



## SYRACUSE CITY

### Syracuse City Council Work Session Notice

March 8, 2016 – 6:00 p.m.  
Municipal Building, 1979 W. 1900 S.

Notice is hereby given that the Syracuse City Council will meet in a work session on Tuesday, March 8, 2016, 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. Review agenda for Council business meeting to begin at 7:00 p.m. (2 min.)
- b. Police Department budget review. (5 min.)
- c. Request to be on the agenda: Miss Syracuse pageant budget request. (5 min.)
- d. Discussion regarding Centennial Park restroom structure. (5 min.)
- e. Review items forwarded by the Planning Commission (5 min.)
  - i. Proposed Ordinance 16-13 amending Section 10.40.040 of the Syracuse City Code pertaining to minimum and maximum parking spaces.
- f. Discussion regarding agenda item 8: Parks and Recreation consolidated fee schedule updates. (10 min.)
- g. Review agenda item 9: Authorize Administration to execute contract for South Bluff Road Secondary Water Transmission Line to Leon Poulsen Construction Company, Inc. (5 min.)
- h. Review agenda item 6: proposed amendments to Arts Council bylaws. (8 min.)
- i. Discussion RDA agenda item 2: proposed resolution authorizing the preparation of a draft Community Development Project Area (CDA) (5 min.)
- j. Discussion RDA agenda item 3: RDA tax increment request from Jin's Korean BBQ.
- k. Council business. (2 min.)

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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 3<sup>rd</sup> day of March, 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-Examine on March 3, 2016.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

March 8, 2016

## Agenda Item “b” **Police Department Budget Discussion**

### *Factual Summation*

- Any questions about this agenda item may be directed at City Manager Brody Bovero, Finance Director Stephen Marshall, Police Chief Garret Atkin.

Please review the following attachments:

- a. General Budget Overview PowerPoint presentation.
- b. Draft Police Department Operating Budget
- c. Draft Police Department Capital Purchase Budget

### *Revised Budget Line Items Review*

- Included with this packet is a color-coded review of the Line-Items requests for the Police 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 Police 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 Police Department.
- 3) **Blue** = Short-term Survival: These items are critical to provide basic services. Without them, the Police Department 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 26.

## ***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.

#### ***Police Vision Statements***

- The Syracuse PD is a well-trained, professional police force.
- The Syracuse PD is responsive to crime and other community issues.
- Syracuse City police officers are courteous and service-oriented.
- Syracuse City Police officers are part of the community and respected by the public.
- The City’s policies provide guidance on the expected levels of personnel in the police department.

*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 for the police department. 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 PD 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
  - **Additional Officers:** Based on current workloads and sentiment expressed by the Council at the November retreat regarding the need for a greater police presence, we feel it is would be appropriate to add two new patrol officers, and one new detective. Details of this analysis can be provided at the budget meeting. While the 5-10 year staffing plan should be put in place first, our analysis shows that this request is reasonable for the upcoming fiscal year.
  - Below is a summary of the financial impact of the 3 new officers (see detail attached). Funding for this request would need to come from the general fund, which will need to be evaluated along with the other segments of the budget.
    - *Vehicles/gas/oil* \$134,025
    - *Equipment/Uniform* \$28,019
    - *Wages/Benefits (PO III)* \$276,918
    - *Total:* \$438,962\*
- \*There may be very minor difference in exact dollars between the new officer detail sheet and the budget sheet. These numbers will be reconciled.*
- **State Liquor Tax Fund:** Every year, the City receives revenue from state liquor tax, which can only be used for specific purposes. At the meeting on Friday, we will present different options and would like to receive guidance from the Council on the use of these monies.

*Draft Budget Proposal*

- Attached you will find the line-item operation budget proposal for your consideration.
- Also included is one option for the PD capital budget for your consideration. As we have discussed before, other options are available for your consideration, which we can discuss at the meeting.



## Police Department FY 2017 Budget Summary

*Submitted by Garret Atkin, Police Chief*

### Department summary:

|                        | <u>FY '15 Actual</u> | <u>FY '16 Budget</u> | <u>FY '17 Request</u> |
|------------------------|----------------------|----------------------|-----------------------|
| Salaries and benefits  | \$ 1,918,843         | \$ 2,091,003         | \$ 2,432,336          |
| Operating expenditures | 328,379              | 350,387              | 365,232               |
| Capital expenditures   | -                    | -                    | 126,000               |
| Total expenditures     | <u>\$ 2,247,222</u>  | <u>\$ 2,441,390</u>  | <u>\$ 2,923,568</u>   |

### Significant changes from prior year:

Request for 3 new officers - \$276,829 in salaries, \$126,000 in vehicles, and \$36,044 in equipment and supplies = \$438,873.

Merit Raises = \$27,116, Advancement requests = \$14,808, Career Development = \$26,854.

**POLICE DEPARTMENT**  
**Cost Allocation Detail**

| Account            | Account Description                  | FY 2015<br>Actual          | FY 2016<br>Budget          | Variance<br>2016 FY<br>to 2017 FY | FY 2017                    |                    |                    |
|--------------------|--------------------------------------|----------------------------|----------------------------|-----------------------------------|----------------------------|--------------------|--------------------|
|                    |                                      |                            |                            |                                   | Requested                  | Recommended        | Approved           |
| <b>Personnel:</b>  |                                      |                            |                            |                                   |                            |                    |                    |
| 105310-12          | Salaries & wages                     | \$ 1,169,765               | \$ 1,262,757               | \$ 202,121                        | \$ 1,464,878               | \$ -               | \$ -               |
| 10-53-13           | Employee Benefits                    | 749,077                    | 828,246                    | 139,212                           | 967,458                    | -                  | -                  |
|                    | Sub-total personnel                  | <u>\$ 1,918,843</u>        | <u>\$ 2,091,003</u>        | <u>\$ 341,333</u>                 | <u>\$ 2,432,336</u>        | <u>\$ -</u>        | <u>\$ -</u>        |
| <b>Operations:</b> |                                      |                            |                            |                                   |                            |                    |                    |
| 10-53-15           | Uniforms                             | \$ 14,773                  | \$ 14,700                  | \$ 2,160                          | \$ 16,860                  | \$ -               | \$ -               |
| 10-53-21           | Books, subscriptions & memberships   | 22,379                     | 23,050                     | 2,719                             | 25,769                     | -                  | -                  |
| 10-53-23           | Travel & training                    | 20,132                     | 24,500                     | 1,050                             | 25,550                     | -                  | -                  |
| 10-53-24           | Office supplies                      | 9,173                      | 13,750                     | -                                 | 13,750                     | -                  | -                  |
| 10-53-25           | Equipment, supplies & maintenance    | 25,793                     | 30,500                     | 8,650                             | 39,150                     | -                  | -                  |
| 10-53-26           | Vehicle maintenance                  | 69,527                     | 76,200                     | (7,200)                           | 69,000                     | -                  | -                  |
| 10-53-27           | Utilities Expense                    | 701                        | 737                        | 36                                | 773                        | -                  | -                  |
| 10-53-28           | Communications                       | 29,058                     | 31,500                     | 4,000                             | 35,500                     | -                  | -                  |
| 10-53-29           | Ordinance Enforcement                | 4,277                      | -                          | -                                 | -                          | -                  | -                  |
| 10-53-37           | Professional & tech - Animal Control | 43,167                     | 46,000                     | 8,755                             | 54,755                     | -                  | -                  |
| 10-53-38           | Professional & tech - Dispatch       | 60,646                     | 42,000                     | 6,300                             | 48,300                     | -                  | -                  |
| 10-53-61           | Sundry                               | -                          | -                          | -                                 | -                          | -                  | -                  |
| 10-53-65           | Liquor Fund Expenses                 | 16,586                     | 17,000                     | -                                 | 17,000                     | -                  | -                  |
| 10-53-69           | Grant funded expenditures            | 12,168                     | 30,450                     | (11,625)                          | 18,825                     | -                  | -                  |
|                    | Sub-total operations                 | <u>\$ 328,379</u>          | <u>\$ 350,387</u>          | <u>\$ 14,845</u>                  | <u>\$ 365,232</u>          | <u>\$ -</u>        | <u>\$ -</u>        |
| <b>Capital:</b>    |                                      |                            |                            |                                   |                            |                    |                    |
| 10-53-70           | Capital outlay                       | \$ -                       | \$ -                       | \$ 126,000                        | \$ 126,000                 | \$ -               | \$ -               |
|                    | Total for department                 | <u><u>\$ 2,247,222</u></u> | <u><u>\$ 2,441,390</u></u> | <u><u>\$ 482,178</u></u>          | <u><u>\$ 2,923,568</u></u> | <u><u>\$ -</u></u> | <u><u>\$ -</u></u> |

**POLICE 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>10-53-15 Uniforms</b>                            |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ <u>14,700</u>          |
| Current estimates:                                  |                  |                                                |                           |
| Clothing allowance (20 @ 720.00)                    | \$ 14,400        |                                                |                           |
| Clothing allowance (3 new officers@ 720.00)         | \$ 2,160         |                                                |                           |
| Volunteers                                          | 300              |                                                |                           |
|                                                     | <u>16,860</u>    | <u>-</u>                                       | <u>-</u>                  |
| Total budget for account                            | \$ 16,860        | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (16,860)               |
| Increase/(decrease) from prior year modified budget | \$ 2,160         | \$ (14,700)                                    | \$ (14,700)               |

|                                                        |               |             |                  |
|--------------------------------------------------------|---------------|-------------|------------------|
| <b>10-53-21 Books, subscriptions &amp; memberships</b> |               |             |                  |
| Prior year budget, as modified                         |               |             | \$ <u>23,050</u> |
| Current estimates:                                     |               |             |                  |
| Spillman annual fee                                    | \$ 11,450     |             |                  |
| DARE materials                                         | \$ 6,000      |             |                  |
| Criminal Code books (4 X\$25.00)                       | \$ 100        |             |                  |
| RMIN                                                   | \$ 100        |             |                  |
| Utah Chiefs / DCLEAA / FBI Associations                | \$ 750        |             |                  |
| Pawn Access Fee                                        | \$ 60         |             |                  |
| Pawn Access Fee (3 new officers)                       | \$ 9          |             |                  |
| Lexipol (Policy/Procedures/DTBs)                       | \$ 5,000      |             |                  |
| New hire polygraphs (6 x \$150.00)                     | \$ 300        |             |                  |
| New hire polygraphs (3 new officers)                   | \$ 900        |             |                  |
| IACP                                                   | \$ 1,100      |             |                  |
|                                                        | <u>25,769</u> | <u>-</u>    | <u>-</u>         |
| Total budget for account                               | \$ 25,769     | \$ -        | \$ -             |
| Amount changed from request                            |               |             | \$ (25,769)      |
| Increase/(decrease) from prior year modified budget    | \$ 2,719      | \$ (23,050) | \$ (23,050)      |

**POLICE 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>10-53-23 Travel &amp; training</b>               |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 24,500                 |
| Current estimates:                                  |                  |                                                |                           |
| Firearms training/supplies                          | \$ 7,000         |                                                |                           |
| Firearms training/supplies (3 new officers)         | \$ 1,050         |                                                |                           |
| Patrol Training                                     | 7,500            |                                                |                           |
| Administration Training                             | 3,000            |                                                |                           |
| Support Services Training                           | 7,000            |                                                |                           |
|                                                     | <hr/>            | <hr/>                                          | <hr/>                     |
| Total budget for account                            | \$ 25,550        | \$ -                                           | \$ -                      |
| Amount changed from request                         |                  |                                                | \$ (25,550)               |
| Increase/(decrease) from prior year modified budget | \$ 1,050         | \$ (24,500)                                    | \$ (24,500)               |

|                                                     |           |             |             |
|-----------------------------------------------------|-----------|-------------|-------------|
| <b>10-53-24 Office supplies</b>                     |           |             |             |
| Prior year budget, as modified                      |           |             | \$ 13,750   |
| Current estimates:                                  |           |             |             |
| Office materials                                    | \$ 5,500  |             |             |
| Postage                                             | 500       |             |             |
| Paper                                               | 1,250     |             |             |
| Literature & novelties                              | 1,500     |             |             |
| Awards & plaques                                    | 2,000     |             |             |
| Awards & plaques (3 new officers)                   | 250       |             |             |
| Printed forms & letterhead                          | 750       |             |             |
| Night Out Against Crime                             | 2,000     |             |             |
|                                                     | <hr/>     | <hr/>       | <hr/>       |
| Total budget for account                            | \$ 13,750 | \$ -        | \$ -        |
| Amount changed from request                         |           |             | \$ (13,750) |
| Increase/(decrease) from prior year modified budget | \$ -      | \$ (13,750) | \$ (13,750) |

|                                                       |           |             |             |
|-------------------------------------------------------|-----------|-------------|-------------|
| <b>10-53-25 Equipment, supplies &amp; maintenance</b> |           |             |             |
| Prior year budget, as modified                        |           |             | \$ 30,500   |
| Current estimates:                                    |           |             |             |
| Crossing guard equipment                              | 1,000     |             |             |
| General Equipment                                     | 13,000    |             |             |
| Equipment for 3 new officers                          | 9,375     |             |             |
| Vehicle cameras misc. repairs                         | 2,000     |             |             |
| Taser Maintenance                                     | 1,500     |             |             |
| Live Scan Maintenance Agreement                       | 2,100     |             |             |
| K9 Equipment and Care                                 | 2,000     |             |             |
| VFAST/SWAT                                            | 2,000     |             |             |
| Prescription Drug Box Supplies                        | 500       |             |             |
| Body Camera Video Storage                             | 5,000     |             |             |
| Body Camera Video Storage (3 New Officers)            | 675       |             |             |
|                                                       | <hr/>     | <hr/>       | <hr/>       |
| Total budget for account                              | \$ 39,150 | \$ -        | \$ -        |
| Amount changed from request                           |           |             | \$ (39,150) |
| Increase/(decrease) from prior year modified budget   | \$ 8,650  | \$ (30,500) | \$ (30,500) |

**POLICE 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>10-53-26 Vehicle maintenance</b>                 |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 76,200                 |
| Current estimates:                                  |                  |                                                |                           |
| Fuel                                                | \$ 42,500        |                                                |                           |
| Fuel (3 New Officers)                               | \$ 7,500         |                                                |                           |
| Repairs                                             | 15,000           |                                                |                           |
| Prentative Maintenance (Oil Changes)                | 3,475            |                                                |                           |
| Oil Changes (3 New Officers)                        | 525              |                                                |                           |
| Total budget for account                            | <u>\$ 69,000</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                  |                                                | \$ (69,000)               |
| Increase/(decrease) from prior year modified budget | \$ (7,200)       | \$ (76,200)                                    | \$ (76,200)               |
| <b>10-53-27 Utilities Expense</b>                   |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 737                    |
| Current estimates:                                  |                  |                                                |                           |
| Utilities for Police Station                        | \$ 773           |                                                |                           |
| Total budget for account                            | <u>\$ 773</u>    | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                  |                                                | \$ (773)                  |
| Increase/(decrease) from prior year modified budget | \$ (75,427)      | \$ (76,200)                                    | \$ (76,200)               |
| <b>10-53-28 Communications</b>                      |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ 31,500                 |
| Current estimates:                                  |                  |                                                |                           |
| UCA                                                 | \$ 11,825        |                                                |                           |
| UCA (3 New Officers)                                | \$ 1,675         |                                                |                           |
| Cell phone & Cradle Point                           | 19,000           |                                                |                           |
| Cell phone (3 New Officers)                         | 3,000            |                                                |                           |
| Total budget for account                            | <u>\$ 35,500</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                  |                                                | \$ (35,500)               |
| Increase/(decrease) from prior year modified budget | \$ 4,000         | \$ (31,500)                                    | \$ (31,500)               |
| <b>10-53-29 Ordinance Enforcement</b>               |                  |                                                |                           |
| Prior year budget, as modified                      |                  |                                                | \$ -                      |
| Current estimates:                                  |                  |                                                |                           |
| Total budget for account                            | <u>\$ -</u>      | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                         |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget | \$ -             | \$ -                                           | \$ -                      |

**POLICE 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>10-53-37 Professional &amp; tech - Animal Control</b> |                  |                                                |                           |
| Prior year budget, as modified                           |                  |                                                | \$ <u>46,000</u>          |
| Current estimates:                                       |                  |                                                |                           |
| Davis County                                             | \$ 54,755        |                                                |                           |
| Total budget for account                                 | <u>\$ 54,755</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                              |                  |                                                | \$ (54,755)               |
| Increase/(decrease) from prior year modified budget      | \$ 8,755         | \$ (46,000)                                    | \$ (46,000)               |
| <b>10-53-38 Professional &amp; tech - Dispatch</b>       |                  |                                                |                           |
| Prior year budget, as modified                           |                  |                                                | \$ <u>42,000</u>          |
| Current estimates:                                       |                  |                                                |                           |
| Davis County                                             | \$ 42,000        |                                                |                           |
| 3 New Officers                                           | <u>6,300</u>     |                                                |                           |
| Total budget for account                                 | <u>\$ 48,300</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                              |                  |                                                | \$ (48,300)               |
| Increase/(decrease) from prior year modified budget      | \$ 6,300         | \$ (42,000)                                    | \$ (42,000)               |
| <b>10-53-61 Sundry</b>                                   |                  |                                                |                           |
| Prior year budget, as modified                           |                  |                                                | \$ <u>-</u>               |
| Current estimates:                                       |                  |                                                |                           |
|                                                          | \$ -             | \$ -                                           | \$ -                      |
| Total budget for account                                 | <u>\$ -</u>      | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                              |                  |                                                | \$ -                      |
| Increase/(decrease) from prior year modified budget      | \$ -             | \$ -                                           | \$ -                      |
| <b>10-53-65 Liquor Fund Expenses</b>                     |                  |                                                |                           |
| Prior year budget, as modified                           |                  |                                                | \$ <u>17,000</u>          |
| Current estimates:                                       |                  |                                                |                           |
|                                                          | 17,000           |                                                |                           |
| Total budget for account                                 | <u>\$ 17,000</u> | <u>\$ -</u>                                    | <u>\$ -</u>               |
| Amount changed from request                              |                  |                                                | \$ (17,000)               |
| Increase/(decrease) from prior year modified budget      | \$ -             | \$ (17,000)                                    | \$ (17,000)               |

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

|                                                     | Requested   | City Manager/Council<br>Recommendation | Adopted<br>Budget |
|-----------------------------------------------------|-------------|----------------------------------------|-------------------|
| <b>10-53-69 Grant funded expenditures</b>           |             |                                        |                   |
| Prior year budget, as modified                      |             |                                        | \$ 30,450         |
| Current estimates:                                  |             |                                        |                   |
| Bullet Proof Vests - 4 @ 875 each                   | \$ 3,500    |                                        |                   |
| Bullet Proof Vests - 3 @ 875 each - New Officers    | \$ 2,625    |                                        |                   |
| JAG Grant - Equipment Expense                       | 5,000       |                                        |                   |
| ULGT Insurance Safety Rebate                        | 3,700       |                                        |                   |
| ████████████████████████████████████████            | -           |                                        |                   |
| ICAC GRANT - EQUIPMENT                              | 4,000       |                                        |                   |
| Total budget for account                            | \$ 18,825   | \$ -                                   | \$ -              |
| Amount changed from request                         |             |                                        | \$ (18,825)       |
| Increase/(decrease) from prior year modified budget | \$ (11,625) | \$ (30,450)                            | \$ (30,450)       |
| <b>10-53-70 Capital outlay</b>                      |             |                                        |                   |
| Prior year budget, as modified                      |             |                                        | \$ -              |
| Current estimates:                                  |             |                                        |                   |
| Police Vehicles                                     | \$ 126,000  |                                        | \$ -              |
| Total budget for account                            | \$ 126,000  | \$ -                                   | \$ -              |
| Amount changed from request                         |             |                                        | \$ (126,000)      |
| Increase/(decrease) from prior year modified budget | \$ 126,000  | \$ -                                   | \$ -              |
| <b>Total expenditures</b>                           |             |                                        |                   |
| Prior year budget, as modified                      |             |                                        | \$ 350,387        |
| Total budget for expenditures                       | \$ 491,232  | \$ -                                   | \$ -              |
| Amount changed from request                         |             |                                        | \$ (491,232)      |
| Increase/(decrease) from prior year modified budget | \$ 140,845  | \$ (350,387)                           | \$ (350,387)      |

**Police Department  
Salaries and Benefits - FY 2017**

**Changes from prior year (include supplemental personnel sheet):**

| Position                        | Name        | Salary              | FICA              | Retirement        | Insurance         | W/C              | Unemploy        | Total               |
|---------------------------------|-------------|---------------------|-------------------|-------------------|-------------------|------------------|-----------------|---------------------|
| Chief                           | Atkin       | \$ 90,656           | \$ 6,936          | \$ 30,860         | \$ 18,984         | \$ 1,643         | \$ 100          | \$ 149,179          |
| Lieutenant                      | Rogers      | \$ 73,590           | \$ 5,630          | \$ 25,051         | \$ 18,895         | \$ 1,334         | \$ 100          | 124,600             |
| Lieutenant                      | Jensen, L.  | \$ 69,077           | \$ 5,285          | \$ 23,514         | \$ 18,871         | \$ 1,252         | \$ 100          | 118,099             |
| Sergeant                        | Call        | \$ 67,267           | \$ 5,146          | \$ 22,898         | \$ 18,862         | \$ 1,219         | \$ 100          | 115,492             |
| Sergeant                        | R. Carter   | \$ 57,907           | \$ 4,430          | \$ 19,712         | \$ 18,813         | \$ 1,050         | \$ 100          | 102,013             |
| Sergeant                        | Skinner     | \$ 57,429           | \$ 4,394          | \$ 19,549         | \$ 18,811         | \$ 1,041         | \$ 100          | 101,324             |
| Sergeant                        | Anderson    | \$ 53,061           | \$ 4,060          | \$ 18,062         | \$ 18,788         | \$ 962           | \$ 100          | 95,033              |
| PO III                          | Weir        | \$ 50,981           | \$ 3,901          | \$ 17,354         | \$ 18,777         | \$ 924           | \$ 100          | 92,037              |
| PO III                          | Penrod      | \$ 49,566           | \$ 3,792          | \$ 16,873         | \$ 18,770         | \$ 898           | \$ 100          | 89,999              |
| PO III                          | Johnson     | \$ 50,149           | \$ 3,837          | \$ 17,071         | \$ 18,773         | \$ 909           | \$ 100          | 90,839              |
| PO III                          | Behm        | \$ 48,485           | \$ 3,710          | \$ 16,505         | \$ 16,563         | \$ 879           | \$ 100          | 86,242              |
| PO III                          | new         | \$ 51,147           | \$ 3,913          | \$ 17,411         | \$ 18,778         | \$ 927           | \$ 100          | 92,276              |
| PO III                          | new         | \$ 51,147           | \$ 3,913          | \$ 17,411         | \$ 18,778         | \$ 927           | \$ 100          | 92,276              |
| PO III                          | new         | \$ 51,147           | \$ 3,913          | \$ 17,411         | \$ 18,778         | \$ 927           | \$ 100          | 92,276              |
| PO II                           | Handy       | \$ 41,829           | \$ 3,200          | \$ 9,968          | \$ 18,730         | \$ 758           | \$ 100          | 74,585              |
| PO II                           | Guillen     | \$ 42,120           | \$ 3,223          | \$ 14,338         | \$ 18,409         | \$ 763           | \$ 100          | 78,953              |
| PO II                           | Benson      | \$ 41,288           | \$ 3,159          | \$ 9,839          | \$ 18,727         | \$ 748           | \$ 100          | 73,861              |
| PO II                           | Cazares     | \$ 41,288           | \$ 3,159          | \$ 9,839          | \$ 18,727         | \$ 748           | \$ 100          | 73,861              |
| PO II                           | S. Carter   | \$ 39,645           | \$ 3,033          | \$ 9,448          | \$ 18,412         | \$ 719           | \$ 100          | 71,356              |
| PO II                           | Liljenquist | \$ 39,749           | \$ 3,041          | \$ 9,473          | \$ 7,034          | \$ 720           | \$ 100          | 60,117              |
| PO II                           | Walker      | \$ 39,166           | \$ 2,997          | \$ 9,334          | \$ 14,313         | \$ 710           | \$ 100          | 66,621              |
| PO II                           | Brown       | \$ 39,166           | \$ 2,997          | \$ 9,334          | \$ 16,514         | \$ 710           | \$ 100          | 68,822              |
| PO II                           | Mauhar      | \$ 39,166           | \$ 2,997          | \$ 9,334          | \$ 7,269          | \$ 710           | \$ 100          | 59,577              |
| Admin Prof                      | Brenchley   | \$ 46,197           | \$ 3,535          | \$ 8,533          | \$ 14,365         | \$ 62            | \$ 100          | 72,792              |
| Admin Prof                      | Watters     | \$ 41,122           | \$ 3,146          | \$ 7,596          | \$ 18,726         | \$ 55            | \$ 100          | 70,745              |
| various                         | Raises      | \$ 20,575           | \$ 1,574          | \$ 7,004          | \$ 107            | \$ 373           | \$ -            | 29,633              |
| <b>Total Permanent</b>          |             | <b>1,292,921</b>    | <b>98,921</b>     | <b>393,722</b>    | <b>432,576</b>    | <b>21,968</b>    | <b>2,500</b>    | <b>2,242,607</b>    |
| Crossing Guards & Bailiffs      |             | 96,958              | 7,417             | -                 | -                 | \$ 1,757         | 1,500           | 107,632             |
| <b>Total Part-time</b>          |             | <b>96,958</b>       | <b>7,417</b>      | <b>-</b>          | <b>-</b>          | <b>1,757</b>     | <b>1,500</b>    | <b>107,632</b>      |
| Overtime                        |             | 75,000              | 5,738             | -                 | -                 | \$ 1,359         | -               | 82,097              |
| <b>Total Overtime</b>           |             | <b>75,000</b>       | <b>5,738</b>      | <b>-</b>          | <b>-</b>          | <b>1,359</b>     | <b>-</b>        | <b>82,097</b>       |
| <b>Total</b>                    |             | <b>\$ 1,464,878</b> | <b>\$ 112,076</b> | <b>\$ 393,722</b> | <b>\$ 432,576</b> | <b>\$ 25,084</b> | <b>\$ 4,000</b> | <b>\$ 2,432,336</b> |
| Prior Year (As Modified)        |             | \$ 1,262,757        | \$ 828,246        |                   |                   |                  |                 | \$ 2,091,003        |
| Requested:                      |             | \$ 1,464,878        | \$ 967,458        |                   |                   |                  |                 | \$ 2,432,336        |
| Increase/(decrease) from P/Y    |             | 202,121             | 139,212           |                   |                   |                  |                 | 341,333             |
| Recommended:                    |             |                     |                   |                   |                   |                  |                 | \$ -                |
| Amount changed from requested   |             | (1,464,878)         | (967,458)         |                   |                   |                  |                 | (2,432,336)         |
| Increase/(decrease) from P/Y    |             | (1,262,757)         | (828,246)         |                   |                   |                  |                 | (2,091,003)         |
| Approved:                       |             |                     |                   |                   |                   |                  |                 | \$ -                |
| Amount changed from recommended |             | 1,464,878           | 967,458           |                   |                   |                  |                 | 2,432,336           |
| Increase/(decrease) from P/Y    |             | (1,262,757)         | (828,246)         |                   |                   |                  |                 | (2,091,003)         |

**Changes from requested to approved:**





# COUNCIL AGENDA

## March 8, 2016

Agenda Item “c”                      Miss Syracuse Pageant Budget Request

***Factual Summation***

- Representatives of the Miss Syracuse Pageant have requested a few minutes on the Council agenda to discuss a budget request.



# COUNCIL AGENDA

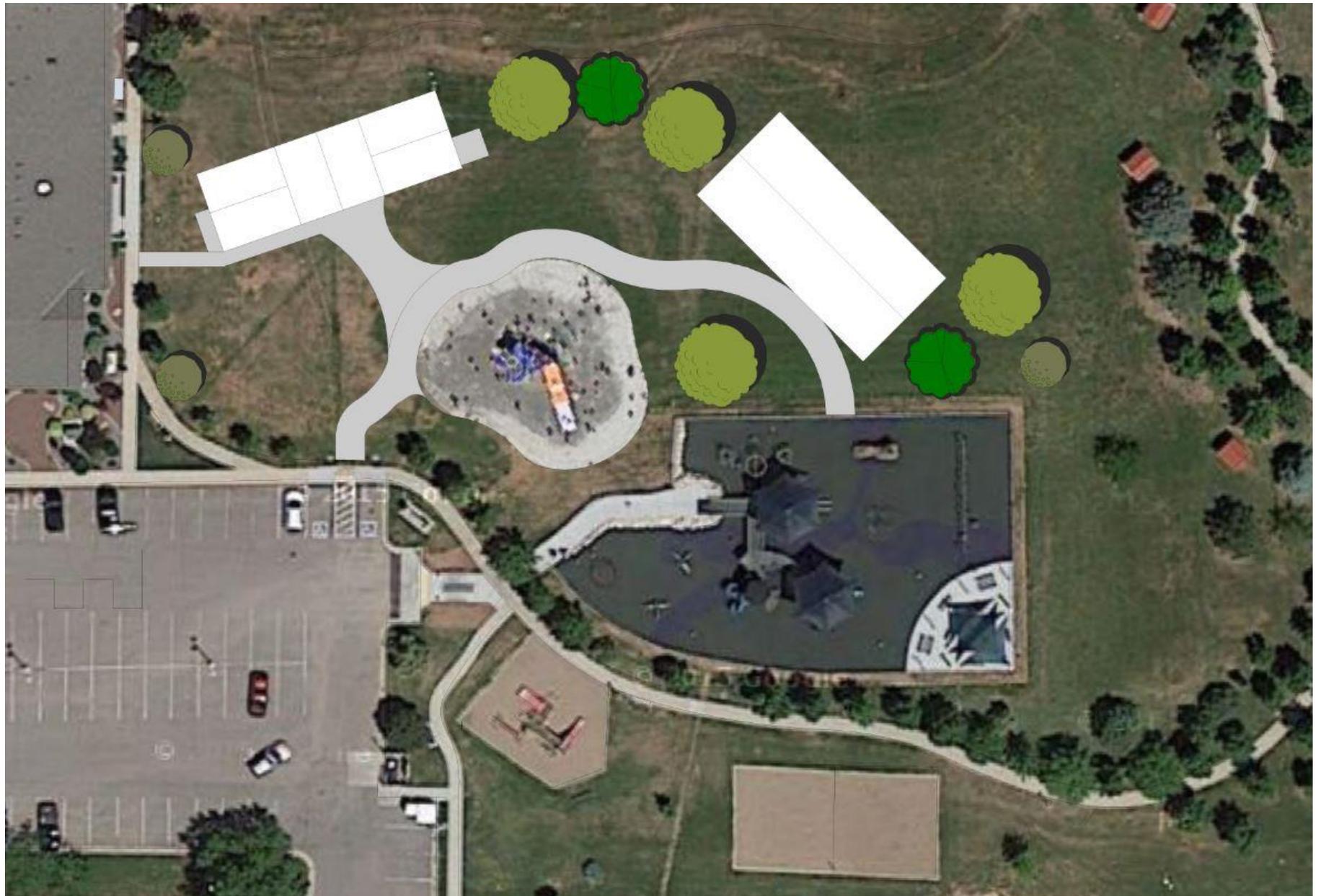
March 8, 2016

Agenda Item “d”                      Discussion regarding Centennial Park restroom structure.

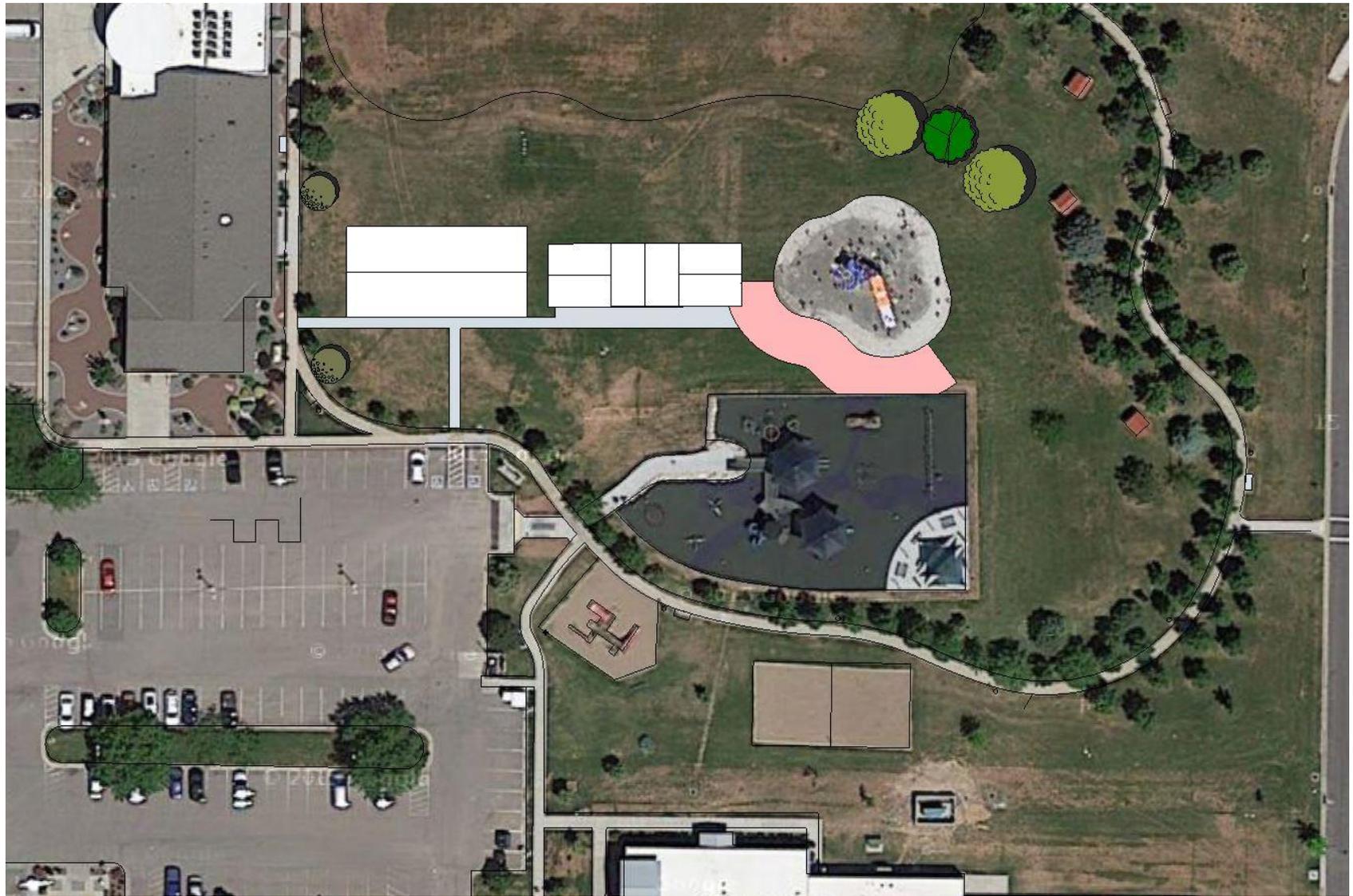
## *Factual Summation*

- Any questions regarding this agenda item may be directed at Kresta Robinson, Parks and Recreation Director and Robert Whitely, Public Works Director.
- The concept sketch for Centennial Park restroom has been completed for your review and discussion.
- Please review the following attachments:
  - a. Conceptual designs for Centennial Park
  - b. Centennial Park Restroom Concept #1
  - c. Centennial Park Restroom Concept #2
- Staff is seeking direction from Council on how to proceed.

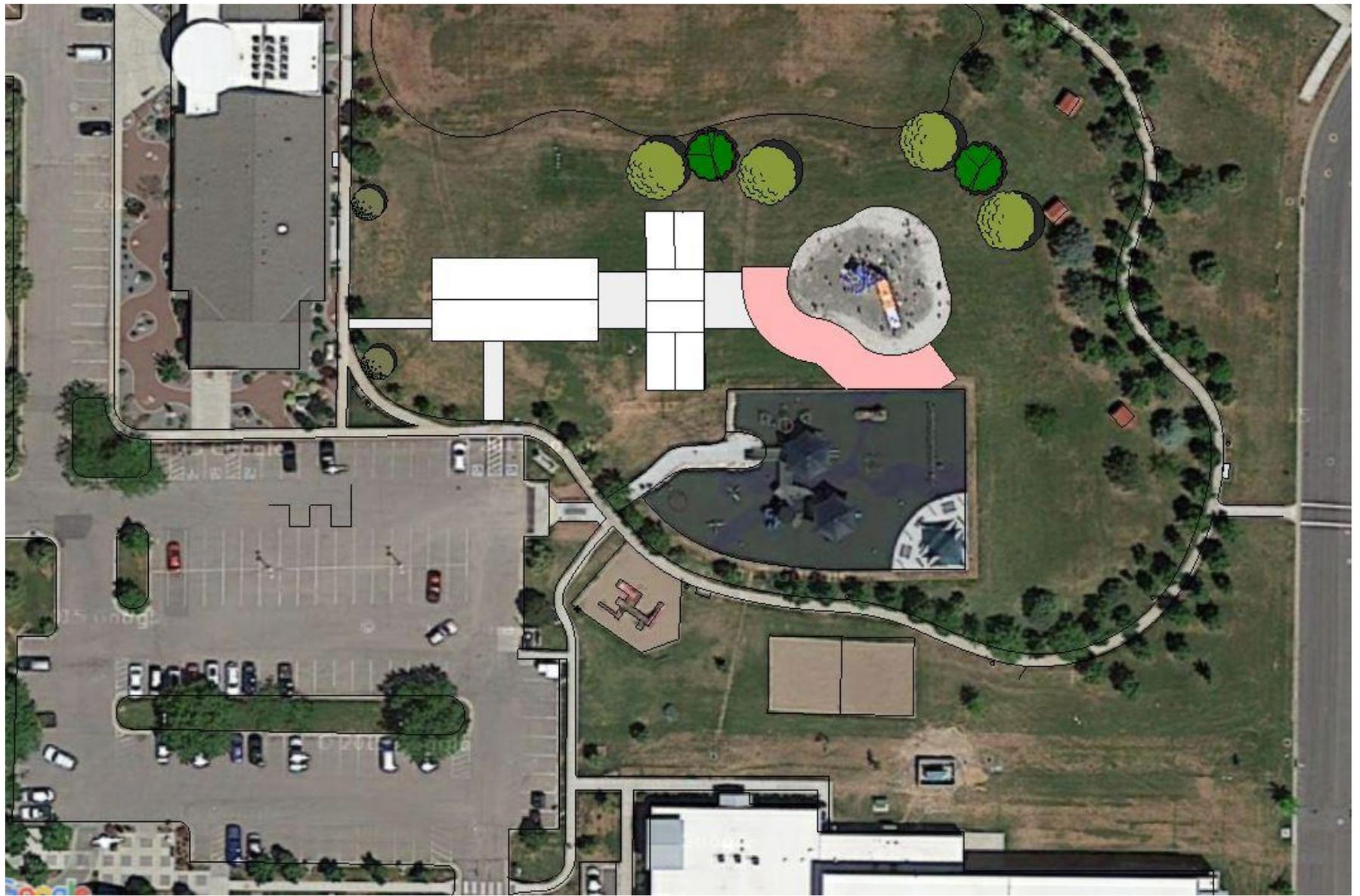
Option #1

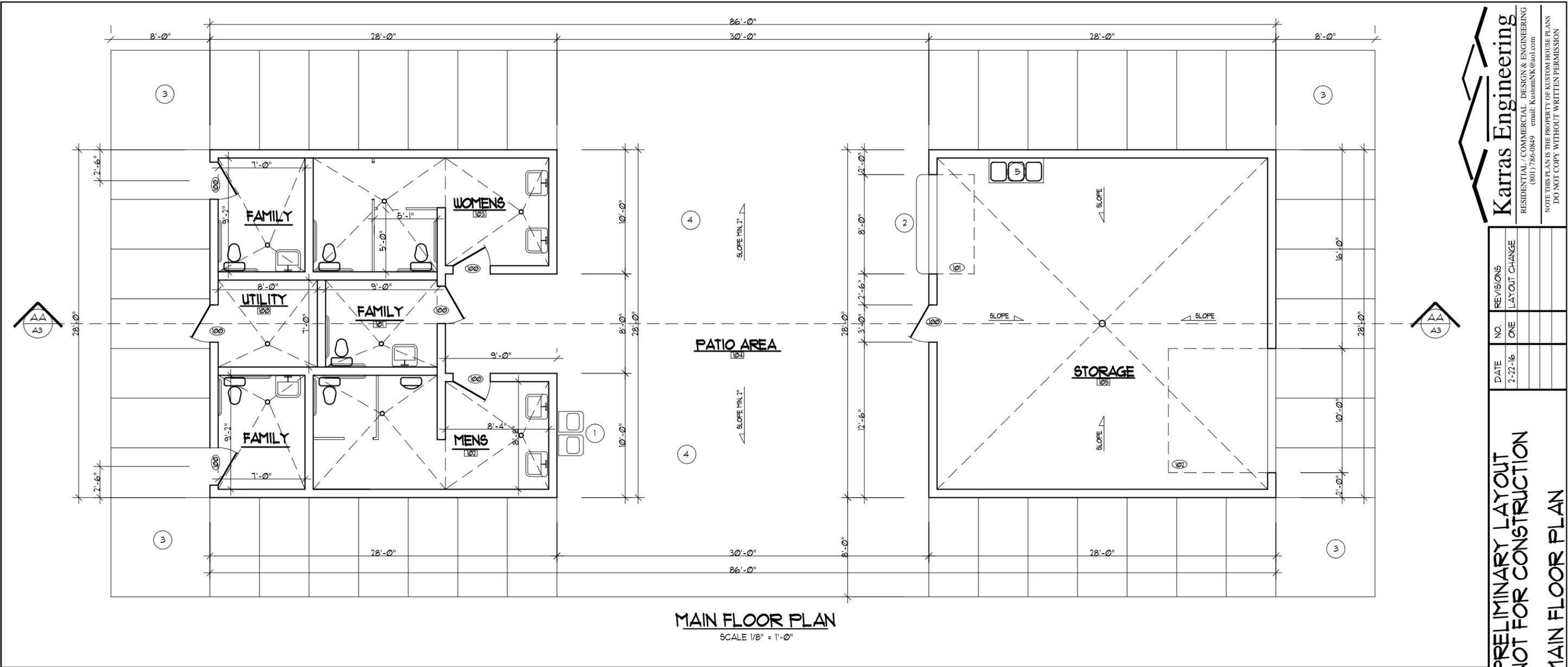


Option #2



Option #3





**Karras Engineering**  
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(801) 786-0849 email: KustomNK@aol.com  
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| NO.                         | REVISIONS     |
|-----------------------------|---------------|
| ONE <td>LAYOUT CHANGE </td> | LAYOUT CHANGE |

DATE: 2-22-16  
**PRELIMINARY LAYOUT  
 NOT FOR CONSTRUCTION**  
**MAIN FLOOR PLAN**

| NUM.                                          | ROOM    | FLOOR        | WALLS            | CEILING      |
|-----------------------------------------------|---------|--------------|------------------|--------------|
| 100                                           | UTILITY | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| 101                                           | FAMILY  | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| 102                                           | MENS    | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| 103                                           | WOMENS  | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| 104                                           | PATIO   | SEALED CONC. | ALUMINUM SOFFIT  |              |
| 105                                           | STORAGE | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| INTERIOR BLOCK WALLS SEALED TYPICAL ALL ROOMS |         |              |                  |              |
| FRP - FIBER REINFORCED PLATIC                 |         |              |                  |              |

| NUM.                                | QUANT. | DOOR SIZE & TYPE                         | HARDWARE  |
|-------------------------------------|--------|------------------------------------------|-----------|
| 100                                 | 5      | 3'-0" X 7'-0" STEEL SOLID CORE W/ LOUVER | BATH/LOCK |
| 101                                 | 1      | 8'-0" X 4'-0" STEEL ROLL UP DOOR         | LOCK      |
| 102                                 | 1      | 10'-0" X 8'-0" STEEL ROLL UP DOOR        | LOCK      |
| * DANE LA100 TYPE LEVERSET OR EQUAL |        |                                          |           |

- NOTES: GENERAL**
- CONTRACTOR IS TO VERIFY DESIGN, DIMENSIONS AND NOTES PRIOR TO BEGINNING OF CONSTRUCTION.
  - ALL WORK IS TO BE DONE UNDER THE SUPERVISION OF A LICENSED CONTRACTOR.
  - ALL WORK IS TO BE DONE UNDER LOCAL AND STATE BUILDING CODES.
  - ELECTRICAL SHALL BE PER NATIONAL ELECTRIC CODE, LATEST EDITIONS.
  - HEATING/MECHANICAL WORK SHALL BE PER APPLICABLE CODES, LATEST EDITIONS.

