicants, their agents, or other interested parties, are prohibited. Partisan information on any application received by a Planning Commissioner whether by mail, telephone, or other communication shall be made part of the public record.

5.4. Any member of the Commission may make a concurring or dissenting report or recommendation to the City Council whenever he/she deems advisable. Reports and recommendations must be submitted to City Council in a written format for inclusion in City Council documentation and materials.

IV. MEETINGS.

A. Place. All meetings of the Planning Commission shall be held in the City Council Chambers of City Hall, Syracuse, Utah, or at such other place in Syracuse City as the Commission may designate.

B. Regular Meetings. Regular meetings of the Planning Commission shall be held on the first and third Tuesdays of each month at the hour of 6:00 p.m.

C. Work Meetings. Work meetings may be held on the first and third Tuesdays of each month after the regular meeting.

D. Unscheduled Meetings. An unscheduled meeting may be held after consent of unanimous vote of the Planning Commissioners in attendance at a regularly ~~scheduled~~ meeting. An unscheduled meeting may not be held that has the appearance of giving preference to one citizen or business applicant or may create an embarrassing and possible unlawful position for the City.

E. Joint Sessions. Joint sessions between Planning Commission and City Council may occur at the request of the Mayor and/or Council.

F. Quorum. Four members of the Commission shall constitute a quorum ~~thereof for the transaction of all business except where unanimous consent of all members is required.~~ Any member disqualified because of a conflict of interest shall not be considered when determining whether a quorum is constituted.

G. Remote Participation. Commissioners who are out-of-town or seriously ill may participate in proceedings remotely through the means of electronic communication. Remote participation may only occur if the agenda has provided requisite notice of the arrangement. Participation may occur through audio or audio-visual applications. A remote participant is a full participant during the proceedings.

GH. Content. Discussions in the meetings are to be limited to agenda items and issues reasonably related thereto. Comments or presentations by the public are to be limited to relevant issues. In order to ensure that the meetings proceed timely and orderly, the Chair may impose a time limit on those desiring to address the Commission. Any

person who disrupts the meeting by exceeding a time limit, discussing irrelevant issues, or otherwise, may be removed at the direction of the Chair. Future agenda items may be added at the request of two or more Commissioners.

I. Agenda and Submitted Documents.

1. Future agenda items shall be placed on the next available agenda by the Chairman, at the request of two or more Commissioners.
2. The agenda and applicable information shall be provided to the Commission members at least four days prior to the meeting, unless approved by the Chairman.
3. For items which are scheduled for final action, the applicant and staff must submit to the Secretary all documents for consideration of that item, at least five days prior to the meeting. Commissioners who wish to submit additional documents, revisions or comments may submit them to the Secretary and Chairman. Those items shall be disseminated to the applicant and Planning Commissioners as soon as practicable, and shall be made available to the public during Commission meeting.

H.J. Order and Decorum.

1. Consideration of Agenda Items. The following procedures for consideration of business items on the agenda will normally be observed. However, the procedure may be modified by the chairman if necessary for the expeditious conduct of business.
 - a. Chair introduces the agenda items.
 - b. City staff is invited to provide comments and/or recommendations.
 - c. Petitioner presents the proposal.
 - d. Commissioners ask questions and seek clarification on issues presented.
 - e. Petitioner is asked to be seated.
 - f. If item includes a public hearing then public is invited to provide comments, evidence or opinions, to ask questions and to seek clarification on issues presented.
 - g. City staff and applicant shall be given the opportunity to respond to questions, criticism or concerns expressed by the public. Members of the public shall not be permitted to further engage with the applicant or staff.
 - gh. Commissioners discuss the proposal and ask for clarification as necessary.
 - hi. Chair requests a motion on the proposal.

ij. Upon motion and second, commissioners vote on the proposal. Any commissioner may, prior to casting a vote, explain the basis for his or her vote. The Commission may approve, deny, table, or approve with conditions the proposal before them.

IK. Time. Meetings shall not exceed 9:00 p.m. unless extended through a two-thirds (2/3) majority vote of the Commission in attendance.

JL. Additional Guidelines. In addition to these policies and procedures, the Commission may invoke additional guidelines as necessary to address issues as they arise so long as they are consistent with the nature and intent with the content herein.