- RESTROOM**
- PROVIDE FLOOR DRAIN.
  - PROVIDE STAINLESS STEEL GRAB BAR 36" LONG AT REAR OF TOILET AND 42" BAR ON SIDE.
  - PROVIDE AND INSTALL DUAL ROLL TISSUE DISPENSER.
  - PROVIDE AND INSTALL 36" X 36" S.S. MIRROR.
  - PROVIDE AND INSTALL OVAL SINK BASIN WITH FAUCET. HANDICAP ACCESSIBLE.
  - PROVIDE AND INSTALL POWER FLUSH TOILET.

| NUM. | DESCRIPTION                         |
|------|-------------------------------------|
| 1    | DRINKING FOUNTAIN - SEE MECHANICAL  |
| 2    | 8'-0" x 12" ALUMINUM COUNTER TOP    |
| 3    | 8'-0" SIDEWALK WITH 6" ROADBASE     |
| 4    | CONCRETE PATIO WITH 6" ROADBASE     |
| 5    | KITCHEN SINK - BY OTHERS - ROUGH IN |
| 6    |                                     |
| 7    |                                     |

**SYRACUSE CITY  
 CENTENNIAL PARK**  
 DATE: 12-1-15  
 DRAWN BY: NJK  
 SHEET  
**A1**

# SYRACUSE CITY CENTENNIAL PARK RESTROOM AND STORAGE

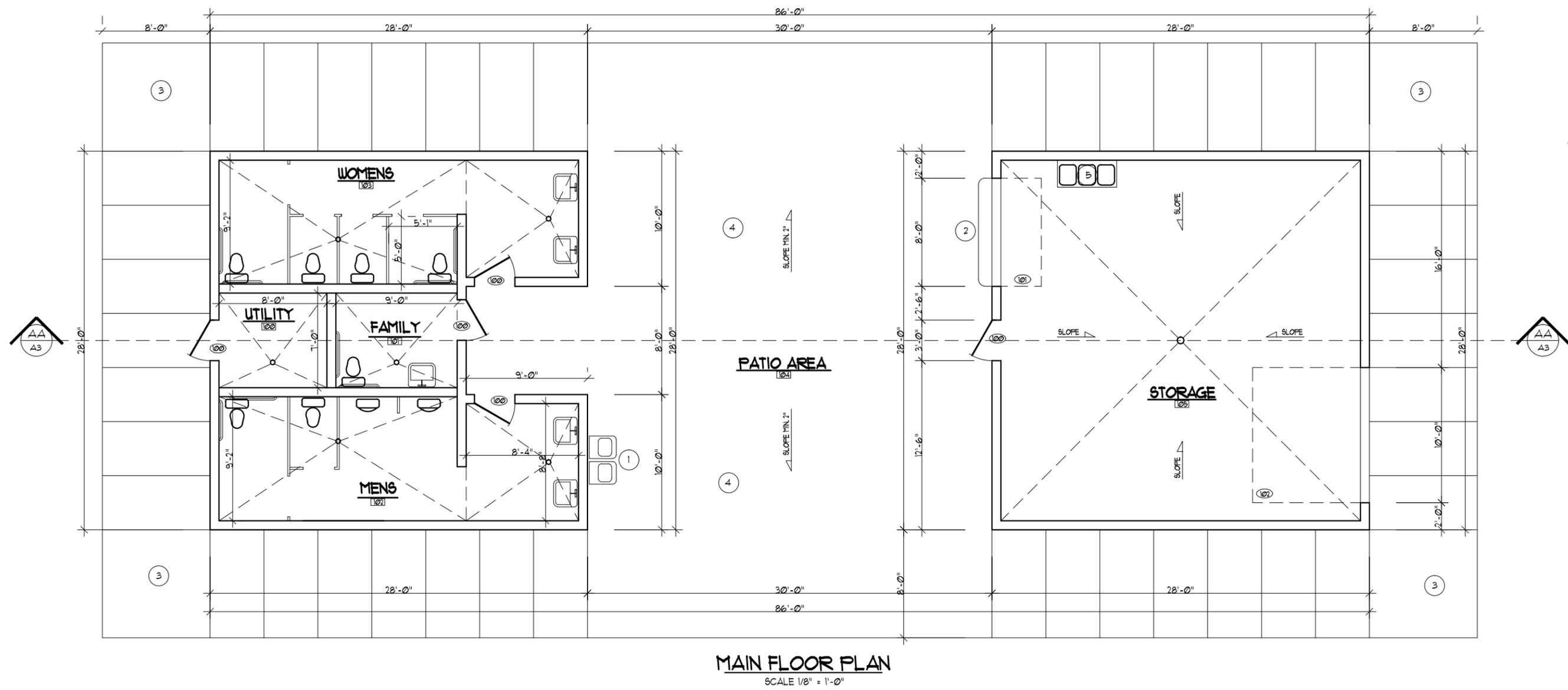
JANUARY 2016

| PLAN SET                                                          |                              |
|-------------------------------------------------------------------|------------------------------|
| CS                                                                | COVER SHEET                  |
| A1                                                                | MAIN FLOOR PLAN              |
| A2                                                                | ELEVATION VIEWS              |
| A3                                                                | ELEVATION VIEWS              |
| S1                                                                | FOOTING AND FOUNDATION PLAN  |
| S2                                                                | ROOF FRAMING PLAN            |
| S3                                                                | STRUCTURAL DETAILS AND NOTES |
| PI                                                                | PLUMBING PLAN                |
| EI                                                                | ELECTRICAL PLAN              |
| CONTACT INFORMATION:<br>SYRACUSE CITY PUBLIC WORKS - 801-825-7235 |                              |

BID SET - NOT FOR CONSTRUCTION

**Karras Engineering**  
RESIDENTIAL / COMMERCIAL DESIGN & ENGINEERING  
NATE KARRAS P.E. (801) 782-0849 email: [KustomNK@aol.com](mailto:KustomNK@aol.com)  
NOTE THIS PLAN IS THE PROPERTY OF KARRAS ENGINEERING  
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SCALE  
1/8" = 1'-0"  
SHEET  
**CS**



**Karras Engineering**  
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| NO. | REVISIONS |
|-----|-----------|
|     |           |
|     |           |
|     |           |

PRELIMINARY LAYOUT  
NOT FOR CONSTRUCTION  
MAIN FLOOR PLAN

SYRACUSE CITY  
CENTENNIAL PARK  
DATE: 12-1-15  
DRAWN BY: NJK  
SHEET

| ROOM FINISH SCHEDULE                          |         |              |                  |              |
|-----------------------------------------------|---------|--------------|------------------|--------------|
| NUM.                                          | ROOM    | FLOOR        | WALLS            | CEILING      |
| 100                                           | UTILITY | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| 101                                           | FAMILY  | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| 102                                           | MENS    | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| 103                                           | WOMENS  | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| 104                                           | PATIO   | SEALED CONC. | ALUMINUM SOFFIT  |              |
| 105                                           | STORAGE | SEALED CONC. | SEALED CMU BLOCK | PAINTED GYP. |
| INTERIOR BLOCK WALLS SEALED TYPICAL ALL ROOMS |         |              |                  |              |
| FRP - FIBER REINFORCED PLATIC                 |         |              |                  |              |

| DOOR SCHEDULE                       |        |                                          |           |
|-------------------------------------|--------|------------------------------------------|-----------|
| NUM.                                | QUANT. | DOOR SIZE & TYPE                         | HARDWARE  |
| 100                                 | 5      | 3'-0" X 7'-0" STEEL SOLID CORE W/ LOUVER | BATH/LOCK |
| 101                                 | 1      | 8'-0" X 4'-0" STEEL ROLL UP DOOR         | LOCK      |
| 102                                 | 1      | 10'-0" X 8'-0" STEEL ROLL UP DOOR        | LOCK      |
| * DANE LA100 TYPE LEVERSET OR EQUAL |        |                                          |           |

**NOTES: GENERAL**

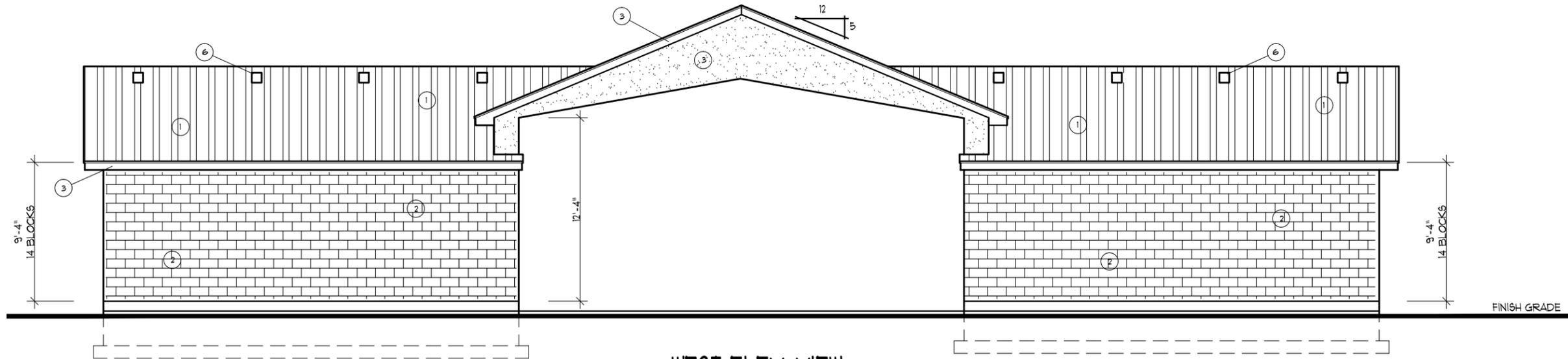
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- HEATING/MECHANICAL WORK SHALL BE PER APPLICABLE CODES, LATEST EDITIONS.

**RESTROOM**

- PROVIDE FLOOR DRAIN.
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- PROVIDE AND INSTALL 36" X 36" S.S. MIRROR.
- PROVIDE AND INSTALL OVAL SINK BASIN WITH FAUCET. HANDICAP ACCESSIBLE.
- PROVIDE AND INSTALL POWER FLUSH TOILET.

| FLOOR PLAN KEY |                                     |
|----------------|-------------------------------------|
| NUM.           | DESCRIPTION                         |
| 1              | DRINKING FOUNTAIN - SEE MECHANICAL  |
| 2              | 8'-0" x 12" ALUMINUM COUNTER TOP    |
| 3              | 8'-0" SIDEWALK WITH 6" ROADBASE     |
| 4              | CONCRETE PATIO WITH 6" ROADBASE     |
| 5              | KITCHEN SINK - BY OTHERS - ROUGH IN |
| 6              |                                     |
| 7              |                                     |

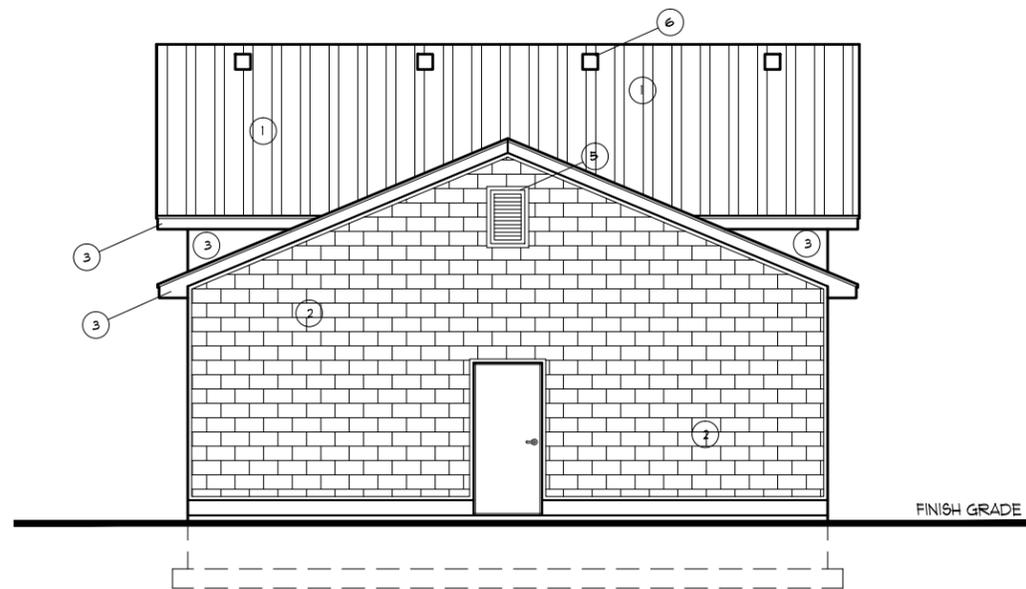
A1



**WEST ELEV. VIEW**

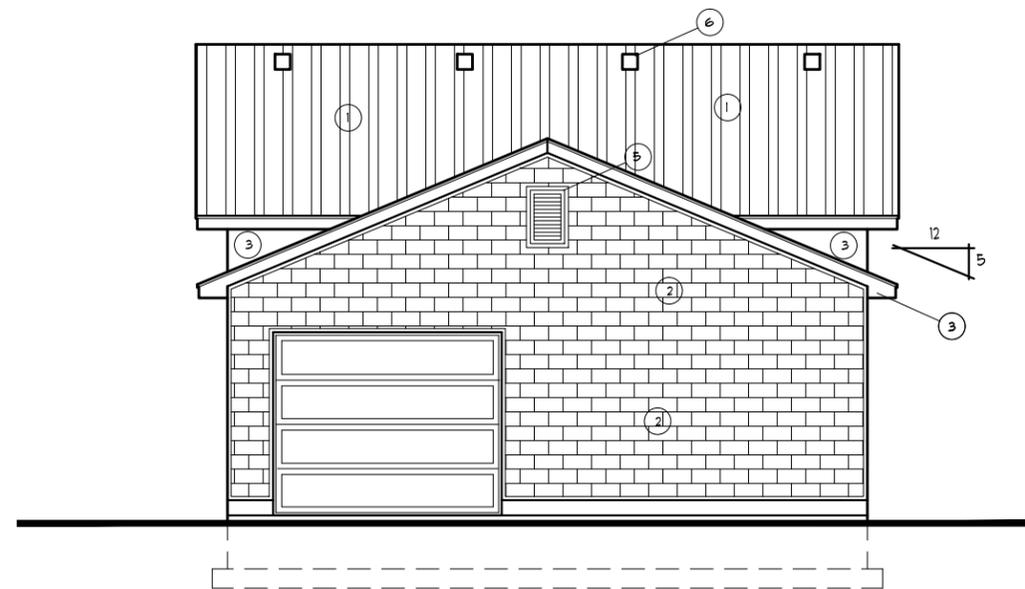
SCALE 1/4" = 1'-0"  
EAST ELEVATION SIMILAR

| EXTERIOR KEY |                                                                  |
|--------------|------------------------------------------------------------------|
| NUM.         | DESCRIPTION                                                      |
| 1            | METAL ROOF - COLOR BY CITY                                       |
| 2            | SMOOTH FACE CMU - COLOR BY CITY                                  |
| 3            | STUCCO - COLOR BY CITY                                           |
| 4            | 6" ALUMINUM FASCIA WITH CONTINUOUS VENTED SOFFIT - COLOR BY CITY |
| 5            | 16"x24" ROOF VENT                                                |
| 6            | ROOF VENT                                                        |



**SOUTH ELEV. VIEW**

SCALE 1/4" = 1'-0"



**NORTH ELEV. VIEW**

SCALE 1/4" = 1'-0"

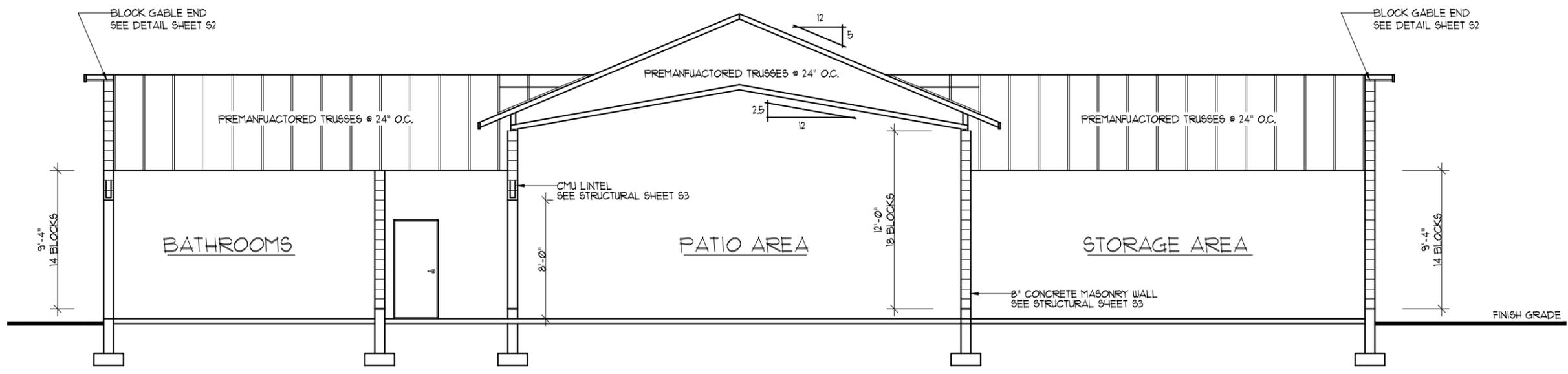
| NO. | REVISIONS |
|-----|-----------|
|     |           |
|     |           |
|     |           |

PRELIMINARY LAYOUT  
NOT FOR CONSTRUCTION  
ELEVATION VIEWS

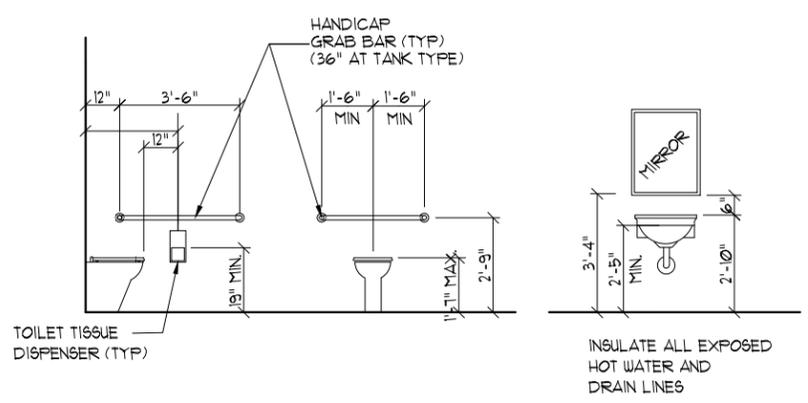
SYRACUSE CITY  
CENTENNIAL PARK

DATE: 12-1-15  
DRAWN BY: NJK  
SHEET

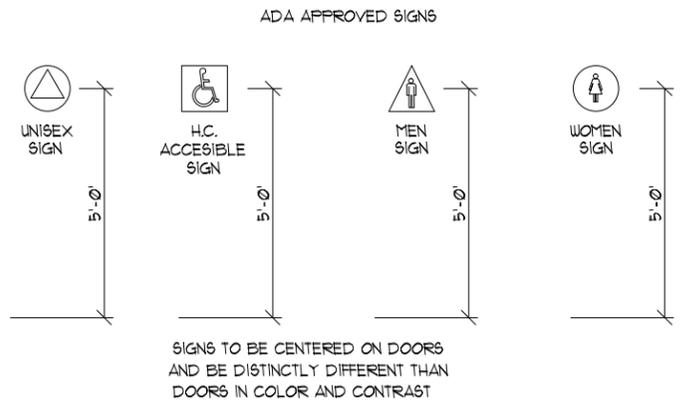
A2



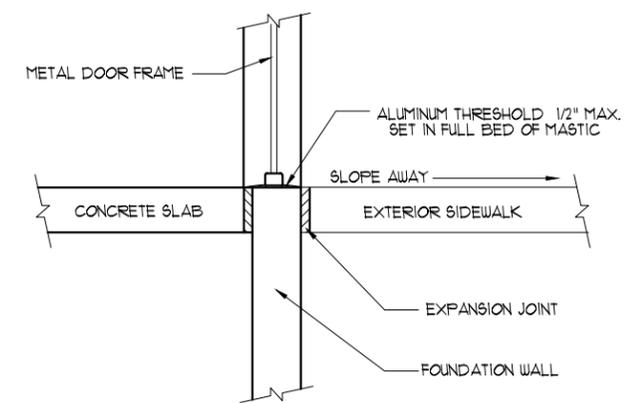
**CROSS SECTION VIEW "AA"**  
SCALE 1/4" = 1'-0"



**BATHROOM ELEVATIONS**  
NOT TO SCALE



**SIGN ELEVATION VIEWS**  
NOT TO SCALE



**ENTRY WAY THRESHOLD**  
NOT TO SCALE

| NO. | DATE | REVISIONS |
|-----|------|-----------|
|     |      |           |
|     |      |           |

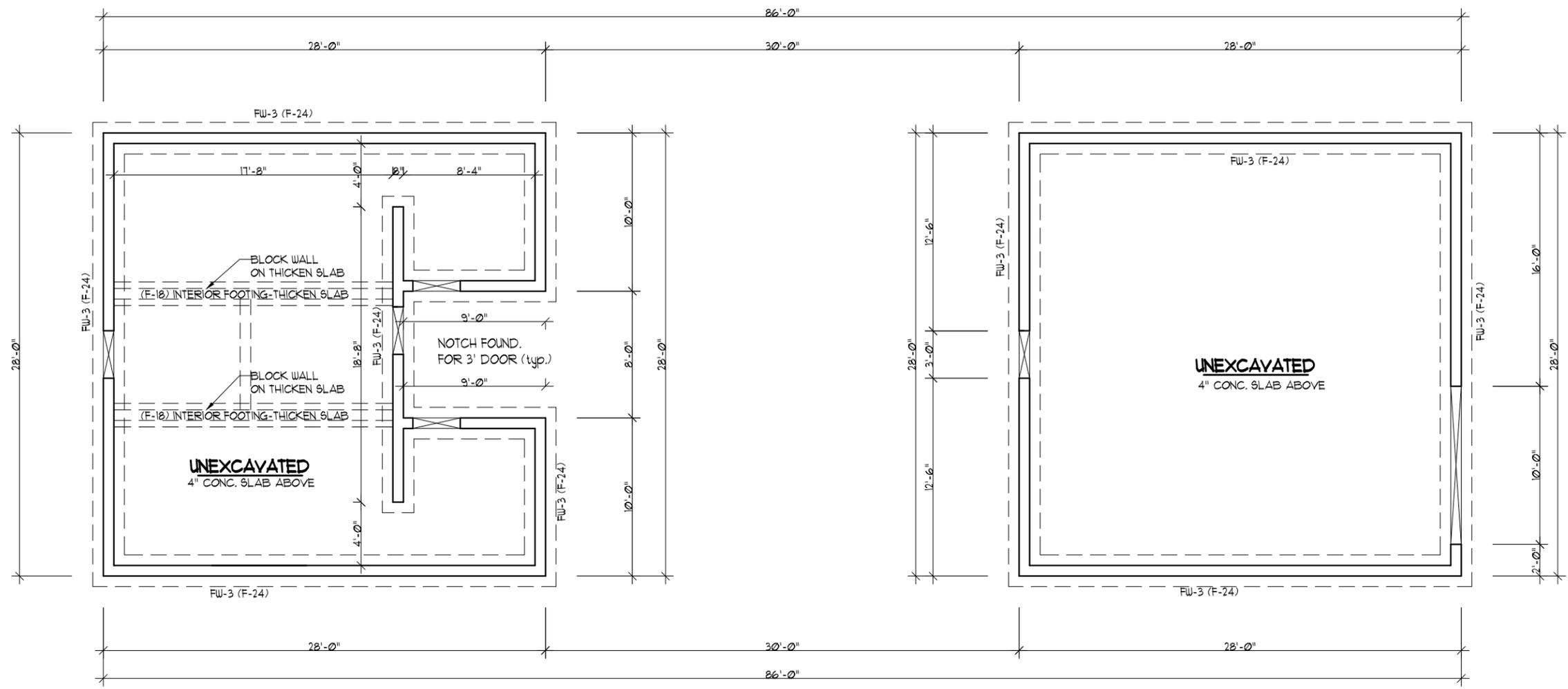
PRELIMINARY LAYOUT  
NOT FOR CONSTRUCTION  
CROSS SECTION DETAILS

SYRACUSE CITY  
CENTENNIAL PARK

DATE: 12-1-15  
DRAWN BY: NJK  
SHEET

A3

NOTE: THIS PLAN IS THE PROPERTY OF KUSTOM HOUSE PLANS  
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**FOUNDATION PLAN**  
SCALE 1/8" = 1'-0"

**FOUNDATION WALL SCHEDULE** CONCRETE F<sub>c</sub> - 3,000 psi  
STEEL F<sub>y</sub> - 60,000 psi

| MARK | WALL HEIGHT | WIDTH | REINFORCING STEEL SPACING |           |                     |           | NOTES |
|------|-------------|-------|---------------------------|-----------|---------------------|-----------|-------|
|      |             |       | HORIZONTAL BAR            | # OF BARS | VERTICAL BAR        | # OF BARS |       |
| FU-3 | 3'-0"       | 8"    | * 4 BARS @ 10" O.C.       | 3         | * 4 BARS @ 24" O.C. |           |       |
| FW-4 | 3'-6"       | 8"    | * 4 BARS @ 12" O.C.       | 4         | * 4 BARS @ 24" O.C. |           |       |
|      |             |       |                           |           |                     |           |       |

**FOOTING SCHEDULE** CONCRETE F<sub>c</sub> - 3,000 psi  
STEEL F<sub>y</sub> - 60,000 psi

| MARK | WIDTH | THICK-NESS | LENGTH | REINFORCING STEEL |           |           |           | NOTES                           |
|------|-------|------------|--------|-------------------|-----------|-----------|-----------|---------------------------------|
|      |       |            |        | LENGTHWISE        | # OF BARS | CROSSWISE | # OF BARS |                                 |
| F-18 | 18"   | 9"         | CONT.  | * 4 BARS          | 2         |           |           | THICKEN SLAB - INTERIOR FOOTING |
| F-24 | 24"   | 10"        | CONT.  | * 4 BARS          | 2         |           |           | (SEE WALL TYPICAL WALL SECTION) |
| F-30 | 30"   | 12"        | CONT.  | * 4 BARS          | 3         |           |           | (SEE WALL TYPICAL WALL SECTION) |
|      |       |            |        |                   |           |           |           |                                 |

**FOOTING & FOUNDATION**

1. ALL FOOTINGS ARE TO REST ON UNDISTURBED SOIL AND SHALL BE A MINIMUM OF 30", OR LOCAL FROST DEPTH, BELOW THE FINISHED GRADE.
2. ANY ANOMALOUS SOIL CONDITION ENCOUNTERED DURING EXCAVATION, SUCH AS SLIPPAGE, HIGH MOISTURE CONTENT, IMPROPER DRAINAGE, ETC., SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER BEFORE PROCEEDING.
3. HOLD-DOWNS SHALL BE EMBEDDED IN THE FOUNDATION PER MANUFACTURERS REQUIREMENTS. THE CONTRACTOR SHALL ENSURE THAT THE FASTENER HOOKS THE REBAR AND MEETS THE MINIMUM EDGE DISTANCE.

**CONCRETE-ENCASED ELECTRODE**

AN ELECTRODE ENCASED BY AT LEAST 2 INCHES OF CONCRETE, LOCATED WITHIN AND NEAR THE BOTTOM OF A CONCRETE FOUNDATION OR FOOTING THAT IS IN DIRECT CONTACT WITH THE EARTH, CONSISTING OF AT LEAST 20 FEET OF ONE OR MORE BARE OR ZINC-GALVANIZED OR OTHER ELECTRICALLY CONDUCTIVE COATED STEEL REINFORCING BARS OR RODS OF NOT LESS THAN 1/2 INCH DIAMETER, OR CONSISTING OF AT LEAST 20 FEET OF BARE COPPER CONDUCTOR NOT SMALLER THAN 4 AWG SHALL BE CONSIDERED AS A GROUNDING ELECTRODE. REINFORCING BARS SHALL BE PERMITTED TO BE BONDED TOGETHER BY THE USUAL STEEL TIE WIRE OR OTHER EFFECTIVE MEANS. E3502.12

| DATE | NO. | REVISIONS |
|------|-----|-----------|
|      |     |           |
|      |     |           |

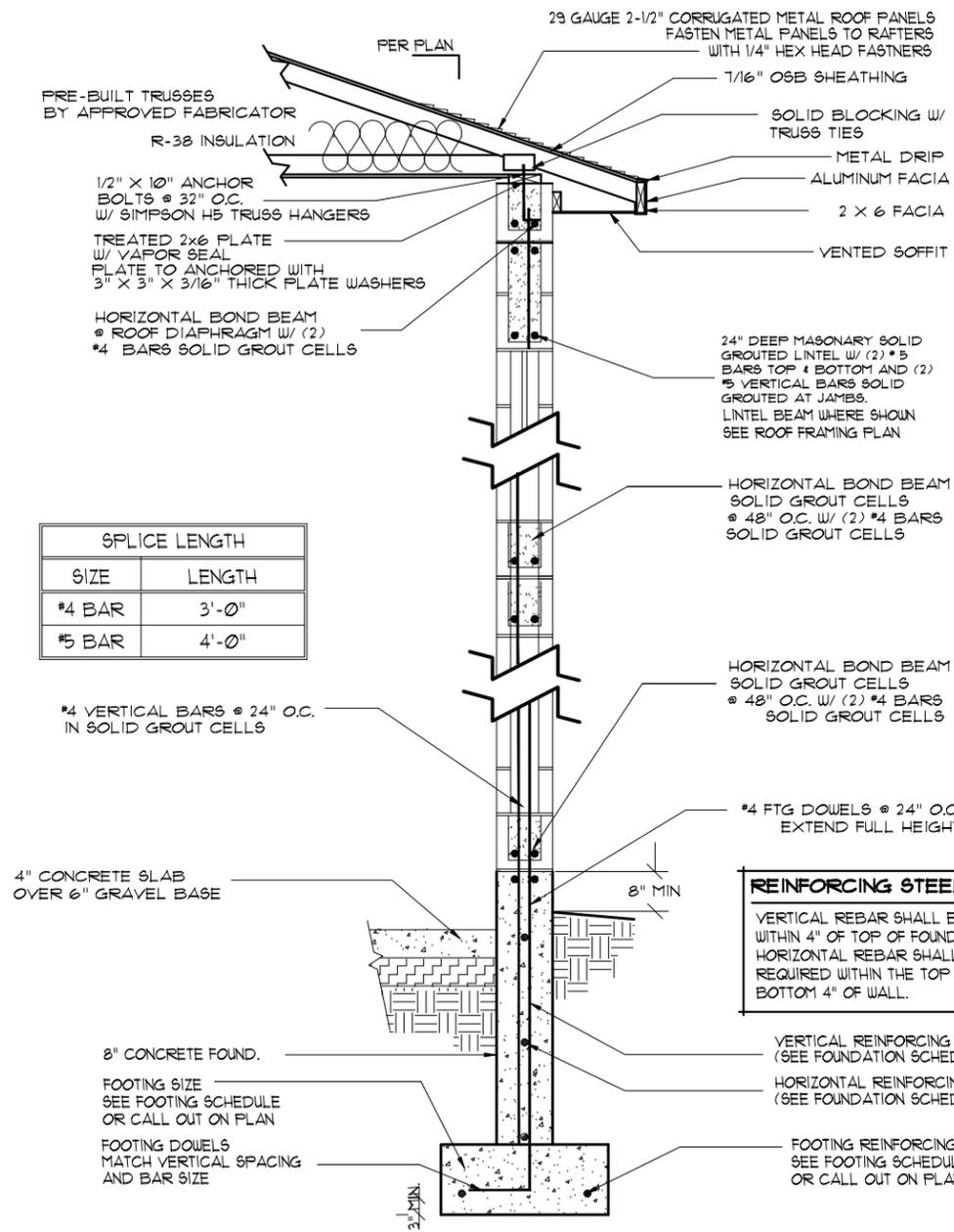
**PRELIMINARY LAYOUT  
NOT FOR CONSTRUCTION  
FOOTING AND FOUNDATION**

**SYRACUSE CITY  
CENTENNIAL PARK**

DATE: 12-1-15  
DRAWN BY: NJK  
SHEET







| SPLICE LENGTH |        |
|---------------|--------|
| SIZE          | LENGTH |
| #4 BAR        | 3'-0"  |
| #5 BAR        | 4'-0"  |

**REINFORCING STEEL**  
 VERTICAL REBAR SHALL EXTEND TO WITHIN 4" OF TOP OF FOUNDATION WALL  
 HORIZONTAL REBAR SHALL BE REQUIRED WITHIN THE TOP 4" AND BOTTOM 4" OF WALL.

CONCRETE F<sub>c</sub> - 3,000 psi  
 STEEL F<sub>y</sub> - 60,000 psi

**TYPICAL WALL DETAIL**  
 NOT TO SCALE

**MASONRY NOTES:**

- REINFORCE WALLS AS FOLLOWS:  
 A) 8" THICK WALLS: #4 BARS AT 24" O.C. VERTICAL, (2) #4 BARS AT 48" O.C. HORIZ. IN BOND BEAMS, SEE DETAILS.  
 B) PROVIDE ADDITIONAL STEEL FOR ROOF AND FLOOR DIAPHRAGM CHORDS, IN BOND BEAMS - SEE DETAILS.  
 C) PLACE ADDITIONAL BARS AT ALL CORNERS, DOOR AND WINDOW JAMBS, ETC. SEE DETAILS.
- DOVEL REINFORCING IN WALLS INTO THE FOOTING WITH REBAR OF THE SAME SIZE AND SPACING AS REQUIRED ABOVE. PROVIDE 40 BAR DIAMETERS FOR SPLICE (24" MIN.)
- REINFORCE MASONRY IN BOTH DIRECTIONS. GROUT FULL ALL BLOCK CELLS WITH REINFORCING. ALIGN CELLS TO PRESERVE UNOBSTRUCTED VERTICAL CELLS OF 2" X 3" MIN.
- CONCRETE UNIT MASONRY TO HAVE F<sub>m</sub> = 2000 PSI MIN. AND MEET APPROVAL OF OWNER.
- MASON TO INSTALL EMBEDDED ANCHOR BOLTS, EMBED PLATES, BEARING PLATES, ETC. AS REQUIRED.
- ALL REINFORCING STEEL TO BE GRADE 60. REINFORCING TO CONFORM TO ASTM, A615, OR A706.
- ALL HORIZONTAL REINFORCING IN HEADERS AND LINTELS SHALL EXTEND 24" MIN. BEYOND EDGE OF OPENING, INTO SUPPORT. IF HORIZ. REINFORCING CAN'T EXTEND 24" BEYOND EDGE OF OPENING, PROVIDE STANDARD 90 DEG. HOOK AT ENDS.
- DO NOT LAP BOTTOM STEEL AT CENTER SPAN, NOR TOP STEEL NEAR INTERIOR OR EXTERIOR SUPPORTS, TYPICAL ALL BEAMS AND LINTELS. ALL LAPS SHALL BE MADE IN THE SECTION OF THE WALL, AND NOT IN THE LINTEL.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SHORING AND BRACING AS REQUIRED.
- USE "U" BLOCK SAME THICKNESS AS THE WALL, AS THE BOTTOM BLOCK OF THE LINTEL.
- ALL STANDARD WALL REINFORCING SHALL CONTINUE THROUGH THE LINTEL SECTION.
- ALL LINTELS, AND 24" MIN. OF ADJACENT WALLS, SHALL BE GROUTED SOLID.

**DESIGN CRITERIA**

|                       |                                              |
|-----------------------|----------------------------------------------|
| GOVERNING CODE        | 2012 IRC                                     |
| SEISMIC               | ZONE D2<br>I = 1.00<br>F <sub>a</sub> = 1.00 |
| BASIC WIND SPEED      | 15 MPH<br>EXPOSURE C<br>I = 1.00             |
| ROOF LOADS            | DEAD : 15 PSF<br>LIVE : 30 PSF               |
| REINFORCING STEEL     | 60 KSI                                       |
| SOIL BEARING PRESSURE | 1500 PSF                                     |

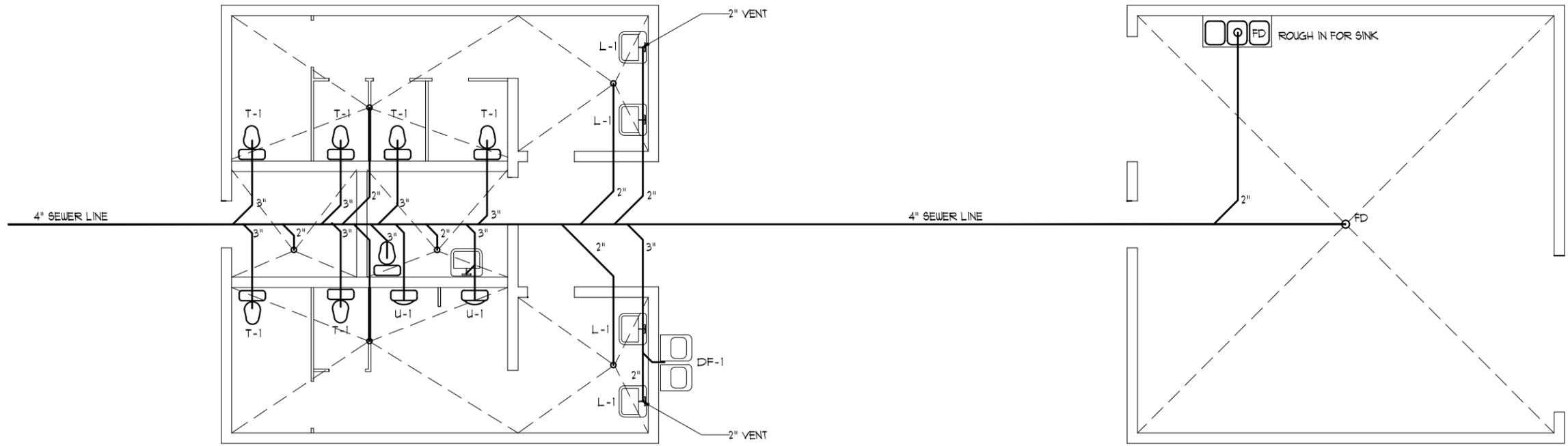
| NO. | DATE | REVISIONS |
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|     |      |           |
|     |      |           |

PRELIMINARY LAYOUT  
 NOT FOR CONSTRUCTION  
 STRUCTURAL DETAILS

SYRACUSE CITY  
 CENTENNIAL PARK

DATE: 12-1-15  
 DRAWN BY: NJK

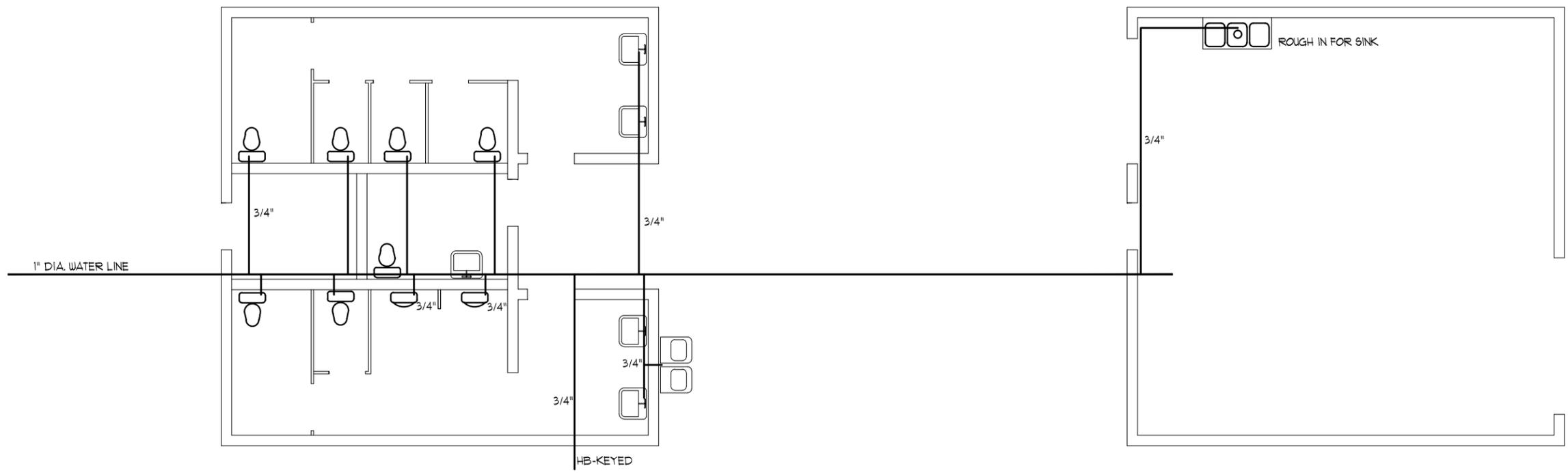
SHEET  
 53



**PLUMBING PLAN - WASTE**  
SCALE 1/8" = 1'-0"

**PLUMBING FIXTURE SCHEDULE**

| NUM. | DESCRIPTION              | ITEM                        | COMMENTS        |
|------|--------------------------|-----------------------------|-----------------|
| L-1  | WALL HUNG LAVATORY       | AMERICAN STANDARD 9141.01   | WHITE           |
| T-1  | FLOW METER TOILET SYSTEM | AMERICAN STANDARD 2858.1111 | WHITE           |
| U-1  | URINAL                   | AMERICAN STANDARD 6581.001  | WHITE           |
| DF-1 | DRINKING FOUNTAIN        | HAUG MODEL: 1011HFS         | DUAL WALL MOUNT |



**PLUMBING PLAN - WATER**  
SCALE 1/8" = 1'-0"

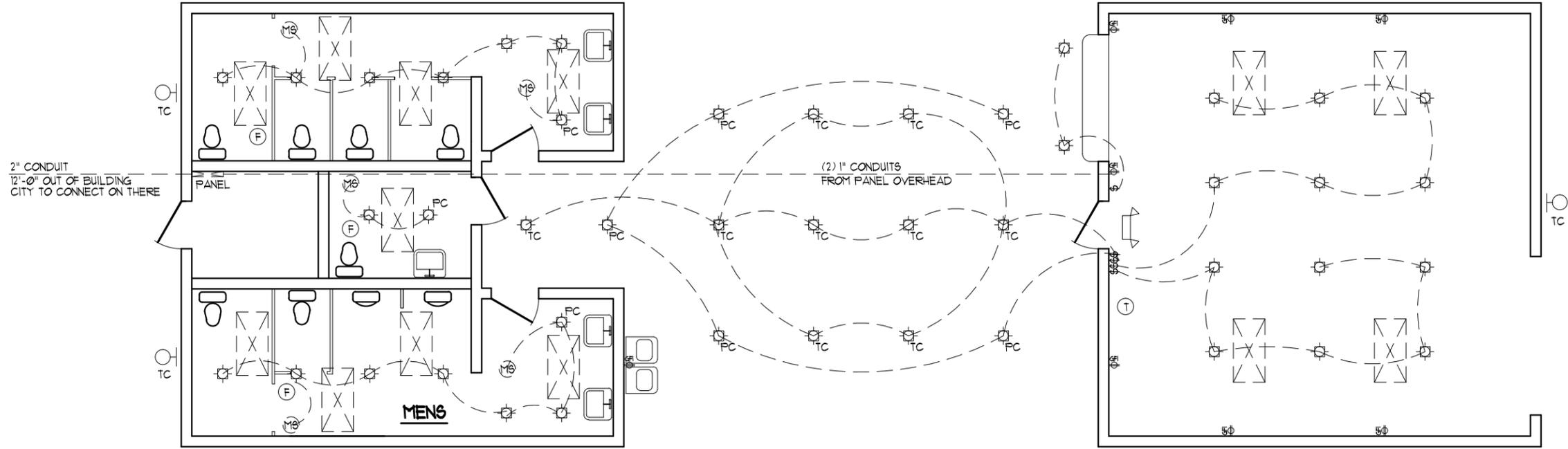
| DATE | NO. | REVISIONS |
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PRELIMINARY LAYOUT  
NOT FOR CONSTRUCTION  
PLUMBING PLAN

SYRACUSE CITY  
CENTENNIAL PARK

DATE: 9-28-15  
DRAWN BY: NJK

SHEET  
**10**



**MAIN FLOOR PLAN**  
SCALE 1/8" = 1'-0"

### ELECTRICAL SYMBOLS

| SYMBOL | COMMENTS                                                              |
|--------|-----------------------------------------------------------------------|
|        | GFCI OUTLET                                                           |
|        | WALL MOUNT LED - RAB SLIM 12Y (BRONZE) 14 WATTS                       |
|        | LED 9 WATT RECESSED HALO H99ICAT-HOUSING NICOR DLR4-2T-120-3K-WH-TRIM |
|        | RADIANT HEATER 24X48-240V-150 WATTS QMARK CPT52011143 SURFACE MOUNT   |
|        | EMERGENCY EXIT SIGN - GREEN W/ BATT AND EMERGENCY LAMPS               |
|        | MOTION SENSOR                                                         |
|        | CEILING EXHAUST FAN                                                   |
|        | T-STAT                                                                |
| TC     | TIME CLOCK CONTROLLED                                                 |
| PC     | PHOTO CELL CONTROLLED                                                 |

**Karras Engineering**  
RESIDENTIAL / COMMERCIAL DESIGN & ENGINEERING  
(801) 786-0849 email: kstomink@koi.com  
NOTE: THIS PLAN IS THE PROPERTY OF KUSTOM HOUSE PLANS  
DO NOT COPY WITHOUT WRITTEN PERMISSION

| NO. | REVISIONS |
|-----|-----------|
|     |           |
|     |           |
|     |           |
|     |           |

DATE:  

NO.  

REVISIONS  

**PRELIMINARY LAYOUT  
NOT FOR CONSTRUCTION  
PLUMBING PLAN**

**SYRACUSE CITY  
CENTENNIAL PARK**

DATE: 9-28-15  
DRAWN BY: NJK  
SHEET





## CITY COUNCIL

### AGENDA

March 8th, 2016

#### Agenda Item "e.i"

#### Title 10.40.040: Minimum Parking Spaces

##### Summary:

Planning Commission is requesting to modify the parking standards to more closely mirror the recommended ratios published by the Institute of Transportation Engineers.

##### Attachments

- "Red-lined" ordinance
- Ordinance

**ORDINANCE NO. 16-13**

**AN ORDINANCE AMENDING SECTION 10.40.040 OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING TO MINIMUM AND MAXIMUM PARKING SPACES.**

**WHEREAS**, the City Council has the authority, pursuant to state law, to establish ordinances for the health, welfare, comfort and safety of its residents and those visiting the City; and

**WHEREAS**, the Planning Commission and City Council have reviewed existing regulations governing off-street parking for new development in the City, referring in large part to a current publication by the Institute of Transportation Engineers; and

**WHEREAS**, the Council finds that the elimination of a maximum limit of parking spaces, as well as the adjustment of minimum parking spaces, as provided in this ordinance, will advance the safety, health and comfort of occupants of Syracuse City, prevent excessive on-street parking, and provide for a more efficient traffic flow,

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

**Section 1. Amendment.** Section 10.40.040 of Syracuse City Municipal Code is amended as attached in Exhibit A.

**Section 2. Severability.** If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

**Section 3. Effective Date.** This Ordinance shall become effective immediately after publication or posting.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 8th DAY OF March, 2016.**

**SYRACUSE CITY**

ATTEST:

---

Cassie Z. Brown, City Recorder

---

Mayor Terry Palmer

Voting by the City Council:

|                        | "AYE" | "NAY" |
|------------------------|-------|-------|
| Councilmember Bolduc   | ___   | _____ |
| Councilmember Lisonbee | ___   | _____ |
| Councilmember Anderson | ___   | _____ |
| Councilmember Maughan  | ___   | _____ |
| Councilmember Gailey   | ___   | _____ |

**Exhibit A**

**10.40.040 Minimum and maximum parking spaces.**

Each land use as listed below shall provide the required off-street parking. For any use not listed, the requirements for the most similar use listed shall apply. The Land Use Authority shall determine which listed use is most similar. In special cases where there is not a similar use, the Land Use Authority, in consultation with the developer, shall establish the minimum and /or maximum parking space requirement. Any entity that conducts a business in or from a residence, or to which employees come to a residence for work, shall obtain site plan approval subject to the following condition: the site provides two off-street parking spaces per single-family residence plus an additional one-half off-street parking space for every full-time, part-time, or contract employee or worker who visits the residence or provides services at the residence during an average week.

| Uses                                                                                   | Unit Measure                                               | Min.       | Max. |
|----------------------------------------------------------------------------------------|------------------------------------------------------------|------------|------|
| Single-family dwellings                                                                | Per dwelling unit                                          | 2          | N/A  |
| Two-family dwellings                                                                   | Per dwelling unit                                          | 2          | N/A  |
| Three-family dwellings                                                                 | Per dwelling unit                                          | 2          | N/A  |
| Four-family dwellings                                                                  | Per dwelling unit                                          | 1.5<br>2.5 | N/A  |
| Planned residential development (PRD) family dwellings                                 | Per dwelling unit                                          | 2.5        | N/A  |
| Hotel and motel                                                                        | Per room or suite                                          | 4 1.5      | 2    |
| Intensive commercial businesses, stores, and shops                                     | Per 1,000 square feet retail floor area                    | 3          | 4.5  |
| Less intensive commercial businesses, including autos, lumber, appliances, sales, etc. | Per 1,000 square feet retail floor area                    | 1.5        | 2.5  |
| Convenience stores, service stations, mini-marts                                       | Per 1,000 gross square feet floor area                     | 2 3.5      | 3.5  |
| Commercial recreation, such as golf courses, bowling alleys, indoor soccer, etc.       | Per 1,000 square feet Per player                           | 2          | 4.5  |
| Day cares, preschools, and nursery schools                                             | Per teacher, plus drop off loading area per seven students | 0.5 1      | 2    |
| Offices and personal services                                                          | Per 1,000 square feet floor area                           | 2.5        | 3.5  |

| Uses                                                               | Unit Measure                                                                          | Min.                  | Max.           |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------|----------------|
| Fast food or drive-in restaurants, sit-down restaurants, and bars  | Per <del>400</del> 1,000 square feet of dining area                                   | <del>1.5</del><br>15  | 3.5            |
| Auditoriums, assembly halls, theaters, churches, and funeral homes | Per <del>every five seats</del>                                                       | 4.5                   | <del>3.5</del> |
| Dental and medical clinics                                         | Per 1,000 square feet floor area                                                      | 2.5                   | 4.5            |
| Hospitals                                                          | Per patient bed                                                                       | 1                     | <del>2.5</del> |
| Hospitals/Clinic, animal                                           | Per <del>animal</del> 1,000 square feet floor area                                    | <del>0.5</del><br>2.5 | 1              |
| Nursing homes                                                      | Per <del>every five beds</del>                                                        | <del>1.5</del>        | 1.5            |
| Manufacturing uses, research, wholesale                            | Per 1,000 square feet floor area (excluding floor space used exclusively for storage) | 1.25                  | 3              |

[Ord. 11-04 § 7; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Ord. 04-12; amended 1991; Code 1971 § 10-8-040.]



# COUNCIL AGENDA

March 8, 2016

Agenda Item “f”                      Public hearing on Proposed Resolution R16-13 amending the parks & recreation portion of the consolidated fee schedule.

## *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 are in the process of doing a comprehensive review and update to our consolidated fee schedule. Because it is 15 pages long, we have decided the best course of action would be to split it up into departments and review each of them separately with the City Council.
- 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.
- Based upon this review, we are recommending some changes and updates to the consolidated fee schedule for parks and recreation.

## **Recommendation:**

Discuss potential changes to parks and recreation fees and consider adoption of proposed resolution R16-13 formalizing the changes.

**RESOLUTION NO. R16-13**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL UPDATING AND AMENDING THE PARKS AND RECREATION SECTION OF THE SYRACUSE CITY CONSOLIDATED FEE SCHEDULE.**

**WHEREAS**, Syracuse City Staff has reviewed and analyzed the fees charged by the Parks and Recreation Department for various services, programs, and rentals and has recommended various changes to such fees as more particularly provided in the attached consolidated Syracuse City Fee Schedule; and

**WHEREAS**, the City Council desires to adopt the revised Syracuse City Fee Schedule as recommended by Staff and as more particularly provided herein; and

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

**Section 1. Amendment.** The Syracuse City Fee Schedule is hereby updated and amended to read in its entirety as set forth in **Exhibit "A,"** attached hereto and incorporated herein by this reference.

**Section 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**Section 3. Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 8<sup>th</sup> DAY OF FEBRUARY 2016.**

**SYRACUSE CITY**

ATTEST:

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

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

**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         |                | \$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         |                | \$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          |                | \$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          |                | \$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)                          |   |                  |                |          |                             |                                                         |                                 | \$ 27,721.00            |                   |                     |                           |                             |                             |
| 521 |                              |   | Resident                                      |   | \$0.50           |                | \$5.00   | per month or \$36 per year  | \$ 3.00                                                 | \$ 225.00                       |                         | \$1.00            |                     | per day                   | \$9.00                      | per month or \$50 per year  |
| 522 |                              |   | Non-Resident                                  |   | \$0.50           |                | \$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           |                | \$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           |                | \$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           |                | \$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           |                | \$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           |                | \$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           |                | \$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              |                | \$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              |                | \$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              |                | \$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              |                | \$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              |                | \$51.00  | per month or \$251 per year |                                                         |                                 | n/a                     |                   | per day             | \$54.00                   | per month or \$259 per year |                             |
| 540 |                              |   | Non-Resident                                  |   | n/a              |                | \$76.00  | per month or \$401 per year |                                                         | \$ 450.00                       | 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         |                | NA       | NA                          |                                                         |                                 | \$ 22,744.00            | \$250.00          |                     | per month                 |                             |                             |
| 543 |                              |   | Athletic Fields                               |   |                  |                |          |                             |                                                         |                                 |                         |                   |                     |                           |                             |                             |
| 544 |                              |   | Non-Recreational Play                         |   | \$25.00          |                | \$5.00   | per (4) hour period         |                                                         |                                 |                         |                   |                     |                           |                             |                             |
| 545 |                              |   | Resident                                      |   | \$50.00          |                | NA       | NA                          | \$ 13.50                                                | per hour                        |                         | \$15.00           |                     | per field per hour        |                             |                             |
| 546 |                              |   | Non-Resident                                  |   | \$75.00          |                | NA       | NA                          | \$ 24.00                                                | per hour                        |                         | \$25.00           |                     | per field per hour        |                             |                             |
| 547 |                              |   | Recreational Play                             |   | Multi Day        | Fee negotiated | NA       | NA                          |                                                         |                                 |                         |                   |                     | per Contract              |                             |                             |
| 548 |                              |   | Field Lighting                                |   | \$30.00          |                | NA       | NA                          | \$ 17.50                                                |                                 |                         | \$15.00           |                     | per field per hour        |                             |                             |
| 549 |                              |   | Boweries (except for Jensen and Legacy Parks) |   |                  |                |          |                             |                                                         |                                 |                         |                   |                     |                           |                             |                             |
| 550 |                              |   | Bowery Rental Deposit                         |   | \$50.00          |                | NA       | NA                          |                                                         |                                 |                         |                   |                     |                           |                             |                             |
| 551 |                              |   | Parties of 150 or Less                        |   |                  |                |          |                             |                                                         |                                 |                         |                   |                     |                           |                             |                             |
| 552 |                              |   | Resident                                      |   | \$25.00          |                | \$5.00   | per (4) hour period         | \$ 15.00                                                | \$20.00                         | \$25.00                 |                   | per (4) hour period | \$5.00                    | per hour for 5+ hours       |                             |
| 553 |                              |   | Non-Resident                                  |   | \$50.00          |                | \$10.00  | per (4) hour period         | \$ 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          |                |          |                             | 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         |                | \$20.00  | per (4) hour period         |                                                         |                                 | \$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           |                | NA       | NA                          |                                                         |                                 | \$4.00                  |                   | per hour            |                           |                             |                             |
| 560 |                              |   | Children                                      |   | \$3.00           |                | 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

March 8, 2016

Agenda Item “g”      **Award Contract for South Bluff Road Secondary Water Transmission Line**

***Background***

This project will install a new 16” and 12” secondary water transmission line on Bluff Road from the Jensen Pond pump house to Gentile Street and overlay the entire road width the length of the project.

***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 will be completed by the summer of 2016.

***Cost***

Bids were opened on March 2, 2016. Eight bids were submitted and the low bidder was Leon Poulsen Construction Company, Inc. The bid amount is \$415,145.00

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

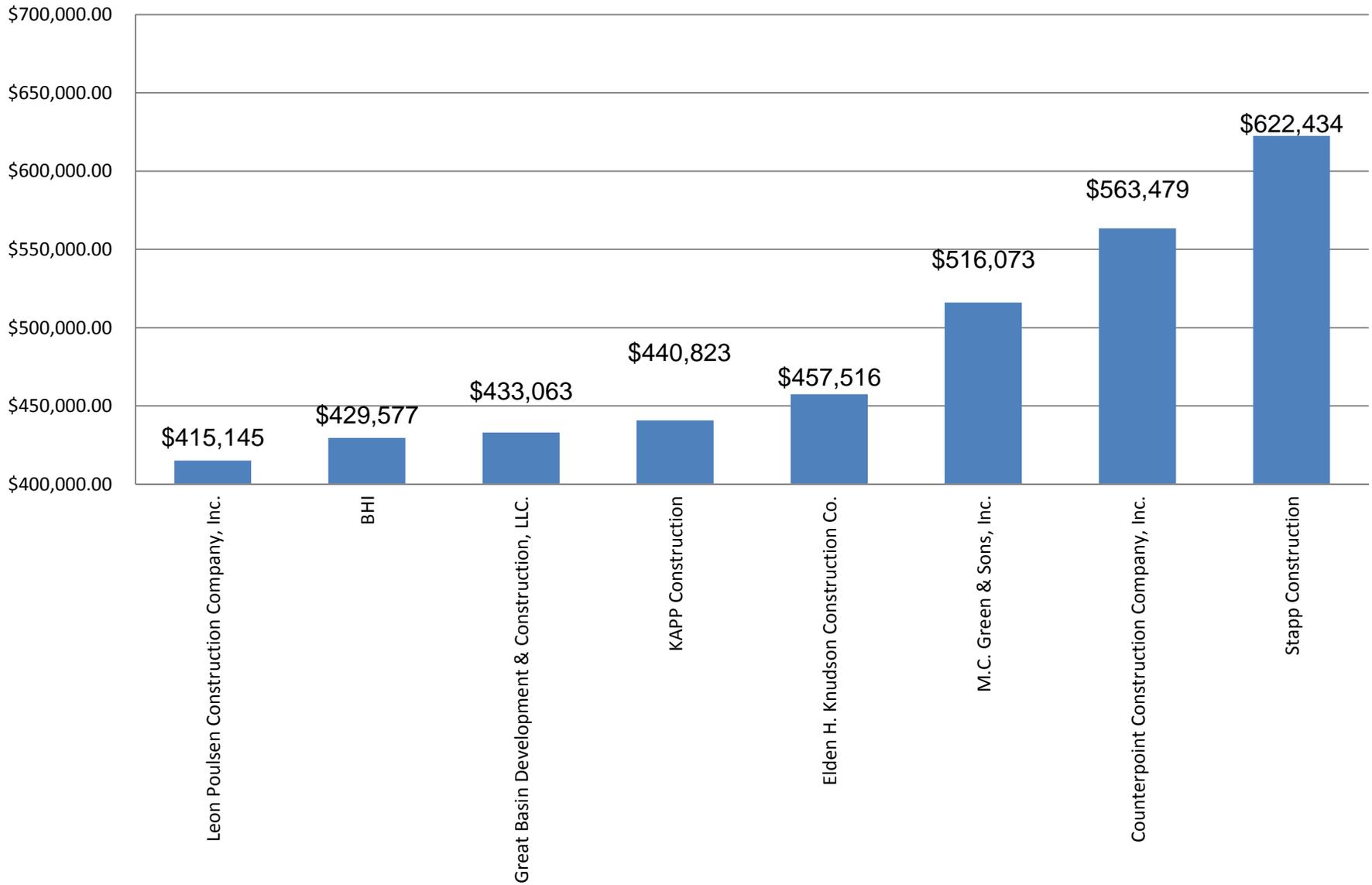
|                   | <b>20-40-70<br/>Class C</b> | <b>30-16-70<br/>Secondary<br/>Capital</b> | <b>31-40-70<br/>Secondary<br/>Impact Fee</b> |              |
|-------------------|-----------------------------|-------------------------------------------|----------------------------------------------|--------------|
| <b>Total</b>      | \$61,392.85                 | \$9,883.00                                | \$343,869.15                                 | \$415,145.00 |
| <b>Budget</b>     | \$63,750.00                 | \$10,000.00                               | \$465,000.00                                 | \$528,750.00 |
| <b>Difference</b> | \$2,357.15                  | \$117.00                                  | \$121,130.85                                 | \$123,605.00 |

***Recommendation***

Award contract to Leon Poulsen Construction Company, Inc.

# Bid Tabulation

## South Bluff Road Secondary Water Transmission Line



# SYRACUSE CITY CORPORATION

## SOUTH BLUFF ROAD SECONDARY WATER TRANSMISSION LINE

2700 South Street

Bluff Road

2000 West Street

1000 West Street

Gentile Street

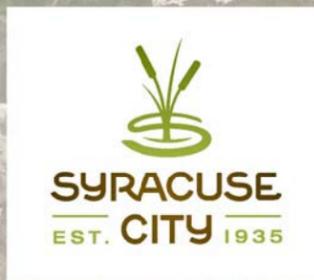


LAST UPDATED:  
JANUARY 25, 2016

DRAWN BY: BB

SOUTH BLUFF ROAD SECONDARY  
WATER TRANSMISSION LINE

COVER



JANUARY 2016



WO 2016-05

SHEET:  
1 OF 17



# CITY COUNCIL WORK SESSION March 8, 2016

## **Agenda Item “h”      Potential Amendments to Arts Council By-Laws**

The Syracuse Arts Council has prepared draft amendments to its by-laws, and submitted them for your review. I have been asked to summarize the proposed changes.

Proposed amendments include the following:

- Provides additional language and procedure for the creation of Committees over programs offered by the Arts Council, along with election provisions for those Committee Chairs (Art. IV, § 2)
- Provides a process for vetting potential board members needed on account of a vacancy, during Arts Council meetings, and adding a qualification of at least six months of service with the Arts Council. The Board would render a vote and forward the nominee to the Mayor. It also provides that if no one meets those qualifications, then the Arts Council would appoint the best volunteer by a unanimous vote. (Art. IV, § 4). This last provision, as written, conflicts with City ordinance. The discrepancy can be cleared up by changing the word “appoint” to “forward.” Appointments to the Arts Council Board are made by the Mayor with advice and consent of the Council.
- Provides for the temporary filling of vacant Board positions pending official appointment by the Mayor and Council. (Art. IV, § 5). There is no provision addressing this in City code; if this is desirable, then code should be changed to accommodate the change.
- Calls for end of Committee Chair terms on August 31 each year. (Art. VI, § 3).
- Provides procedure for obtaining reimbursements (Art. VII, §2(C)).
- Permits Board to use donations as it deems appropriate, unless the donor specifies a purpose for a gift or bequest (Art. VII, § 3(B)).
- Identifies specific Committees, which will be led by Board members who serve as Committee Chairs (Art. VIII, §§3 – 9).
- Calls for Board to approve Production Producers and Directors by majority vote (Art. IX, § 1).
- Modifies the Good Neighbor Program to a sponsorship process (Art. XI, § 3).
- Changes the fiscal year of the Arts Council to Sept 1 – Aug 31 (Art. XIV).
- Adds provision which calls for City Council approval of by-law amendments if such amendments require changes to city code (Art. XV, § 2).
- Removes certain provisions, and replaces them with references to City code, throughout, as a means of reducing the length of the document and avoiding the need to amend by-laws with each code change.
- Other minor changes, throughout

Questions regarding the amendments should be directed to Judy Merrill, Arts Council Chair.

Paul Roberts

**RESOLUTION R16-11**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL APPROVING AMENDMENTS TO THE BYLAWS OF THE SYRACUSE CITY ARTS COUNCIL.**

**WHEREAS**, the Syracuse City Arts Council has prepared proposed amendments to its by-laws and submitted them for City Council review; and

**WHEREAS**, pursuant to Syracuse Municipal Code § 3.45.020(H), rules and procedures of the Arts Council must be reviewed and approved by the City Council by resolution; and

**WHEREAS**, the City Council has reviewed the proposed amendments and made appropriate changes; and

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

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

## ARTICLE I: NAME

The name of this Organization is ~~t~~The Syracuse City Arts Council.

## ARTICLE II: OBJECTIVES AND PURPOSES

Section 1: The purposes of this Organization are:

A) First, to present live ~~theatre~~ productions for the cultural education, entertainment, and inspiration of the community.

B) Second, to foster and develop, through ~~theatrical~~ workshops and other appropriate means, the artistic talents and skills of families and individuals within the Syracuse community and the surrounding communities ~~other interested persons.~~

C) Third, to engage in and subsidize social activities designed to foster the foregoing purposes of the Organization as limited by the laws.

Section 2: In the furtherance of these objectives, the Syracuse City Arts Council may collect admission fees, gratuities, and bequests; may buy or otherwise acquire, sell, or otherwise dispose of, and mortgage or otherwise hypothecate real, personal, and mixed property of all kinds and may, in general, exercise all powers granted by the Syracuse City Council in the State of Utah.

Section 3: The Syracuse City Arts Council is a not-for-profit organization. No member of the ~~Board Organization~~ shall profit in any tangible way from its activities. All funds are to be disbursed in furtherance of the objectives set forth in Article II, Section 1. In the event of the dissolution of this Organization, all monies, property, and physical assets of the Organization shall be distributed for any worthy purposes in accordance with the recommendation of a majority of the votes cast, at a final meeting of membership called for that purpose, and accepted by the Mayor with the advice and consent of the City Council.

Section 4: The Organization is nonpolitical in character and shall not engage in political activities of any nature.

## ARTICLE III: MEMBERSHIP

Any person of any age, race, creed, color, or sex may become a member of the Organization, and there shall be no differences among members regarding rights, privileges, activities, or duties.

## ARTICLE IV: ORGANIZATION

Section 1: Board of Directors. The officers of this Organization, hereinafter referred to as the Board, shall be appointed as outlined in Syracuse City Code 3.45.020(A)(B) every five years, upon recommendation of the current Board to the Mayor. ~~The Board shall consist of no less than six voting members made up of five Syracuse residents and an employee of the Syracuse City Recreation Department. Positions of these Board members shall include a President and Vice President and may include a Treasurer and Secretary as well as Committee Chairs to oversee Public Relations, Music, Theatre, and any other branches of the performing arts. The Mayor may also appoint additional City residents as voting at large members as well as non-voting, ex-officio members with the advice and consent of the City Council.~~

A) Chair and Co-Chair. See Syracuse City Code 3.45.030(A). The term of each elected Chair, as voted on by the members of the Board, shall be from September 1 to August 31. ~~Voting members of the Board shall elect one of its members as Chair, or President. The Recreation Department representative shall act as Co-Chair, or Vice President, and as President pro tem in the event the President is unable to attend a scheduled meeting.~~

B) Other Officers. See Syracuse City Code 3.45.030(B). ~~The Board may elect other members to act as other officers of the Board who may then appoint volunteers to work in and aid in the operation of the various Committees of the Organization.~~

C) Advisor. See Syracuse City Code 3.45.020(C). ~~The City Council shall appoint one of its members to serve as an advisor of the Board. The advisor shall attend the meetings of the Board and serve only to advise and act as a liaison to the City Council regarding the Board, with no power to vote thereon.~~

Section 2: Committee Chairs. Board members shall serve as Committee Chairs over different programs offered by the Syracuse City Arts Council. Those Committees may evolve, as the Board deems appropriate, according to the changing needs of the community. However, when there are more committees than Board members, t~~The Board will appoint~~

heads of specific Committees ~~Chairs~~ after publicizing and accepting letters of interest for a minimum of fourteen days. They will review all letters in a public meeting and select the best candidate by majority vote. To be considered for the position of Committee Chair, the candidate must have served within the Syracuse City Arts Council ~~that Committee~~ for a minimum of six months, unless the Board has no candidates who meet that requirement. In such cases, the Board may appoint the best volunteer by unanimous vote ~~one year during the twelve months immediately preceding said appointment.~~

Section 3: Removal from Office. See Syracuse City Code 3.45.020(D). ~~Members shall serve at the pleasure of the City, and City Council may remove Board members at any time by majority vote for misconduct and/or nonperformance of duties. Nonperformance of duties shall include a repeated failure to attend Board meetings.~~ The Board may also instigate the removal of any member or Committee Chair from office by a unanimous vote of the remaining Board members after careful and appropriate consideration of facts and applicable information, garnered from the general membership of the Organization, City officials and/or employees, or other appropriate sources, during a 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. The Board may also accept and forward, to the Mayor and City Council, resignations from Board members who will no longer be eligible to serve due to ongoing scheduling conflicts or changes in residency from the City of Syracuse, Utah, to another community or State.

Section 4: Vacancy. See Syracuse City Code 3.45.020(E). ~~The Board may consider volunteers to fill such vacancies after publicizing and accepting letters of interest for a minimum of fourteen days. They will review all letters in a public meeting, select the best nominee by majority vote, and forward said nominee to the Mayor. To be considered for the position of Board member, the candidate must have served within the Syracuse City Arts Council for a minimum of six months, unless the Board has no candidates who meet that requirement. In such cases, the Board may appoint the best volunteer by unanimous vote.~~ Any vacancies of appointed Board members occurring for any reason shall be filled for the remainder of the unexpired term by appointment of the Mayor, with the advice and consent of City Council, in accordance with the procedures for appointments set forth by City Ordinance, and upon a recommendation of the Board. Such appointees shall serve for the unexpired term of the vacant position. The Board may temporarily fill any vacant Board position, during a public meeting, with a member of the Organization willing to serve in that position until the official appointment by Mayor and City Council.

Section 5: Temporary Vacancy. In the event any Board member is unable to serve for a period of not less than one nor more than six months, the Board may appoint, in a public meeting, a substitute to fulfill that member's duties during his/her absence. The Board may temporarily fill any vacant Board position, during a public meeting, with a member of the Organization willing to serve in that position until the official appointment by Mayor and City Council.

## **ARTICLE V: MEETINGS**

Section 1: Meeting Location and Written Notice. All meetings of the general membership and the Board shall be held at a Syracuse City public building or another convenient public meeting location, designated by the Board, within Syracuse City, Utah. Written notice of such meetings, containing a statement of the purpose, shall be made public not less than twenty-four hours in advance. Written notice shall be posted at no less than one City Office building as well as published on the Syracuse City's and Organization's websites.

Section 2: Annual Meetings. ~~An annual meeting of the general state of the Organization shall be held each March in Syracuse, Utah, or other convenient location, designated by the Board, in Syracuse, Utah. The purposes of the meeting shall be to receive input from the general membership, report on the financial state of the Organization, and transact any other business as may properly be brought before the meeting.~~

Section 23: Special Meetings. The Board may schedule special meetings, subject to the requirements of appropriate notice, at the request of at least three Board members or receipt of a petition signed by at least ten members of the general membership.

Section 34: Board Meeting. See Syracuse City Code 3.45.030(C). The Board shall meet no less than once quarterly in order to discharge the duties of the Board and carry out the purposes and objectives of the Organization. Meetings shall be conducted in accordance with the Open and Public Meetings laws of the State of Utah.

Section 45: Voting. The Board shall not conduct official business on behalf of the Organization, except in the presence of a properly-constituted quorum. A quorum shall consist of a majority of the appointed Board members. Participation through electronic means shall be adequate for creating a forum and voting on matters of the Organization. Each voting Board member present, either physically or via electronic means, shall be entitled to one vote. The Vice President shall

only vote in the event of a tie vote. The majority vote of the Board during a meeting shall constitute the act of the Organization.

## ARTICLE VI: TERMS OF OFFICE

Section 1: Board Members. See Syracuse City Code 3.45.020(B). The terms for the five voting Board members shall be for five years, each year beginning on July 1 and ending on June 31.

~~These terms shall be staggered so that no more than one member's term expires at the same time. The terms of office for at-large and ex-officio members shall be five years from the date of appointment. The term of office for Vice President shall be as determined by the Recreation Department Director.~~

Section 2: Chairperson of the Board President. See Syracuse City Code 3.45.030(A). The President shall serve a term of one year.

Section 3: Committee Chairs. Committee Chairs shall serve until August 31<sup>st</sup> of the year during which they are appointed, or, in the case of Board members, shall serve until the end of their term. Board members serving as Committee Chairs may ask to Chair a different Committee, based on valid reasons and concerns, which the Board may approve by way of unanimous vote for a term of one year.

## ARTICLE VII: FINANCES

Section 1: Policy. The Organization's basic financial policy shall be to raise and acquire funds for the purposes and objectives outlined in Article II Section 1 of these Bylaws, which may include the acquisition of funds and property to erect buildings suitable for those purposes, such as the following, and in keeping with the objectives of the Organization:

- ~~A) Presentation of amateur theatrical productions and provisions for workshops, activities, and meeting facilities.~~
- ~~B) The conduct and support of worthy activities, such as instruction in the theatrical arts and waivers of necessary fees for deserving students.~~

Section 2: Funds. The Organization shall divide its properties and assets into the following funds.

A) Working Funds. These funds represent the allocation of assets in an amount necessary for the performance of the routine administrative and operational tasks of the Organization, including, but not necessarily limited to, the budgeting of live theatrical productions, the administrative expenses of the Board, advertising, and correspondence. The Working Funds are under the custody of the Treasurer and disbursed in accordance with direction of the Board. All reimbursements shall be made from Working Funds.

B) Permanent Funds. These funds represent the balance of the Organization's assets after the allocation of Working Funds and may be used for growth investments and acquisition of real property to enable the Organization to accomplish its objectives as defined in Article II herein. The Board shall administer the Permanent Funds on behalf of the Organization (See Article X, Section 2)

C) Reimbursements. See Syracuse City Code 3.45.020(F). All requests for reimbursements shall be approved by and submitted to the applicable Committee Chair, or other member previously designated by the Board of Directors who is overseeing the expenses for that particular purpose or project, and accompanied by an original receipt of actual expenses incurred and a written explanation for each expense, unless a majority of the Board approves a reimbursement without an original receipt.

Section 3: Gifts, Gratuities, and Bequests. These funds shall be administered by the Board and handled in the following manner:

- A) The solicitation mechanism for acquiring these funds shall be approved and designated by the Board.
- B) Unless a donor specifies a purpose for their gift, the Board may use any donation, in keeping with the goals of the Organization, as it deems appropriate ~~Donations for gifts, gratuities, and bequests shall be separated into the building fund or operating expenses, unless otherwise designated by the donor for a specific purpose.~~

Section 4: Banking Practices. All Working Funds of the Organization shall be maintained with Syracuse City. Permanent Funds may be maintained with a banking institution designated by the Board. Withdrawals from the Permanent Funds shall only be transferred to the Working Funds with Syracuse City and upon approval by the Board, in order to meet the financial obligations of the Organization. All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Organization shall be designated from the General Ledger account of the Organization with Syracuse City only after submission of a written request by the Treasurer upon appropriately approved forms designated by Syracuse City.

Section 5: Interest in Assets. No member of the Organization shall have any right, title, or interest in any property of the Organization. No person, whose membership in the Organization is terminated, whether by death, resignation, or any other means, shall have any right, title, or interest in any asset or property of the Organization.

Section 6: Compensation. See Syracuse City Code 3.45.020(F). Members shall serve without compensation, and all services performed shall be deemed "voluntary services" for purposes of The Utah Governmental Immunity Act. Members shall be deemed "volunteers" for purposes of City ordinances, rules, regulations, and policies concerning personnel, except that the Board shall provide reimbursement for actual expenses incurred upon prior approval or for reasonable and necessary expenses incurred in the performance of their duties as determined appropriate by the Board and upon presentation of proper receipts and vouchers. All expenses shall be consistent with the City's purchasing policy and subject to administrative rules as established by the City Manager.

## ARTICLE VIII: DUTIES OF BOARD MEMBERS

Section 1: Chair President. See Syracuse City Code 3.45.030(A). The President shall oversee the proceedings and activities of the Board.

Section 2: Treasurer. The Treasurer shall oversee the records of the Organization's finances and be responsible for an accounting of said funds at any meeting of the Board or its general membership when requested in advance of said meeting. The Treasurer shall receive monies, monitor fund balances, and facilitate the payments of any applicable and approved indebtedness of the Organization as well as reimbursement of its members for approved expenses in accordance with the purposes and procedures outlined in Article VII and as directed by the Board.

Section 3: Board Member – Theater Committee Chair. When applicable, the Board member overseeing the Theatre Committee shall recruit committee members, organize and chair meetings and activities, and report, during monthly Board meetings, on the status of the productions, classes, Troupe, and any other related programs of the Committee.

Section 4: Board Member – Orchestra Committee Chair Music. When applicable, the Board member overseeing the Syracuse Symphony Orchestra Music Committee shall recruit committee members, attend Orchestra Board meetings and activities, and report, during monthly Board meetings, on the status of the Orchestra, Choir, and any other related programs and organizations of the Committee.

Section 5: Board Member – Sponsorships Committee Chair Community Relations. When applicable, the Board member overseeing the Sponsorship Committee Public Relations shall recruit committee members, organize and supervise solicitation efforts, and report, during monthly Board meetings, on the status of such publicity activities, volunteers, and sponsors sponsorships, and any other related information regarding donations and communications from the general membership.

Section 6: Board Member – Donations and Fundraising Committee Chair. When applicable, the Board member overseeing the Donations and Fundraising Committee shall recruit committee members, organize and chair meetings, supervise fundraising activities, and report, during monthly Board meetings, on the status of such fundraising efforts and donations to date.

Section 7: Board Member – Publicity Committee Chair. When applicable, the Board member overseeing the Publicity Committee shall recruit committee members, plan and ensure the successful implementation of all publicity efforts for the Organization, and report, during monthly Board meetings, on the status of such publicity efforts.

Section 8: Board Member – Technology Committee Chair. When applicable, the Board member overseeing the Technology Committee shall recruit committee members, manage communication for the Organization's website, provide technical support, oversee and manage all technical equipment and duties, and coordinate updates for all related websites.

Section 9: Board Member – Committee Chair. As the Board identifies new or different needs in the Organization for the purposes of meeting its objectives and purposes, the Board may establish new committees or dissolve current ones. Available Board members shall chair active committees as established herein and oversee the successful implementation of goals identified by the Board, recruit committee members, and report, during monthly Board meetings, on the status of said efforts.

Section 106: Secretary. The Secretary shall keep accurate and legible records of the Board's proceedings, including all minutes of meetings and decisions of the Board. He or she shall provide copies of the minutes to all Board members for adoption in a public meeting and file said approved minutes in the office of the City Recorder as public records and publish them, for the general public, on the Organization's website.

## ARTICLE IX: DUTIES OF THE BOARD

See Syracuse City Code 3.45.040. It shall be the duty of the Board to act in an advisory and volunteer capacity to City Council regarding the administration and operation of the Organization, including, but not limited to, the following:

Section 1: Long-Range Plan. Prepare and recommend for approval by City Council a long-range plan, including goals, for the Organization and to review the adopted long-range plan on an annual basis and recommend any updates or changes to said plan;

Section 2: Implementation. Recommend and implement programs, policies, financing, funding, legislation, and other measures, programs, or activities for the administration and operation of the Organization consistent with the goals of the long-range plan;

Section 3: Annual Report. Submit an annual report to City Council regarding activities of the Organization;

Section 4: Needs of the Community. Identify the collaborative cultural arts needs of Syracuse City and implement strategies to address those needs;

Section 5: Events. Facilitate the presentation of a variety of arts-related events in Syracuse;

Section 6: Records. Keep records of the Organization's proceedings and make them available for inspection by the public at all reasonable times;

Section 7: Funding. Partner with selected community arts organizations to pursue funding to support the performing arts in Syracuse;

Section 8: Promote. Assist in the dissemination of news to recognize and promote performing arts in the community.

Section 19: Plays. The Board shall approve all productions of the Organization, along with a schedule of performances. The Board shall use the report and recommendation of the Theatre Committee Chair as a guide in the selection of plays but shall not be bound thereby. The Theatre Committee shall recommend select the Production Producer and Director for each play, and the Chair shall approve these positions by majority vote of the Board. In the case of failure to fulfill their duties as Producer or Director, the Theatre Committee Chair shall assume full responsibility for the production of such play. The Chair shall also rule on any matter referred to them by the Director or Producer or production staff.

Section 210: Finances. The Board shall approve the budgets for each Standing Committee. From time to time, it shall review the status of the two Funds and, when deemed prudent, transfer monies from the Permanent Fund to the Working Fund.

#### **ARTICLE X DUTIES OF COMMITTEE CHAIRS**

Section 1: Assets. Committee Chairs shall have custodianship of and be responsible for all purchases, sales, exchanges, and assignments of all real property owned or donated for use by the Organization, all monies approved for their Committee budgets, and the maintenance, repair, replacement, or modifications of any property owned or donated for use by the Organization according to the approval of the Board. The Committee Chairs will notify the Board of any plans for repairs or alterations of any programs or property under their jurisdiction.

Section 2: Budgets. Committee Chairs shall solicit the Board for additional monies as may be required by the Committee to the extent funds are available. It shall be the duty of the Committee to exercise prudent financial judgment in investment of the Organization's reserve funds so as to protect the purchasing power of such funds entrusted to it from the effects of inflation and general economic changes. To this end, such funds may be invested in production supplies, costuming, music, rights to shows, and other applicable theatrical needs

#### **ARTICLE XI: FEES AND ADMISSION CHARGES**

Section 1: Public Admission. Admission tickets may be sold to the general public for all productions of the Organization, unless otherwise determined by the Board. Prices for admission tickets shall be established by the Board.

Section 2: Social Events. Charges for attendance at social events shall be established by the Committee in charge of the event, subject to approval by the Board.

Section 3: Sponsorships Good Neighbor Program. The Board may solicit sponsors membership fees to its Good Neighbor Program for the benefit of providing the programs serving the purposes of this Organization and may do so by offering free City and surrounding communities' residents for participation and/or attendance to any and all productions and events presented by the Organization without additional costs as well as receipt of any other bonuses, e.g. recognition, extra admission tickets, etc., or benefits as chosen yearly by the Board.

#### **ARTICLE XII: STANDING COMMITTEES**

Section 1: Establishment. Committee Chairs may establish Standing Committees, with Board approval, and appoint members to assist in the conduct of the affairs of the Organization. Standing Committees shall consist of a Chair and a minimum of two members and may include, but are not restricted to:

A) Bylaws. If constituted, this Committee shall receive all suggestions for amendments of these Bylaws, prepare them in proper form and identify them as amendments to specific Articles and Sections, present them to the Board for consideration and recommendation, and submit the final draft to City Council for approval.

B) House Management. If constituted, this Committee shall serve as custodian of the Theatre and associated facilities and shall be responsible for its maintenance and appearance.

C) Box Office. If constituted, this Committee shall be responsible for the establishment and operation of the box office for all live theatrical productions, including the printing of tickets, the collection of admissions, and the transmittal of such funds, with a full accounting, to the Treasurer.

D) Nominations and Recommendations. If constituted, this Committee, prior to the March Board meeting, shall prepare a list of nominees, after consent of each nominee, for any vacant or upcoming Board appointment or reappointment at the Annual Meeting. The Committee shall submit its report to the Board for consideration during the March annual meeting and subsequent recommendation to the Mayor.

E) Plays/Productions. If constituted, this Committee, under the direction of the Theatre Committee and by receiving suggestions from the general membership of the Organization, prospective directors, and others, and by the use of all available reference materials, shall select play titles and purchase or otherwise obtain sample copies of plays for reading. Plays shall be rated by each member of the Committee on quality of theme, situation, lines, characterizations, practicability for casting and production, potential audience appeal, and other criteria the Theatre Committee deems important. On the basis of the ratings, the Standing Committee shall select a sufficient number of plays to recommend for the ensuing season and present them to the Theatre Committee with synopses and its recommendations. Recommendations may include potential directors and possible season. The Committee shall verify that all plays selected are available for presentation by amateur performers. The report of the Standing Committee shall be presented by the Theatre Committee to the Board no later than the Annual meeting in March. The Standing Committee may submit receipts of expenses, approved by the Theatre Committee Chair, incurred in the discharge of its functions to the Treasurer for reimbursement.

F) Programs. If constituted, this Committee shall be responsible for preparation of the program for each theatrical production, including budget, design, execution on program, and working with the Publicity Chair for publicity needs.

G) Publicity. If constituted, this Committee shall prepare and arrange for all publicity for the Organization, including releases of a general character and those related to individual productions. Publicity activities shall be subject to prior approval of the Public Relations Committee Chair.

H) Lobby. If constituted, this Committee shall appoint a lobby coordinator and arrange for volunteers to serve as ushers and concession personnel for each performance.

I) Finances. If constituted, this Committee shall consist of the Treasurer, Secretary, and an assistant Treasurer. The Treasurer shall serve as Chairman, and the Committee shall prepare an annual budget for the next fiscal year for approval by the Board, during the April Board meeting, and City Council in April or May. The Committee shall conduct a quarterly review of all financial transactions and submit a report to the Board on the progress against the approved budget. The Board shall make these reports available, within a reasonable amount of time, to any member requesting such information.

J) Director/Producer. If constituted, this Committee shall identify candidate Directors and Producers and submit their names to the Theatre Committee for approval.

### **ARTICLE XIII: THEATRICAL POLICY**

Section 1: Policy. The Syracuse City Arts Council states the following to be their basic theatrical policy:

A) That a goal of the Organization is to achieve a finished production of any live theatrical presentation.

B) That live theatrical presentations may be presented to just the production actors' families, to sponsors Good Neighbor members, and/or to the general public or to any combination thereof as determined by the Board and Theater Committee.

C) That plays shall be selected with due regard for excellence, audience appeal, and production practicability.

D) That a minimum of one play shall be presented each year.

E) That further goals shall be to provide opportunities and media for the exercise and enhancement of creative talents and skills of Syracuse residents and other interested persons, foster the enjoyment of the production staff in presenting

the best of live theatre, and improve the cultural education and development of the community through the presentation of theatrical productions.

Section 2: Casting. The selection of performers to fill the roles of a play shall be based solely on the candidates' abilities to portray and project the roles in question, and, in the case of season ticket plays, based on public auditions. Performers may be either residents or non-residents of Syracuse. The casting of a play shall be under the control of the Director with assistance of the Producer and other Theatre Committee members as deemed necessary. Advance public notice of auditions must be published, no less than fourteen days prior, on the Organization's website, at the auditioning location, and any other media approved by the Board. Auditions shall be held over a sufficient period of time to provide all interested persons an opportunity to appear. It is the Organization's policy not to employ professional actors.

Section 3: Directors. A Director shall be recommended ~~chosen~~ for each play by the Theatre Committee prior to the beginning of the theatrical season. Due regard shall be given to the ability and experience of the candidates. The Director shall be responsible for the artistic interpretation and overall production of the presentation.

Section 4: Production. Producers are recommended ~~chosen~~ by the Theatre Committee prior to the theatrical season. A production staff shall be formed by each Producer to perform such functions as lighting crew, stage crew, makeup, and costumes. The Producer shall be responsible for the coordination of the efforts of the production staff, subject to the general supervision of the Director. The Producer may enlist the aid of residents and non-residents of Syracuse City in the formulation of the production staff and creation of rules for the conduct of the production aspects of the performance. The production staff shall assure that proper care is taken of the facilities used for the production whether rented, borrowed, or owned by the Organization.

#### **ARTICLE XIV: FISCAL YEAR**

The Fiscal Year of Organization shall run from September 1 to August 31 ~~match that of Syracuse City.~~

#### **ARTICLE XV: AMENDMENTS**

Section 1: Method of Amending. Amendments to these Bylaws may be proposed, in writing, to the Standing Committee over Bylaws, if constituted, or to the Secretary for inclusion on an upcoming ~~the March~~ agenda, or by any resident for consideration at an upcoming ~~the Annual~~ meeting. ~~Said Committee shall act upon each proposal in accordance with the provisions of Article XII, Section 1, Paragraph A hereof.~~

Section 2: Adoption. These Bylaws may be amended by a majority vote of the Board during at an Annual Board meeting ~~in March~~ and approved by City Council, in a subsequent meeting, upon said recommendation of such vote if such amendments would require a change to City Code.

#### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall govern this Organization, except insofar as they may be inconsistent with these Bylaws.



# REDEVELOPMENT AGENCY

## SPECIAL MEETING

March 8, 2016

### **Agenda Item “i”**

### **Resolution of the Board of Directors of the Syracuse City Redevelopment Agency Authorizing the Preparation of a Draft Community Development Project Area Plan**

#### **Summary**

During the December 8, 2015 business meeting, CED Director Mellor received informal direction from the Council to move forward with preparation of a draft CDA plan related to development along Antelope Drive between 1000 West and 2000 West. The attached resolution formalizes that informal approval.

As per UCA § 17C-4-101(1) & -102(1), official authorization to prepare the draft plan must precede final approval of the CDA plan. We are not yet seeking final plan approval; negotiations and approval are being sought from the other taxing entities at this time, so the final plan is still subject to change. Once we have reached an agreement with the taxing entities, then we will bring the plan back for final approval, complying with all noticing and hearing requirements provided in state code.

Any questions regarding the proposed CDA should be directed to Brigham Mellor. He will be providing an update on the proposed CDA and the work undertaken thus far.

Paul Roberts

**RESOLUTION RDA16-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SYRACUSE CITY REDEVELOPMENT AGENCY AUTHORIZING THE PREPARATION OF A DRAFT COMMUNITY DEVELOPMENT PROJECT AREA PLAN**

**WHEREAS**, the Syracuse City Redevelopment Agency (the “Agency”) is a community development and renewal agency duly created, established and authorized to transact business and exercise its powers, pursuant to the Limited Purpose Local Government Entities – Community Development and Renewal Agencies Act, Title 17C of the Utah Code, as amended; and

**WHEREAS**, the Board of Directors (the “Board”) of the Agency desires to authorize the preparation of a draft community development project area plan in order to facilitate development along Antelope Drive between 1000 West and 2000 West; and

**WHEREAS**, the Board has previously approved expenditure of Agency funds for this purpose;

NOW THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF SYRACUSE CITY, DAVIS COUNTY, STATE OF UTAH AS FOLLOWS:

**Section 1:** The Syracuse City Community and Economic Development Department is hereby authorized to prepare a draft community development project area plan, tentatively known as the Syracuse Antelope Drive Community Development Project Area Plan.