V. MOTIONS.

A. Making of Motions. Any Planning Commissioner, but the Chair, may make or second a motion. Motions should state findings for denial or approval within the motion:

1. Motions should state findings at the beginning.
2. The staff reports should be in sufficient detail to assist Planning Commission in stating findings.
3. All motions should be repeated at the direction of the Chair

B. Second Required. Each motion of the Planning Commission must be seconded, except for the motion to adjourn a meeting; a motion that fails to receive a second shall fail.

C. Withdrawing a Motion. After a motion is stated by the Chair or read by the secretary, it shall be deemed in the possession of the Commission, but may be withdrawn at any time before decision or amendment by the unanimous consent of the Commission ers in attendance. The Commissioner who made the motion may withdraw it at any time prior to the vote being taken.

D. Motion to Table. A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter and whenever possible, a specific date to rehear the matter is to be scheduled.

E. Amending Motions. When a motion is pending before the Commission, any member may suggest an amendment without a second, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order to amend the stated motion. The author and the second may choose not to accept the amendment.

F. Amending Amendments to Motions. An amendment to a motion may be amended, no second required, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order to amend the stated motion. The author and the second may choose not to accept the amendment

G. Substitute Motions. A substitute motion, which shall replace the original motion, may be made prior to a vote on the original motion. After a substitute motion has been seconded, then it becomes the motion to be put to vote; the original motion is only voted on if the substitute motion fails.

H. To Rescind a Motion. A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commission's action on the motion.

I. To Reconsider a Motion. To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made ~~or when the minutes containing that particular item are approved.~~ If present, the applicant shall be given an opportunity to address the Commission before the vote upon the motion which is being reconsidered.

J. Motion to Open and Close Hearings is not required. The Chair will state when the public portion of the hearings are open and closed.

K. Motion to Recess. A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.

L. Motion to Adjourn. A motion to adjourn the meeting shall be made at the end of ~~each~~ Planning Commission regular and work meetings. No second to the motion to adjourn is required.

VI. VOTING.

Except as otherwise specifically provided in these rules, a vote of the majority of Commissioners participating in the vote~~four (4) members of the Commission~~ shall be required ~~and shall be sufficient~~ to transact any business before the Planning Commission.

A. Changing a Vote. No member shall be permitted to change his/her vote after the decision is announced by the Chair.

B. Tie Votes. Tie votes shall cause a motion to fail.

~~C. Conflict of Interest/Disqualification. See section III. B.~~

VII. COMMITTEES

Committees may be set up by the Planning Commission to enhance planning of specific areas of the city.

- A. Scope and Duration.** The Planning Commission Chair, with the consent of the Planning Commission, shall set the scope and duration of each committee at the inception of the committee.
- B. Members.** The Planning Commission Chair shall appoint members of the Planning Commission to serve as chair and vice-chair of each committee. Committee chair and vice-chair, including input from other Commissioners, shall select other members of the committee. Committee membership should not normally exceed 12 members, including chair and vice-chair. No more than two sitting Planning Commissioners may be appointed to a committee.
- C. Purpose and Need Document.** Each committee shall draft a Purpose and Need document and present it to the Planning Commission for approval within six weeks of the first committee meeting. Purpose and Need document should keep committee work within the scope laid out for the committee at inception. If a need to revise the scope exists, it shall be brought back to the Planning Commission for approval.
- D. Progress Reporting.** Committees shall report to the Planning Commission at intervals determined by the Planning Commission Chair. Committees shall not make reports to other entities, without first reporting to the Planning Commission and receiving permission.
- E. Completion of Committee Tasking.** At the completion of the assigned task or assigned duration, the committee shall present findings and recommendations to the Planning Commission. In its final report, all final documents generated by the Committee, including minutes, shall be presented in a final packet. If the committee was unable to complete task within assigned duration, the committee may request an extension from the Planning Commission.

VIII. AMENDMENTS.

These rules may be amended at any regular meeting of the Planning Commission by an affirmative vote of the Commission provided that such amendment has been presented in writing to each member of the Commission at least 48 hours preceding the meeting at which the vote is taken. Such amendments shall be submitted to the City Council for its approval before they shall take effect.