**PASSED AND ADOPTED BY THE SYRACUSE CITY REDEVELOPMENT AGENCY, STATE OF UTAH THIS \_\_\_\_\_.**

**SYRACUSE CITY RDA**

ATTEST:

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

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



Redevelopment Agency of Syracuse City

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**DRAFT**

**Syracuse Antelope Drive Community  
Development Project Area Plan**

February 23, 2016

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## SYRACUSE CITY ANTELOPE DRIVE CDA PROJECT AREA PLAN

The Agency, following thorough consideration of the needs and desires of the City and its residents, as well as the need and capacity for new development, has carefully crafted this Syracuse City Community Development Project Area Plan (“Plan”) for the Syracuse Antelope Drive Community Development Project Area (“Project Area”).

In accordance with the terms of this Plan, the Agency will encourage, promote and provide for the development redevelopment with a mix of uses. The Antelope Drive CDA will include approximately 66.84 acres, of which 61.08 acres are included in parcels (other than roads).

In addition, this Plan will govern the development and maintenance of publicly-owned infrastructure needed to support the development proposed herein. It is the purpose of this Plan to clearly set forth the aims and objectives of this development, its scope, its mechanism, and its value to the residents, businesses and property owners of the City.

The Project is undertaken as a community development project pursuant to the provisions of the Act.

### 1. RECITALS OF PRECONDITIONS FOR DESIGNATING A COMMUNITY DEVELOPMENT PROJECT AREA

- a) Pursuant to the provisions of §17C-4-101 et seq. of the Limited Purpose Local Government Entities Community Development and Renewal Agencies Act, the governing body of the Redevelopment Agency of Syracuse City authorized the preparation of a draft community development project area plan; and
- b) Pursuant to the provisions of §17C-4-102(2)(a) and (b) of the Act, the City has a planning commission and general plan as required by law; and
- c) Pursuant to the provisions of §17C-4-102 (1)(a) of the Act, on the Agency’s own motion, the Agency selected the Project Area hereinafter described comprising all or part of the proposed survey area; and
- d) Pursuant to the provisions of §17C-4-102(1)(d) of the Act, the Agency has conducted one or more public hearings for the purpose of informing the public about the proposed Project Area, allowing public comment on the draft Project Area Plan and whether the Plan should be revised, approved or rejected; and
- e) Pursuant to the provisions of §17C-4-102(1)(b) and (c) of the Act, the Agency made a draft Project Area Plan available to the public at the Agency’s offices during normal business hours, provided notice of the Plan hearing and will hold a public hearing on the draft Plan on \_\_\_\_\_ 2016.

## 2. DEFINITIONS

As used in this Community Development Project Area Plan:

1. The term "**Act**" shall mean and include the Limited Purpose Local Government Entities – Community Development and Renewal Agencies Act in Title 17C, Chapters 1 through 4, Utah Code Annotated 1953, as amended, or such other amendments as shall from time to time be enacted or any successor or replacement law or act.
2. The term "**Agency**" shall mean the Redevelopment Agency of Syracuse City, a separate body corporate and politic.
3. The term "**base taxable value**" shall mean the base taxable value of the property within the Project Area from which tax increment will be collected, as shown upon the assessment roll last equalized, before: (A) the date the Project Area Plan is adopted by the City legislative body; and (B) the date the Agency adopts the first Project Area Budget.
4. The term "**City**" shall mean Syracuse City, Utah.
5. The term "**community**" shall mean the community of Syracuse City, Utah.
6. The term "**community development**" shall mean development activities within the community, including the encouragement, promotion, or provision of development.
7. The term "**developer**" shall mean the entities investing in the development in the area.
8. The term "**Plan Hearing**" means the public hearing on the draft Project Area Plan required under Subsection 17C-4-102 of the Act.
9. The term "**planning commission**" shall mean the planning commission of the City.
10. The term "**Project Area**" or "**Syracuse Antelope Drive Community Development Project Area**" shall mean the geographic area described in this Project Area Plan or Draft Project Area Plan where the community development set forth in this Project Area Plan or Draft Project Area Plan takes place or is proposed to take place.
11. The term "**Project Area Budget**" shall mean a budget setting forth:
  - a. the anticipated costs, including administrative costs, of implementing the Syracuse Antelope Drive Community Development Project Area Plan; and
  - b. the tax increment, sales tax, and other revenue the Agency anticipates to fund the project.
12. The term "**Project Area Map**" is the area depicted in Appendix A.
13. The term "**Project Area Plan**" or "**Plan**" shall mean a project area plan adopted pursuant to the Act to guide and control community development activity within the Project Area.

14. The term "**Syracuse Antelope Drive Community Development Project Area Plan**" or "**Plan**" shall mean a project area plan and project area map adopted pursuant to the Act to guide and control community development activities within a project area.
15. The terms "**tax,**" "**taxes,**" "**property tax**" or "**property taxes**" include privilege tax and each levy on an ad valorem basis on tangible or intangible personal or real property.
16. The term "**taxing entity**" shall mean a public entity that levies a tax on property within the Project Area.
17. The term "**Tax Increment**" shall mean the difference between the amount of property tax revenues generated each tax year by all Taxing Entities from the area designated in the Project Area Plan from which Tax Increment is to be collected, using the current assessed value of the property and the amount of property tax revenues that would be or were generated from that same area using the Base Taxable Value of the property.
18. All other terms shall have the same meaning set forth in the Act unless the context clearly indicates otherwise.

### 3. PROJECT AREA BOUNDARIES [17C-4-103(1)]

The Project Area consists of approximately 66.84 acres<sup>1</sup> located along the south side of Antelope Drive between approximately 800 West and Heritage Lane and the north side of Antelope Drive between Heritage Lane and 2000 West. The Project Area includes the properties lying within the boundaries as depicted on the Project Area map which is included in Appendix A. The boundaries are given in detail in Appendix B as part of the legal description of the property.

### 4. General Statement of Land Uses, Layout of Principal Streets, Population Densities, Building Intensities and How They Will be Affected by the Community Development [17C-4-103(2)]

#### A. LAND USES IN THE PROJECT AREA

The permitted land uses within the Project Area shall be those uses permitted by the officially adopted zoning ordinances of the City, as those ordinances may be amended from time to time, subject to limitations imposed by "overlay" restrictions and the controls and guidelines of this Plan.

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<sup>1</sup> 61.08 acres less roads

Land uses will be affected as vacant land is developed in accordance with this Plan. This will change existing vacant land use to commercial uses. It is also anticipated that there may be some redevelopment of existing properties.

Several land uses surround the Project Area, including residential primarily to the north and south, commercial and exempt largely to the east and west, and vacant and agricultural land to the north and south.

## **B. LAYOUT OF PRINCIPAL STREETS IN THE PROJECT AREA**

Principal streets in the Project Area include Antelope Drive, which runs east to west through the Project Area, and 1000 West which runs north to south through the Project Area. Furthermore, 2000 West, which runs north to south, is the western border of the project area.

## **C. POPULATION DENSITIES IN THE PROJECT AREA**

There is one residence in the Project Area. Based on the average household size in Syracuse,<sup>2</sup> the estimated population of the Project Area is 3.73 persons. The Plan proposes 478,800 square feet of residential space, which will increase the population in the Project Area by an estimated 750 to 900 persons.

## **D. BUILDING INTENSITIES IN THE PROJECT AREA**

Currently there are 16 buildings in the Project Area for a total of 103,276 square feet. The building density based on current development is 0.04.<sup>3</sup> The Plan anticipates an additional 194,000 square feet of retail space, 112,000 square feet of office space and 478,800 square feet of residential space. Based on projected development in the Project Area, the projected building density is 0.33, an increase of 0.29.<sup>4</sup>

# **5. STANDARDS THAT WILL GUIDE THE COMMUNITY DEVELOPMENT [17C-4-103(3)]**

## **A. GENERAL DESIGN OBJECTIVES**

Development within the Project Area will be held to high quality design and construction standards and will be subject to: (1) appropriate elements of the City's General Plan; (2) applicable City building codes and ordinances; (3) Planning Commission review and recommendation; and (4) the City's land use code.

Owners and developers will be allowed flexibility in the development of land located within the Project Area and are expected to obtain quality design and development. The development contemplated herein shall be of a design and shall use materials that are in harmony with adjoining

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<sup>2</sup> ACS 5-year Estimate (2014)

<sup>3</sup> 103,276 building square feet / (61.08 acres \* 43,560 square feet per acre)

<sup>4</sup> (103,276 current building square feet + 784,800 additional building square feet) / (61.08 acres \* 43,560 square feet per acre)

areas and subject to design review and approval by the City. It is contemplated that these design objectives will be addressed in development agreements with the developers specifically addressing these points.

Coordinated and attractive landscaping shall also be provided as appropriate for the character of the Project Area. Materials and design paving, retaining walls, fences, curbs, benches, and other items shall have an attractive appearance, be easily maintained, and indicative of their purpose.

Parking areas shall be designed with careful regard to orderly arrangement, topography, relationship to view, ease of access, and as an integral part of the overall site design.

All development will be accompanied by site plans, development data, and other appropriate material clearly describing the development, including land coverage, setbacks, heights, and any other data required by the City's land use code, the applicable zoning designations, or as requested by the City or the Agency.

The general standards that will guide the community development are as follows:

1. Encourage and assist community development with the creation of well-planned, vibrant mixed-use development, including a commercial core for the City.
2. Provide for the strengthening of the tax base and economic health of the entire community and the State of Utah.
3. Implement the tax increment financing provisions of the Act, which are incorporated herein by reference and made a part of this Plan.
4. Encourage economic use of and new construction upon the real property located within the Project Area.
5. Promote and market the Project Area for community development that would be complementary to existing businesses that would enhance the economic base of the City through diversification.
6. Provide for compatible relationships among land uses and quality standards for development, such that the area functions as a unified and viable center of community activity for the City.
7. Remove any impediments to land disposition and development through assembly of land into reasonably sized and shaped parcels served by adequate public utilities and infrastructure improvements.
8. Achieve an environment that reflects an appropriate level of concern for architectural, landscape and design principles, developed through encouragement, guidance, appropriate controls, and financial and professional assistance to owner participants and developers.

9. Provide for construction of public streets, utilities, curbs and sidewalks, other public rights-of-way, street lights, landscaped areas, public parking, water utilities, sewer utilities, storm drainage, open space, and other public improvements.
10. Provide public streets and road access to the area to facilitate better traffic circulation and reduce traffic hazards by assisting in the street alignments.

## **B. SPECIFIC DESIGN OBJECTIVES AND CONTROLS**

In addition to the general City design objectives and standards described above, it is contemplated that the following guidelines will be approved.

### **1. BUILDING DESIGN OBJECTIVES**

All new buildings shall be of design and materials that will be in harmony with adjoining areas and other new development.

The design of buildings shall take advantage of available views and topography and shall provide, where appropriate, separate levels of access.

### **2. OPEN SPACE PEDESTRIAN WALKS AND INTERIOR DRIVE DESIGN OBJECTIVES**

All open spaces, pedestrian walks and interior drives shall be designed as an integral part of an overall site design, properly related to other buildings.

Comfortably graded pedestrian walks should be provided along the lines of the most intense use, particularly from building entrances to parking areas, and adjacent buildings on the same site.

The location and design of pedestrian walks should afford adequate safety and separation from vehicular traffic.

Materials and design of paving, retaining walls, fences, curbs, and other accouterments, shall be of good appearance, easily maintained, and indicative of their purpose.

### **3. PARKING DESIGN OBJECTIVES**

Parking areas shall be designed with regard to orderly arrangement, topography, ease of access, and as an integral part of overall site design.

It is desirable that parking areas be relatively level.

### **4. PROJECT IMPROVEMENT DESIGN OBJECTIVES**

- All streets and walkways within public rights-of-way will be designed or approved by the City and will be consistent with all design objectives.
- Lighting standards and signs of pleasant appearance and modern illumination standards shall be provided as necessary as approved by the City.

- The applicable portions of the Project Area will be graded in conformance with the final project design determined by the Agency and the City for each specific project.

### **C. TECHNIQUES TO ACHIEVE THE COMMUNITY DEVELOPMENT PLAN OBJECTIVES**

Activities contemplated in carrying out the Plan in the Project Area may include the acquisition and development of properties in the Project Area.

Parcels of real property located in the Project Area may be acquired by purchase, but may not be acquired by condemnation, unless from an Agency board member or officer with their consent [§17C-1-206 (1) and (2)(b)].

### **D. PROPERTY ACQUISITION, DISPOSITION AND DEVELOPMENT**

The objectives of this Plan are to be accomplished by various means including but not limited to the following:

#### **1. ACQUISITION OF REAL PROPERTY**

The Agency may acquire, but is not required to acquire, real property located in the Project Area. The Agency may acquire property by negotiation, gift, devise, exchange, purchase, or other lawful method, but not by eminent domain (condemnation) unless from an Agency board member or officer with their consent. The Agency is authorized to acquire any other interest in real property less than fee title such as leasehold interests, easements, rights of way, etc. by negotiation, gift, devise, exchange, purchase or other lawful method, but not by eminent domain (condemnation) unless from an Agency board member or officer with their consent [§17C-1-206 (1) and (2)(b)].

#### **2. COOPERATION WITH THE COMMUNITY AND PUBLIC ENTITIES**

The community and certain public entities are authorized by state law, with or without consideration, to assist and cooperate in the planning, undertaking, construction, or operation of projects within this Project Area. The Agency may seek the aid and cooperation of such public entities in order to accomplish the purposes of community development and the highest public good.

The Agency, by law, is not authorized to acquire real property owned by a public entity without the consent of the public entity. The Agency, however, will seek the cooperation of all public entities that own or intend to acquire property in the Project Area. To the extent allowed by law, the Agency shall impose on all public entities owning real property in the Project Area the planning and design controls contained in this Plan to the end that uses and any future development by public entities will conform to the requirements of this Plan.

#### **3. PROPERTY MANAGEMENT**

During such time that property, if any, in the Project Area is owned by the Agency, such property shall be under the management and control of the Agency. Such property may be rented or leased by the Agency pending its disposition for community development.

#### 4. PROPERTY DISPOSITION AND DEVELOPMENT

The Agency is also authorized, by lawful means, to provide for and promote the community development of the Project Area as described below.

While there are currently no buildings or structures in the Project Area and it is unlikely that there will ever be a need to demolish and clear buildings or structures in the Area, the Agency is authorized to demolish and clear buildings, structures, and other improvements from any real property in the Project Area, should such a need occur, to carry out the purposes of this Plan. The Agency is authorized to install and construct or to cause to be installed and constructed the public improvements, public facilities, and public utilities, within the Project Area, not prohibited by law which are necessary or desirable to carry out this Plan, as well as publicly-owned improvements and infrastructure outside the Project Area that are of benefit to the Project Area. The Agency is authorized to prepare or cause to be prepared as building sites any real property in the Project Area. The Agency is also authorized to rehabilitate or to cause to be rehabilitated any building or structure in the Project Area should such a need occur in the future. The Agency is also authorized to advise, encourage, and assist in the rehabilitation of property in the Project Area not owned by the Agency should such a need occur in the future.

For the purposes of this Plan, the Agency is authorized to sell, lease, exchange, subdivide, transfer, assign, pledge, encumber by mortgage or deed of trust, or otherwise dispose of any interest in real property. The Agency is authorized to dispose of real property by leases or sales by negotiation with or without public bidding. All real property acquired by the Agency in the Project Area shall be sold or leased to public or private persons or entities for development for the uses permitted in this Plan. Real property may be conveyed by the Agency to the City or any other public entity without charge. The Agency shall reserve such controls in the disposition and development documents as may be necessary to prevent transfer, retention, or use of property for speculative purposes and to insure that development is carried out pursuant to this Plan. All purchasers or lessees of property from the Agency shall be made obligated to use the property for the purposes designated in this Plan, to begin and complete development of the property within a period of time which the Agency fixes as reasonable, and to comply with other conditions which the Agency deems necessary to carry out the purposes of this Plan.

To the maximum possible extent, the objectives of this Plan are to be accomplished through Agency encouragement of, and assistance to, private enterprise in carrying out development activities. To provide adequate safeguards to ensure that the provisions of this Plan will be carried out, all real property sold, leased, or conveyed by the Agency, as well as all property subject to participation agreements, shall be made subject to the provisions of this Plan by leases, deeds, contracts, agreements, declarations of restrictions, provisions of the City ordinances, conditional use permits, or other means. Where appropriate, as determined by the Agency, such documents or portions thereof shall be recorded in the Office of the County Recorder. The leases, deeds, contracts, agreements, and declarations of restrictions may contain restrictions, covenants, covenants running with the land, rights of reverter, conditions subsequent, equitable servitudes, or any other provision necessary or desirable to carry out this Plan.

To the extent now or hereafter permitted by law, the Agency is authorized to pay for, develop, or construct any building, facility, structure, or other improvement either within or outside the Project

Area for itself or for any public entity to the extent that such improvement would be of benefit to the Project Area. During the period of development in the Project Area, the Agency shall require that the provisions of this Plan and of other documents formulated pursuant to this Plan are being observed, and that development in the Project Area is proceeding in accordance with development documents and time schedules. Plans for development by owners or developers shall be submitted to the Agency for review and approval. All community development must conform to this Plan and all applicable federal, state, and local laws.

For the purpose of this Plan, the Agency is authorized to sell, lease, exchange, transfer, assign, pledge, encumber, and otherwise dispose of personal property.

## **E. APPROVALS**

The City shall approve the design of all development within the Project Area to ensure that development therein is consistent with this Plan.

## **6. HOW THE PURPOSES OF THIS TITLE WILL BE ATTAINED BY THE COMMUNITY DEVELOPMENT [17C-4-103(4)]**

It is the intent of the Agency, with the assistance and participation of private owners, to facilitate new development within the Project Area that includes this objective: the creation of a City Center and an employment center. There has been little activity in the area over the past ten years, since the UDOT road widening, and public assistance is necessary in order to encourage economic development. Further, the Project will strengthen the tax base of all applicable taxing entities, will accomplish community development objectives and create a well-planned community center. The purposes of the Act will be obtained as a result of the proposed community development project by accomplishing the following items:

### **A. ESTABLISHMENT OF NEW BUSINESS**

The project includes significant commercial development which will benefit the State, City and other taxing entities through increased job creation, increased sales tax base, increased property tax base, and increased income taxes paid.

### **B. PUBLIC INFRASTRUCTURE IMPROVEMENTS**

The construction of the public infrastructure improvements as provided by this Plan will support the development contemplated herein and provide for future development in surrounding areas. Infrastructure is an important element of economic development and areas that lack good infrastructure are not able to be competitive in attracting good-quality businesses to locate in their community.

Specifically, this Plan contemplates water reconstruction, storm water reconstruction, street improvements, increased signage and landscaping, establishment of a revolving loan fund for façade renovations and potential economic incentives to attract a major tenant. Further, there are extraordinary costs of development associated with some of the properties in the Project Area, due

to the potential cost of demolishing old buildings. Thus, the components of the Project provided in this Plan will encourage, promote and provide for community development within the Project Area and the City generally for years to come.

## 7. THE PLAN IS CONSISTENT WITH AND WILL CONFORM TO THE COMMUNITY'S GENERAL PLAN [17C-4-103(5)]

This Plan is consistent with the City's General Plan that was updated and approved May 26, 2009. Specifically, the City's mission statement states a desire to "provide quality, affordable services for its citizens, while promoting community pride, fostering economic development and managing growth." This Project Area Plan will foster economic growth.

The General Plan specifically states:

*1700 South, between 1000 West and 2000 West is currently planned for improvements that will dramatically increase traffic movement through the city. Land areas on both the north and south side along this section of 1700 South should be viewed and utilized as "prime" commercial real estate areas. These areas will allow commercial establishments to take advantage of the future high traffic volumes while providing necessary services and commercial opportunities for residents as well as those who may be traveling through the City to visit Antelope Island. As 1700 South is improved and widened to the west of 2000 West, this corridor will evolve as a major commercial corridor in the City, eventually connecting the Town Center with the future North Legacy Parkway. Particular attention should be given to the quality and type of commercial development that occurs along this section of 1700 South as it will become a new gateway to the City and Antelope Island via Legacy Parkway at Bluff and 1700 South. (Syracuse City General Plan, March 11, 2014, p. 13)*

## 8. DESCRIPTION OF ANY SPECIFIC PROJECT OR PROJECTS THAT ARE THE OBJECT OF THE PROPOSED COMMUNITY DEVELOPMENT [17C-4-103(6)]

The proposed community development project will include a mix of retail, office and residential uses. It is anticipated that approximately 784,800 additional square feet will be built in the area. The City would like to attract a major anchor tenant in order to provide greater economic stability and reduce the current high turnover rates in the area.

Specific projects also include reconstruction and upgrading of public infrastructure improvements, in order to serve the new development anticipated for the area. Other projects may include the establishment of a Revolving Loan Fund for façade improvements, funds for demolition of deteriorating properties where a private developer is involved. Again, no eminent domain is

included as part of this Project Area Plan and demolition of properties would only occur through the voluntary participation of a property owner.

## **9. HOW PRIVATE DEVELOPERS WILL BE SELECTED AND IDENTIFICATION OF CURRENT DEVELOPERS IN THE COMMUNITY DEVELOPMENT PROJECT AREA [17C-4-103(7)]**

### **A. SELECTION OF PRIVATE DEVELOPERS**

No developers have currently been selected for this Project Area. The Agency contemplates that owners of real property within the Project Area will take advantage of the opportunity to develop their property, or sell their property to developers for the development of facilities within the Project Area. In the event that owners do not wish to participate in the community development in compliance with the Plan, or in a manner acceptable to the Agency, or are unable or unwilling to appropriately participate, the Agency reserves the right pursuant to the provisions of the Act to acquire parcels, to encourage other owners to acquire other property within the Project Area, or to select non-owner developers by private negotiation, public advertisement, bidding or the solicitation of written proposals, or a combination of one or more of the above methods.

### **B. IDENTIFICATION OF DEVELOPERS WHO ARE CURRENTLY INVOLVED IN THE PROPOSED COMMUNITY DEVELOPMENT**

No specific developers are currently involved in the proposed Community Development Area.

#### **1. QUALIFIED OWNERS**

Any person wishing to become a developer will be required to own or have the right to purchase all or part of the Project Area.

#### **2. OTHER PARTIES**

If no owner in the Project Area, as described in Subparagraph A above, who possesses the skill, experience and financial resources necessary to become a developer in the Project Area is willing or able to become a developer of all or part of the Project Area, the Agency may identify other qualified persons who may be interested in developing all or part of the Project Area. Potential developers may be identified by one or more of the following processes: (1) public solicitation, (2) requests for proposals (RFP), (3) requests for bids (RFB), (4) private negotiation, or (5) some other method of identification approved by the Agency.

#### **3. OWNER PARTICIPATION AGREEMENTS**

The Agency has not entered into nor does it intend to enter into any owner participation agreements or agreements with developers to develop all or part of the Project Area until after the Agency and the City decide whether or not to adopt this Plan for the Project Area. If the Project Area is adopted,

## 10. REASONS FOR THE SELECTION OF THE PROJECT AREA [17C-4-103(8)]

The Project Area was selected by the Agency as that area within the City having an immediate opportunity to strengthen the community and to move forward the goals and objectives as expressed in the City's General Plan. Additionally, although not required as part of this Plan, it is anticipated that the project will create new jobs.

The Project Area contains a portion of the City that is desirable for commercial development because of: (1) its access and visibility along 1700 South (Antelope Drive) – a major corridor to Antelope Island; and (2) the opportunity to commence public-private partnerships to improve this area of the City and create a City and employment center.

Specific boundaries of the Project Area were arrived at by the Agency after a review of the area by members of the Agency, City staff, economic development consultants, and other technical and legal consultants. Planned treatment of this area is intended to stimulate development to the degree necessary for sound long-term growth in the Project Area and to encourage the development of real property located within the Project Area. Finally, development of the Project Area as a City and Employment Center is an important element in the City's General Plan.

## 11. DESCRIPTION OF THE PHYSICAL, SOCIAL AND ECONOMIC CONDITIONS EXISTING IN THE AREA [17C-4-103(9)]

### A. PHYSICAL CONDITIONS

The Project Area consists of approximately 46.79 acres of developable land, or land that currently does not have improvements, including 19.98 acres of vacant land, 21.61 acres of agricultural land, and 5.19 acres of undeveloped exempt land. Total acreage in the Project Area is 66.84 acres. The Project Area contains several buildings, including retail, office, and other commercial buildings, a single-family residence, agricultural structures, and a public works facility.

### B. SOCIAL CONDITIONS

No unusual social conditions were found to exist. Because of the development of land into a mixed use City Center, consistent with the General Plan of the City, this area will take on a new social character that will enhance existing development in the City. The Syracuse Antelope Drive Project Area Plan will bring residents and visitors to the Project Area for shopping and employment. It is anticipated, therefore, that the proposed project area will add to the community's economy, quality of life, and reputation.

### C. ECONOMIC CONDITIONS

The Project Area currently has residential and commercial development; however, 20 percent of the land is tax exempt, and 33 percent has been held in "greenbelt" status and therefore has a very

low taxable value of \$17,635<sup>5</sup> associated with the greenbelt properties only. The total base year taxable value in the Project Area is \$14,179,600.

## 12. TAX INCENTIVES OFFERED TO PRIVATE ENTITIES FOR FACILITIES LOCATED WITHIN THE PROJECT AREA [17C-4-103(10)]

The Agency intends to use property tax increment generated within the Project Area to pay part of the costs associated with development of the Project Area. The Agency intends to negotiate and enter into one or more inter-local agreements with Davis County, Davis School District, Weber Basin Water Conservancy, Davis County Mosquito Abatement and North Davis Sewer District to secure receipt of a portion of the property tax increment generated within the Project Area that would otherwise be paid to those taxing entities. Collectively, those tax revenues may be used to reimburse a private developer for a portion of the cost of the public infrastructure improvements including interest and bonding costs. Subject to the provisions of the Act, the Agency may agree to pay for eligible development costs and other items from such tax revenues for any period of time the Agency and the taxing entities may deem appropriate under the circumstances.

Detailed tax increment information is provided in Appendix D in the Project Area Budget that is attached to this Plan and made a part thereof.

## 13. ANALYSIS OR DESCRIPTION OF THE ANTICIPATED PUBLIC BENEFIT TO BE DERIVED FROM THE COMMUNITY DEVELOPMENT [17C-4-103(11)]

The public will realize significant benefits from the development of the Community Development Project Area as proposed by this Plan. The Agency's long-term objective in developing the Project Area is to create a high quality City and Employment Center that will diversify the City's economic and tax base and provide employment opportunities to City residents.

In order to facilitate the development contemplated herein, the Agency created the Project Area. The City and the Agency saw the development of the Project as an opportunity to "jump start" the proposed redevelopment by creating a public-private partnership for the project area.

### A. BENEFICIAL INFLUENCES ON THE TAX BASE

The incremental taxable value of the area is \$37.75 million over the next 20 years. At that time, the incremental property tax revenues to all taxing entities should reach over \$500,000 per year. In addition, the development will generate sales tax revenues and municipal energy ("franchise") tax revenues.

In addition to tax revenues, the project will generate other revenues including Class B/C Road Funds, business license fees, charges for services, and one-time fees such as building permits and impact fees.

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<sup>5</sup> Source: Davis County Assessor's Office, 2015

## **B. ASSOCIATED BUSINESS AND ECONOMIC ACTIVITY**

Business and economic activity likely to be derived includes business and employee expenditures, as well as construction expenditures.

### **1. BUSINESS AND EMPLOYEE EXPENDITURES**

It is anticipated that employees and business owners in the Syracuse Antelope Drive CDA Project Area will directly or indirectly purchase local goods and services related to their operations from local or regional suppliers. These purchases will likely increase employment opportunities in the related areas of business equipment, furniture and furnishings, business supplies, computer equipment, communication, security, transportation and delivery services, maintenance, repair and janitorial services, packaging supplies, office and printing services, transportation and delivery services.

A summary of benefits is as follows:

- Provide an increase in direct purchases in the City.
- Provide economic diversification within the City and Davis County.
- Encourage economic development in order for a public or private employer to create additional jobs in the community.
- Complement existing businesses and industries located within the City by providing new employees who may live and shop and pay taxes in the City and the region.
- Another benefit will be the expenditure of income by employees filling the new positions. The types of expenditures by employees in the area will likely include convenience shopping for personal and household goods, lunches at area restaurants, convenience purchases and personal services (haircuts, banking, dry cleaning, etc.) The employees will not make all of their convenience or personal services purchases near their workplace, and each employee's purchasing patterns will be different. However, it is reasonable to assume that a percentage of these annual purchases will occur within close proximity to the workplace (assuming the services are available).

### **2. CONSTRUCTION EXPENDITURES**

Economic activity associated with the development will include construction activity. Market value of the project is expected to reach \$79 million. This will create a significant number of construction jobs.



## APPENDIX B: LEGAL DESCRIPTION

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## APPENDIX C: LIST OF PARCELS

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 120860098     | 54           | \$3,343            | 1    | 0.54  | A TRACT OF LAND IN FEE, BEING ALL OF AN ENTIRE TRACT OF PPTY, SIT IN THE SW 1/4 SW 1/4 OF SEC 10-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT A PT 696.30 FT (RECORD 10.5   |
| 120860100     | 54           | \$0                | 1    | 0.39  | ALL OF LOT 2, SUITE B, HERITAGE LANE COMMERCIAL PLAZA PUD. CONTAINS 0.29 ACRES                                                                                                                           |
| 120860104     | 54           | \$0                | 1    | 1.13  | ALL OF LOT 3 SUITE C, HERITAGE LANE COMMERCIAL PLAZA PUD CONTAINS 0.37 ACRES                                                                                                                             |
| 120860105     | 54           | \$0                | 1    | 3.07  | ALL OF LOT 4 SUITE D, HERITAGE LANE COMMERCIAL PLAZA PUD CONTAINS 0.29 ACRES                                                                                                                             |
| 120860103     | 54           | \$0                | 1    | 0.68  | BEG 100 RODS E & 18 RODS S FR NW COR SEC 15-T4N-R2W, SLM; S 231.54 FT TO THE N LINE OF HILLS BORO SUBDIVISION PHASE 2; TH E 11 RODS, M/L; TH N 231.95 FT, M/L; TH W 5 RODS; TH N 2 RODS; TH W 5 RODS; TH |
| 126910003     | 54           | \$525,000          | 1    | 1.01  | ALL OF UNIT 101, HERITAGE LANE BUSINESS CONDOMINIUMS                                                                                                                                                     |
| 125420008     | 54           | \$0                | 1    | 0.94  | ALL OF UNIT 103, HERITAGE LANE BUSINESS CONDOMINIUMS.                                                                                                                                                    |
| 120860095     | 54           | \$0                | 1    | 0.95  | ALL OF UNIT 102, HERITAGE LANE BUSINESS CONDOMINIUMS.                                                                                                                                                    |
| 126910002     | 54           | \$287,496          | 1    | 0.94  | COMMON AREA OF HERITAGE LANE BUSINESS CONDOMINIUMS AS DEFINED BY PLAT RECORDED 12-10-2002 AS ENTRY NUMBER 181 1792 BOOK 3183 PAGE 203 CONT. 0.057 ACRES. THE INFORMATION SHOWN ON THIS PARCEL NUM        |
| 125420005     | 54           | \$0                | 1    | 0.95  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM, THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERSECT  |
| 125420006     | 54           | \$2,370,000        | 1    | 0.94  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM, THE BND |
| 126910004     | 54           | \$485,000          | 1    | 0.42  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM, THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERSECT  |
| 126910005     | 54           | \$715,000          | 1    | 0.42  | A TRACT OF LAND IN FEE BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERSECT  |
| 126910006     | 54           | \$840,000          | 1    | 0.58  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT                                                                    |

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |      |       | OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE B                                                                                                                                        |
| 126910007     | 54           | \$313,632          | 1    | 0.02  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120860106     | 54           | \$8,752            | 1    | 0.65  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERS   |
| 127680002     | 54           | \$1,669,044        | 1    | 0.10  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 127680001     | 54           | \$2,490,000        | 1    | 0.34  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERS   |
| 120790117     | 54           | \$5,540            | 2    | 0.00  | A PART OF THE NW 1/4 OF SEC 15-T4N-R2W, SLM; BEG AT A PT ON THE N LINE OF SD 1/4 SEC, WH IS 825.00 FT N 89°58'46" E ALG SD N LINE & S 00°26'45" W 84.99 FT FR THE NW COR OF SD 1/4 SEC; TH N 89°58'46" E |
| 123800002     | 54           | \$1,170,000        | 3a   | 0.65  | COMMON AREA OF HERITAGE LANE COMMERCIAL PLAZA PUD, AS DEFINED BY PLAT RECORDED 2-8-2000, AS E# 1574055, BK 2613, PG 67. CONTAINS 3.20 ACRES LESS & EXCEPTING: A PARCEL OF LAND IN FEE, FOR THE W         |
| 123800003     | 54           | \$120,877          | 3a   | 0.00  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 OF SEC 15 & WALKER ESTATES, A COMMUNITY |
| 123800004     | 54           | \$94,740           | 3a   | 0.30  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120850085     | 54           | \$39,488           | 3a   | 0.56  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN HERITAGE LANE COMMERCIAL PLAZA PUD, A SUB IN THE  |
| 124990101     | 54           | \$325,000          | 3a   | 0.61  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN HERITAGE LANE COMMERCIAL PLAZA PUD, A SUB IN THE  |

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 124990103     | 54           | \$165,000          | 3a   | 0.39  | BEG 11.50 CHAINS E & S 00°19'03" W 33.00 FT OF NW COR OF SEC 15-T4N-R2W, SLM; TH S 89°40'57" E 60.84 FT; TH SE'LY 7.22 FT ALG THE ARC OF A 30.00 FT RAD CURVE TO THE RIGHT (CHORD BEARS S 45°26'59" E 7. |
| 124990102     | 54           | \$165,000          | 3a   | 5.65  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN HERITAGE LANE COMMERCIAL PLAZA PUD, A SUB IN THE  |
| 124990104     | 54           | \$0                | 3a   | 2.63  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120850090     | 54           | \$0                | 3a   | 0.17  | A PART OF THE NW 1/4 OF SEC 15-T4N-R2W, SLM; BEG AT A PT ON THE N LINE OF SD 1/4 SEC, WH IS 1141.34 FT N 89°58'46" E ALG SD N LINE & S 00°07'21" W 76.34 FT FR THE NW COR OF SD 1/4 SEC; TH E'LY 119.06  |
| 120850091     | 54           | \$0                | 3a   | 0.95  | BEG 1328.65 FT W & S 00°08'38" W 87.00 FT FROM NE COR OF NW 1/4 OF NE 1/4 SEC 15-T4N-R2W, SLM; TH S 572.70 FT; TH E 382.50 FT, M/L, TO A PT ON THE W LINE OF PARCEL 2 RECORDED IN BK 3669 PG 866; TH NW  |
| 120850089     | 54           | \$0                | 3a   | 6.53  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W, SLB&M, THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERSE  |
| 120850095     | 54           | \$0                | 3a   | 1.34  | A TRACT OF LAND IN FEE, BEING ALL OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT A PT 1666.50 FT (RECORD 101 RO  |
| 120850094     | 54           | \$0                | 3a   | 6.62  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE SW 1/4 SW 1/4 OF SEC 10-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERS   |
| 120850096     | 54           | \$0                | 3a   | 0.57  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120850097     | 54           | \$0                | 3a   | 0.02  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120850098     | 54           | \$0                | 3a   | 4.84  | BEG 555 FT W FR THE NE COR OF THE NW 1/4 OF SEC 15-T4N-R2W, SLB&M; & RUN TH S 14 RODS; TH W 80                                                                                                           |

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                                                               |
|---------------|--------------|--------------------|------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |      |       | FT; TH N 14 RODS; TH E 80 FT TO THE POB. CONT. 0.427 ACRES EXCEPTING THEREFR THE FOLLOWING: A PA                                                                                                                                                |
| 120850099     | 54           | \$0                | 3a   | 0.43  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SW 1/4 SW 1/4 OF SEC 10-T4N-R2W, SLB&M. THE                                          |
| 120850100     | 54           | \$0                | 3a   | 0.47  | BEG AT A PT WH IS 660.00 FT S 89 <sup>^</sup> 40'57" E ALG THE SEC LINE & S 00 <sup>^</sup> 19'03" W 33.00 FT FR NW COR OF SEC 15-T4N-R2W, SLB&M; TH S 202.00 FT; TH E 6 RODS; TH N 202.00 FT TO THE S LINE OF PPTY CONV IN WARRANT             |
| 123800006     | 54           | \$0                | 3a   | 0.50  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M; THE B                                        |
| 120850101     | 54           | \$0                | 3a   | 0.31  | A PARCEL OF LAND IN FEE, INCIDENT TO THE WIDENING OF THE EXISTING HIGHWAY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W,                                         |
| 120850103     | 54           | \$0                | 3a   | 1.07  | A PARCEL OF LAND IN FEE, INCIDENT TO THE WIDENING OF THE EXISTING HIGHWAY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W,                                         |
| 123800007     | 54           | \$0                | 3a   | 1.05  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HIGHWAY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W, SLB&M, T                                        |
| 123800009     | 54           | \$0                | 3a   | 0.16  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE                                          |
| 120850102     | 54           | \$43,450           | 3a   | 0.81  | BEG AT A PT N 0 <sup>^</sup> 10'56" E 63.99 FT & E 44.62 FT & N 0 <sup>^</sup> 09'42" E 233.02 FT ALG 2000 WEST STR & S 89 <sup>^</sup> 40'57" E 17.45 FT TO A PT 62.00 FT PERP'LY DIST E'LY FR THE CENTERLINE OF SD 2000 WEST STR FR THE SW CO |
| 123800008     | 54           | \$0                | 3a   | 0.83  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SW 1/4 SW 1/4 OF SEC 10-T4N-R2W, SLB&M. THE B                                         |
| 120850105     | 54           | \$0                | 3a   | 0.17  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENITRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-                                                         |

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |      |       | R2W, SLM, THE BND                                                                                                                                                                                        |
| 120850104     | 54           | \$145,000          | 3a   | 0.29  | ALL OF LOT 3, DESERTSCAPE SUBDIVISION. CONT. 0.25000 ACRES.                                                                                                                                              |
| 120850029     | 54           | \$0                | 3a   | 1.75  | A TRACT OF LAND IN FEE, BEING ALL OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM, THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG ON THE S LN OF A STR 33.00 FT S &  |
| 120850107     | 54           | \$0                | 3a   | 0.19  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M; TH BN |
| 120850108     | 54           | \$0                | 3a   | 0.42  | BEG AT A PT 40 RODS W OF NE COR OF NW 1/4 OF SEC 15-T4N-R2W, SLM; TH S 529.58 FT, M/L, TO N LINE OF HILLS BORO SUB PHASE 2; TH W 9 RODS; TH N 231.95 FT, M/L, TO A PT 264 FT S OF S LINE OF A STR; TH E  |
| 120850109     | 54           | \$72,556           | 3a   | 0.11  | BEG AT A PT WH IS 1838.00 FT, M/L, S 89^40'57" E ALG THE SEC LINE & 86.96 FT S 0^19'03" W TO A PT 55.00 FT PERP'LY DISTANT S'LY FR THE CENTERLINE OF A PROJECT, OPPOSITE APPROXIMATE ENGINEERS STATION 5 |
| 120850106     | 54           | \$310,000          | 3a   | 0.43  | BEG 555 FT W FR NE COR OF NW 1/4 SEC 15-T4N-R2W, SLM; TH S 00^19'03" W 86.97 FT; TH S 89^40'46" E 60 FT; TH N 86.97 FT; TH W 60 FT TO BEG. CONT. 0.097 ACRES (NOTE: THIS REMAINING LEGAL WAS             |
| 120850111     | 54           | \$0                | 3a   | 0.47  | BEG AT A PT 5 CHAINS W & S 0^19'03" W 86.98 FT FR NE COR OF NW 1/4 SEC 15-T4N-R2W, SLM; TH W 165 FT; TH S 75.03 FT; TH W 60 FT; TH S 69 FT; TH W 80 FT; TH N 144.03 FT; TH W 25 FT; TH S 442.625 FT; TH  |
| 120850116     | 54           | \$0                | 3a   | 0.01  | BEG N 89^59'50" W 393.71 FT ALG SEC LN & S 0^11'26" W 52.36 FT FR NE COR OF NW 1/4 SEC 14-T4N-R2W, SLM; TH W'LY ALG THE ARC OF A 10,050.00 FT RAD CURVE TO THE RIGHT 230.29 FT (LC BEARS S 89^20'48" W 2 |
| 120850088     | 54           | \$0                | 3a   | 0.21  | BEG 2,350.92 FT E & S 0^11'26" W 49.82 FT E FR NW COR OF SEC 14-T4N-R2W, SLM; TH S 75.18 FT; TH W 100 FT; TH N 72.64 FT; TH E'LY 30.17 FT ALG THE ARC OF A 10,055.00 FT RADIUS CURVE TO THE LEFT (LC BEA |
| 120850031     | 54           | \$0                | 3a   | 0.05  | BEG ON W LN OF ST N 0^07'41"E 896.0 FT ALG THE SEC LN & S 89^58'46"W 33.0 FT PARA TO S SEC LN FR SE COR OF SEC 10, T4N-R2W; SLM: TH N 0^07'41"E 100 FT ALG W LN OF SD ST; TH S 89^58'46"                 |
| 120850112     | 54           | \$0                | 3a   | 0.38  | BEG ON W LN OF ST, 1000 W ST, AT PT N 0^07'41"E 396 FT ALG SEC LN & S 89^ 58'46"W 33 FT PARA TO S LN OF SD SEC FR SE COR SEC 10; T4N-R2W; SLM: TH S 89^58'46"W 183.33 FT, M OR L, TO E LN                |
| 120850086     | 54           | \$94,868           | 3a   | 0.23  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG                                                                                                                                                           |

| Parcel Number | Tax District | 2015 Taxable Value | Area        | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|-------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |             |       | AT A PT ON THE S LINE OF 1700 S STR AS WIDENED TO 55.00 FT HALF-WIDTH BEING 472.56 FT S 89°59'50" E ALG THE SEC LINE & 55.00 FT S 0°09'08" W FR THE NW CO                                                |
| 120850115     | 54           | \$77,005           | 3a          | 0.46  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT 621.92 FT S 89°59'50" E ALG THE SEC LINE & 339.44 FT S 0°00'10" W FR THE NW COR OF SD SEC 14; & RUN TH S 0°00'10" W 134.50 FT; TH N 89°59'50" W 1 |
| 120850117     | 54           | \$0                | 3a          | 0.07  | BEG AT A PT N 89°59'49" W 295.99 FT ALG THE SEC LINE & S 355.27 FT & S 89°53'53" W 141.2 FT, M/L, FR THE NE COR OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; & RUN TH N 89°59'50" W 258.80 FT; TH S 0°11'26" W  |
| 120850119     | 54           | \$190,651          | 3a          | 0.16  | BEG AT A PT 216.33 FT W & N 33 FT & N 00°19'14" E 15.18 FT FR SE COR SEC 10-T4N-R2W, SLM; SD PT BEING ON THE N LINE OF PPTY CONV IN WARRANTY DEED RECORDED 04/17/2008 AS E# 2357777 BK 4514 PG 115; SD P |
| 120520052     | 54           | \$0                | 3b          | 0.26  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SE 1/4 SE 1/4 OF SEC 10-T4N-R2W, SLB&M. THE   |
| 120520159     | 54           | \$0                | 3b          | 0.33  | A PART OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT ON THE S LINE OF 1700 SOUTH STR AS WIDENED TO 55.00 FT HALF-WIDTH BEING 51.00 FT S 89°59'50" E ALG THE SEC LINE & 55.00 FT S 0°09'08" W & S 89° |
| 120520158     | 54           | \$0                | 3b          | 0.05  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HIGHWAY STATE ROUTE 108 KNOWN AS PROJECT NO 0108, BEING PART OF AN ENTIRE TRACT OF PROP, SIT IN THE NW 1/4 NW 1/4 OF SEC 14-T4N-R2W, SLB&M, TH |
| 120520163     | 54           | \$1,453,158        | 3b          | 0.40  | BEG AT A PT S 89°59'50"(") E ALG THE SEC LINE 1174.85 FT & S 00°10'10" W 218.00 FT (RECORD 1173.33 FT E & 218.00 FT S) FR THE NW COR OF SEC 14-T4N-R2W, SLB&M, SD PT BEING THE SW COR OF LOT 4, SYRACUSE |
| 120520164     | 54           | \$0                | 3b          | 0.04  | BEG ON W LINE OF STR N 0°07'41" E 796.0 FT ALG SEC LINE & S 89°58'46" W 33 FT PARALLEL TO S LINE SD SEC FR SE COR SEC 10-T4N-R2W, SLM; TH N 0°07'41" E 100 FT ALG W LINE SD STR; TH S 89°58'46" W 411.18 |
| 120790066     | 54           | \$750,000          | Current CDA | 0.12  | BEG ON W LINE OF STR A PT N 0°07'41" E 696.0 FT ALG SEC LINE & S 89°58'46" W 33.0 FT PARALLEL TO S LINE SD SEC FR SE COR SEC 10-T4N-R2W, SLM; TH N 0°07'41" E 100 FT ALG W LINE SD STR; TH S 89°58'46" W |
| 120790068     | 54           | \$0                | Current CDA | 3.09  | BEG ON W LINE OF STR (1000 WEST STR) N 0°07'41" E 496 FT ALG SEC LINE & S 89°58'46" W 33.0 FT PARALLEL TO S LINE SEC 10-T4N-R2W, SLM; FR SE                                                              |

| Parcel Number | Tax District | 2015 Taxable Value | Area        | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|-------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |             |       | COR SD SEC; TH S 89^58'46" W 411.18 FT; TH N 0^07'41" E 100                                                                                                                                              |
| 120530040     | 54           | \$86,625           | Current CDA | 0.84  | BEG 296 FT N 0^07'41" E ALG SEC LINE & 33 FT S 89^58'46"W FR THE SE COR OF SEC 10-T4N-R2W, SLM & RUN TH N 0^07'41" E ALG W LINE OF 1000 W STR 100 FT; TH S 89^58'46" W 183.33 FT; TH S 0^7'41" W 100 FT; |
| 120530049     | 54           | \$90,035           | Current CDA | 4.00  | A PORTION OF THAT CERTAIN PARCEL OF LAND DESC IN BK 936 PG 291, BEING A PART OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM, MORE PART'LY DESC AS FOLLOWS: BEG AT A PT ON THE EXIST S R/W LINE OF 1700 SOUTH STR,  |
| 120790049     | 54           | \$156,816          | Current CDA | 0.54  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SE 1/4 SE 1/4 OF SEC 10-T4N-R2W, SLB&M. THE B  |
| 120790052     | 54           | \$740,000          | Current CDA | 0.01  | ALL OF LOT 1, SYRACUSE GATEWAY PHASE 1 COMMERCIAL SUBDIVISION. CONT. 0.62800 ACRES.                                                                                                                      |
| 120790113     | 54           | \$0                | Current CDA | 0.07  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN LOT 1 OF THE COLBY CROSSING SUB, A SUB IN THE NE 1 |
| 120530083     | 54           | \$100,375          | Current CDA | 0.10  | ALL OF LOT 1, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 0.72000 ACRES.                                                                                                                      |
| 120530091     | 54           | \$0                | Current CDA | 10.99 | ALL OF LOT 2, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 2.72000 ACRES.                                                                                                                      |
| 120790137     | 54           | \$1,245,000        | Current CDA | 0.29  | ALL OF LOT 5, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 0.30000 ACRES.                                                                                                                      |
| 120790138     | 54           | \$0                | Current CDA | 0.37  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT ON THE S LINE OF 1700 S STR AS WIDENED TO 55.00 FT HALF-WIDTH BEING 472.56 FT S 89^59'50" E ALG THE SEC LINE & 55.00 FT S 0^09'08" W FR THE NW CO |
| 120790144     | 54           | \$460,000          | Current CDA | 0.29  | BEG ON W LINE OF STR N 0^07'41"E 596 FT ALG SEC LINE & S 89^58'46" W 33 FT PARALLEL TO S LINE SD SEC FR SE COR SEC 10-T4N-R2W, SLM; TH N 0^07'41" E 100 FT ALG W LINE SD STR; TH S 89^58'46" W 411.18 FT |
| 120530041     | 54           | \$128,645          | Current CDA | 2.94  | ALL OF LOT 4, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 0.81000 ACRES.                                                                                                                      |
| 120530042     | 54           | \$163,845          | Current CDA | 0.01  | BEG AT A PT 215 FT N & 216.33 FT W FR SE COR SEC 10-T4N-R2W, SLB&M; TH S 166.82 FT TO N LINE OF PPTY CONV IN WARRANTY DEED RECORDED 06/26/2008 AS E# 2375404 BK 4562 PG 1374; TH ALG SD N LINE & ALG THE |
| 120530044     | 54           | \$108,020          | Current CDA | 0.00  | PARCEL 1: BEG AT A PT 215 FT N 0^07'41" E ALG SEC LINE & 133 FT S 89^58'46" W FR SE COR OF SEC 10-T4N-R2W, SLM: & RUN TH S 89^58'46" W 83.33 FT; TH N 0^07'41" E 81.00 FT; TH N 89^58'46" E 83.33 FT;    |

| Parcel Number | Tax District | 2015 Taxable Value | Area        | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|-------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 120530072     | 54           | \$83,050           | Current CDA | 0.04  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT ON THE E LINE OF 1000 W STR AS WIDENED TO 36.00 FT HALF-WIDTH BEING 369.44 FT S 0°09'08" W ALG THE SEC LINE & 36.00 FT S 89°59'50" E FR THE NW CO |
| 120790070     | 54           | \$965,000          | Current CDA | 0.06  | BEG AT A PT N 0°07'41" E 996 FT ALG SEC LINE FR SE COR OF SEC 10-T4N-R2W, SLM; TH N 0°07'41" E 100 FT; TH S 89°59'35" W 444.18 FT; TH S 0°07'41" W 100.11 FT; TH N 89°58'46" E 444.18 FT TO POB. CON     |
| 120530086     | 54           | \$0                | Current CDA | 0.03  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT ON THE E LINE OF 1000 W STR AS WIDENED TO 36.00 FT HALF-WIDTH BEING 369.44 FT S 0°09'08" W ALG THE SEC LINE & 36.00 FT S 89°59'50" E FR THE NW CO |
| 127300001     | 54           | \$730,000          | Current CDA | 0.04  | BEG 787.06 FT E & S 55.00 FT FR NW COR OF SEC 14-T4N-R2W SLM; TH E 386.43 FT; TH S 600.07 FT; TH N 89°59'50" W 549.59 FT; TH N 0°00'10" E 349.43 FT; TH S 89°59'50" E 165.00 FT; TH N 250.00 FT TO BEG.  |
| 127380001     | 54           | \$840,000          | Current CDA | 0.05  | BEG AT A PT 1173.33 FT E ALG SEC LINE & 361.5 FT S FR NW COR OF SEC 14-T4N-R2W, SLM, & RUN TH E 117.76 FT TO A PT ON THE W'LY LINE OF BLUFF RIDGE DR; TH ALG SD LINE S 176.45 FT; TH W 117.76 FT, M/L; T |
| 127380002     | 54           | \$331,927          | Current CDA | 0.61  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERS   |
| 127380005     | 54           | \$19,602           | Current CDA | 1.68  | ALL OF LOT 2, DESERTSCAPE SUBDIVISION. CONT. 0.55000 ACRES.                                                                                                                                              |
| 120790050     | 54           | \$910,000          | Current CDA | 0.01  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN LOT 2 OF THE COLBY CROSSING SUB, A SUB IN THE NE 1/4 NE 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD PARCEL OF L  |
| 120530043     | 54           | \$102,685          | Current CDA | 0.55  | ALL OF LOT 1, COLBY CROSSING SUB. CONT 1.72 ACRES LESS & EXCEPT: TWO PARCELS OF LAND IN FEE FOR THE WIDENING OF THE EXIST HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIR          |
| 127380004     | 54           | \$105,852          | Current CDA | 0.25  | ALL OF LOT 4, DESERTSCAPE SUBDIVISION. CONT. 0.25000 ACRES.                                                                                                                                              |
| 120530085     | 54           | \$343,749          | Current CDA | 0.25  | ALL OF LOT 5, DESERTSCAPE SUBDIVISION. CONT. 0.68000 ACRES.                                                                                                                                              |
| 120530090     | 54           | \$64,790           | Current CDA | 0.68  | ALL OF LOT 6, DESERTSCAPE SUBDIVISION. CONT. 0.56000 ACRES.                                                                                                                                              |
| 120790051     | 54           | \$885,000          | Current CDA | 0.62  | ALL OF LOT 7, DESERTSCAPE SUBDIVISION. CONT. 0.60000 ACRES.                                                                                                                                              |
| 120530039     | 54           | \$139,150          | Current CDA | 0.54  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SE 1/4 SE 1/4 OF SEC 10-T4N-                    |

| Parcel Number | Tax District | 2015 Taxable Value | Area        | Acres | Legal Description                                                                                                                                                                                         |
|---------------|--------------|--------------------|-------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |             |       | R2W, SLB&M. THE BN                                                                                                                                                                                        |
| 120790053     | 54           | \$3,771,100        | Current CDA | 0.63  | BEG AT A PT 327.33 FT W & 33.0 FT N & N 89°40'46" W 18.29 FT FR SE COR SEC 10-T4N-R2W, SLB&M; TH W 164.49 FT; TH N 155.30 FT; TH E 182.78 FT; TH S 153.07 FT; TH S 83°20'30" W 12.52 FT TO A 1445.00 FT   |
| 120790145     | 54           | \$250,000          | Current CDA | 3.76  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SE 1/4 SE 1/4 OF SEC 10-T4N-R2W, SLB&M. THE    |
| 120530084     | 54           | \$0                | Current CDA | 0.72  | BEG 293.71 FT W & S 0°11'26" W 49.82 FT FR NE COR NW 1/4 SEC 14-T4N-R2W, SLM; & RUN TH E 17-7/9 RODS; TH S 1211 FT, M/L, TO N'LY LINE OF PPTY CONV IN 612-697; TH N 36°41' W 491 FT ALG SD N LINE TO A P  |
| 120530098     | 54           | \$97,900           | Current CDA | 2.71  | BEG AT A PT N 89°59'50" W 693.71 FT ALG SEC LINE & S 0°11'26" W 55.00 FT TO A PT 55.00 FT PERP'LY DISTANT S'LY FR CENTERLINE AT ENGINEER STATION 178+57.83 FR NE COR OF NW 1/4 OF SEC 14-T4N-R2W, SLM; &  |
| 120530099     | 54           | \$0                | Current CDA | 0.97  | ALL OF LOT 3, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 0.97000 ACRES.                                                                                                                       |
| 120790072     | 54           | \$5,672            | Current CDA | 0.81  | ALL OF LOT 2, SYRACUSE GATEWAY PHASE 1 COMMERCIAL SUBDIVISION. CONT. 3.77100 ACRES.                                                                                                                       |
| 120790139     | 54           | \$0                | Current CDA | 0.30  | BEG 219.62 FT W & S 87°00 FT FROM NE COR OF NW 1/4 OF NE 1/4 SEC 15-T4N-R2W, SLM; TH W 125.55 FT; TH S 309.00 FT; TH W 100.00 FT; TH N 309.00 FT; TH W 510.09 FT; TH S 49°34'47" W 31.52 FT; TH S 00°08'3 |
| 127380003     | 54           | \$960,001          | Current CDA | 5.60  | ALL OF LOT 1B, DESERTSCAPE SUBDIVISION AMENDED LOT 1. CONT. 6.38600 ACRES.                                                                                                                                |
| 127300002     | 54           | \$1,674,802        | Current CDA | 6.38  | ALL OF LOT 1A, DESERTSCAPE SUBDIVISION AMENDED LOT 1. CONT. 5.60800 ACRES.                                                                                                                                |

## APPENDIX D: PROJECT AREA BUDGET

DRAFT





# RDA AGENDA

February 8th, 2016

Agenda Item “j”                      Jin’s Korean BBQ

## ***Factual Summation***

- A. Soonhye Kim and Jin Kim have been operating a Korean restaurant in Ogden near the Ogden Clinic
- B. The Kim’s are looking for a new location – and they met with Dr. Nadim Bikhazi who represents West Rock Associates LLC owner of two buildings in our town center RDA.
- C. The Kim’s are retesting tax increment to assist with their tenant improvement costs totaling \$31,090.45
- D. We have a pretty unique draw to Syracuse for Asian restaurants and that could act as the market pull to the town center – and one of the ways our town center sets itself apart.

## ***Recommendation:***

In consulting with the RDA Board Chair (Mayor) it is recommended that should funding be dispersed it not exceed \$15K there - are several option to choose from:

***Option 1*** – Grant funds \$10K (year 1) 5K (year 2) [if the business fails in year 1 they get nothing and if it fails in year 2 the most they are eligible for is 10K]

***Option 2*** – GROAN (Grant\_Loan used by Ogden in luring tenants to downtown) Loan 15K but after 3 years in business it becomes a grant (all money paid toward the loan is paid back as the end of the 3 year period – including interest)

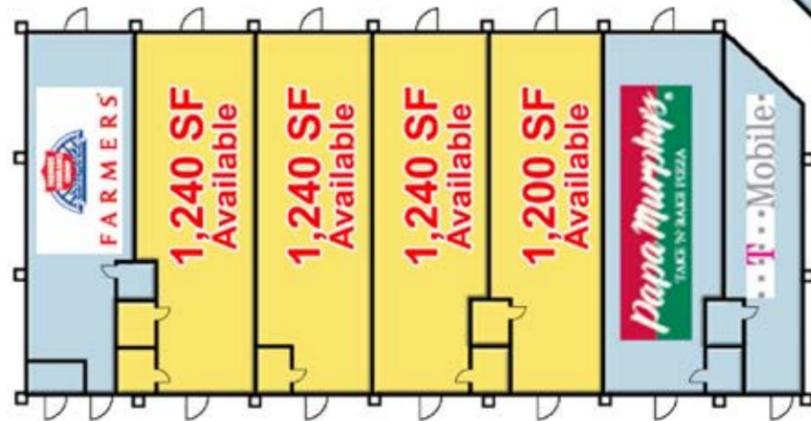
***Option 3*** – Loan 15K as a financial “gap filler” for whatever they can’t get from the bank (prime plus 1% interest rate)

***Option 4*** – Any combination of the above

***Option 5*** - Deny request for funds all together



2000 West



Antelope Drive



NEARBY CO-TENANTS



PROPERTY FEATURES

- 1,240 - 4,920 SF For Lease
- \$14 - \$18 / SF NNN
- Primary Davis County Intersection
- Walmart Supercenter Anchor
- Historic High Growth Rate
- High Visibility
- ADT: 26,390 ADT -- Antelope  
15,095 ADT -- 2000 West

AREA DEMOGRAPHICS

|            | 1 MILE   | 3 MILE   | 5 MILE   |
|------------|----------|----------|----------|
| Population | 11,979   | 56,804   | 121,599  |
| Household  | 3,372    | 16,256   | 37,274   |
| Income     | \$83,444 | \$76,338 | \$72,292 |

SETH RICHARDSON  
RETAIL / INVESTMENT SPECIALIST  
801.393.2733 OFFICE  
801.695.7245 CELL  
seth@ppc-utah.com





|                                |  | <b>2015</b>       |
|--------------------------------|--|-------------------|
| <b>Total gross income</b>      |  | <b>167,535.42</b> |
| <b>Expenses</b>                |  |                   |
| Advertising                    |  | 600               |
| Furniture and equipment        |  | 500               |
| Insurance                      |  | 1,687.00          |
| Maintenance and repairs        |  | 941               |
| Payroll taxes                  |  | 930.91            |
| Rent                           |  | 18,611.60         |
| Salaries and wages             |  | 11,227.50         |
| Travel                         |  | 675.67            |
| Utilities                      |  | 8,614.65          |
| Supplies                       |  | 72,252.05         |
| other                          |  | 2,600.00          |
| loan payment                   |  | 2,600.00          |
| <b>Total Expenses</b>          |  | <b>121,240.38</b> |
| <b>Net Income Before Taxes</b> |  | <b>46,295.04</b>  |

Sales taxes: 11,124  
Syracuse Sales Tax: 1675.354

**JIN'S** 珍

**RESTAURANT**

**JIN'S KOREAN BBQ AND NOODLE HOUSE**

| <b>Equipment List</b>          |                    |             |
|--------------------------------|--------------------|-------------|
| <b>Item</b>                    | <b>Price</b>       |             |
|                                | <b>New</b>         | <b>Used</b> |
| 2 Door refrigerator            | \$1,963.20         |             |
| 1 Door Freezer                 | \$1,438.80         | \$750.00    |
| Fryer                          | \$699.00           | \$395.00    |
| 6 Burner                       | \$795.00           |             |
| Work Table (Large)             | \$205.92           |             |
| Work Table (Small)             | \$100.00           |             |
| 3 Compartment sink             | \$387.45           |             |
| 6 ft Exhaust hood              | \$2,434.33         |             |
| Hood fan                       | \$1,001.07         |             |
| fire suppression system        | \$2,200.00         |             |
| Heater for hood                | \$5,004.27         |             |
| Electrical for hood            | \$825.29           |             |
| Hood system shipping           | \$621.89           |             |
| Hood installation              | \$6,000.00         |             |
| 7 Dining tables                | \$504.00           |             |
| (\$72 EA)                      |                    |             |
| 28 Chairs                      | \$1,085.28         |             |
| (\$38.76 EA)                   |                    |             |
| Cooking Pans                   | \$400.00           |             |
| Dishes                         | \$400.00           |             |
| Glasses                        | \$200.00           |             |
| To go food container, cup      | \$300.00           |             |
| 3 Food & soup warmer           | \$360.00           |             |
| (\$120.00 EA)                  |                    |             |
| Beverage (soda)                | \$300.00           |             |
| Food ingredient for 1month \$2 | \$2,000            |             |
|                                |                    |             |
| <b>TOTAL</b>                   | <b>\$29,225.50</b> |             |
| <b>TAX</b>                     | <b>1864.95</b>     |             |
|                                | <b>\$31,090.45</b> |             |

FSS 2740 California Ave, Salt Lake City, UT 841

(801)656-5730

(801) 656-5730

## **Executive Summary**

**Jin's** is a casual restaurant, serving fresh, healthy grilled meats, and noodles such as ramen soup, udon soup, yakisoba.

The first store will be located in Syracuse, UT.

### ***The Market***

The market is divided into two market segments, family and individuals. Families will be the majority during dinner time and individuals will be the majority for lunch time. The family segment is increasing annually at 10% with 2,585 potential customers. The individuals segment will have an 5% growth rate with 1,230 potential people within the segment.

The majority of customers coming in during lunch time hours are bound to be high school students. Due to this we will make our food during lunch services fast and cheap while still maintaining good quality.

### ***Services and Products***

**Jin's** provides a unique dining experience. All patrons receive excellent customer service which will encourage them to return. The menu is simple, healthy and easy to prepare.

### ***Competitive Edge***

The customer experience is extremely important as it is an effective way of distinguishing **Jin's**. Having such a good experience will encourage repeated

business from customers. The second competitive edge is **Jin's** offering of fresh and healthy food.

## **Management**

SoonHye has spent three years in the restaurant industry.

SeokJin Kim has spent five years in the restaurant industry.

The gross sale has been estimated to be \$1.5K and \$2.0K for the first and second year.

Our goal is that starting from the third to fifth year our gross sales will go up by 15% each year.

## **1.1 Mission**

**Jin's** mission is to become the premier casual dining experience. This will be accomplished by offering an unprecedented experience coupled with great food and reasonable prices.

## **1.2 Objectives**

- To become the premier casual restaurant.
- To offer high-quality food and a wonderful experience at reasonable prices.

## **1.3 Keys to Success**

- Offer simple, delicious menu items.
- Treat every customer as if they are the only customer.
- Design and employ strict financial controls.

## Services

**Jin's** provides a wonderful dining experience in the casual niche of the restaurant industry. All patrons receive benchmarked customer attention, encouraging them to return. The menu offerings are fast, simple, healthy, and easy to prepare.

- Chicken skewer or wings, teriyaki or curry
- Bulgogi (Korean BBQ), Sukiyaki (Japanese BBQ)
- Add rice
- Ramen, Noodle
- Green salad with soy ginger vinaigrette
- Beverages include iced teas, hot teas, soft drinks, and bottled water
- Assorted pre-prepared desserts

All dishes have some signature vegetable for decorative and eating pleasures. All the meats are marinated in a sweet soy ginger sauce overnight.

## Market Analysis Summary

The market is divided into two market segments, family and individuals. Families will be the majority during dinner time and individuals will be the majority for lunch time.

**Jin's** will be operating within the casual niche of the restaurant industry. They will be competing against other segments within the industry such as fast food and traditional restaurants.

### 2.1 Target Market Segment Strategy

**Jin's** will be focusing on families and individuals for several specific reasons. Most dinner service will be for families.

As more households become two income families, the adults have less time to prepare meals. Going out to dinner eliminates the need to prepare a meal and offers time to catch up with each other.

The lunch business is driven by individuals. Many go out to lunch to get out of the work setting. Others have business meetings at lunch. This creates a large market of potential customers that is especially attractive.

## **2.2 Service Business Analysis**

**Jin's** operates within the small restaurant industry. While the industry has its upswings and downturns, the variance is less than the economy itself. People need to eat, they can eat in and save money, but the convenience of dining out creates a significant incentive. This is not to suggest that restaurants are recession proof, they are less affected by the general state of the economy.

Within the restaurant industry there are several different segments:

- Fast food: McDonalds, Wendy's
- Pizza: delivery and dine in
- Buffets: all you can eat
- Lounges: combining food and alcohol
- Fine dining: typically, at the highest price point
- Fast-casual: combination of fast service and sit down dining

**Jin's** operates within the relatively new casual segment. This segment has grown in response to the increased need for quality food, in a sit down environment, but with fast service. This is a recognition that many of the customers are dining out because they do not have the time to cook themselves.

## 2.3 Competition and Buying Patterns

**Jin's** faces competition from a variety of competitors:

- Fast food: Offers the convenience of fast service. The food product is not competitive, but people are often willing to sacrifice quality for convenience.
- Take out: Take away service allows a customer to enjoy already prepared food in their home.
- Sit down dining: For customers that have the time to have a leisurely meal. Food service takes longer and the menu options are more extensive.
- Sandwich shops: Considered to be part of the fast food segment, they are a direct competitor of **Jin's** as their food product is healthier than the fried alternatives of fast food. This competition comes primarily during lunch hours.
- Grocery markets: Serving prepared foods.

Customer buying patterns typically revolve around several different factors:

- Location: The restaurant is located near to work or home.
- Convenience: People eat out as it is quicker than preparing a meal themselves. Factors of convenience relative to sit down restaurants are the time it takes to be seated, served, and the hours of operation.
- Quality: The menu items must meet minimum levels of quality for people to be willing to spend money on the food, particularly when there are so many different options available.

### Strategy and Implementation Summary

**Jin's** will leverage its two-pronged competitive edge to quickly gain market share. The competitive edge consists of an experience focus (ensuring that the customer's experience is top notch) and offering a fast, healthy dining-out alternative. **Jin's** marketing effort will focus on communicating the message that it offers a convenient yet healthy dining

experience. This will be accomplished through a variety of ways to be detailed in the Marketing Strategy section. **Jin's** sales strategy will be an effort to convert potential and first-time customers into long-term customers.

### 3.1 Competitive Edge

**Jin's** will rely on a two-part competitive advantage to help it become the premier fast-casual offering.

- The importance of the experience. With so many restaurants and prepared food being offered at grocery markets, the customer experience becomes extremely important as an effective way of distinguishing offerings. When a customer has a good experience at a restaurant, there is a significant chance that they will become a repeat customer. It is this experience that remains in the customer's mind well after they have consumed all of their food. This memory is what is communicated to their friends and colleagues.
- Fast, healthy food alternative. There is a huge market demand for fast, convenient food that can be consumed without dietary concerns. **Jin's** offers exactly this, vegetables and meats that are grilled with or without healthy marinades and sauces that add flavor not fat. White and brown rice are offered as the starch of the meal. In addition to the plentiful amount of vegetables offered, green salads are also available.

#### Web Plan Summary

**Jin's** will have a Web presence with a simple, user-friendly website. The website will be used for menu information, contact and location information, as well as background for the story of **Jin's**.

Currently, **Jin's** has no plans to offer online menu ordering. **Jin's** will reconsider this decision at a later date if it appears that customer demand requests this feature.

## **4.1 Website Marketing Strategy**

The website will rely on two methods of marketing as a means for developing awareness of the site and increasing the number of visitors.

- Search engine submission: The website will be submitted to various search engines.
- Printed material: **Jin's** will reference the website address on all printed material that is passed out including menus, business cards, and advertising media.

## **4.2 Development Requirements**

Jin's has identified a skilled Web designer to design and develop the website. This programmer has impressive credentials from the State of Oregon Web development department. Jin's has negotiated a below market bid for the website



**SYRACUSE CITY**  
**Syracuse City Council Regular Meeting Agenda**  
**March 8, 2016 – 7:00 p.m.**  
City Council Chambers  
Municipal Building, 1979 W. 1900 S.

1. Meeting called to order  
Invocation or thought  
Pledge of Allegiance  
Adopt agenda
2. Presentation of the Syracuse City and Wendy's "Award for Excellence" to Savannah Byington and Bayley Reed.
3. Request to be on the agenda: Hill Air Force Base (HAFB) representatives to discuss 2016 Air Show.
4. Approval of Minutes:
  - a. Work Session Meeting of February 9, 2016.
  - b. Special Meeting of February 9, 2016.
  - c. Regular Meeting of February 9, 2016.
  - d. Special MBA Meeting of February 9, 2016.
  - e. Special Meeting of February 12, 2016.
  - f. Work Session Meeting of February 23, 2016.
  - g. Special Meeting of February 23, 2016.
  - h. Special Meeting of February 26, 2016.
5. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes.
6. Proposed Resolution R16-11 amending the Syracuse Arts Council bylaws.
7. Proposed Ordinance 16-13 amending Section 10.40.040 of the Syracuse City Code pertaining to minimum and maximum parking spaces.
8. Public Hearing: Proposed Resolution R16-13 updating and amending the Parks and Recreation section of the Syracuse City Consolidated Fee Schedule.
9. Authorize Administration to execute contract for South Bluff Road Secondary Water Transmission Line to Leon Poulsen Construction Company, Inc.
10. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes.
11. Councilmember Reports.
12. Mayor Report.
13. City Manager Report.
14. 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 3<sup>rd</sup> day of March, 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-Examine on March 3, 2016.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

March 8, 2016

## Agenda Item #2

Presentation of the Syracuse City and Wendy's "Award for Excellence" to Savannah Byington and Bayley Reed for the month of March 2016.

### *Factual Summation*

- Any questions regarding this item can be directed at CED staff. Please see the attached memos regarding the Award recipients for March 2016.

### *Recommendation*

The Community & Economic Development Department hereby recommends that the Mayor and City Council present the "Syracuse City & Wendy's Award for Excellence" to Savannah Byington and Bayley Reed for the month of March.



**Mayor**  
Terry Palmer

**City Council**  
Brian Duncan  
Craig Johnson  
Karianne Lisonbee  
Douglas Peterson  
Larry D. Shingleton

**Interim City Manager**  
Steve Marshall

## MEMORANDUM

**To:** Mayor and City Council

**From:** Community & Economic Development Department

**Date:** March 8, 2016

**Subject:** Presentation of the Syracuse City & Wendy's Award for Excellence to Savannah Byington, and Bayley Reed.

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### Background

The City wishes to recognize citizens who strive for excellence in athletics, academics, arts and/or community service. To that end, in an effort to recognize students and individuals residing in the City, the Community and Economic Development, in conjunction with Jeff Gibson, present the recipients for the "Syracuse City & Wendy's Award for Excellence."

### "Syracuse City & Wendy's Award for Excellence"

This monthly award recognizes the outstanding performance of a male and female who excel in athletics, academics, arts and/or community service. The following are the individuals selected for the award and the reasoning for their selection:

**Bayley Reed:**

Bayley Reed is a senior at Syracuse High School. Throughout her life, music has been a fundamental part of her studies. She grew up taking piano lessons, and won many competitions throughout. In high school, she has been a member of the A Cappella and Madrigals choirs for two years, serving as an Alto Section Leader, as well as accompanying many choirs and student soloists in their performances. She serves as the Women's Choir TA, where she accompanies their performances, keeps records, and assists in directing rehearsal. At Syracuse, She has taken multiple AP classes, including AP Music Theory. On top of her demanding school and performance schedule, she has her own piano studio where she teaches piano lessons to children. Bayley has a productive life because she wants to work hard and to do her best—no matter the challenge.

**Savanna Byington:**

Savanna is the leader of our HOPE Squad and Impact Team. She is an outstanding example of caring for others, working hard, succeeding in school, and including everyone! Recently, Savanna saw a student sitting alone at lunch and reached out to invite her to join a group with Savanna and friends. As the HOPE Squad president, she often receives reports of students in need and she answers the call willingly, either by reaching out to her peers or reporting serious issues to our school administration. Savanna genuinely cares for others! I am so grateful she is at Syracuse High! She's one of the reasons we are proud to be Titans!

**Both students will:**

- Receive a certificate and be recognized at a City Council meeting
- Have their picture put up in City Hall and the Community Center
- Have a write up in the City Newsletter, Facebook, Twitter, and website
- Be featured on the Wendy's product TV
- Receive \$10 gift certificate to Wendy's

**Recommendation**

The Community & Economic Development Department hereby recommends that the Mayor and City Council present the "Syracuse City & Wendy's Award for Excellence" to Bayley Reed and Savannah Byington



# COUNCIL AGENDA

March 8, 2016

## Agenda Item #3

Request to be on the agenda: Hill Air Force Base (HAFB) representatives to discuss the 2016 Air Show.

### *Factual Summation*

- Representatives of Hill Air Force Base (HAFB) have requested time on the agenda to provide the Council and residents with a briefing regarding the Warriors Over the Wasatch Air Show.
- Lt Col Kris Long will take 5 minutes to present the goals of the air show and open house, talk about this year's theme, give expectations for the event such as disclosing prohibited items, changes to parking and busing and letting people know which gates to use. Finally, Col Long will talk about who is scheduled to perform.



# COUNCIL AGENDA

March 8, 2016

Agenda Item #4

Approval of Minutes.

***Factual Summation***

- Please see the draft minutes of the following meeting(s):
  - a. Work Session Meeting of February 9, 2016.
  - b. Special Meeting of February 9, 2016.
  - c. Regular Meeting of February 9, 2016.
  - d. Special MBA Meeting of February 9, 2016.
  - e. Special Meeting of February 12, 2016.
  - f. Work Session Meeting of February 23, 2016.
  - g. Special Meeting of February 23, 2016.
  - h. Special Meeting of February 26, 2016.
  
- Any question regarding this agenda item may be directed at Cassie Brown, City Recorder.

Minutes of the Syracuse City Council Work Session Meeting, February 12, 2016

Minutes of the Work Session meeting of the Syracuse City Council held on February 12, 2016, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson  
Corinne N. Bolduc  
Karianne Lisonbee  
Dave Maughan

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

Excused: Councilmember Mike Gailey

City Employees Present:

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

The purpose of the Work Session was to review the agenda for the business meeting to begin at 7:00 p.m.; discuss agenda item 19: proposed refinance of Municipal Building Authority Series 2006, 2012, and 2014 Lease Revenue Refunding Bonds; discuss agenda item 16: public hearing to consider amendments to Transportation Impact Fees; review items forwarded by the Planning Commission: Proposed Ordinance 16-08 rezoning property located at approximately 1679 Marilyn Drive from R-3 Residential to Neighborhood Services and Proposed Ordinance 16-09 approving amendments to the bylaws of the Planning Commission; discuss Parks & Recreation Consolidated Fee Schedule updates; discuss agenda item 15: public hearing to consider budget amendments for the Fiscal Year ending June 30, 2016; discuss Fund Balance surplus for the Fiscal Year (FY) 2016 budget; discuss Committee Guiding Policies and Make Up of each committee per Title Two of the City Code; and discuss Council business.

[6:05:00 PM](#)

**Agenda review**

Mayor Palmer briefly reviewed the agenda for the business meeting to begin at 7:30 p.m.

1 [6:05:48 PM](#)

2 **Discussion regarding agenda item 19: proposed**  
3 **refinance of Municipal Building Authority Series 2006,**  
4 **2012, and 2014 Lease Revenue Refunding Bonds.**

5 A staff memo from the Finance Director explained the Municipal Building Authority (MBA) is a separate legal  
6 entity from Syracuse City Corporation. It was established in August 2006 to allow the City to streamline the funding and  
7 construction of city facilities. The MBA borrows funding, constructs facilities, and leases them to the City. The lease  
8 payments made by the City provide the revenue for the MBA to make the debt payments. Eventually the debt will be paid  
9 off and the properties will be deeded to the City. The executive board of the MBA is comprised of the Mayor and  
10 Councilmen of Syracuse City. The Municipal Building Authority issued bonds in 2006 and 2008 to construct City Hall,  
11 renovate the police station, and build an addition to the public works building. Those bonds are eligible for refinancing.  
12 This would include a refinance of the final year of the 2006 bond and also the remaining years on the 2012 and 2014 bonds.  
13 It is estimated that the City could save as much as \$600,000 in interest over the remaining life of the bonds. However, this is  
14 an estimate based on market conditions. There is a possibility that we would have no bidders and we would not be able to  
15 refinance. The bonds could be refinanced either by direct purchase or placing them out in the open market. I recommend that  
16 we do a direct purchase because it is less time intensive and allows us to have more flexibility on our call features. For full  
17 disclosure, the City could attempt to sell the bonds on the open market. This would cost the City more in closing costs but  
18 could attract better rates than the direct bids above. However, rates are volatile and could fluctuate upwards in the time it  
19 takes us to take the bond to market. If we went with this option, we would not be able to sell the bonds until March or even  
20 April. The risk is that rates would increase between now and then and erode any potential savings we would realize. Based  
21 on that fact, I would recommend going with the direct purchase option. Since the MBA and Syracuse City are two separate  
22 legal entities, we have two separate resolutions – one for Syracuse City and the other for the MBA. We will hold a special  
23 meeting of the MBA to approve the second resolution separately. The memo concluded staff recommends that the City  
24 Council approve the resolution and move forward with the refinancing process. This would include a 30 day public notice  
25 requirement and a request for proposal to potential companies to solicit their bids.

26 [6:05:58 PM](#)

1 Mr. Marshall reviewed his staff memo.

2

3 [6:07:25 PM](#)

4 **Discussion regarding agenda item 16: public hearing to**  
5 **consider amendments to Transportation Impact Fees.**

6 A staff memo from the Finance Director explained staff is currently in the process of evaluating and updating the  
7 impact fee plans for Syracuse City. This update is to our transportation impact fee plan. Historically the City has charged a  
8 transportation impact fee. This update is a requirement of the impact fee law. Below is a table that compares our current  
9 impact fees with the proposed fees:

10

Fees	Industrial	SFD	MFD	Assist Living	Hotel	Church	General Office	Retail / Shopping
Current	\$668	\$1,131	\$705	-	-	\$2,428	\$2,428	\$2,328
Proposed	\$612	\$743	\$488	\$255	\$444	\$685	\$1,085	\$2,703

11 Staff has provided an additional comparison of 21 other cities that charge a transportation impact fees. Syracuse is  
12 lower than the average for every category of impact fee. Impact fees can be charged to new development to help pay a  
13 proportionate share of the cost of planned facilities needed to serve the growth and development of the city. Impact fees are  
14 allowed per Utah Code 11-36A. Under that code, there are two separate plans required in order to charge a public safety  
15 impact fee. They are the Impact Fee Analysis and the Impact Fee Facilities Plan. An impact fee enactment ordinance is also  
16 required.

17 According to Utah Code 11-36a-301:

18 *(1) Before imposing an impact fee, each local political subdivision or private entity shall, except as*  
19 *provided in Subsection (3), prepare an **impact fee facilities plan** to determine the public facilities required to serve*  
20 *development resulting from new development activity.*

21

22 According to Utah Code 11-36a-303:

1                   (1) Subject to the notice requirements of Section 11-36a-504, each local political subdivision or private  
2                   entity intending to impose an impact fee shall prepare a **written analysis** of each impact fee.

3  
4                   11-36a-401. Impact fee enactment.

5                   (1) (a) A local political subdivision or private entity wishing to impose impact  
6                   fees shall pass an **impact fee enactment** in accordance with Section 11-36a-402.

7                   (b) An impact fee imposed by an impact fee enactment may not exceed the     highest fee justified by the  
8                   impact fee analysis.

9                   (2) An impact fee enactment may not take effect until **90 days** after the day on  
10                  which the impact fee enactment is approved.

11                 The impact fee enactment is attached as Ordinance 16-05 and is accompanied by, Exhibit A – impact fee facilities  
12                 plan, and Exhibit B – impact fee analysis. The memo also referenced Ordinance 16-06 that amends sections of the Syracuse  
13                 City municipal code; specifically Title XIII. The packet includes a redline document that shows the proposed changes.  
14                 These ordinances can both be approved tonight along with the resolution for the consolidated fee schedule; however, there is  
15                 a 90 day protest period before the ordinances and fee schedule would take effect. This would mean an effective date of May  
16                 9, 2016. The memo concluded staff recommends the City Council approve Ordinance 16-05 – impact fee enactment and  
17                 approve Ordinance 16-06 – updating Title XIII related to impact fees. Staff also recommends the City Council approve  
18                 resolution R16-07 updating the consolidated fee with the revised transportation impact fee amount. I recommend that these  
19                 ordinances and the consolidated fee schedule have an effective date of May 9, 2016.

20                 [6:07:37 PM](#)

21                 Mr. Marshall reviewed his staff meeting and introduced Susie Becker, the City’s Financial Advisory, who used the  
22                 aid of a PowerPoint presentation to review the legal process she and staff have followed to develop the proposal for updates  
23                 to the transportation impact fee. The State of Utah Impact Fees Act is found in Utah Code §11-36a. Cities must develop an  
24                 impact fee facilities plan as well as an impact fee analysis. The impact fee facilities plan must:

- 25                         • Identify existing and proposed service levels.  
26                         • Identify any excess capacity in system (“system” improvements only).

- 1           • Show demand created by new development and how demand will be met (i.e., consumption of excess
- 2           capacity and facilities needed).
- 3           • Identify facilities and cost for 6 to 10-year time period (funds must be spent within 6 years).
- 4           • Discuss funding options.

5           The impact fee analysis is a proportionate share analysis that includes a “buy-in” excess capacity component,  
6 information about new facilities required, information about other costs, i.e., engineering, financial, and fund balances, and  
7 information about financing and credits. To determine the impact fee amounts, it is necessary to perform an analysis of trips  
8 on City roads and to develop a proposed level of service. Excess capacity projects included in the impact fee facilities plan  
9 include 1000 West from State Road (SR) 198 to Bluff Road; 2000 West from 1700 South to 2700 South; Bluff and Gentile  
10 Street from 1000 West to 500 West. New construction projects include the SR 193 extension from 2000 West to 4000 West;  
11 2500 West Extension from 700 South to SR 193; 450 South from 1550 West to 2000 West; 1200 South extension to 3000  
12 West; Bluff Street re-route due to West Davis Corridor; 500 West extension to 1700 South; 1000 West from SR 193 to Bluff  
13 Street; 2000 West from SR 193 to 1700 South; 1700 South from 3000 West to 2000 West; Bluff and Gentile Street from  
14 1000 West to 500 West; and a roundabout at 3000 West and 700 South. The total cost for all new construction projects is  
15 approximately \$62,980,000, with the Syracuse City obligation being \$8,699,391. The total cost per trip based on the total  
16 project costs is \$1,456.96. This means the cost assessed for different land uses will fluctuate depending upon the number of  
17 daily trips generated by the use. Uses analyzed include industrial parks, single family housing, multi-family housing, mobile  
18 homes or RV parks, assisted living centers, hotels, churches, general office buildings, and shopping centers or strip malls.  
19 Ms. Becker concluded some cities group land uses together for simplicity purposes, but Syracuse can choose to assign a  
20 different fee to each land use or proceed with grouping. She added she can give the Council some comparable information to  
21 indicate how other cities define their fees and fee groups, but she noted that Syracuse should adopt fees based upon the  
22 impact fee analysis rather than adopting a fee similar to what is charged in other cities. She noted that some cities do not  
23 charge the maximum fee allowed by their analysis because they do not want to discourage certain types of economic  
24 development.

25 [6:16:45 PM](#)

26           Councilmember Lisonbee asked the rationale behind charging a higher fee for certain land uses is that those land  
27 uses have a greater impact on a community. She inquired as to why a convenience store would have a higher fee than other

1 types of commercial uses. Ms. Becker stated the Institute of Transportation Engineers Manual (ITE) provides standard traffic  
2 counts for different types of businesses. Mr. Marshall directed the Council to the section of their packet that provides traffic  
3 counts for business types. Ms. Becker stated the trip counts for different business types are legally defensible and the City  
4 has the right to multiply the trip counts by the cost per trip defined in the impact fee analysis. Councilmember Lisonbee  
5 stated it may be problematic for the City to charge lower fees to high impact businesses. Mr. Marshall stated that he would  
6 prefer to do whatever is most defensible. City Manager Bovero agreed and stated that he feels subcategories would serve the  
7 City well and in the event a unique or unusual business is seeking locating in the City and they do not fit within one of those  
8 subcategories, the Council could address that issue. The Council had a brief philosophical discussion to debate the method of  
9 categorization that is most appropriate for the City, ultimately concluding to continue their discussion during this evening's  
10 business meeting. Mr. Marshall referred the Council to information in the meeting packet that provides a comparison of the  
11 grouping categorization that other cities use.

12  
13  
14 [6:26:07 PM](#)

15 **Review items forwarded by the Planning Commission:**  
16 **Proposed Ordinance 16-08 rezoning property located at**  
17 **approximately 1679 Marilyn Drive from R-3 Residential**  
18 **to Neighborhood Services.**

19 A staff memo from the Community and Economic Development (CED) Department explained provided the  
20 following information about the application:

21	Location:	1679 Marilyn Drive
22	Current Zoning:	R-3
23	Requested Zoning:	Neighborhood Services
24	General Plan:	Neighborhood Services
25	Total Area:	1.13 Acres
26	PC Approval:	2/2/16 – unanimous vote

1 The applicant is requesting to rezone the property from R-3 to Neighborhood Services which matches the General  
2 Plan map. They would like to build a small animal clinic on the property which is an allowed use in the Neighborhood  
3 Services zone. This application is only for the zone change. The applicant will be required to receive site plan approval from  
4 Planning Commission and a positive recommendation from the Architectural Review Committee. As part of the site planning  
5 process, the parking, landscaping, lighting, building architecture, and details of the project will be evaluated. They will be  
6 required to construct a 6' fence and dense landscaping next to any neighboring residential houses. The proximity of the parcel  
7 to neighboring houses (<200') prohibits them from running an animal hospital. The difference between an animal hospital  
8 and clinic is that hospitals treat livestock and poultry, and have outdoor exercise runs. An animal clinic would be allowed at  
9 this location as long as the walls are soundproofed. The property does not meet the requirements to be a commercial kennel  
10 because it is not 5 acres and 200 feet from neighboring houses.

11 The memo concluded the Planning Commission has recommended approval of the rezone of property located at  
12 1679 Marilyn Drive from R-3 to Neighborhood Services, subject to all applicable requirements of the City's municipal  
13 codes.

14 [6:26:20 PM](#)

15 CED Director Mellor reviewed his staff memo.

16  
17 [6:28:14 PM](#)

18 **Review items forwarded by the Planning Commission:**

19 **Proposed Ordinance 16-09 approving amendments to**

20 **the bylaws of the Planning Commission.**

21 A staff memo from the City Attorney explained that following the City Council and Planning Commission joint  
22 session he made some additional changes to the by-laws based upon his perception of the direction of the Council as a  
23 whole. The following parts of the by-laws have been modified/annotated from our previous version:

24 **II.B Duties of Chair** – New subsection (14) addressing the procedure by which the Commission seeks  
25 preliminary authorization from the Council before it begins any work on code amendments. If an issue is  
26 identified as being problematic or in need of attention, the Chair solicits approval from the Council to move

1 forward with code amendments. This is meant to save the time of commissioners, councilmembers and  
2 staff, to avoid putting substantial effort into issues which the Council does not think need attention. If the  
3 Chair does not agree that the issue should be brought to the Council's attention, then two commissioners  
4 may impose upon the Chair a duty to bring the issue to the Council's attention.

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

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

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

20 **VI Voting** – There was significant concern expressed over changing the number of votes necessary to  
21 transact business before the Commission. There is a concern that reducing the number of required votes  
22 only encourages poor attendance. See my comments in the draft.

23 [6:28:22 PM](#)

24 Mr. Roberts reviewed his staff memo.

25  
26 [6:29:19 PM](#)

1 **Discussion regarding Parks & Recreation Consolidated**

2 **Fee Schedule updates.**

3 A staff memo from the Finance Director explained City Administration is in the process of doing a comprehensive  
4 review and update to our consolidated fee schedule. Because it is 15 pages long, we have decided the best course of action  
5 would be to split it up into departments and review each of them separately with the City Council. We have reviewed our  
6 fees with 11 other cities for comparative purposes. These cities include Clinton, West Point, Clearfield, Layton, Kaysville,  
7 Roy, Farmington, Sunset, Centerville, Riverdale, and Bountiful. Based upon this review, we are recommending some  
8 changes and updates to the consolidated fee schedule for parks and recreation. This agenda item is for discussion only. Any  
9 updates would have to be done at a later date with a public hearing and resolution for approval. The memo concluded staff  
10 recommends the Council discuss potential changes to parks and recreation fees and set a date for a public hearing and  
11 approval of fee changes.

12 [6:29:27 PM](#)

13 Mr. Marshall reviewed his staff memo and a spreadsheet providing the City's current fees, fees charged by the  
14 benchmark cities, and the proposed updated City fee. He noted staff is not recommending action on this item tonight; rather,  
15 City Administration would like to review each Department's fees individually with the hopes of taking action on the entire  
16 fee schedule in June.

17 [6:31:37 PM](#)

18 Councilmember Anderson noted that staff compared fees for like programs, but she is aware of programs in other  
19 cities with longer seasons than offered in Syracuse. She wondered if that was taken into consideration when recommending  
20 fee amendments. Parks and Recreation Director Robinson stated that the sports seasons in all cities are similar to the seasons  
21 in Syracuse, with the exception of Kaysville.

22  
23 [6:32:15 PM](#)

24 **Discussion regarding agenda item 15: public hearing to**  
25 **consider budget amendments for the Fiscal Year ending**  
26 **June 30, 2016. (5 min.)**

1 A staff memo from the Finance Director explained this budget request does not include approval for uses of our fund  
2 balance surplus. The fund balance discussion will be included on a separate agenda item and will be for discussion only. The  
3 memo asked that the Council review the detailed capital projects listing attached with this document for recommended  
4 changes. In this budget opening, we have carryover for projects from FY2015. These projects were started last fiscal year  
5 and were not completed by June 30, 2015. We also are proposing new projects and updates to approved projects as follows:

- 6 ○ New - Monterey Estates Trail - \$175,000.
- 7 ○ New - Diversion Box at Jensen Pond - \$50,000
- 8 ○ Revised – Rock Creek Park Improvements - \$677,000
- 9 ○ Revised - Surface Treatments of roads - \$408,400
- 10 ○ Revised - Marilyn Acres Phase III - \$1,094,000
- 11 ○ Carryover – 2000 West Storm Drain Impact - \$93,786
- 12 ○ Carryover – Steeds Storm Drain Outfall - \$700,000
- 13 ○ Carryover – Smedley Acres Phase II - \$355,691
- 14 ○ Carryover – 3000 West Project - \$2,805,000
- 15 ○ Carryover – Pavement Preservation Project - \$424,946
- 16 ○ Carryover – Antelope Dr. and 3000 West Intersection - \$296,000
- 17 ○ Carryover – Uncover sewer manholes / main replacement - \$300,000
- 18 ○ Carryover – SR-193 Trail extension - \$10,200
- 19 ○ Carryover – Centennial Park Restroom with pump house - \$250,000

20 • Changes to **operational budgets:**

21 **General Fund – major changes**

- 22 ○ \$46,000 increase in sales tax revenue.
- 23 ○ \$56,000 increase in building permits.
- 24 ○ \$49,600 increase in plan check fees.
- 25 ○ \$40,000 decrease in court fines
- 26 ○ **\$114,600 total net increase in revenues**
- 27 ○ \$18,150 - Efficiency Audit carryover.

- 1           ○ \$10,000 increase for sick leave cash out program.
- 2           ○ \$10,000 increase for contract for bailiff services.
- 3           ○ \$30,214 increase in salary and benefits for DCED – move code enforcement over to DCED and new
- 4           Development Services Manager position.
- 5           ○ \$19,618 decrease in salaries in Police – move Code Enforcement to DCED. Add 1 new crossing guard
- 6           at 4000 west.
- 7           ○ \$22,239 increase in salaries for Parks & Rec – overtime costs for snow removal and park maintenance
- 8           worker I part time position.
- 9           ○ \$11,497 increase in benefits for streets department – employee elected to receive insurance benefits.
- 10          ○ **\$87,973 total net increase in expenses**
- 11          **Beginning surplus - \$53,470**
- 12          **Change from above - \$29,118**
- 13          **Total revised surplus - \$80,097**

14

15          **All Other Funds – Significant Changes**

- 16          ○ \$30,000 increase for parks master plan carryover
- 17          ○ \$21,250 increase for arborist and to fix cemetery fence and building.
- 18          ○ \$136,172 increase for new gas tax and sales tax revenue for roads.
- 19          ○ \$147,000 increase for CDBG grant – Smedley Acres Phase II.
- 20          ○ \$100,000 increase for additional funding for pavement preservation.
- 21          ○ \$12,000 increase for engineering and design for 500 West extension.
- 22          ○ \$15,000 carryover for transportation impact fee plan update.
- 23          ○ \$10,000 increase for purchase of secondary water.
- 24          ○ \$10,000 increase in culinary and secondary impact funds for IFFP and IFA updates.
- 25          ○ \$19,000 increase in depreciation expense – culinary fund.
- 26          ○ \$20,000 increase in sewer revenues and disposal fees.
- 27          ○ \$23,500 increase for garbage can purchases.

- 1                   o   \$37,986 increase in RDA for payment to Fun Center – revised contract.
- 2                   o   \$30,000 increase in RDA for professional & technical for creation of CDA.
- 3                   o   \$40,800 increase in revenues in capital projects for SR-193 landscaping monies.
- 4                   o   \$192,048 decrease in capital equipment – increase in public works shed and decrease in breathing
- 5                               apparatus for fire department.

6                   The memo also reviewed proposed changes to staffing levels. Administration is proposing eliminating 4 part-time  
7 positions (2 park maintenance worker I and 2 recreation coordinators) in the parks and recreation department and instead hire  
8 2 full-time positions in their place. The new positions would be a full-time recreation coordinator and a full-time park  
9 maintenance worker I. The net cost to the FY2016 budget would be 0. We could fund the 2 new full-time positions within  
10 the current budget. This is due to the fact that we have been unsuccessful in hiring all 4 part-time positions over the last 7  
11 months and due to turnover in these positions. The net impact to the FY2017 budget and to future budgets is estimated at a  
12 total cost of \$44,000. The memo concluded staff recommends the Council approve R16-08 adjusting the Syracuse City  
13 Budget for Fiscal Year ending June 30, 2016. Administration also recommends approving the request for 2 full-time  
14 positions in exchange for eliminating 4 part-time positions.

15 [6:32:39 PM](#)

16                   Mr. Marshall reviewed his staff memo.

17 [6:35:41 PM](#)

18                   The Council engaged in a discussion about the items included in the proposed budget opening, with a focus on the  
19 proposal to adjust the staffing plan for the Parks and Recreation Department. Councilmember Maughan indicated he  
20 understands the dilemma the Department is facing, but he wonders if there are other solutions besides what is being  
21 recommended; he would like to explore the issue further before taking action on the recommendation this evening. Mayor  
22 Palmer stated the Council can discuss the item in further detail during tonight's business meeting.

23

24 [6:41:14 PM](#)

25 **Discussion regarding Fund Balance surplus for the**  
26 **Fiscal Year (FY) 2016 budget.**

1 A staff memo from the Finance Director referenced the City Council adopted fund balance policy. Our goal is to  
2 maintain a minimum fund balance of 16.7%. When our fund balance increases above the 16.7%, the City Council has  
3 approved a policy that identifies how that money could be used. It states, “*Should the City exceed the 16.7% target level, the*  
4 *City Manager shall prepare a recommendation to the council on how to utilize excess funds for capital improvements or*  
5 *other one-time expenditures.*” Mayor Palmer and City Manager Bovero have identified several options in which the fund  
6 balance could be used. The recommendations are listed in a PowerPoint presentation. Our fund balance policy also states,  
7 “*Amounts in excess of the targeted maximum of 16.7% of general fund revenues may be spent upon approval by the City*  
8 *Council. Approved uses of fund balance would include capital improvements (i.e. streets, parks, etc), capital purchases (i.e.*  
9 *vehicles, equipment, etc), debt reduction, or other one-time expenditures as identified by the City Council*”. The City Council  
10 should determine and prioritize how the surplus monies are spent. This needs to be done before June 30, 2016 to avoid  
11 another finding in our financial audit. Based on the discussion at the January work session, we have amended the  
12 recommendation on the amounts in excess of the 16.7%. The memo concluded City Administration recommends the  
13 Council consider an appropriation of the following items at this budget opening:

14	a. Plan for wage compression fix:	\$156,500
15	b. Grant/Donation Match for Amphitheater:	\$50,000*
16	c. Grant/Donation Match for Splash Pad at Chloe’s:	\$200,000*
17	d. Park Security Cameras:	\$7,000
18	e. Historic Building/New Marquee Sign:	\$20,000
19		<hr/>
		\$433,500 *

20 \*\$250,000 only spendable if grant/donation match is achieved.

21 City Administration also recommends the Council consider postponing all other items from the January work  
22 session to future work sessions to give the Council time to discuss and prioritize.

23 [6:41:23 PM](#)

24 Mr. Bovero reviewed his staff memo and used the aid of a PowerPoint presentation to provide additional  
25 information about City Administration’s recommendation, which includes two optional tiers. Tier one includes addressing the  
26 wage compression issue, provide a grant match for the amphitheater project, provide a grant donation for the splash pad at  
27 Chloe’s Sunshine Playground, purchase and install park security cameras, and relocate a historic building and marquee sign

1 to the museum property. The total cost for all tier one options is \$433,500. Tier two includes funding the development of a  
2 10-year strategic financial plan, funding an Antelope Island Market Study (with possible grant funding), complete 2000 West  
3 project betterments, fund West Davis Corridor interchange betterments, acquire parkland, and construct the Centennial Park  
4 pavilion. The total cost for all tier two options is \$365,000.

5 [6:44:51 PM](#)

6 Councilmember Lisonbee stated that she feels really strongly that the City should not fund a splash pad feature at  
7 Chloe's Sunshine Playground as it would compete with The Rush, a private business in the City. Councilmember Maughan  
8 indicated he is concerned that the Council is being asked to vote on these recommendations tonight without being given the  
9 opportunity to have more detailed discussion or provide their own recommendations for use of the fund surplus. Mr. Bovero  
10 stated that is the purpose of this agenda item and he is happy to facilitate additional discussion among the Council.  
11 Discussion regarding the projects included in both tiers ensued, with the Council concluding they would like to delay action  
12 on this item in order to take the time to identify other options for reasonable use of the budget surplus. The Council then  
13 engaged in a brief discussion regarding options for addressing the wage compression issue, with Councilmember Maughan  
14 indicating he is willing to address 25 percent of the wage compression shortage and, if possible, stretch even further to  
15 address more of the shortage. Mr. Bovero stated there will be many opportunities for continued discussion of methods for  
16 addressing the wage compression issue.

17  
18 [6:57:01 PM](#)

19 **Discussion regarding Committee Guiding Policies and**  
20 **Make Up of each committee per Title Two**

21 [6:57:11 PM](#)

22 Councilmember Bolduc stated that she and Councilmember Lisonbee wanted to talk about the makeup of some of  
23 the committees that serve as advisory bodies to the City Council. She stated there are some concerns that the entire City is not  
24 represented on some of the committees, specifically the Parks Advisory Committee. She would like to increase the  
25 membership of the Parks Advisory Committee from seven members to as many people that are willing to participate. Mayor  
26 Palmer stated he hesitates to have too many members on the Parks Advisory Committee as it may cause their meetings to be

1 much longer. Councilmember Maughan stated the scope of the Parks Advisory Committee is narrow and he does not believe  
2 their meetings will become too lengthy if the membership is increased from seven. He stated he would prefer to have greater  
3 representation on advisory committees. The Council engaged in a discussion regarding the scope of the Parks Advisory  
4 Committee, with Councilmember Lisonbee stating she would like to see Syracuse's committee become more similar to parks  
5 committees in other cities, where members are assigned to oversee individual parks. She stated she would like to amend Title  
6 Three of the City Code to update the scope of the committee and increase the membership of the committee. Councilmember  
7 Anderson agreed and stated she likes the idea of giving committee members ownership over individual parks.

8

9 [7:05:23 PM](#)

10 **Council business**

11 There was not sufficient time for Council business.

12

13

14 The meeting adjourned at 7:05 p.m.

15

16

17 \_\_\_\_\_  
18 Terry Palmer  
19 Mayor

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

20  
21 Date approved: \_\_\_\_\_

Minutes of the Syracuse City Council Special Meeting, February 9, 2016

Minutes of the Special Meeting of the Syracuse City Council held on February 9, 2016, 2016, at 7:05 a.m., in the Council Conference Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson  
Corinne N. Bolduc  
Karianne Lisonbee  
Dave Maughan

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

Excused: Councilmember Mike Gailey

Staff Present: City Attorney Paul Roberts

7:05:16 PM

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 7:05 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

7:05:29 PM

2. 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

COUNCILMEMBER BOLDUC MADE A MOTION TO CONVENE IN A 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 PURCHASE, EXCHANGE, OR LEASE OR REAL PROPERTY AND PENDING OR REASONABLY IMMINENT LITIGATION. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

The closed session began at 7:05 p.m.

The meeting reconvened at 7:17 p.m.

1           At 7:18 p.m. COUNCILMEMBER BOLDUC MADE A MOTION TO ADJOURN. COUNCILMEMBER  
2 ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this  
3 vote was taken.

4

5

6 \_\_\_\_\_  
7 Terry Palmer  
8 Mayor

\_\_\_\_\_

Cassie Z. Brown, CMC  
City Recorder

8

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

Minutes of the Syracuse City Council Regular Meeting, February 9, 2016

Minutes of the Regular meeting of the Syracuse City Council held on February 9, 2016 at 7:29 p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson  
Corinne N. Bolduc  
Karianne Lisonbee  
Dave Maughan

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

Absent: Councilmember Mike Gailey

City Employees Present:  
City Attorney Paul Roberts  
Finance Director Steve Marshall  
Community Development Director Brigham Mellor  
Public Works Director Robert Whiteley  
Fire Chief Eric Froerer  
Parks and Recreation Director Kresta Robinson  
Police Lieutenant Heath Rogers

7:29:08 PM

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 7:37 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Maughan provided an invocation. A local Boy Scout then led all present in the Pledge of Allegiance.

7:30:42 PM

COUNCILMEMBER LISONBEE MOVED TO ADOPT THE AGENDA. COUNCILMEMBER ANDERSON SECONDED THE MOTION. Councilmember Gailey was not present when this vote was taken.

7:30:53 PM

2. Presentation of the Syracuse City and Wendy's "Award for Excellence" to Jakob Worthen and Katelyn Nelson for the month of February 2016.

The City wishes to recognize citizens who strive for excellence in athletics, academics, arts and/or community service. To that end, in an effort to recognize students and individuals residing in the City, the Community and Economic Development, in conjunction with Jeff Gibson, present the recipients for the "Syracuse City & Wendy's Award for

1 Excellence". This monthly award recognizes the outstanding performance of a male and female who excel in athletics,  
2 academics, arts, and/or community service. The monthly award recipients will each receive a certificate and be recognized at  
3 a City Council meeting; have their photograph placed at City Hall and the Community Center; be written about in the City  
4 Newsletter, City's Facebook and Twitter Feed, and City's website; be featured on the Wendy's product television; and  
5 receive a \$10 gift certificate to Wendy's.

6 Mayor Palmer noted both teens receiving the award for February 2016 were nominated by the Syracuse Arts  
7 Academy.

8 Jakob Worthen:

9 Jakob is a very enthusiastic and helpful student at Syracuse Arts academy. He is always willing to help others. He  
10 plays football for Syracuse Storm and is very hard working. He shows great sportsmanship and is a team player.

11 Jakob also works hard in the classroom and is a great student with a big heart and a big smile for everyone!

12  
13 Katelyn Nelson:

14 Katelyn excels in academics and always puts forth exceptional effort. She always takes the initiative and has an  
15 amazing work ethic. Katelyn always strives for excellence in everything that she does. With such passion and drive  
16 she has a great future ahead of her!

17  
18 [7:34:25 PM](#)

19 3. Recognition: Presentation of completion certificates to recent CERT trainees.

20 A staff memo from Fire Chief Froerer explained the Fire Department recently hosted a CERT Course, which is a  
21 program that prepares participants to be able to help themselves, their family and their neighbors in the event of a disaster.  
22 CERT teams also help the community year-round by helping with community emergency plans, neighborhood exercises,  
23 preparedness outreach, and workplace safety. In addition to supporting emergency responders during a disaster, the CERT  
24 program builds strong working relationships between emergency responders and members of our community. Completion  
25 certificates will be presented to: Branden Piper, Bennett Fraser, Bruce Hassard, Bill Mott, Donald Cramer, Kyle Lashley,  
26 Alice Benard, Pollyanna Barss, Katie Schofield, Rachel Jenkins.

27 [7:34:25 PM](#)

1 Chief Froerer reviewed his staff memo and noted five of the 11 trainees are present this evening to receive their  
2 certificate. He presented Donald Cramer, Branden Piper, Bennett Fraser, Pollyanna Barss, and Katie Schofield with their  
3 certificates.

4

5 [7:37:19 PM](#)

6 4. Approval of Minutes:

7 The following minutes were reviewed by the City Council: Work Session and Regular Meetings of January 12, 2016  
8 and the Work Session and Special Meetings of January 26, 2016.

9 [7:37:38 PM](#)

10 Councilmember Lisonbee suggested edits to two sets of the minutes; she asked that her comments included on page  
11 two, line 24 of the January 12 work session minutes be altered to provide more specificity as she feels the comment she made  
12 is an important one. She then referenced the regular meeting minutes of January 12 and asked that page eight, lines 16  
13 through 18 be altered to include a question she asked to allow Community Development Director Mellor to provide an  
14 answer to a question asked by a resident that spoke during the public comment portion of the meeting.

15 [7:40:11 PM](#)

16 Councilmember Maughan stated he was contacted by Joannie Panucci who reminded him that her closing comment  
17 during the public comment portion of the meeting was “now you want to change the law; there is nothing wrong with the  
18 law”. He stated he remembers her making that comment and she would like it reflected in the record, which he is supportive  
19 of.

20 [7:40:38 PM](#)

21 COUNCILMEMBER LISONBEE MADE A MOTION TO APPROVE THE MINUTES OF THE WORK  
22 SESSION AND REGULAR MEETINGs OF JANUARY 12, 2016 AND THE WORK SESSION AND SPECIAL  
23 MEETINGS OF JANUARY 26, 2016, AS AMENDED. COUNCILMEMBER BOLDUC SECONDED THE MOTION;  
24 ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

25

26 [7:40:56 PM](#)

1 5. Public comments

2 Council member Maughan stated that he has been contacted by several citizens who have inquired as to why the  
3 Council does not respond to questions or comments made during public comments. He asked for information regarding this  
4 issue or clarification on policy that has been set in the past. City Recorder Brown stated in the past, the City's legal counsel  
5 has indicated that the problem with engaging in extensive discussion regarding an issue that has been raised during the public  
6 comment session is that such a discussion has not been advertised on an agenda giving others the opportunity to attend the  
7 meeting and hear or contribute to the discussion. If an issue is raised during public comments and the Council would like to  
8 explore that issue further, staff has suggested the Council direct staff to properly advertise further discussion or direct a  
9 member of staff to meet with the individual to address or answer their questions.

10 [7:43:12 PM](#)

11 TJ Jensen stated he has two issues to address this evening; the first relates to the scope of the Planning Commission.  
12 Mention was made about the possibility of the City acquiring a property on 2000 West and Title Three of the City Code  
13 indicates that the Planning Commission should be asked for a recommendation regarding such real estate transactions. He  
14 stated the second issue he would like to address deals with the proposed mission statement for the City; there is a passage that  
15 discusses working with the Utah Department of Transportation (UDOT) pertaining to the West Davis Corridor project and he  
16 mentioned during the Council's last meeting that he feels it is premature to include that statement in the mission statement  
17 document. He has since reached out to a couple of entities, specifically Utahans for Better Transportation and the Nature  
18 Conservancy, and UDOT is currently in the process of modeling alternative routes for the West Davis Corridor and all  
19 entities are concerned with the outcome of that process and will not take action before understanding the final  
20 recommendation. He stated that it may be a foregone conclusion that the road will be built, but he still does not feel it is wise  
21 to include information about the project in the City's mission statement without first understanding the record of decision  
22 issued by UDOT.

23 [7:45:43 PM](#)

24 Chris Whetton stated he is a former Syracuse employee; he worked in the Fire Department for 10 years and he  
25 wanted to thank Chief Froerer and Deputy Chief Hamblin and the excellent staff he worked with for several years. He stated  
26 he would like to encourage the City Council to take good care of the employees in the Fire Department; some employees  
27 have left the Department with the biggest reason for their departure being pay. He stated the Department has many talented

1 employees, but many great employees have left recently and he hopes the Council can appreciate those employees.

2 [7:47:09 PM](#)

3 Scott Crawley stated he lives in Clearfield, but he is a former Syracuse resident. He provided the Council and Mayor  
4 with copies of a section of Syracuse City Code and noted he is involved in a multi-hundred thousand dollar lawsuit over a  
5 structure built in Syracuse City by the City's former building inspector and his wife, Rick and Betsy Thurgood. He stated  
6 Betsy Thurgood is now Betsy Panucci. He stated he is at a total loss and at risk of losing everything. He addressed Mayor  
7 Palmer and stated he tried contacting him twice via telephone and left him messages, he stopped by his place of private  
8 employment, and even wrote him a letter and he would like to know why he has not received a reply. He stated the Mayor's  
9 duty is to enforce the laws and ordinances of the City. He indicated he came before the City because he was upset at the  
10 Thurgoods and he found out that Betsy Panucci and her new husband, Fred Panucci, are doing the same thing at their home  
11 located at 1104 W. 1275 S. as they did in the former Thurgood home that he purchased. He stated that the Thurgoods have  
12 spent a lifetime – about 30 years – building structures without permits or inspections and those structures were built out of  
13 code. He stated the shop built on the property he purchased from the Thurgoods is falling in and has been condemned; he has  
14 no insurance and when brought this issue to the City and spoke with Brian Lemmons he provided him with a copy of the  
15 City's ordinance, at which point Mr. Lemmons threw the papers on the table and said "I don't care about you, I don't care  
16 about your property, and I don't care about Clearfield City's ordinance." Mr. Crawley stated that he clarified for Mr.  
17 Lemmons that the ordinances he provided were from Syracuse City and Mr. Lemmons again said that he did not care and  
18 could do anything he wants to do because he is the building official. Mr. Crawley then displayed a bible and stated that he  
19 will swear to the Council and Mayor that his statements about Mr. Lemmons are true. He understands City Manager Bovero  
20 asked Mr. Lemmons about the interaction during a small investigation and Mr. Lemmons denied it. He stated he would like  
21 to issue a challenge that he is willing to pay for; he stated he will pay for a polygraph for himself and Mr. Lemmons to  
22 determine who is lying. He stated he is willing to swear on a stack of bibles that the statements made about Mr. Lemmons are  
23 true. He then stated the City is supposed to protect its residents, but changing the laws does not provide that protection. He  
24 stated the law previously said that completing certain work on a structure shall be a class B misdemeanor, but that wording  
25 was changed to give the City discretion when determining whether to charge a violator with a class B misdemeanor. He  
26 asked if the language was changed to protect the guilty rather than the innocent. He noted he is having a hard time accepting  
27 what the Council has done.

1 [7:51:00 PM](#)

2 Joannie Panucci stated the building official's job in the City is to enforce the City ordinances for the safety and  
3 welfare of the people in the community and she does not believe that happened. When the building official visited the  
4 property referenced by Mr. Crawley, Betsy Panucci told him that she thought she pulled a permit for the work. She stated  
5 Betsy Panucci did pull a permit in 2006 for the basement, but no inspections were done on a project that entailed completing  
6 a bedroom and bathroom. She stated Betsy Panucci was married to the building official in Syracuse for nine years. She then  
7 stated that Councilmember Bolduc made the comment in a previous meeting that it is possible people do not know they need  
8 to obtain permits or get inspections for certain work they are performing in their home, but most people understand they need  
9 a permit and inspections when they are actually building something. She stated that when Mr. Lemmons visited the property  
10 he asked Betsy Panucci to come to City Hall and fill out a building permit application; she displayed a copy of the application  
11 and indicated it is not completed on the left side and she wondered how it was accepted by the building official. She added  
12 she pulled the permit issued by Mr. Lemmons and stated there is absolutely nothing on the permit indicating an inspection  
13 was performed. She asked what Mr. Lemmons inspected on the property and stated that all he did was complete a final  
14 inspection and authorize move-in. She stated they were already occupying the basement; even the plans submitted the second  
15 time around were different than what was initially submitted. She stated she knows what the basement looks like as she has  
16 been in it and the plans are incorrect. She emphasized Betsy Panucci knew she needed to have the work inspected. She then  
17 noted the City's ordinance previously indicated that the violation committed by Betsy Panucci 'shall' be a class B  
18 misdemeanor. The definition of the word 'shall' in the City Code is mandatory. She stated there is no gray area and the  
19 violation committed warranted a class B misdemeanor, which was not filed by the City. She asked why that happened and  
20 stated she would like someone from the City to call and tell her what happened. She addressed City Attorney Roberts and  
21 asked why the issue was not looked into further. She stated she would like for the proper thing to be done in this instance and  
22 she feels a class B misdemeanor should be issued for the violation.

23

24 [7:54:57 PM](#)

25 6. Proposed Resolution R16-02 appointing members to the Syracuse

26 City Parks Advisory Committee.

1 An administrative staff memo explained Mayor Palmer has recommended the appointment of three full and one  
2 alternate member to the Parks Advisory Committee.

3 [7:54:57 PM](#)

4 Councilmember Maughan stated the Council had a discussion about this issue during the work session that centered  
5 on increasing the membership of the committee to provide better representation for the entire City.

6 Mayor Palmer stated that in light of the work session discussion he had planned to recommend that the person listed  
7 in the proposed resolution as an alternate member be made a full member of the committee. Councilmember Lisonbee stated  
8 the City Code indicates that the committee shall be comprised of seven members and she would be concerned about  
9 appointing more than seven members at this time.

10 [7:55:33 PM](#)

11 COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT PROPOSED RESOLUTION R16-02  
12 APPOINTING MEMBERS TO THE SYRACUSE CITY PARKS ADVISORY COMMITTEE. COUNCILMEMBER  
13 BOLDUC SECONDED THE MOTION.

14 [7:57:19 PM](#)

15 Councilmember Anderson asked if the Council will have the ability to amend the section of City Code governing the  
16 committee after appointing new members to the committee. City Attorney Roberts answered yes. He added the Council has  
17 the ability to adjust the resolution this evening and appoint a few members to satisfy the maximum number of committee  
18 members as seven. Councilmember Lisonbee stated she feels the Council can reach consensus during the next Council work  
19 session meeting and adjust the City Code to reflect their desires for the committee. She stated she would prefer to wait until  
20 after that work is complete to appoint new members.

21 [7:58:29 PM](#)

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

24

25 [7:58:36 PM](#)

26 7. Proposed Resolution R16-10 designating and appointing certain appointed

1 officers of Syracuse City.

2 An administrative staff memo explained Section 10-3-916 of the Utah Code dictates that following a municipal  
3 election the Mayor, with advice and consent of the Council, shall appoint an individual to the offices of City Recorder and  
4 City Treasurer. Section 2.05.090 of the Syracuse City Code dictates that the Mayor, with the advice and consent of the  
5 Council, shall also appoint an individual to the office of Chief of Police. Proposed Resolution R16-10 has been drafted to  
6 provide the Mayor and Council the opportunity to fulfill the statutory requirements defined in State Code and City Code.

7 [7:58:50 PM](#)

8 COUNCILMEMBER LISONBEE MADE A MOTION TO ADOPT PROPOSED RESOLUTION R16-10  
9 DESIGNATING AND APPOINTING CERTAIN APPOINTED OFFICERS OF SYRACUSE CITY. COUNCILMEMBER  
10 MAUGHAN SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this  
11 vote was taken.

12

13 [7:59:56 PM](#)

14 8. Proposed Resolution R16-06 appointing City Councilmembers to various  
15 committee positions and assignments.

16 An administrative staff memo explained at the beginning of each calendar year, the City Council reviews the list of  
17 appointments and assignments and makes changes according to recent election results or other determining factors. This item  
18 was briefly discussed during the January 12, 2016 business meeting, but was tabled until January 26 to give the Council more  
19 time to review and consider the appointments included in the resolution. Following discussion at the January 26 meeting,  
20 staff used Council feedback to update the proposed resolution for formal consideration by the Council.

21 [8:00:18 PM](#)

22 Councilmember Maughan stated that he volunteered to serve as the liaison to the Museum Board, but cannot fulfill  
23 that commitment if the group meets weekly as indicated on the spreadsheet included in the Council packet. Mayor Palmer  
24 stated they meet once monthly on the second Tuesday of the month at 9:30 a.m. Councilmember Maughan stated he can  
25 accommodate that schedule.

26 [8:00:31 PM](#)

1 COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT RESOLUTION R16-06 APPOINTING CITY  
2 COUNCILMEMBERS TO VARIOUS COMMITTEE POSITIONS AND ASSIGNMENTS. COUNCILMEMBER  
3 BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote  
4 was taken.

5

6 [8:01:06 PM](#)

7 9. Proposed Resolution R16-12 authorizing Syracuse City Police Department to  
8 apply property in the Police Department's possession to public interest use and  
9 designating a specific public interest use for this property.

10 A staff memo from the Police Chief explained the Police come into possession of property in several ways. The  
11 property may be turned in as "found" property, it may be seized as evidence, or it can be seized for safekeeping and  
12 abandoned after it is taken into police custody. For instance, a bicycle might be left on your front lawn, it might be seized by  
13 police because it was stolen, or a person may be arrested while they were riding their bicycle, resulting in the bike being held  
14 until they come to retrieve it. Under State law, after sufficient due diligence is taken to notify the owner that the Department  
15 is holding their property, the City Council may take action to appropriate the property for public interest use. Codes permit  
16 the City to donate such items to bona fide charities, if the Council makes that designation. As per our usual practice, the  
17 Department seeks to donate the bicycles to the Farmington Children's Justice Center for charitable purposes. There are few  
18 other items which the Department would like to convert to actual use in the Department, and two sets of items which the  
19 Department would like to sell. It is the Council's prerogative to determine the appropriate public interest use to which  
20 these items should be applied.

21 [8:01:18 PM](#)

22 Police Chief Atkin reviewed the staff memo.

23 [8:02:38 PM](#)

24 Councilmember Lisonbee referenced a bill being considered in the current legislative session regarding seized  
25 property resulting from someone being suspected of a crime but never actually being convicted of the crime. She asked if any  
26 of the surplus property included on the list in the Council packet would fall within that classification. Chief Atkin stated he  
27 does not believe so; the majority of the surplus items, especially the bikes, are lost and found items and they do not have

1 evidentiary value. All other items were not technically seized as evidence; there was a resident in Syracuse that was the  
2 unknowing middle-man in an elaborate mail fraud scheme and once he realized what was happening he turned the items over  
3 to the Police Department.

4 [8:03:50 PM](#)

5 Councilmember Maughan requested that any future bike auctions be announced to the citizenry of the City so they  
6 can participate. Chief Atkin stated he can coordinate such an advertisement with the Children's Justice Center.

7 [8:04:36 PM](#)

8 COUNCILMEMBER BOLDUC MADE A MOTION TO ADOPT RESOLUITON R16-12 AUTHORIZING  
9 SYRACUSE CITY POLICE DEPARTMENT TO APPLY PROPRETY IN THE POLICE DEPARTMENT'S POSESSION  
10 TO PUBLIC INTEREST USE AND DESIGNATING A SPECIFIC PUBLIC INTEREST USE FOR THIS PROPERTY.  
11 COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was  
12 not present when this vote was taken.

13  
14 [8:04:59 PM](#)

15 10. Proposed Ordinance 16-09 approving amendments to the bylaws of the  
16 Planning Commission.

17 A staff memo from the City Attorney explained following a recent joint session between the Planning  
18 Commission and City Council, he has made some additional changes to the By- laws based upon his perception of the  
19 direction of the Council as a whole. These changes should at least serve as points of discussion. The following parts  
20 of the by-laws have been modified/annotated from the previous version:

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

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**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.

[8:05:21 PM](#)

Councilmember Lisonbee asked if there is urgency to this matter or if it would be problematic to table the proposed ordinance to give the Council more time to consider the potential amendments. City Attorney Roberts stated there is no urgency to the matter.

[8:06:44 PM](#)

COUNCILMEMBER LISONBEE MADE A MOTION TO TABLE ADOPTION OF ORDINANCE 16-09 APPROVING AMENDMENTS TO THE BYLAWS OF THE PLANNING COMMISSION UNTIL THE FEBRUARY 23

1 CITY COUNCIL MEETING. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.  
2 Councilmember Gailey was not present when this vote was taken.

3

4 [8:07:18 PM](#)

5 11. Proposed Ordinance 16-08 rezoning property located at approximately 1679  
6 Marilyn Drive from R-3 Residential to Neighborhood Services.

7 A staff memo from the Community and Economic Development (CED) Department explained provided the  
8 following information about the application:

9	Location:	1679 Marilyn Drive
10	Current Zoning:	R-3
11	Requested Zoning:	Neighborhood Services
12	General Plan:	Neighborhood Services
13	Total Area:	1.13 Acres
14	PC Approval:	2/2/16 – unanimous vote

15 The applicant is requesting to rezone the property from R-3 to Neighborhood Services which matches the General  
16 Plan map. They would like to build a small animal clinic on the property which is an allowed use in the Neighborhood  
17 Services zone. This application is only for the zone change. The applicant will be required to receive site plan approval from  
18 Planning Commission and a positive recommendation from the Architectural Review Committee. As part of the site planning  
19 process, the parking, landscaping, lighting, building architecture, and details of the project will be evaluated. They will be  
20 required to construct a 6' fence and dense landscaping next to any neighboring residential houses. The proximity of the parcel  
21 to neighboring houses (<200') prohibits them from running an animal hospital. The difference between an animal hospital  
22 and clinic is that hospitals treat livestock and poultry, and have outdoor exercise runs. An animal clinic would be allowed at  
23 this location as long as the walls are soundproofed. The property does not meet the requirements to be a commercial kennel  
24 because it is not 5 acres and 200 feet from neighboring houses.

25 The memo concluded the Planning Commission has recommended approval of the rezone of property located at  
26 1679 Marilyn Drive from R-3 to Neighborhood Services, subject to all applicable requirements of the City's municipal  
27 codes.

1 [8:07:25 PM](#)

2 CED Director Mellor reviewed his staff memo.

3 [8:08:45 PM](#)

4 COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT ORDINANCE 16-08 REZONING  
5 PROPERTY LOCATED AT APPROXIMATELY 1679 MARILYN DRIVE FROM R-3 TO NEIGHBORHOOD  
6 SERVICES. COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember  
7 Gailey was not present when this vote was taken.

8

9 [8:09:10 PM](#)

10 12. Preliminary and Final Subdivision Approval, CVS Plaza, located at  
11 approximately 1974 W. 1700 S.

12 A staff memo from the Community and Economic Development (CED) Department explained CVS is working  
13 through the development process on the northeast corner of 2000 West and Antelope Drive. The applicant was postponed a  
14 subdivision recommendation from the Planning Commission because the newspaper noticing failed to go out (newspaper  
15 staff error). The memo then explained the developer plans to construct a CVS store on lot one. Site plan and ARC review will  
16 be required after the subdivision is complete. Development plans for lot two are not yet developed. Being a simple two lot  
17 subdivision, the applicant has requested congruent review of preliminary and final application from PC & CC. Staff has  
18 reviewed the subdivision for compliance with ordinance and has no outstanding issues that cannot be resolved before  
19 recording of the plat. The memo then provided the following information about the application:

20 Applicant:	Boos Development
21 Owner:	LDS Church
22 Zone:	General Commercial
23 Requested Lots:	2
24 PC Approval:	February 2, 2016 – unanimous

25 The memo concluded the Planning Commission and staff recommend approval of the Final Plan for the CVS Plaza  
26 Subdivision, located at approximately 1974 W. 1700 S., General Commercial zone.

1 [8:09:21 PM](#)

2 CED Director Mellor reviewed his staff memo.

3 [8:11:19 PM](#)

4 Councilmember Bolduc stated that many residents park on the property to access activities taking place at Founder's  
5 Park and she asked if there have been discussions about allowing that to continue after the site has been developed. Mr.  
6 Mellor answered no, but stated that CVS has made other accommodations to preserve the access for parents dropping their  
7 children at Syracuse Elementary. He stated discussions about parking can take place during the site plan phase of the project.  
8 He added there have been high level discussions about potentially including a funding mechanism in the Commercial  
9 Development Area (CDA) to acquire property in that area to provide an opportunity for additional parking space near  
10 Founder's Park.

11 [8:13:08 PM](#)

12 COUNCILMEMBER MAUGHAN MADE A MOTION TO GRANT PRELIMINARY AND FINAL  
13 SUBDIVISION APPROVAL FOR CVS PLAZA, LOCATED AT APPROXIMATELY 1974 W. 1700 S.  
14 COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not  
15 present when this vote was taken.

16

17 [8:13:34 PM](#)

18 13. Proposed Ordinance 15-27 amending various sections of Title 10 of the  
19 Syracuse City Municipal Code pertaining to Industrial Architecture Standards.

20 A staff memo from the Community and Economic Development (CED) Department explained there has been  
21 discussion and concern over the appropriate regulation of steel buildings in PC. Some concerns expressed are that the nature  
22 of steel building construction results in flat walls and "boxy" building massing. When the standard vertical steel siding is  
23 applied to the exterior, building, facades can become monotonous and to some accounts "cheap". Staff has gathered the  
24 following information to assist in this discussion.

25 [8:13:53 PM](#)

1 CED Director Mellor reviewed his staff memo and provided the Council with renderings of how changes to the  
2 industrial architecture standards could impact industrial buildings throughout the City.

3 [8:14:40 PM](#)

4 COUNCILMEMBER LISONBEE MADE A MOTION TO ADOPT ORDINANCE 15-27 AMENDING VARIOUS  
5 SECTIONS OF TITLE 10 OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING TO INDUSTRIAL  
6 ARCHITECTURE STANDARDS. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL VOTED IN  
7 FAVOR. Councilmember Gailey was not present when this vote was taken.

8  
9 [8:15:05 PM](#)

10 14. Proposed Ordinance 16-03 amending Title Nine of the Syracuse City Code  
11 pertaining to penalties for violations.

12 A staff memo from the Community and Economic Development (CED) Department explained at the December 4,  
13 2015 city council meeting it was request that the staff make changes to ordinance 9.05.090 Violation – Penalty. This  
14 ordinance change will make it possible for the council and city to press charges against a party or individual that violates the  
15 ordinance and fails to work toward correcting the violation. Before it was possible to interpret the text that the City was  
16 required to press charges against the violating individual. On January 12, 2016 – the City council asked staff to add text to  
17 address basement finish construction work to 9.05.090 Violation – Penalty. As well as identify the circumstances in which a  
18 violator would be subject to misdemeanor charges.

19 [8:16:12 PM](#)

20 CED Director Mellor reviewed his staff memo. He emphasized the main objective of the City Code is to ensure  
21 safety and compliance and his staff will enforce this proposed ordinance in that spirit. If compliance cannot be achieved, staff  
22 will proceed with penalizing an offender of the ordinance.

23 [8:18:34 PM](#)

24 Councilmember Maughan inquired as to the number of times each year someone violates City ordinance by  
25 finishing their basement without obtaining a permit. Mr. Mellor answered approximately 10 times. Councilmember Maughan  
26 asked if the City has ever charged a violator with a class B misdemeanor for that offense. Mr. Mellor answered yes and noted

1 the first people ever charged with a fine associated with such a violation were the Thurgoods; from this point forward the  
2 City will fine violators of the ordinance.

3 [8:19:19 PM](#)

4 Councilmember Lisonbee referenced the comments made during the public comment period by Mr. Crawley and  
5 noted when the City was initially made aware of his concerns, staff reviewed the ordinance in question and found that the  
6 imposition of a class B misdemeanor does not apply to the completion of basements without a permit. She stated the reason  
7 for the changes to the ordinance is to give staff enforcement tools to ensure basement improvements are safe and compliant  
8 with City Code. City Attorney Roberts stated that is correct and noted the language in the current City Code indicates the  
9 erection or construction of any building or structure without a permit can result in being charged with a class B misdemeanor.  
10 He stated this would apply to building a new home or accessory building without obtaining a permit. The proposed ordinance  
11 amendments will expand penalty provisions to other building improvements or renovations. He added there are many  
12 violations cited in City Code that would be punishable by a misdemeanor, such as a traffic violation; however, it is common  
13 for a Police Officer to pull over a motorist and issue them a warning rather than a citation because the goal is to encourage  
14 compliance. That example translates to the building code and other sections of the City Code as well; bringing people to  
15 court is sometimes not as effective as simply working with them to encourage compliance. Those that are not willing to work  
16 with the City towards compliance will be cited or charged with a class B misdemeanor.

17 [8:22:05 PM](#)

18 Councilmember Anderson stated that given the fact the City has never charged a violator with a class B  
19 misdemeanor, it could be very problematic to suddenly impose the fine and file charges against one person. Mr. Roberts  
20 agreed, but noted if the decision were made to impose the fine against one person it would be necessary to implement course  
21 correction and apply the same standard across the board. Councilmember Anderson then addressed Mr. Mellor and stated that  
22 if the goal is to encourage compliance, it may be necessary to add a provision to issue daily fines for every day a resident  
23 refuses to work towards compliance. Otherwise, some people may simply accept the misdemeanor charge and associated fine  
24 and never bring their property into compliance. Councilmember Maughan agreed and noted that may be less expensive than  
25 completing the necessary work to bring their property into compliance. Mayor Palmer also agreed and asked if there is a  
26 mechanism by which the City can condemn a building that has been determined to be unsafe. Mr. Roberts answered yes and  
27 stated that the City can record a notice of violation on the title for the property and close the building to occupancy if

1 necessary. Councilmember Anderson inquired as to the fine associated with a class B misdemeanor, to which Mr. Roberts  
2 answered \$1,000. Mr. Mellor relayed a story about an experience he had in his previous employment where a violator of a  
3 specific ordinance was charged a daily fine for noncompliance, but that fine was not high enough to encourage compliance  
4 because the illegal activity he was performing on his property was a business activity that brought in much more than he was  
5 being charged in fines. Ultimately, his previous employer was forced to arrest the violator and take him to court for his  
6 violations. Mr. Roberts stated the City has similar enforcement tools available, though it would take a significant amount of  
7 time for a case to get to that point.

8 [8:26:40 PM](#)

9 Councilmember Maughan asked if it is Mr. Roberts' legal counsel that the language in the current version of the  
10 City Code only applies to new construction, to which Mr. Roberts answered yes. He asked if the recommended changes will  
11 apply to renovations or improvements to existing structures, to which Mr. Roberts answered yes.

12 [8:28:01 PM](#)

13 COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT ORDINANCE 16-03 AMENDING TITLE  
14 NINE OF THE SYRACUSE CITY CODE PERTAINING TO PENALTIES FOR VIOLATIONS. COUNCILMEMBER  
15 BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote  
16 was taken.

17  
18 [8:28:20 PM](#)

19 15. Proposed Ordinance 16-07 amending title Four of the Syracuse City Code  
20 pertaining to lift stations.

21 A staff memo from the Public Works Director explained as development begins to expand throughout the city and  
22 surrounding unincorporated areas, the physical constraints of land topography and drainage infrastructure create challenges to  
23 develop under gravity flow conditions. The City's ordinance currently does not address lift stations on gravity flow systems,  
24 such as storm drain, sewer, and land drain. The memo concluded staff recommends the Council adopt the proposed ordinance  
25 to address lift station regulations for gravity flow systems; the proposed ordinance was reviewed during the Council's last  
26 work session meeting and staff has made changes to the ordinance according to the feedback received during that meeting.

27 [8:28:38 PM](#)

1 Public Works Director Whiteley reviewed his staff memo.

2 [8:30:08 PM](#)

3 COUNCILMEMBER LISONBEE MADE A MOTION TO ADOPT ORDINANCE 16-07 AMENDING TITLE  
4 FOUR OF THE SYRACUSE CITY CODE PERTAINING TO LIFT STATIONS. COUNCILMEMBER ANDERSON  
5 SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

6

7 [8:30:35 PM](#)

8 16. Public Hearing – Transportation Impact Fees: Proposed Ordinance 16-05  
9 amending an impact fee facilities plan and an impact fee analysis for  
10 Transportation; providing for the calculation and collection of such fees; providing  
11 for appeal, accounting, and severability of the same; and other related matters;  
12 Proposed Ordinance 16-06 amending various sections of Title XIII of the  
13 Syracuse City Code pertaining to impact fees;  
14 Proposed Resolution R16-07 updating and amending the Syracuse City  
15 Consolidated Fee Schedule by making adjustments to the Transportation Impact  
16 Fees.

17 A staff memo from the Finance Director explained We are currently in the process of evaluating and updating our  
18 impact fee plans for Syracuse City. This update is to our transportation impact fee plan. Historically the City has charged a  
19 transportation impact fee. This update is a requirement of the impact fee law. Below is a table that compares our current  
20 impact fees with the proposed fees:

Fees	Industrial	SFD	MFD	Assist Living	Hotel	Church	General Office	Retail / Shopping
Current	\$668	\$1,131	\$705	-	-	\$2,428	\$2,428	\$2,328
Proposed	\$612	\$743	\$488	\$255	\$444	\$685	\$1,085	\$2,703

21 Staff has provided an additional comparison of 21 other cities that charge a transportation impact fees. Syracuse is  
22 lower than the average for every category of impact fee. Impact fees can be charged to new development to help pay a  
23 proportionate share of the cost of planned facilities needed to serve the growth and development of the city. Impact fees are

1 allowed per Utah Code 11-36A. Under that code, there are two separate plans required in order to charge a public safety  
2 impact fee. They are the Impact Fee Analysis and the Impact Fee Facilities Plan. An impact fee enactment ordinance is also  
3 required.

4 According to Utah Code 11-36a-301:

5 *(1) Before imposing an impact fee, each local political subdivision or private entity shall, except as*  
6 *provided in Subsection (3), prepare an **impact fee facilities plan** to determine the public facilities required to serve*  
7 *development resulting from new development activity.*

8  
9 According to Utah Code 11-36a-303:

10 *(1) Subject to the notice requirements of Section 11-36a-504, each local political subdivision or private*  
11 *entity intending to impose an impact fee shall prepare a **written analysis** of each impact fee.*

12  
13 11-36a-401. Impact fee enactment.

14 *(1) (a) A local political subdivision or private entity wishing to impose impact*  
15 *fees shall pass an **impact fee enactment** in accordance with Section 11-36a-402.*

16 *(b) An impact fee imposed by an impact fee enactment may not exceed the* highest  
17 *fee justified by the impact fee analysis.*

18 *(2) An impact fee enactment may not take effect until **90 days** after the day on*  
19 *which the impact fee enactment is approved.*

20 The impact fee enactment is attached as Ordinance 16-05 and is accompanied by, Exhibit A – impact fee facilities  
21 plan, and Exhibit B – impact fee analysis. The memo also referenced Ordinance 16-06 that amends sections of the Syracuse  
22 City municipal code; specifically Title XIII. The packet includes a redline document that shows the proposed changes.  
23 These ordinances can both be approved tonight along with the resolution for the consolidated fee schedule; however, there is  
24 a 90 day protest period before the ordinances and fee schedule would take effect. This would mean an effective date of May  
25 9, 2016. The memo concluded staff recommends the City Council approve Ordinance 16-05 – impact fee enactment and  
26 approve Ordinance 16-06 – updating Title XIII related to impact fees. Staff also recommends the City Council approve

1 resolution R16-07 updating the consolidated fee with the revised transportation impact fee amount. I recommend that these  
2 ordinances and the consolidated fee schedule have an effective date of May 9, 2016.

3 [8:31:23 PM](#)

4 Mr. Marshall reviewed his staff memo.

5 [8:33:03 PM](#)

6 Mayor Palmer opened the public hearing.

7 [8:33:08 PM](#)

8 Ralph Vaughan stated he believes the City is being very generous in its proposed adjustment of transportation  
9 impact fees; Syracuse is one of the most, if not the most, desirable community in Davis County in which to reside. Everyone  
10 wants to come here and the question is whether they can acquire property to do so. Currently the fees in many of the  
11 categories are below the average fees charged in the largest cities in the State and he believes Syracuse could charge more; he  
12 believes prospective residents are being given a bargain. He stated he would suggest the Council adopt the fees as proposed  
13 and then review them on an annual basis to determine if they are appropriate based upon similar fees charged throughout the  
14 State. He added appropriate fees should be charged to support infrastructure needs in the City, which is critical to the City's  
15 future.

16 [8:34:26 PM](#)

17 TJ Jensen stated that in looking at the proposed changes he noticed that one fee increased while others lowered  
18 significantly. He stated overall the numbers seem fairly low and it may be wise to conduct further analysis to see if the fees  
19 should be increased.

20 [8:35:07 PM](#)

21 Councilmember Maughan clarified that the City cannot charge more than the fees that have been recommended in  
22 the Impact Fee Analysis (IFA). Councilmember Lisonbee agreed. Mr. Roberts added that is correct and noted according to  
23 State Law, the City cannot charge a fee higher than the fees recommended in the IFA; the analysis only considers increased  
24 capacity and not maintenance of existing infrastructure.

25 [8:36:18 PM](#)

26 There being no additional persons appearing to be heard, Mayor Palmer closed the public hearing.

1 [8:36:23 PM](#)

2 Councilmember Bolduc referenced the packet materials regarding transportation impact fees that would be charged  
3 for church buildings; the use is categorized by square footage, which is different than the previous calculation that was used,  
4 and this categorization does not necessarily reflect a total cost. Mr. Marshall stated that is correct.

5 [8:37:08 PM](#)

6 Councilmember Lisonbee noted there were discussions in the work session about further breaking down use  
7 categories and she spoke with Mr. Roberts prior to the meeting that such potential changes could impact the average fees  
8 charged. She stated she believes it is in the best interest of the City to address outlier uses and charge higher fees for certain  
9 uses and to do so it may be necessary to adjust the average fee downwards somewhat. Mr. Roberts stated the number to be  
10 included in the fee schedule would be the fee that would be charged for shopping centers/strip malls. He added that the City  
11 is only required to impose a reasonable fee and not a mathematical certain fee. The Council can identify outliers that should  
12 pay a higher fee associated with greater impact on City streets without necessarily reducing the fee included in the fee  
13 schedule. Mr. Marshall stated that is correct; the fee in the fee schedule is not an average fee. Rather, it is just one fee that  
14 was chosen from the IFA that is closest to the average fee of the 20 cities that he benchmarked against.

15 [8:39:51 PM](#)

16 Councilmember Maughan asked if the Council can adjust fees at a later date if actions are taken to adopt the  
17 ordinances and resolution before them this evening. Mr. Roberts answered yes; the City can always adjust fees downwards,  
18 but cannot charge a fee higher than specified in the IFA. Councilmember Maughan wondered if action were not taken tonight  
19 to pull out the outlier uses, would those uses fall within the general commercial category, to which Mr. Marshall answered  
20 yes.

21 [8:40:51 PM](#)

22 Councilmember Lisonbee stated there are eight categories with a fee higher than \$10,000; she talked to Mr. Roberts  
23 about calculating a percentage of the fee, but he advised her that a flat rate is more appropriate. The Council engaged in a  
24 brief discussion regarding the benefit of identifying outliers, with Councilmember Lisonbee noting that if the outliers are not  
25 identified, the fee charged for those uses will be based upon the general commercial category and will be much lower than  
26 would be appropriate; she would prefer to identify fees for the outliers that more closely align with fees charged in other

1 cities. She provided a proposal that would change the fees for all businesses around \$10,000 to \$3,500; change the fees for  
2 business that has a recommended fee of \$19,000 to \$6,000; change the fees for the two businesses in the \$30,000 range to  
3 \$8,000; and the fee for the one business that has a recommended fee of \$70,000 to \$12,000. She stated she feels her proposal  
4 reflects the differences proportionally, though the fees are much lower than what is being recommended in the IFA. She  
5 added she would like to see further analysis of the breakout done by other cities, specifically Layton City. Mr. Marshall  
6 stated he obtained Layton City's breakdown and he reviewed some of their fees as follows:

- 7 • Convenience Store - \$7,900
- 8 • Convenience Store w/Car Wash - \$12,684
- 9 • Daycare - \$10,895
- 10 • Shopping Center - \$3,730
- 11 • Retail/General Merchandise - \$3,164
- 12 • Elderly/Assisted Living - \$285 per room

13 [8:44:40 PM](#)

14 Councilmember Maughan stated that much new information has come forward tonight and he believes the Council  
15 would like more comparative information; he inquired as to the impact of tabling this issue until the next meeting.  
16 Councilmember Lisonbee stated the Council has been encouraged to take action tonight, but there will still be an opportunity  
17 to have further discussion at the next work session meeting. Mr. Marshall agreed and stated that he would recommend  
18 adopting the documents as presented with the understanding that further discussion and amendments can occur at any time in  
19 the future. Councilmember Lisonbee stated she would like to have further discussion at the next work session meeting.

20 [8:45:39 PM](#)

21 COUNCILMEMBER LISONBEE MADE A MOTION TO ADOPT ORDINANCE 16-05 AMENDING AN  
22 IMPACT FEE FACILITIES PLAN AND AN IMPACT FEE ANALYSIS FOR TRANSPORTATION PROVIDING FOR  
23 THE CALCULATING AND COLLECTION OF SUCH FEES; PROVIDING FOR APPEAL, ACCOUNTING, AND  
24 SEVERABILITY OF THE SAME; AND OTHER RELATED MATTERS. COUNCILMEMBER MAUGHAN SECONDED  
25 THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

26 [8:46:57 PM](#)

1 COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT ORDINANCE 16-06 AMENDING  
2 VARIOUS SECTIONS OF TITLE XIII OF THE SYRACUSE CIT CODE PERTAINING TO IMPACT FEES.  
3 COUNCILMEMBER BOLDUC SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not  
4 present when this vote was taken.

5 [8:47:05 PM](#)

6 COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT RESOLUTION R16-07 UPDATING AND  
7 AMENDING THE SYRACUSE CITY CONSOLIDATED FEE SCHEDULE BY MAKING ADJUSTMENTS TO THE  
8 TRANSPORTATION IMPACT FEES. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN  
9 FAVOR. Councilmember Gailey was not present when this vote was taken.

10

11 [8:47:28 PM](#)

12 17. Public Hearing – Proposed Resolution R16-08 adjusting the Syracuse City  
13 budget for the fiscal year ending June 30, 2016.

14 A staff memo from the Finance Director explained this budget request does not include approval for uses of our fund  
15 balance surplus. The fund balance discussion will be included on a separate agenda item and will be for discussion only. The  
16 memo asked that the Council review the detailed capital projects listing attached with this document for recommended  
17 changes. In this budget opening, we have carryover for projects from FY2015. These projects were started last fiscal year  
18 and were not completed by June 30, 2015. We also are proposing new projects and updates to approved projects as follows:

- 19 ○ New - Monterey Estates Trail - \$175,000.
- 20 ○ New - Diversion Box at Jensen Pond - \$50,000
- 21 ○ Revised – Rock Creek Park Improvements - \$677,000
- 22 ○ Revised - Surface Treatments of roads - \$408,400
- 23 ○ Revised - Marilyn Acres Phase III - \$1,094,000
- 24 ○ Carryover – 2000 West Storm Drain Impact - \$93,786
- 25 ○ Carryover – Steeds Storm Drain Outfall - \$700,000
- 26 ○ Carryover – Smedley Acres Phase II - \$355,691
- 27 ○ Carryover – 3000 West Project - \$2,805,000

- 1                   ○ Carryover – Pavement Preservation Project - \$424,946
- 2                   ○ Carryover – Antelope Dr. and 3000 West Intersection - \$296,000
- 3                   ○ Carryover – Uncover sewer manholes / main replacement - \$300,000
- 4                   ○ Carryover – SR-193 Trail extension - \$10,200
- 5                   ○ Carryover – Centennial Park Restroom with pump house - \$250,000

6                   The memo summarized changes to operational budgets as follows:

7                   **General Fund – major changes**

- 8                   ○ \$46,000 increase in sales tax revenue.
- 9                   ○ \$56,000 increase in building permits.
- 10                  ○ \$49,600 increase in plan check fees.
- 11                  ○ \$40,000 decrease in court fines
- 12                  ○ **\$114,600 total net increase in revenues**
- 13
- 14                  ○ \$18,150 - Efficiency Audit carryover.
- 15                  ○ \$10,000 increase for sick leave cash out program.
- 16                  ○ \$10,000 increase for contract for bailiff services.
- 17                  ○ \$30,214 increase in salary and benefits for DCED – move code enforcement over to DCED and new
- 18                  Development Services Manager position.
- 19                  ○ \$19,618 decrease in salaries in Police – move Code Enforcement to DCED. Add 1 new crossing guard
- 20                  at 4000 west.
- 21                  ○ \$22,239 increase in salaries for Parks & Rec – overtime costs for snow removal and park maintenance
- 22                  worker I part time position.
- 23                  ○ \$11,497 increase in benefits for streets department – employee elected to receive insurance benefits.
- 24                  ○ **\$87,973 total net increase in expenses**
- 25
- 26                  **Beginning surplus - \$53,470**
- 27                  **Change from above - \$29,118**

1                   **Total revised surplus - \$80,097**

2  
3                   **All Other Funds – Significant Changes**

- 4                   ○ \$30,000 increase for parks master plan carryover
- 5                   ○ \$21,250 increase for arborist and to fix cemetery fence and building.
- 6                   ○ \$136,172 increase for new gas tax and sales tax revenue for roads.
- 7                   ○ \$147,000 increase for CDBG grant – Smedley Acres Phase II.
- 8                   ○ \$100,000 increase for additional funding for pavement preservation.
- 9                   ○ \$12,000 increase for engineering and design for 500 West extension.
- 10                  ○ \$15,000 carryover for transportation impact fee plan update.
- 11                  ○ \$10,000 increase for purchase of secondary water.
- 12                  ○ \$10,000 increase in culinary and secondary impact funds for IFFP and IFA updates.
- 13                  ○ \$19,000 increase in depreciation expense – culinary fund.
- 14                  ○ \$20,000 increase in sewer revenues and disposal fees.
- 15                  ○ \$23,500 increase for garbage can purchases.
- 16                  ○ \$37,986 increase in RDA for payment to Fun Center – revised contract.
- 17                  ○ \$30,000 increase in RDA for professional & technical for creation of CDA.
- 18                  ○ \$40,800 increase in revenues in capital projects for SR-193 landscaping monies.
- 19                  ○ \$192,048 decrease in capital equipment – increase in public works shed and decrease in breathing
- 20                  apparatus for fire department.

21                  The memo also reviewed proposed changes to staffing levels. Administration is proposing eliminating four part-time  
22 positions (two park maintenance worker I and two recreation coordinators) in the parks and recreation department and instead  
23 hire two full-time positions in their place. The new positions would be a full-time recreation coordinator and a full-time park  
24 maintenance worker I. The net cost to the FY2016 budget would be zero. We could fund the two new full-time positions  
25 within the current budget. This is due to the fact that we have been unsuccessful in hiring all four part-time positions over the  
26 last seven months and due to turnover in these positions. The net impact to the FY2017 budget and to future budgets is  
27 estimated at a total cost of \$44,000. The memo concluded staff recommends the Council approve R16-08 adjusting the

1 Syracuse City Budget for Fiscal Year ending June 30, 2016. Administration also recommends approving the request for two  
2 full-time positions in exchange for eliminating four part-time positions.

3 [8:47:33 PM](#)

4 Mr. Marshall reviewed his staff memo. He emphasized that the budget opening does not include any use of the  
5 City's budget surplus funds.

6 [8:51:31 PM](#)

7 Councilmember Lisonbee stated the Council did not have an opportunity to finish discussion about the proposal  
8 regarding the adjustments to the staffing levels in the Parks and Recreation Departments and she has a few additional  
9 questions. She stated she understands the reasoning behind hiring two full-time employees in place of four part-time  
10 employees, but one of her concerns is coverage and it is much easier to rotate four employees than two to cover things like  
11 vacation and sick leave. The proposal is equal to 33 percent of the total cost of wage compression that Council has committed  
12 to addressing this year and she is concerned about increasing that amount, specifically because the proposal may not solve the  
13 problem. Parks and Recreation Director Robinson stated she understands the concerns expressed, but the biggest problem she  
14 is facing is inability to fill the part time positions; when those positions are filled and a part-time employee calls in sick, a full  
15 time employee must cover their shift because the other part-time employees cannot work more than 20 hours per week. She  
16 stated that the situation is so dire that her high level management staff is being pulled from their responsibilities to do things  
17 like park maintenance and snow removal. She provided a history of the evolution of the Parks and Recreation Department  
18 that resulted in the decreased staffing level in her Department; to address the problem she proposed hiring part-time  
19 employees rather than full-time employees, but the problem with those positions is that it is very difficult to fill them and  
20 retain employees. The part-time employees she currently has are seeking full-time employment elsewhere and she would love  
21 to be able to retain them as full-time employees and she does not feel coverage of sick or vacation leave will be as  
22 problematic as it currently is with part-time employees. Councilmember Lisonbee re-addressed the financial impact of the  
23 proposal; the Council is working to address wage compression and other wage issues in the City and tackling the staffing of  
24 the Parks and Recreation Department at this time will further compound those issues as the City is moving into the budget  
25 season. She stated when she initially received documentation about this proposal her reaction was that she was not ready to  
26 make the change and she would like to discuss it further after budget discussions have concluded. Ms. Robinson stated she  
27 understands the concerns, but noted that her Department is currently stretched to its limit and something has to give; if it is

1 not possible to increase staffing levels, it may be necessary to lower expectations for parks maintenance and recreation  
2 programs. She understands it is very hard for the Council to make these kinds of decisions, but she emphasized that she does  
3 not ask for something if she does not absolutely need it. She stated the recommendation she has made is to cover basic  
4 necessities and maintain the level of service the citizens have become accustomed to. City Manager Bovero added that the  
5 Parks and Recreation Department will be reviewed in April and the reason this proposal is coming now rather than at that  
6 time is because this is a festering problem; it is not a change in programming or the work load. Rather, it is a change in how  
7 to get that work done. If the problem is not addressed, Ms. Robinson will need to consider cutting programs in order to  
8 continue to function. He added the budget can handle the Council's current wage compression commitment as well as the  
9 cost associated with this proposal. He added staff will be bringing a proposal to adjust fees charged by the Parks and  
10 Recreation Department, the revenues from which will help to cover some of the costs of the proposal. He stated that one goal  
11 discussed during the Council's retreat last November was, to the extent possible, allow fees to cover costs associated with the  
12 Parks and Recreation Department; that is difficult to do for parks, but may be more possible for recreation programming. He  
13 then noted that the full-time positions created to replace the part-time positions will not be supervisory positions.

14 [9:02:31 PM](#)

15 Councilmember Maughan stated that he would like to bifurcate the two issues as they are two separate issues; the  
16 general budget adjustments are not connected to the proposal for the Parks and Recreation Department. He stated he feels  
17 staff has tried to 'slip one in' by including the Parks and Recreation Department proposal with the other budget requests. The  
18 discussion has centered largely on this proposal rather than the general budget amendments. He stated he is willing to have  
19 continued discussion about the Parks and Recreation Department proposal, but not in conjunction with the budget  
20 amendments. Mr. Bovero stated that the Parks and Recreation Department proposal can be discussed independent of the  
21 budget amendments and he clarified there is actually no budgetary implication of the proposal in the current fiscal year.  
22 Councilmember Maughan stated there is a budget impact in future years and that is why discussion about the issue is needed.  
23 Mr. Marshall stated that is why it was included with the other budget amendment. Councilmember Maughan reiterated he  
24 does not think it should be included. Mr. Bovero stated the reason the issue was raised at this time is that the growing season  
25 is looming and if the Council is going to approve the staffing changes it is necessary to begin the leg work to fill the positions  
26 now. Councilmember Maughan stated he is uncomfortable taking action on the Parks and Recreation Department proposal in  
27 conjunction with the budget amendments.

1 [9:03:58 PM](#)

2 COUNCILMEMBER MAUGHAN MADE A MOTION TO DIVIDE THE QUESTION.

3 [9:04:15 PM](#)

4 Councilmember Lisonbee stated there have been past discussions about recreation programs being self-sufficient,  
5 though the revenues generated by the programs do not cover staff costs. Ms. Robinson stated the program revenues cover  
6 officials and score-keeping staff and it also covers a portion of staff costs for recreation coordinators, but it does not cover  
7 staff costs for herself and Chad Smout. Councilmember Lisonbee asked what it would take to expand programs in order to  
8 charge more and cover more costs. Ms. Robinson stated that is a Council policy decision. Councilmember Lisonbee stated  
9 there may be an opportunity to increase fees to cover more staff costs. Mr. Roberts added that user fees must be reasonable  
10 and calculated to recoup the cost of the service provided. Councilmember Lisonbee stated she feels it would be appropriate to  
11 increase user fees to cover more costs in order to offset the amount of tax payer subsidy that is being dedicated to the Parks  
12 and Recreation Department. Ms. Robinson stated she would like to increase programming, but there are financial  
13 implications associated with that process as well.

14 [9:07:33 PM](#)

15 Councilmember Maughan stated he believes the Council was clear during their November retreat that they would  
16 like to see expanded programming in the Parks and Recreation Department, but his concern is that the staffing  
17 recommendation will not take care of that expansion; the proposal before the Council tonight will only address the current  
18 operations of the Department and no more. He stated he would rather discuss a comprehensive solution to the problem rather  
19 than approving a stop-gap. He stated he would like to implement something that will yield the results the Council is  
20 interested in, such as better maintained parks, better programs, and expanded programs. He would be willing to dedicate his  
21 time to participating in a sub-committee to address that issue. Mr. Marshall suggested a two-step approach, the first step  
22 being the proposal that is before the Council tonight and the second step being completion of a comprehensive analysis.  
23 Councilmember Maughan stated he would not support that because he feels all options need to be considered and it will  
24 likely be necessary to do more than what is being recommended tonight. That will allow him to tell constituents that though  
25 there was an added expense, it is warranted. He stated the proposal tonight may be a step in the wrong direction.

26 [9:10:23 PM](#)

1 Councilmember Lisonbee stated she will support the idea of a sub-committee addressing a comprehensive solution  
2 to the problem, but only if that an happen immediately to ensure that the Department can proceed with hiring employees in a  
3 timely manner to avoid the complaints the City received last year about park maintenance issues. She asked that sub-  
4 committee meetings begin within the next week. Councilmember Maughan stated that timeline works for him and he will  
5 take the lead. He is recommending that the Council vote no on the proposal for the Parks and Recreation Department tonight  
6 and proceed with other budget amendments.

7 [9:12:01 PM](#)

8 Councilmember Anderson asked for a breakdown of the financial impact of the proposal for Parks and Recreation  
9 staffing. Mr. Marshall stated the net effect of eliminating the four part-time positions and replacing them with two full-time  
10 positions is an increase of \$22,000 per position. Ms. Robinson clarified the impact is lower for Parks employees at \$18,000.

11 [9:13:29 PM](#)

12 Mayor Palmer stated that he would like the comprehensive analysis to include an evaluation of fees charged for  
13 Parks and Recreation programs.

14 [9:13:42 PM](#)

15 Ms. Robinson then noted that the most urgent need is in the City's parks; she will begin hiring within the next month  
16 for parks maintenance positions. Councilmember Maughan indicated he understands that urgency and will move quickly to  
17 schedule sub-committee meetings.

18 [9:14:49 PM](#)

19 Mr. Marshall added one way costs for the Department would be offset by the proposal is in a reduction of overtime  
20 costs. In 2011 the overtime costs for the Department were \$1,300 compared to \$13,000 in 2015; overtime costs in the current  
21 fiscal year are on track to be higher than in 2015. He stated the work of the Department must get done and currently full-time  
22 staff is working overtime to ensure it gets done.

23 [9:15:12 PM](#)

24 Councilmember Maughan stated he would like to meet as soon as possible to bring a proposal to the Council at the  
25 February 23 work session with hopes of voting on the proposal during the March 8 meeting. He is willing to accept those  
26 deadlines and put in the time to make it happen. Councilmember Lisonbee stated she is concerned about the timeframe for

1 hiring parks maintenance workers and she asked if the timeline could be accelerated. Councilmember Maughan stated the  
2 proposal could be voted upon at a special business meeting on February 23.

3 [9:16:30 PM](#)

4 Councilmember Anderson asked for clarification on Mr. Marshall's comments regarding overtime; he asked if those  
5 costs would decrease if additional employees were hired. Mr. Marshall answered yes and noted that current full-time  
6 employees are working overtime to get work done and those employees are becoming overworked. Some overtime is  
7 unavoidable, but some will be reduced by an increase in staffing levels.

8 [9:17:27 PM](#)

9 COUNCILMEMER MAUGHAN RESTATED HIS MOTION TO DIVIDE THE QUESTION BY DIVIDING THE  
10 PARKS AND RECREATION DEPARTMENT PROPOSAL FROM THE BUDGET AMENDMENTS PROPOSAL.

11 [9:18:35 PM](#)

12 Mayor Palmer opened the public hearing.

13 [9:18:48 PM](#)

14 TJ Jensen stated the budget opening includes funding for a trail connection and that is a great expense. He then  
15 stated there is another item for which he would like to address the Council as the Vice President of the Layton Canal  
16 Irrigation Company and that is the diversion box for Jensen Pons; this is something the City may be able to get the Canal  
17 Company to participate in the expense for that project and he will follow up with the Board on that issue. He commended  
18 Public Works Director Whiteley and City Engineer Bloemen for the work they have done on that project thus far; performing  
19 engineering in house saves the City money. He then discussed the proposal for the Parks and Recreation Department. He  
20 stated he understands the desire to handle as much work as possible in house, but there may be an opportunity to outsource  
21 landscape maintenance at parks to save some money. He knows there is a time crunch, but it may be a good idea to solicit  
22 some bids for that work from private companies.

23 [9:21:30 PM](#)

24 Joannie Panucci stated she noticed on the agenda an item dealing with a wage scale amendment for a management  
25 position and she asked if the budget opening has anything to do with that change. Mr. Marshall answered yes. Ms. Panucci

1 asked if the City is required to hold a public hearing when considering an amendment to the wage scale. Mr. Marshall  
2 answered no.

3 [9:22:23 PM](#)

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

5 [9:22:48 PM](#)

6 COUNCILMEMER MAUGHAN RESTATED HIS MOTION TO DIVIDE THE QUESTION BY DIVIDING THE  
7 PARKS AND RECREATION DEPARTMENT PROPOSAL FROM THE BUDGET AMENDMENTS PROPOSAL AND  
8 TO ADOPT RESOLUTION R16-08 ADJUSTING THE SYRACUSE CITY BUDGET FOR THE FISCAL YEAR ENDING  
9 JUNE 30, 2016 WITH THAT CHANGE. COUNCILMEMBER BOLDUC SECONDED THE MOTION.

10 [9:24:05 PM](#)

11 City Manager Bovero referenced the discussion held during the work session regarding allocation of fund balance  
12 monies and he asked if there is any support for either the tier one or tier two fund balance proposal and; if so, the Council's  
13 motion should include such direction.

14 [9:24:56 PM](#)

15 COUNCILMEMBER MAUGHAN MADE AN AMENDED MOTION TO INCLUDE IN THE BUDGET  
16 AMENDMENTS DEDICATION OF ONE-QUARTER PERCENT TO WAGE COMPRESSION, EQUIVALENT TO  
17 \$156,500, AS RECOMMENED BY STAFF.

18 [9:26:51 PM](#)

19 The Council engaged in brief discussion about Councilmember Maughan's motion.

20 [9:26:50 PM](#)

21 COUNCILMEMBER MAUGHAN RESTATED HIS MOTION TO ADOPT RESOLUTION R16-08 ADJUSTING  
22 THE SYRACUSE CITY BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2016 MINUS THE PARKS AND  
23 RECREATION DEPARTMENT PROPOSAL AND ADDING \$156,500 TO ADDRESS WAGE COMPRESSION TO BE  
24 DISCUSSED AND DECIDED AT A FUTURE COUNCIL MEETING. COUNCILMEMBER BOLDUC SECONDED THE  
25 MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

26 [9:27:57 PM](#)

1 COUNCILMEMBER MAUGHAN MOVED TO CREATE A SUB-COMMITTEE TO DISCUSS A  
2 COMPREHENSIVE SOLUTION FOR STAFFING ISSUES WITHIN THE PARKS AND RECREATION DEPARTMENT,  
3 SPECIFYING THAT THE WORK OF THE SUB-COMMITTEE WILL BE COMPLETE PRIOR TO THE FEBRUARY  
4 23, 2016 COUNCIL MEETING. COUNCILMEMBER LISONBEE SECONDED THE MOTION.

5 [9:28:43 PM](#)

6 The Council then discussed the make-up of the sub-committee, ultimately concluding Councilmember Maughan and  
7 Anderson will participate with Ms. Robinson, Mr. Smout, Mr. Marshall, and Mr. Bovero on discussions.

8 [9:30:13 PM](#)

9 Mayor Palmer stated there has been a motion and second to create a sub-committee and he called for a vote; ALL  
10 VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

11

12 [9:30:28 PM](#)

13 18. Proposed Resolution R16-09 revising and updating the Fiscal Year 2015-  
14 2016 wage scale.

15 A staff memo from the Finance Director explained City Administration has determined it necessary to add a new  
16 development services manager to the Community and Economic Department. This position will report to the Community  
17 and Economic Development Director. Staff performed a salary benchmark for the development services manager and have  
18 set the proposed wage scale to match the wages to the 60th percentile of comparative cities. This proposed new position has  
19 been added to the FY2015-2016 wage scale.

20 [9:30:38 PM](#)

21 Mr. Marshall reviewed his staff memo as well as the benchmarking data that was used to develop a wage scale for  
22 the proposed new position. He stated that upon approval of the proposed resolution, Noah Steele will be reclassified from the  
23 Planner II position into the Development Services Manager position; the net effect of this change is approximately \$8,000  
24 including benefits. A total dollar amount for the change was included in the budget opening resolution.

25 [9:34:31 PM](#)

1 Councilmember Maughan stated the documentation in the Council packet for the wage scale for the new position  
2 includes amounts that are lower than what was presented to the Council in their initial discussion of this item a few months  
3 ago. He stated he is concerned by that discrepancy. Mr. Bovero stated there were two positions used in the initial analysis that  
4 were not comparable positions so they were replaced by comparable benchmarks.

5 [9:36:25 PM](#)

6 COUNCILMEMBER BOLDUC MADE A MOTION TO ADOPT RESOLUTION R16-09 REVISING AND  
7 UPDATING THE FISCAL YEAR 2015-2016 WAGE SCALE. COUNCILMEMBER ANDERSON SECONDED THE  
8 MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

9

10 [9:36:54 PM](#)

11 19. Proposed Resolution R16-03 amending the Syracuse City Mission Statement

12 and identifying 10-year vision statements City-wide and for each City

13 Department.

14 An administrative staff memo from the City Manager highlighted the preparation of a draft resolution regarding the  
15 amendment of the City's mission statement and establishment of various 10-year vision statements. The resolution will serve  
16 as a guiding document for the Administration in its role in providing services to the citizens.

17 [9:36:57 PM](#)

18 Mr. Bovero reviewed his staff memo.

19 [9:37:24 PM](#)

20 Councilmember Maughan stated that in the Council's previous discussion they indicated they would not adopt the  
21 resolution with the budget goals included, but they have not been removed from the document that is in the Council packet.

22 Mr. Bovero indicated that is a clerical error.

23 [9:37:35 PM](#)

24 COUNCILMEMBER MAUGHAN MADE A MOTION TO AMEND RESOLUTION R16-03 AMENDING THE  
25 SYRACUSE CITY MISSION STATEMENT AND IDENTIFYING 10-YEAR VISION STATEMENTS CITY-WIDE  
26 AND FOR EACH CITY DEPARTMENT, BY AMENDING THE EXHIBIT TO THE DOCUMENT TO REMOVE

1 BUDGETARY GOALS, AND ADOPT THE RESOLUTION WITH THAT CHANGE. COUNCILMEMBER BOLDUC  
2 SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

3

4 [9:38:34 PM](#)

5 20. Public comments

6 Joannie Panucci referenced the ordinance adopted by the Council to amend title nine relative to penalties for  
7 completing work without a permit. She wondered as to the definition of the term ‘in compliance’ in Syracuse. She stated  
8 someone completed a basement without a permit and later provided an incomplete permit application that lacks much vital  
9 information. The inspection for the work is also incomplete and does not provide vital information about the inspection that  
10 was done. This causes her concern relative to safety; she knows Mr. Crawley purchased a home from the Thurgoods that has  
11 many violations. No inspections were completed or permit obtained, yet the Thurgoods continued with construction and  
12 moved into the property. In speaking with Clearfield City, Mr. Crawley was told that in order to ensure the property was safe  
13 and in compliance, they would need to rip into the drywall. She again inquired as to the definition of the term ‘in compliance’  
14 in Syracuse. She wondered how an inspector can inspect the firewall, plumbing, venting, insulation, and heating after  
15 construction is complete. She stated that for safety reasons she would think the inspector would need to rip into the drywall to  
16 perform a proper inspection. She reiterated that the inspection report completed by the inspector does not indicate that any  
17 type of inspection was completed. She cannot help but question the integrity of the employee that completed the inspection  
18 on behalf of the residents; his focus should be ensuring safety of residents. She stated she would like to leave her phone  
19 number with the City, 801-698-7585, so that a member of staff can follow up with her to provide her with the definition of  
20 what the City does when they find that someone has completed their basement without obtaining a permit or soliciting an  
21 inspection. She asked what would need to be done to bring the property into compliance. She then thanked Councilmember  
22 Maughan for his earlier correction of the minutes relative to public comments made by her at the last meeting. She noted she  
23 said one additional thing at that meeting and that was “the law was fine as it is”, which she still believes; she also said “the  
24 problem was the way staff handled the situation”. She believes staff did not handle the situation properly because of the  
25 paperwork she has obtained to prove otherwise.

26 [9:42:45 PM](#)

1 TJ Jensen addressed the proposals made by staff for use of budget surplus funds. He stated the City Council has an  
2 obligation to ensure the ‘rainy day fund’ does not increase above 25 percent of the total general fund budget. He noted at least  
3 two Councilmembers have indicated to him that they would like to increase the staffing levels of the Police Department in the  
4 next budget year, but he is concerned about the state of the economy. He stated that there are multiple countries overseas that  
5 are dumping oil at very low prices and the stock market has plummeted. He is concerned the Country may be heading  
6 towards another recession and while many of the projects recommended by staff for surplus funds use are admirable, he feels  
7 it would be appropriate to closely examine the actual needs of the City. Surplus funds could be used to hire a Police Officer  
8 now rather than waiting until the next budget year to protect again a recession.

9 [9:44:27 PM](#)

10 Scott Crawley addressed the ordinance adopted to amend title nine relative to penalties for completing work without  
11 a permit; the law states that the old provision covered any type of work done on a structure. The law states “no persons,  
12 partnerships, firms, or corporations shall commence the erection, construction, or building or any structure, building, or  
13 epithets nor add to, enlarge, improve, repair, alter, convert, extend, or demolish. . .”. He stated that is very clear and is taken  
14 direction from Syracuse City Code. He stated the code also indicated it is a class B misdemeanor to erect or construct any  
15 building or structure. He stated a structure is anything with shape, form, or a purpose. He stated the ordinance was just fine  
16 as it was written. He stated he attended the last City Council meeting and asked several questions, which were never  
17 answered; the same has occurred tonight and that is not courteous. He then addressed City Recorder Brown and stated he  
18 came to City Hall two times, once in November and once in December of 2015 to file Government Records Access and  
19 Management Act (GRAMA) requests, but those have not been filled. He inquired as to the timeline for filling GRAMA  
20 requests as provided in State Law. Ms. Brown asked Mr. Crawley specifically what GRAMA requests he did not receive a  
21 response to. Mr. Crawley stated he asked for building permits for the Thurgood properties and for the campaign finance  
22 reports for Mayor Palmer. Ms. Brown stated Mr. Crawley was provided with the documents he requested. Mr. Crawley stated  
23 he has checked his phone and email box daily and has not received the documents and there is no reason for him to lie. He  
24 stated he is not being treated courteously and he is glad he does not live in Syracuse City anymore.

25  
26 [9:47:04 PM](#)

27 21. Councilmember reports.

1 At each meeting the Councilmembers provide reports regarding the meetings and events they have participated in  
2 since the last City Council meeting. Councilmember Anderson's report began at [9:47:08 PM](#). She was followed by  
3 Councilmembers Bolduc, Maughan, and Lisonbee. Councilmember Gailey was not present to provide a report.

4

5 [9:55:20 PM](#)

6 22. Mayor's Report.

7 Mayor Palmer's report began at [9:55:29 PM](#).

8

9 [9:57:48 PM](#)

10 23. City Manager report

11 City Manager Bovero's report began at [9:57:49 PM](#).

12

13 The meeting recessed at [9:58:33 PM](#) in order for the body to convene in an MBA meeting.

14 The meeting reconvened at [10:02:32 PM](#)

15

16 [10:02:41 PM](#)

17 24. Consideration of adjourning into Closed Executive Session pursuant  
18 to the provisions of Section 52-4-205 of the Open and Public Meetings  
19 Law for the purpose of discussing the character, professional  
20 competence, or physical or mental health of an individual; pending or  
21 reasonably imminent litigation; or the purchase, exchange, or lease of  
22 real property.

23 COUNCILMEMBER LISONBEE MADE A MOTION TO CONVENE IN A CLOSED EXECUTIVE SESSION  
24 PURSUANT TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS LAW FOR THE  
25 PURPOSE OF DISCUSSING THE PURCHASE, EXCHANGE, OR LEASE OR REAL PROPERTY AND PENDING OR

1 REASONABLY IMMINENT LITIGATION. COUNCILMEMBER MAUGHAN SECONDED THE MOTION; ALL  
2 VOTED IN FAVOR. Councilmember Gailey was not present when this vote was taken.

3 The closed session began at 10:02 p.m.

4 The meeting reconvened at 10:45 p.m.

5

6

7 At 10:46 p.m. COUNCILMEMBER LISONBEE MADE A MOTION TO ADJOURN. COUNCILMEMBER  
8 ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR. Councilmember Gailey was not present when this  
9 vote was taken.

10

11

12

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14

15 \_\_\_\_\_  
16 Terry Palmer  
17 Mayor

\_\_\_\_\_

Cassie Z. Brown, CMC  
City Recorder

17

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

Minutes of the Syracuse City Municipal Building Authority Special Meeting, February 9, 2016

Minutes of the Special Meeting of the Syracuse City Municipal Building Authority held on February 9, 2016 at p.m., in the Council Chambers, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Trustees: Andrea Anderson  
Corinne N. Bolduc  
Karianne Lisonbee  
Dave Maughan

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

Excused: Trustee Mike Gailey

City Employees Present:

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

10:00:57 PM

1. Meeting Called to Order/Adopt Agenda.

President Palmer called the meeting to order at 10:01:01 PM p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Trustee.

10:01:07 PM

2. Proposed Resolution MBA16-01 of the City Council of Syracuse City, Utah, authorizing the issuance and sale by the Municipal Building Authority of Syracuse City, Utah, of its Lease Revenue Refunding Bonds, Series 2006, Series 2012, and Series 2014, in the aggregate principal amount of not to exceed \$11,500,000; and related matters.

A staff memo from the Finance Director explained the Municipal Building Authority is a separate legal entity from Syracuse City Corporation. It was established in August 2006 to allow the City to streamline the funding and construction of city facilities. The MBA borrows funding, constructs facilities, and leases them to the City. The lease payments made by the City provide the revenue for the MBA to make the debt payments. Eventually the debt will be paid off and the properties will be deeded to the City. The executive board of the MBA is comprised of the Mayor and Councilmen of Syracuse City. The Municipal Building Authority issued bonds in 2006 and 2008 to construct City Hall, renovate the police station, and

Special MBA Meeting  
June 9, 2015

1 build an addition to the public works building. Those bonds are eligible for refinancing. This would include a refinance of  
2 the final year of the 2006 bond and also the remaining years on the 2012 and 2014 bonds. It is estimated that the City could  
3 save as much as \$600,000 in interest over the remaining life of the bonds. However, this is an estimate based on market  
4 conditions. There is a possibility that we would have no bidders and we would not be able to refinance. The bonds could be  
5 refinanced either by direct purchase or placing them out in the open market. Staff recommends that the City do a direct  
6 purchase because it is less time intensive and allows for more flexibility on our call features. For full disclosure, the City  
7 could attempt to sell the bonds on the open market. This would cost the City more in closing costs but could attract better  
8 rates than the direct bids above. However, rates are volatile and could fluctuate upwards in the time it takes us to take the  
9 bond to market. If this option were selected, the City would not be able to sell the bonds until March or even April. The risk  
10 is that rates would increase between now and then and erode any potential savings we would realize. Based on that fact, staff  
11 would recommend going with the direct purchase option. The memo concluded staff recommends the MBA approve the  
12 resolution and move forward with the refinancing process. This would include a 30 day public notice requirement and a  
13 request for proposal to potential companies to solicit their bids.

14 [10:01:18 PM](#)

15 TRUSTEE LISONBEE MADE A MOTION TO ADOPT RESOLUTION MBA16-01 AUTHORIZING THE  
16 ISSUANCE AND SALE BY THE MUNICIPAL BUILDING AUTHORITY OF SYRACUSE CITY, UTAH, OF ITS LEASE  
17 REVENUE REFUNDING BONDS, SERIES 2006, SERIES 2012, AND SERIES 2014, IN THE AGGREGATE  
18 PRINCIPAL AMOUNT OF NOT TO EXCEED \$11,500,000; AND RELATED MATTERS. TRUSTEE MAUGHAN  
19 SECONDED THE MOTION; ALL VOTED IN FAVOR. Trustee Gailey was not present when this vote was taken.  
20

21 [10:02:25 PM](#)

22 At [10:02:25 PM](#) TRUSTEE BOLDUC MADE A MOTION TO ADJOURN. TRUSTEE LISONBEE  
23 SECONDED THE MOTION; ALL VOTED IN FAVOR. Trustee Gailey was not present when this vote was taken.  
24

25 \_\_\_\_\_  
26 Terry Palmer  
27 President

25 \_\_\_\_\_  
26 Cassie Z. Brown, CMC  
27 City Recorder

28  
29 Date approved: \_\_\_\_\_

Minutes of the Syracuse City Council Special Meeting, February 12, 2016

Minutes of the Special Meeting of the Syracuse City Council held on February 12, 2016, at 2:00 p.m., in the Council Conference Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson  
Corinne N. Bolduc (arrived at 3:03 p.m.)  
Karianne Lisonbee (arrived at 2:40 p.m.)  
Dave Maughan

City Manager Bovero  
City Recorder Cassie Z. Brown

Absent: Mayor Terry Palmer and Councilmember Mike Gailey

Staff Present: Finance Director Steve Marshall  
City Attorney Paul Roberts  
Fire Chief Eric Froerer  
Deputy Fire Chief Jo Hamblin

[2:39:32 PM](#)

1. Meeting Called to Order/Adopt Agenda

Upon the presence of a quorum, Second Mayor Pro Tem Maughan called the meeting to order at 2:40 p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

[2:39:45 PM](#)

2. Fire Department budget discussion

City Manager Bovero used the aid of a PowerPoint presentation to provide an introduction to the Fire Department budget discussion. The Budget is a legal document that serves as a government entities' financial operating plan.

- A reflection of policy priorities
- A tool for communicating with constituents how tax money is spent.
- Allow citizens an opportunity to be heard by their elected officials.

A major responsibility of local elected officials, especially town or city council members, is to “by resolution or ordinance adopt a budget for the ensuing fiscal period for each fund for which a budget is required...” -- (Utah Code 10-6-118)

The presentation discussed fund based accounting as follows:

- General Fund

- 1                   - Every city maintains general fund. All revenue belongs to the general fund unless specifically
- 2                    earmarked for another fund.
- 3           • Capital Project Fund
- 4                   - Temporary funding set up for the purpose of implementing capital projects.
- 5           • Special revenue fund
- 6                   - Funds used to account for special or specific revenue sources, for example grant funds or revenue
- 7                    legally restricted for specific purposes.
- 8           • Enterprise Fund
- 9                   - Used for services which charge a fee, fund handled like a business organization (golf courses, Salt
- 10                  Lake City airport, sewer or water utility).
- 11                    ▪ Proprietary Funds (Utility Funds)
- 12                    ▪ Internal Service Funds (Information Technology Fund)
- 13           • Expenses must equal revenue, except in enterprise funds where you can have a profit and/or a loss.
- 14           • All unexpended funds, except capital improvement funds, lapse to respective fund balances on June 30.
- 15           • One-time money should only be spent on one-time expenditures.
- 16           • A city's general fund balance must be between 5% - 25% of city's fund projected revenue.

17 Mr. Bovero then noted the following terms will be used throughout all budget presentations:

- 18           • Appropriation –
- 19                   - A specific amount of money authorized by the City for the purchase of goods and services.
- 20           • Balanced Budget –
- 21                   - A budget in which planned funds available equal planned expenditures.
- 22           • Budget Officer –
- 23                   - Every city has a budget officer. The finance director is the budget officer in for Syracuse City.
- 24           • CAFR (Comprehensive Annual Financial Report) –
- 25                   - The City's annual financial statement prepared in accordance with generally accepted accounting
- 26                    practices.
- 27           • Capital Equipment –

- 1                   - Equipment with an expected life of more than 1 year and with a value greater than \$5,000.
- 2           • Expenditures –
- 3                   - The spending of money for programs or projects approved in the budget.
- 4           • Fiscal Year–
- 5                   - Utah municipal FY runs from July 1st to June 30th
- 6           • Franchise Tax –
- 7                   - Energy tax imposed on all sales of public utility services, including electricity, gas, water, sewer,
- 8                                   telephone, cable.
- 9           • Revenue –
- 10                   - Monies received or anticipated by the city from either tax (sales, property, franchise) or non-tax
- 11                                   sources (fees, licenses, grants).

12           Mr. Bovero’s presentation concluded with a review of the budget process as follows:

- 13           • Administration prepares draft budgets for each department and works with City Council on budget
- 14                                   discussions and schedule.
- 15           • Tentative Budget is presented to the public by the 1<sup>st</sup> Council Meeting in May.
- 16           • Public Hearing is scheduled, budget hearing held after at least 48 hours advertising.
- 17           • Budget is presented for discussion and approval at 1<sup>st</sup> Council meeting in June.
- 18           • Budget adopted no later than June 22 (if no truth in taxation process occurs) or 1<sup>st</sup> council meeting in
- 19                                   August (for truth in taxation hearing).

20           He then noted that the Fire Department’s budget accounts for 18.5 percent of the City’s total General Fund budget.

21           A staff memo from Fire Chief Froerer explained the mission statement of the Fire Department is “To provide  
22 quality, affordable services for its citizens, while promoting community pride, fostering economic development, and  
23 preparing for the future.” Under the mission of the City, the Fire Department has reviewed the fire and EMS services  
24 provided by the City and created a draft budget that outlines the resources to provide the services effectively. In drafting the  
25 budget, Fire leadership followed the guidelines discussed in the November Council Retreat and the following vision  
26 statements adopted by Council:

27           10-Year City-Wide Vision Statements

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

8    Fire/EMS Vision Statements

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

14    The memo then provided the following overarching discussion points.

- 15          • *5-10 Year Plan: Over the next year, the Administration would like to work with the City Council to adopt a*
- 16          *5-10 year level of service and staffing plan. The plan would serve as an advisory document that outlines*
- 17          *the level of service deemed acceptable to the Council. It also would evaluate the proper staffing levels for*
- 18          *the FD in order to maintain the acceptable level of service. Finally, the plan would outline measures and*
- 19          *triggers that indicate when staffing levels need to be increased or reduced based on service demands.*
- 20                ○ *Additional Cost: \$0 In-House staff time and minor ancillary costs*
- 21          • *Eliminate Call-Back Program: When the FD receives a call, a call-back is issued to all off-duty firefighters*
- 22          *to respond to the station in preparation of a potential second call. This program costs approximately*
- 23          *\$30,000 per year (2015 numbers) in wages.*

- 1           • This program provides extra back-up service to the City, however it has a negative effect on recruiting, and  
2           it is no longer a common practice in Davis County and other Wasatch Front Communities. Most cities have  
3           gone strictly to one crew per station, and then rely on mutual aid partners for second and third calls.  
4           Recruiting has suffered because of the irregularity of hours due to the call-back policy. Firefighters can  
5           find regular, predictable schedules with other cities, which tends to fit better with their personal lives.
  - 6           • After careful evaluation, Chief Froerer feels that the call-back program is hurting the department more than  
7           it is helping it, and proposes elimination.
  - 8           • 5-Man Staffing Crew: Currently the FD operates with a scheduled 4-man staffing crew. Rather than  
9           describe the entire operation in a memo, Chief Froerer will explain the details of a 4-man versus 5-man  
10          crew at the meeting, along with the pros and cons. In summary, however, a 5-man crew allows the City to  
11          respond to two calls requiring medical transport. To transport a patient in the ambulance, two firefighters  
12          are needed to lift the patient. To transport a patient in the transport engine, three firefighters are required.  
13          With a 4-man crew, the two firefighters in the engine can still respond to a call, but they cannot transport  
14          the victim safely.
  - 15          • With the capability of responding to two transport calls, we estimate the FD could also collect an additional  
16          \$10,000 per year on average in medical transport billing. In addition, if an employee becomes ill and  
17          cannot work, the FD will not have to call in a replacement, thereby saving additional money. For example,  
18          with a 4-man crew, the FD cannot operate safely with only three firefighters, should someone call out sick.  
19          Consequently, they need to call in a replacement, which costs extra because the City is paying the paid  
20          leave plus the replacement's working hours. This situation occurred 27 times in 2015, costing an additional  
21          \$15,552. With a 5-man crew, the FD can still operate safely if they only have four firefighters, should one  
22          call out sick.
  - 23          • Financially, the impact of a 5-man crew looks like this:
    - 24               ○ Additional medical billing revenue: + \$10,000
    - 25               ○ Savings in unplanned leave:                       + \$15,552
    - 26               ○ 5<sup>th</sup> Firefighter staffing 24/7, 365 days:           - \$116,000
    - 27               ○ 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.

The memo concluded the draft budget proposal includes a line-item operation budget proposal and a capital replacement budget for Council consideration.

Chief Froerer reviewed his staff memo.

[2:50:37 PM](#)

There was brief general discussion among the Council and staff throughout Chief Froerer's presentation, the purpose of which was to help the Council gain a clearer understanding of the operations of the Department. There was a high level focus on staffing and equipment budgetary needs, with Councilmember Lisonbee suggesting that capital replacement be addressed in phases; a portion of the City's current general fund surplus could be set aside to cover capital replacement, with similar action taken in the next fiscal year to allow the Fire Department to proceed with equipment purchases in 2017. Discussion then shifted to addressing staffing needs in phases as well rather than proceeding with the entire expenditure all at once. Councilmember Lisonbee asked Fire Department leadership to provide alternate proposals for the capital outlay and staffing needs that may be less costly. Councilmember Maughan stated one way to possibly reduce equipment purchase costs may be to review and rewrite the specifications for vehicles to eliminate things from the equipment that may not be necessities. Such cost savings could be reallocated to other needs, such as staffing. Finance Director Marshall provided the Council with multiple funding options for capital purchases, one of the options being a lease program that has been used in other Departments that have been very successful.

[3:45:49 PM](#)

Chief Froerer and Deputy Chief Hamblin then facilitated a discussion regarding the line-item budget for the Fire Department. The Council offered high level suggestions regarding cost savings, such as ordering books or other subscriptions in electronic version wherever possible; rotating training opportunities through employees; scaling down the copy/fax/scanner used in the Department and transitioning to digital fax; pricing mattresses; consolidating exercise equipment available for employees throughout the City or offering gym memberships in lieu of providing exercise equipment; and updating communication equipment.

1 [4:42:56 PM](#)

2 Chief Froerer stated that he understands that he is asking for a lot in the coming budget year and he thanked the  
3 Council for their attention. He revisited capital purchasing and stated that his top equipment replacement priority this year  
4 would be the replacement of the 1986 brush truck, with his second priority being the engine replacement.

5 [4:48:53 PM](#)

6 Councilmember Anderson inquired as to how Administration will present the requests of all Departments to the  
7 Council. Mr. Bovero stated that he can provide a document that includes requested and Administration recommended  
8 budgets or he can simply provide a summary of all requests from all Departments. Councilmember Maughan stated he would  
9 like to understand the difference between absolute needs and items that may simply just be nice to have. Mr. Bovero noted  
10 that each Department was instructed to propose the minimum budget necessary to accomplish their goals; however, there  
11 may be some items that can be completed in phases. Councilmember Lisonbee stated the term 'absolutely necessary' can be  
12 subjective. Mr. Bovero agreed and stated that is the reason for the budget meetings; City Administration and the Council can  
13 meet in a final meeting after all budgets have been presented to determine the appropriate way forward. The Council  
14 engaged in a discussion about the manner in which they should provide feedback to City Administration regarding budget  
15 proposals, with Councilmember Lisonbee stated she is willing to provide her feedback throughout the process, but she would  
16 like to have information about all funding options before providing concrete answers regarding any budget request.  
17 Councilmember Maughan stated he would like to provide firm direction throughout the process. Councilmember Anderson  
18 stated she feels she needs the whole picture before being able to provide firm direction. Councilmember Maughan stated he  
19 would simply like to develop priority lists throughout the process to provide direction to staff, but that direction can change at  
20 the end of the process based on weighing requests from Departments against one another. He stated he would like  
21 information from the Fire Department about the items that absolutely need to be funded in order for them to continue to  
22 operate at the current level at service. After discussion of this request, the Council indicated they would be comfortable  
23 receiving a document that provides different tiers for budget requests; the first tier being absolute needs, the second being  
24 important items, and the third tier being wants.

25 [5:07:34 PM](#)

26 In conclusion, Mr. Marshall stated that as a next step after the budget process, he would like to work with the  
27 Council to develop a City wide staffing plan and benchmark data to identify the triggers that will necessitate increasing staff

1 levels in various Departments of the City. Mr. Bovero agreed. Councilmembers Anderson and Bolduc stated they like that  
2 suggestion as well. Councilmember Maughan stated he understands the request, but there is also a point where public outcry  
3 must be addressed since the Council is supposed to support the residents. Mr. Bovero stated he does not want to disregard the  
4 public, but he would suggest considering objective measures that can be measured with public outcry.

5 [5:10:48 PM](#)

6 Councilmember Maughan thanked Chief Froerer and Deputy Chief Hamblin for their presentation; he believes they  
7 are men of character and they have represented their Department well.

8

9 [5:11:05 PM](#)

10 At 5:11 p.m. COUNCILMEMBER LISONBEE MADE A MOTION TO ADJOURN. COUNCILMEMBER  
11 ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

12

13 \_\_\_\_\_  
14 Terry Palmer  
15 Mayor  
16  
17 Date approved: \_\_\_\_\_

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

Minutes of the Syracuse City Council Work Session Meeting, February 23, 2016

Minutes of the Work Session meeting of the Syracuse City Council held on February 23, 2016, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson  
Corinne N. Bolduc  
Mike Gailey  
Karianne Lisonbee (arrived at 6:09 p.m.)  
Dave Maughan

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

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

The purpose of the Work Session was to review and discuss the Syracuse Parks Master Plan; review the proposed Fiscal Year (FY) 2017 Fire Department budget; review business meeting agenda item two: award contract for Smedley Acres Culinary Waterline Project Phase II; discussion Parks and Recreation consolidated fee schedule updates; review business meeting agenda item three: Proposed Ordinance 16-10 providing a temporary opening for amendments to the General Plan until March 15, 2016; review business meeting agenda item four: 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; review business meeting agenda item five: Proposed Ordinance 16-11 amending provisions governing the Syracuse Parks Advisory Committee; review business meeting agenda item six: Proposed Ordinance 16-09 approving amendments to the bylaws of the Planning Commission; discuss Transportation Impact Fee Categories; discuss street lighting ordinance; discuss tree planting initiative; and discuss Council business.

[6:04:08 PM](#)

Councilmember Anderson provided an invocation.

[6:05:14 PM](#)

1 A local boy scout led those present in the Pledge of Allegiance.

2 [6:05:49 PM](#)

3 Mayor Palmer reported item F, discussion regarding Parks and Recreation consolidated fee schedule updates, has  
4 been removed from the agenda this evening.

5

6 [6:06:01 PM](#)

7 **Public comments**

8 [6:06:23 PM](#)

9 TJ Jensen addressed the item on the agenda dealing with the Planning Commission bylaws and stated he feels it  
10 necessary to specify the timeline for holding the next election of Chair and Vice Chair of the body; if that is not done, the  
11 current Chair could end up serving in that capacity for 18 months.

12 [6:06:55 PM](#)

13 Gay Lindhardt stated he wanted to thank Mayor Palmer for his excellent service; he thinks he is a great individual.

14 [6:07:14 PM](#)

15 Ralph Vaughan also addressed the Planning Commission bylaws, specifically section four, item k, dealing with time  
16 limits on meetings. This item is not before the Council for consideration, but he wishes they would consider it. Currently the  
17 bylaws specify that meetings must end at 9:00 p.m. and he thinks that should be removed because it is too restrictive on  
18 nights when the body has a full meeting agenda. He used the CVS subdivision as an example and noted that it was necessary  
19 to table that item because the body could not continue their meeting past 9:00 p.m. Currently one member of the body can  
20 make a motion to adjourn the meeting and that motion requires no second or vote. He addressed an additional issue regarding  
21 handouts provided to the body by applicants or residents in attendance at the meeting. He noted this practice can be  
22 distracting and people should not expect the Planning Commission to review them during the meeting. Handouts should be  
23 provided 48 hours before the meeting and given directly to the administrative secretary. He suggested the Council may  
24 possibly consider a similar policy. He stated this policy would provide fairness to the body conducting the meeting as well as  
25 all in attendance at the meeting who would not otherwise have an opportunity to review the handouts.

26

1 [6:10:10 PM](#)

2 **Review and discussion of proposed Syracuse Parks**

3 **Master Plan**

4 A staff memo from the City Manager explained the process used to develop this Parks Master Plan included several  
5 sequential steps, the findings of which were each reported back to the Parks Advisory Committee at their conclusion. These  
6 steps included:

- 7 • **Inventory** - Syracuse City provided the basic information used in this study, which included: City  
8 demographics; and identifying existing parks, recreation facilities, open space and trails – including  
9 condition assessment, review of park classification system, and recreation programming.
- 10 • **Citizen Survey** - The survey was originally drafted by the project team and vetted by the City. Upon  
11 completion of the draft, the survey was presented to the Parks Advisory Committee, where survey length  
12 and questions were tested on Committee members. After dialogue and feedback from the Committee, the  
13 survey was again modified and edited. The final draft received one more review by the internal team and  
14 City, and was then ready for import into the online tool used to administer the survey (Survey Monkey).  
15 The survey opened on February 23, 2015, closed on April 6, 2015, and was provided to the public in an  
16 online format. A hard copy was also mailed to City residents. The project team received a total of 1,185  
17 responses to the online and hard copy surveys.
- 18 • **Analysis** - An analysis was completed on both the physical recreational sites and facilities that currently  
19 exist within the City of Syracuse, and the citizen survey that was prepared and circulated. Using GIS tools  
20 to spatially evaluate the collected data, several maps were prepared that highlight significant findings.  
21 Other tasks completed include the following:
  - 22 a) Park classification system – Review and refine definitions, and apply to all parks and special use  
23 facilities to determine the appropriate classification for each.
  - 24 b) Recreation program analysis – Evaluate the existing programs for effectiveness and demand, and  
25 determine other program needs.
  - 26 c) Calculate current level of service.

- 1 d) Identify deficiencies and/or surpluses – Determine the areas of the City not currently being served  
2 by the existing parks.
- 3 e) Develop amenity replacement schedule.
- 4 f) Analyze demands on existing parks and recreation facilities by new development – Identify where  
5 new growth is expected to occur, and recommend new park locations to serve those new  
6 residential areas.
- 7 g) Identify Capital Improvement Projects (CIP) – Prepare a capital improvement projects list based  
8 on the shortfalls of the various existing park amenities and their current condition. Compare that  
9 list with current improvement projects currently listed by the City.
- 10 h) Develop strategic funding plan – Identify possible finding opportunities for implementing the  
11 recommended improvements.
- 12 • **Master Plan** – Essentially a compilation of the findings of the inventory, survey, and analysis steps. These  
13 are summarized in a brief report, but the GIS format (which will be given to the City at the conclusion of  
14 the master planning process) includes all spatial information from the inventory, survey, and analysis  
15 tasks. This allows the City to access the data at any time, to correct or update information as it changes,  
16 and to produce its own set of maps or spreadsheets according to its own purposes. The GIS is a dynamic,  
17 living tool that is intended to be used and updated each time new information is available or changes to the  
18 recreation system are made.
- 19 • **Stakeholder’s Survey** – J-U-B also prepared a stakeholders survey to be administered by the City to  
20 various groups having a significant interest in the City’s recreation programs and in the development of a  
21 large park complex.

22 The memo summarized the proposed level of service for the City as follows:

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

1           The memo referred to Section seven of the proposed Parks Master Plan for the acreage level needed to achieve  
2 proposed level of service.

3 [6:10:32 PM](#)

4           City Manager Bovero reviewed his staff memo and introduced Greg Graves and Casey Hansen of JUB Engineers,  
5 who are present to provide the draft Parks Master Plan. Mr. Hansen provided an overview of the process he used to develop  
6 recommendations included in the Plan. He used a mapping tool to inventory the existing parks in the City as well as the  
7 amenities included at each park. Service areas were also examined with the goal in mind of providing neighborhood parks  
8 within a half-mile of walking distance and community parks within one mile distance. A map was created to identify the  
9 areas in the City that do not have that level of service, which leads to a task of identifying areas that would be prime for  
10 development as a neighborhood or community park. This was done with future potential development growth in mind.

11 [6:22:06 PM](#)

12           Councilmember Gailey inquired as to how regional parks would fit in the Plan in connection with the level of  
13 service. Mr. Graves stated a regional park would be similar to a community park, though it may have a distinctive physical or  
14 geologic aspect that sets it apart from community parks.

15 [6:23:19 PM](#)

16           The Council engaged in a high level discussion regarding the current level of service, making a point of providing  
17 the consultants with information about existing parks or future planned parks that are not included on the maps.

18 [6:29:38 PM](#)

19           Mr. Graves then noted that the Plan includes feedback received from the citizens survey conducted regarding their  
20 desires for park space and amenities, after which he reviewed the recommendations included in the draft plan, which begin on  
21 page 32 of the plan; recommendations are based upon level of service and population projections. These recommendations  
22 can be used to prepare for the future of the City, specifically at build-out; the City can identify areas of potential future  
23 growth and make plans to secure land that can be used to develop additional parks.

24 [6:36:52 PM](#)

25           Councilmember Anderson stated that maps included in the Plan that illustrate the trail system seem to represent that  
26 sidewalks are being used as part of the trail system. She asked if that is correct or if a trail will be constructed next to a

1 sidewalk in some locations. Councilmember Lisonbee stated the Trails Master Plan allows sidewalks to be used for  
2 connectivity between trails. Councilmember Anderson then noted there is another portion of future trail in the Plan that  
3 would be located on federal or otherwise protected land and it may not be possible to proceed with construction of a trail on  
4 that property. She then stated that it is s fabulous to have access to a picture of future park and trail expansion opportunities.

5 [6:39:26 PM](#)

6 Mr. Bovero stated that staff will eventually be asking the Council to adopt the Parks Master Plan; the General Plan  
7 indicates the target level of service relative to parks is 7.2 acres per thousand residents, while the City ordinance calls for 4.95  
8 acres per thousand residents. It will be necessary to reconcile those two numbers in order to finalize the Parks Master Plan.

9  
10 [6:41:03 PM](#)

## 11 **Review Proposed Fiscal Year (FY) 2017 Fire Department**

### 12 **Budget.**

13 A staff memo from the Fire Chief referenced a color-coded review of the Line-Items requests for the Fire  
14 Department. The colors correspond with the following categories:

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

22 Any questions pertaining to this categorization of the line items will be welcome discussion during the work session,  
23 as well as any other discussion pertaining to the proposed draft budget presented to the Council on Friday February 12. The  
24 memo explained the mission statement of the Fire Department is “To provide quality, affordable services for its citizens,  
25 while promoting community pride, fostering economic development, and preparing for the future.” Under the mission of the  
26 City, the Fire Department has reviewed the fire and EMS services provided by the City and created a draft budget that

1 outlines the resources to provide the services effectively. In drafting the budget, Fire leadership followed the guidelines  
2 discussed in the November Council Retreat and the following vision statements adopted by Council:

3 10-Year City-Wide Vision Statements

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

11 Fire/EMS Vision Statements

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

17 The memo then provided the following overarching discussion points.

- 18 • **5-10 Year Plan:** Over the next year, the Administration would like to work with the City Council to adopt a  
19 5-10 year level of service and staffing plan. The plan would serve as an advisory document that outlines  
20 the level of service deemed acceptable to the Council. It also would evaluate the proper staffing levels for  
21 the FD in order to maintain the acceptable level of service. Finally, the plan would outline measures and  
22 triggers that indicate when staffing levels need to be increased or reduced based on service demands.
  - 23 ○ **Additional Cost:** \$0 In-House staff time and minor ancillary costs

- 1           • Eliminate Call-Back Program: When the FD receives a call, a call-back is issued to all off-duty firefighters  
2           to respond to the station in preparation of a potential second call. This program costs approximately  
3           \$30,000 per year (2015 numbers) in wages.
- 4           • This program provides extra back-up service to the City, however it has a negative effect on recruiting, and  
5           is no longer a common practice in Davis County and other Wasatch Front Communities. Most cities have  
6           gone strictly to one crew per station, and then rely on mutual aid partners for second and third calls.  
7           Recruiting has suffered because of the irregularity of hours due to the call-back policy. Firefighters can  
8           find regular, predictable schedules with other cities, which tends to fit better with their personal lives.
- 9           • After careful evaluation, Chief Froerer feels that the call-back program is hurting the department more than  
10          it is helping it, and proposes elimination.
- 11          • 5-Man Staffing Crew: Currently the FD operates with a scheduled 4-man staffing crew. Rather than  
12          describe the entire operation in a memo, Chief Froerer will explain the details of a 4-man versus 5-man  
13          crew at the meeting, along with the pros and cons. In summary, however, a 5-man crew allows the City to  
14          respond to two calls requiring medical transport. To transport a patient in the ambulance, two firefighters  
15          are needed to lift the patient. To transport a patient in the transport engine, three firefighters are required.  
16          With a 4-man crew, the two firefighters in the engine can still respond to a call, but they cannot transport  
17          the victim safely.
- 18          • With the capability of responding to two transport calls, we estimate the FD could also collect an additional  
19          \$10,000 per year on average in medical transport billing. In addition, if an employee becomes ill and  
20          cannot work, the FD will not have to call in a replacement, thereby saving additional money. For example,  
21          with a 4-man crew, the FD cannot operate safely with only three firefighters, should someone call out sick.  
22          Consequently, they need to call in a replacement, which costs extra because the City is paying the paid  
23          leave plus the replacement's working hours. This situation occurred 27 times in 2015, costing an additional  
24          \$15,552. With a 5-man crew, the FD can still operate safely if they only have four firefighters, should one  
25          call out sick.
- 26          • Financially, the impact of a 5-man crew looks like this:
  - 27               ○ Additional medical billing revenue: + \$10,000

1	○ Savings in unplanned leave:	+ \$15,552
2	○ 5 <sup>th</sup> Firefighter staffing 24/7, 365 days:	- \$116,000
3	○ 5 <sup>th</sup> Firefighter equip, uniform, etc.:	- \$20,000
4		<hr/>
	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.

The memo concluded the draft budget proposal includes a line-item operation budget proposal and a capital replacement budget for Council consideration.

[6:41:25 PM](#)

Chief Froerer reviewed his staff memo.

[6:45:31 PM](#)

Councilmember Maughan stated he appreciates the breakdown provided by the Fire Department in response to his request made during the February 12 meeting.

[6:45:42 PM](#)

The Council engaged in a discussion about various items included in the Department's budget request, with a brief focus on equipment replacement. Councilmember Gailey also asked Chief Froerer to provide additional information about the call-back program currently in operation in his Department. Chief Froerer stated he feels the call-back program is more of a liability than an asset to the Department as it is currently operating. He explained how the Department is staffed under the call-back program, noting the program currently costs approximately \$30,000 in staffing costs, but calls are commonly given to other agencies because the Department does not have enough Fire Fighters available to respond; the value the Department is getting from the program is not worth the \$30,000 spent. He is suggesting eliminating the call-back program by increasing staff levels to provide a five-man crew.

[6:54:42 PM](#)

**Review business meeting agenda item two: award contract for Smedley Acres Culinary Waterline Project, Phase II**

A staff memo from the Public Works Director explained 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. The construction will begin as soon as contract documents are in place and be completed by the summer of 2016. Bids were opened on February 16, 2016. Five bids were submitted and the low bidder was KAPP Construction with a bid amount of \$371,624.35. The funding for this project will come from the following sources:

	<b>204070 Class C</b>	<b>501670 Culinary Capital</b>	<b>301670 Secondary Capital</b>	<b>404045 Storm Drain Maintenance</b>	<b>401670 Storm 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

The memo indicated the Public Works Department 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. The memo concluded staff recommends the City award the contract to KAPP Construction.

[6:54:57 PM](#)

Public Works Director Whiteley reviewed his staff memo.

[6:57:30 PM](#)

Councilmember Maughan asked if the City has a history with KAPP Construction. Mr. Whiteley answered yes; they have completed three projects in the City and the City has had a very good experience with them. Councilmember Maughan stated he is simply concerned about contractors that submit a low bid with plans to later increase their costs via change orders for projects. Mr. Whiteley stated he is not concerned about that with KAPP Construction.

[7:00:15 PM](#)

1 Councilmember Bolduc then noted she has heard from residents who are very pleased by the construction of the  
2 sidewalk on Gentile that allows their children to more safely access a crosswalk on that street.

3 [7:00:50 PM](#)

4 Councilmember Gailey referenced the portion of the project dealing with sidewalk improvements and he asked if the  
5 residents in that area will participate in the costs for sidewalks. Mr. Whiteley answered no and indicated the City has a  
6 CDBG grant, the intent of which is to cover sidewalk and other improvements in low to moderate income housing sections of  
7 the City.

8

9 [7:02:17 PM](#)

10 **Review business meeting agenda item three: Proposed**  
11 **Ordinance 16-10 providing a temporary opening for**  
12 **amendments to the General Plan until March 15, 2016.**

13 A memo from the Community and Economic Development (CED) Department explained a proposed amendment  
14 to ordinance 10.20.060 is being forwarded from the Planning Commission. The amendment will create an open grace  
15 period for General Plan Map change applications until March 15, 2016. The City Council discussed this idea during their  
16 January 12 meeting.

17 [7:02:32 PM](#)

18 CED Director Mellor reviewed the staff memo.

19

20 [7:04:32 PM](#)

21 **Review business meeting agenda item four: Proposed**  
22 **Ordinance 16-12 amending Title Two of the Syracuse**  
23 **City Code relating to appointments to certain local**  
24 **districts, and also amending Section 2.25.070 relating to**

1 **the decision regarding the manner of voting in**  
2 **municipal elections.**

3 A staff memo from the City Attorney explained that as there are two proposed amendments to Title 2, they are being  
4 addressed in a single ordinance. One relates to appointments; the other relates to who makes the decision regarding the  
5 manner of voting in municipal elections. When it comes to appointments, there are two policy decisions to make as a  
6 Council: (1) where the powers of appointment lie for specific appointed individuals, and whether they should be changed;  
7 and (2) determining the procedures which should accompany those appointments. I recognize that there are diverging  
8 opinions on this matter among the Councilmembers. However, if we are able to come to a consensus on a fair process and  
9 have clear policies moving forward, then I hope that we can avoid some future conflicts when the need to fill appointments  
10 arises.

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

15 The various positions which can be addressed include:

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

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

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

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

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

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

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

15 [7:04:53 PM](#)

16 City Attorney Roberts reviewed his staff memo. The Council engaged in discussion about procedures used in the  
17 City to appoint representatives to various positions, with Mr. Roberts indicating he would like for the Council to consider  
18 comprehensive changes to the City Code to provide consistency in the method used to formalize appointments.  
19 Councilmember Maughan stated he is in favor of comprehensive changes even if it may take some time to tackle the issue  
20 given the fact that there are no appointments looming. The Council discussed the option of creating a sub-committee that  
21 could work with the Mayor and Mr. Roberts to develop a proposal for such comprehensive edits to be brought to the Council  
22 at a future work session. Councilmember Gailey stated he would like for Councilmember Anderson to be a member of the  
23 sub-committee given her legal expertise. Councilmember Lisonbee stated she would be willing to participate on the sub-  
24 committee as well, though she would like the Council to take action on the proposed ordinance that is included on the agenda  
25 for tonight's business meeting.

26 [7:13:43 PM](#)

27 Mr. Roberts then reviewed the section of his memo dealing with changes to the code regarding the election method  
28 chosen for the City. The Council discussed the proposed amendment, with a focus on language used to define the election  
29 method options, after which City Recorder Brown indicated she would like to state, for the record, that her only concern

1 about this change is the potential for the Council's action to choose an election method to become a political issue in the  
2 future. It is her opinion that the election method chosen is an operational choice, though the Council has the ability to provide  
3 their input through the process of appropriating a budget for municipal elections. She worries that there may be a point in the  
4 future when half of the Council supports one method while the other half supports another, that may become a political  
5 argument. Councilmember Maughan stated that while he respects Ms. Brown's expert opinion on this issue, this is not the  
6 time for her to weigh in on this issue; she is the City Recorder and not a voting member of the Council. Mayor Palmer stated  
7 he asked Ms. Brown to provide her input as he feels that the change impacts her duties in the City. Mr. Bovero added Ms.  
8 Brown is also the City's Election Officer in addition to being the City Recorder. Councilmember Lisonbee stated that she has  
9 spoken with Ms. Brown at length about the election process in the City and she appreciates her comments; however, the  
10 reason she believes this change is appropriate is that she has received input from residents who feel the Council should make  
11 the decision regarding the voting method used in Syracuse. She stated other cities follow a similar process and she does not  
12 believe the decision needs to be a political one.

13  
14 [7:19:12 PM](#)

15 **Review business meeting agenda item five: Proposed**  
16 **Ordinance 16-11 amending provisions governing the**  
17 **Syracuse Parks Advisory Committee.**

18 A staff memo from the City Attorney explained this proposed amendment has come out of discussion at our last  
19 Council meeting. It adds additional members to the Parks Advisory Committee (PAC), provides for the appointment of  
20 committee members to oversee city specific city parks, and clarifies other provisions. An amendment to Section 3.35.020  
21 increases the number of committee members from 7 to 11 or more. It provides that six members constitute a quorum, and  
22 that a majority vote is necessary to transact business. If more than 11 voting members are appointed, it requires that an odd  
23 number be appointed.

24 Amendments to section 3.35.030 require the PAC to meet at least six times per year. It does not designate the  
25 specific dates, as the PAC may meet more often in the summer or spring, but less frequently in the winter or fall. The PAC

1 would have the discretion to set its calendar to meet its needs. It imposes an expectation of attendance of at least 75% of  
2 meetings. No specific action is automatically triggered when a person falls below this threshold.

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

9 [7:19:28 PM](#)

10 Mr. Roberts reviewed his staff memo.

11 [7:20:32 PM](#)

12 Councilmember Bolduc stated she worked with Mr. Roberts to draft the proposed amendments to the section of the  
13 City Code that governs the Parks Advisory Committee and the goal of the changes was to bring the City Code in line with  
14 recommendations in the General Plan relating to Parks and Trails. The Council then engaged in a discussion regarding  
15 membership of the committee, with a brief focus on the manner in which a member would be assigned to oversee a certain  
16 park in the City.

17 [7:27:32 PM](#)

18 Councilmember Bolduc inquired as to the progress of interviewing new prospective members for the Committee.  
19 Mayor Palmer stated that he has been out of town for two weeks, but has asked staff to schedule interviews for three  
20 applicants. Councilmember Bolduc stated that she has heard from two people that she encouraged to apply for the positions  
21 who have told her that they have not been contacted by the City for an interview; those individuals are Brian Seamons and  
22 Dr. Potter. Mayor Palmer stated Dr. Potter has been contacted and has not responded, but Mr. Seamons has not been  
23 contacted and the scheduling of his interview is pending. Councilmember Maughan stated he also submitted three names and  
24 those people have not been contacted. Mayor Palmer stated at this point in time he is only aware of three pending  
25 applications and staff has been instructed to schedule interviews for those individuals; however, he is concerned about  
26 proceeding with recommending appointments until the changes to the City Code are implemented.

27

1 [7:30:37 PM](#)

2 **Review business meeting agenda item six: Proposed**  
3 **Ordinance 16-09 approving amendments to the bylaws**  
4 **of the Planning Commission.**

5 A staff memo from the City Attorney explained that following the City Council and Planning Commission joint  
6 session he made some additional changes to the by-laws based upon his perception of the direction of the Council as a  
7 whole. The following parts of the by-laws have been modified/annotated from our previous version:

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

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

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

23 **IV.G Remote Participation** – It appeared that the Council was in favor of providing for remote  
24 attendance in cases where an individual is out of town or stricken with a serious illness, if the  
25 commissioner wishes to participate. The Council already has a resolution which allows electronic  
26 participation in meetings, so the specific procedures need not appear in the by-laws. However, state law

1 requires that the agenda provide notice to the public that one or more members of the Commission may  
2 appear remotely. We should either begin noticing this on every agenda (this is a common practice in many  
3 jurisdictions), or require that the request be made before the agenda is published.

4 **VI Voting** – There was significant concern expressed over changing the number of votes necessary to  
5 transact business before the Commission. There is a concern that reducing the number of required votes  
6 only encourages poor attendance. See my comments in the draft.

7 [7:31:17 PM](#)

8 Mr. Roberts reviewed his staff memo.

9 [7:32:35 PM](#)

10 The Council engaged in discussion about the proposed changes to the bylaws, with a focus on Planning Commission  
11 member attendance and the number of affirmative votes required in order for an application to receive a favorable  
12 recommendation from the body; the Council concluded they support the idea of requiring four affirmative votes on any  
13 application in order for it to receive approval or be forwarded to the City Council. Discussion then shifted to the language  
14 included in the bylaws regarding conflicts of interest, with Councilmember Lisonbee stating she would prefer that the bylaws  
15 include language directly from State Law regarding ethics and conflicts of interest for municipal officers. The Council then  
16 had a high level discussion about the comments made during the public comment period regarding the election of Chair and  
17 Vice Chair of the body, the distribution of handouts during meetings, and the ability for any member of the body to motion to  
18 adjourn the meeting requiring no second or vote. The Council concluded they support the idea of moving the election cycle  
19 for Chair and Vice Chair to January of each year rather than July. The Council discussed rules regarding submission of  
20 handouts during meetings, specifying that any handout must also be provided to staff to be made part of the public record of  
21 the meeting. Mr. Roberts noted that it is key that the rules regarding handouts specify that the applicant supporting the  
22 application to which the handouts are related should have an opportunity to review and respond to the documentation  
23 submitted. The Council revisited the issue of election of Chair and Vice Chair, with Councilmember Maughan indicating it is  
24 inevitable that there will be a six-month carryover period in an election cycle and the current chair may serve for an  
25 additional six months or the next chair will only serve a term of six months from June to January, but that the issue should be  
26 left up to the body. The rest of the Councilmembers agreed. The Council then discussed the rule allowing a member of the  
27 Planning Commission to adjourn a meeting at 9:00 p.m. without a second or vote on their motion. Councilmember Lisonbee

1 stated the intent of the rule was to limit meetings to a manageable time, but if items on the agenda need additional attention  
2 the body has the opportunity to extend their meetings to address those items. She also indicated she feels the bylaws should  
3 be amended to require a second and vote on all motions. The Council concurred.

4  
5 [7:55:43 PM](#)

6 **Discussion regarding Transportation Impact Fee**  
7 **categories**

8 A staff memo from the Finance Director explained that during the last City Council meeting we discussed and  
9 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

10 The Council asked for further discussion and comparatives from other cities to determine if Syracuse City should  
11 have additional categories for different types of commercial businesses. The meeting packet included a comparative of 10  
12 other cities and the fees they charge by category. Every city is a little different and not all cities charge the same fees. Staff  
13 recommends the Council discuss potential changes to impact fee commercial categories. If changes are needed, set a public  
14 hearing for March 8<sup>th</sup> to adopt the changes.

15 [7:55:54 PM](#)

16 Mr. Marshall reviewed his staff memo. Discussion regarding the data provided by Mr. Marshall ensued with  
17 Councilmember Maughan asking if there are options to entertain exceptions or variations to the impact fees for unique  
18 situations or businesses that may create a large impact on the City rather than advertising a very high fee that may discourage  
19 some businesses from considering locating in the City. Mr. Roberts indicated impact fees are designed to collect fees from  
20 all developments that create an impact fee on the City to ensure all users are paying 'their fair share'. Councilmember  
21 Maughan stated he understands that, but he is hesitant about including a fee in the fee schedule that is so high that it may  
22 deter a business like a convenience store from considering locating in Syracuse. Mr. Marshall stated the action taken by the  
23 Council during the February 9 meeting was to adopt one fee for all commercial uses, which is \$2,700 and that is the fee that  
24 will be advertised in the fee schedule. That fee will not adjusted unless the Council chooses to identify outliers for which a  
25 different fee should be charged.

1 [8:05:17 PM](#)

2 Councilmember Gailey stated that impact fees can sometimes be viewed as being unfair; when he built his dental  
3 office in the City his sewer impact fee was \$28,000 and he only has eight stalls. The water usage in the building is 1.5 times  
4 what is allotted for residential use, yet he was charged eight different sewer connection fees. He stated he is not creating the  
5 type of impact on the sewer system to justify the fees that were charged and he wants to be sensitive to determining the true  
6 impact a business has on the City.

7 [8:07:48 PM](#)

8 The Council engaged in a discussion about specifying different impact fees for different land uses, ultimately  
9 concluding there is no need to identify outliers or make changes to the fees that were adopted on February 9.

10

11 [8:09:27 PM](#)

12 **Discussion regarding street lighting ordinance**

13 A staff memo from the Public Works Director provided the City's current ordinance language for street lights as  
14 follows:

15 **Ordinance 8.10.080 Street lights.**

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

23 **Engineering Standards Section 19.01 General**

24 All outdoor artificial street illuminating devices shall be installed in conformance with the provisions of  
25 this section and applicable provisions of the Zoning Ordinance, Subdivision Ordinance, and the current  
26 Electric and Electric Safety Codes adopted by the state of Utah. The spacing and arrangement of

1 streetlights will be designed during the preliminary plat or site plan review phases of a development and  
2 shall be a minimum of one light per every 800 feet of roadway, every 400 feet of cul-de-sac depth and at  
3 every roadway intersection. For cul-de-sac lengths in excess of 400 feet with a dogleg street bend of 45° or  
4 greater, the subdivider shall be responsible to install a streetlight at the dogleg of the cul-de-sac in addition  
5 to the streetlight at the end of the cul-de-sac (8.02.080).

6 **The memo provided the following street light statistics:**

- 7 • 852 Total Street Lights (765 Induction, 87 LED)
- 8 • 50 Lights have been installed since Jan 1, 2015
- 9 • 97 Identified Deficiencies based upon current ordinance. Most likely due to street lights that were  
10 installed prior to current ordinance requirements.

11 The memo discussed current operation costs; the City spends \$15,000 per year in power consumption costs and  
12 \$5,000 per year in maintenance. The approximate cost per light is \$25, which is determined by dividing the total operation  
13 costs of \$20,000 by the number of lights, which is 802.

14 The memo also provided the following street light installation costs:

- 15 • \$7000/each Decorative Light
- 16 • \$6400/each 30' Cobra Light
- 17 • \$8000/each 40' Cobra Light
- 18 • \$3000/each Acorn Light in undeveloped land, reimbursed by developers
- 19 • \$2000 ± additional per light in areas already landscaped and developed.
- 20 • \$1200/each Acorn Light to convert induction to LED

21 The memo concluded street lights are mapped and have corresponding data in a spreadsheet. These will be available  
22 during the meeting for observation and discussion.

23 [8:09:28 PM](#)

24 Councilmember Maughan stated he is concerned that there are large stretches of road throughout the City that do not  
25 have sufficient street lighting. He reviewed a map provided by Mr. Whiteley to identify various locations throughout the City  
26 where a stretch of road can be very lengthy with no intersection and no street lights. He feels such dark spots create a safety  
27 issue for residents. Mr. Whiteley then facilitated a discussion regarding the street lighting practices in the City by reviewing

1 his staff memo. He used a mapping tool to identify the locations of street lighting deficiencies according to the City's current  
2 regulations. The Council discussed options for adding lights or changing existing lights to provide better lighting throughout  
3 the City, ultimately concluding they would like to determine a way to accelerate the addition of street lights to the current  
4 system. Councilmember Maughan stated he would like to address the areas that are most deficient and possibly add 10 new  
5 street lights using City general fund surplus money this year.

6  
7 [8:26:02 PM](#)

8 **Discussion regarding tree planting initiative.**

9 This item was added to the agenda by Councilmembers Maughan and Lisonbee. An email from Councilmember  
10 Maughan to all Councilmembers and the Mayor laid out his proposal as follows:

11 The Syracuse Tree Initiative

12 The number one concern expressed in our most recent parks survey conducted of our citizens was that we need  
13 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  
14 enjoy mature trees. I am asking the council to approve an initiative to plant tree for the next 5 years starting with 100  
15 trees this year, funded by budget surplus. With forward planning I estimate we can purchase 100 shade trees,  
16 (average trunk size of 2" diameter) for approximately \$15,000. I suggest we set aside \$15-\$20K dollars to plant 100  
17 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  
18 them. They should get priority. These 100 trees should be planted in the fall of 2016. I would prefer to have public  
19 tree planting events to show the citizens we are trying to fix the problem they identified. For the subsequent 5 years I  
20 propose we set aside \$3500 to plant 20-25 trees a year for the next 5 years. The result of this commitment would be  
21 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  
22 maintain commitments to having trees. I think one of them is 'tree city USA'. I don't know if grants could help us  
23 get there or help after we plant a certain number. That is something we could look into. My goal would be that we  
24 start with 100 and commit to at least planting some trees for the next 5 years. Of course in the event of economic  
25 disaster, or major change we could always vote to suspend the program later, but I would like to set the goal and  
26 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

1 first year as a corrective measure and while we have a surplus to spend. Last year this exact amount was set aside for  
2 campgrounds and it looks that that won't happen. This is an opportunity to replace that project.

3 [8:26:09 PM](#)

4 Councilmember Maughan summarized his proposal. The Council offered their support for the proposal and had a  
5 discussion about funding mechanisms to purchase a certain number of trees to be planted throughout the planting season.  
6 Parks and Recreation Director Robinson stated that her only request would be that staff is not asked to purchase and plant all  
7 100 trees at one time and that the activity be spread throughout the growing season. Councilmember Maughan stated that he  
8 is supportive of that idea. Mr. Bovero clarified it is not necessary to amend the budget for this item as money was already  
9 allocated in the budget that can simply be shifted to fund this initiative.

10

11 [8:35:50 PM](#)

12 **Council business**

13 The Council and Mayor provided brief reports regarding the activities they have participated in since the last City  
14 Council meeting.

15

16

17 The meeting adjourned at 8:45 p.m.

18

19

20 \_\_\_\_\_  
21 Terry Palmer  
22 Mayor

\_\_\_\_\_

Cassie Z. Brown, CMC  
City Recorder

22

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

Minutes of the Syracuse City Council Special Meeting, February 23, 2016

Minutes of the Special Meeting of the Syracuse City Council held on February 23, 2016, at 7:05 a.m., in the Council Conference Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson  
Corinne N. Bolduc  
Mike Gailey  
Karianne Lisonbee  
Dave Maughan

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

Staff Present: City Attorney Paul Roberts  
Finance Director Steve Marshall  
Public Works Director Robert Whiteley  
Fire Chief Eric Froerer  
Police Chief Garret Atkin  
Parks and Recreation Director Kresta Robinson

[8:44:28 PM](#)

1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 8:45 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

[8:44:39 PM](#)

COUNCILMEMBER LISONBEE MADE A MOTION TO AMEND THE AGENDA TO MOVE ITEM 7 TO THE TOP OF THE AGENDA AND ADOPT THE AGENDA WITH THAT CHANGE. COUNCILMEMBER MAUGHAN SECONDED THE MOTION; ALL VOTED IN FAVOR.

[8:45:59 PM](#)

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

COUNCILMEMBER LISONBEE MADE A MOTION TO CONVENE IN A 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 PURCHASE, EXCHANGE, OR LEASE OR REAL PROPERTY AND PENDING OR

1 REASONABLY IMMINENT LITIGATION. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL  
2 VOTED IN FAVOR.

3 The closed session began at 8:48 p.m.

4 The meeting reconvened at 9:15 p.m.

5

6 [9:15:16 PM](#)

7 2. Award contract for Smedley Acres Culinary Waterline Project Phase II

8 A staff memo from the Public Works Director explained this project will install new culinary and secondary  
9 waterlines in 2250 South Street between 2000 West Street and 1800 West Street. Curb, gutter and sidewalk will be  
10 replaced/installed to improve drainage and pedestrian safety. The entire road width will be replaced upon completion. The  
11 construction will begin as soon as contract documents are in place and be completed by the summer of 2016. Bids were  
12 opened on February 16, 2016. Five bids were submitted and the low bidder was KAPP Construction with a bid amount of  
13 \$371,624.35. The funding for this project will come from the following sources:

	<b>204070 Class C</b>	<b>501670 Culinary Capital</b>	<b>301670 Secondary Capital</b>	<b>404045 Storm Drain Maintenance</b>	<b>401670 Storm 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

14 The memo indicated the Public Works Department acquired CDBG grant funding for this project in the amount of  
15 \$286,295.14. The actual estimated cost to the City for this project is \$85,329.21. The memo concluded staff recommends the  
16 City award the contract to KAPP Construction.

17 [9:15:18 PM](#)

18 COUNCILMEMBER LISONBEE MADE A MOTION TO AWARD THE CONTRACT FOR THE SMEDLEY  
19 ACRES CULINARY WATER LINE PROJECT, PHASE II, TO KAPP CONSTRUCTION. COUNCILMEMBER  
20 MAUGHAN SECONDED THE MOTION; ALL VOTED IN FAVOR.

21

1 [9:15:37 PM](#)

2 3. Public Hearing: Proposed Ordinance 16-10 amending Title 10 of the  
3 Syracuse City Code to provide a temporary opening for amendments to  
4 the General Plan until March 15, 2016.

5 A memo from the Community and Economic Development (CED) Department explained a proposed amendment  
6 to ordinance 10.20.060 is being forwarded from the Planning Commission. The amendment will create an open grace  
7 period for General Plan Map change applications until March 15, 2016. The City Council discussed this idea during their  
8 January 12 meeting.

9 [9:15:53 PM](#)

10 Mayor Palmer opened the public hearing.

11 [9:16:26 PM](#)

12 TJ Jensen stated the language in the proposed ordinance reflects the Planning Commission's proposal.

13 [9:16:34 PM](#)

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

15 [9:16:37 PM](#)

16 COUNCILMEMBER LISONBEE MADE A MOTION TO ADOPT ORDINANCE 16-10 AMENDING TITLE 10  
17 OF THE SYRACUSE CITY CODE TO PROVIDE A TEMPORARY OPENING FOR AMENDMENTS TO THE  
18 GENERAL PLAN UNTIL MARCH 15, 2016. COUNCILMEMBER ANDERSON SECONDED THE MOTION; ALL  
19 VOTED IN FAVOR.

20

21 [9:16:57 PM](#)

22 4. Public Hearing: Proposed Ordinance 16-12 amending Title Two of the  
23 Syracuse City Code relating to appointments to certain local districts,  
24 and also amending Section 2.25.070 relating to the decision regarding  
25 the manner of voting in municipal elections.

1           A staff memo from the City Attorney explained that as there are two proposed amendments to Title 2, they are being  
2 addressed in a single ordinance. One relates to appointments; the other relates to who makes the decision regarding the  
3 manner of voting in municipal elections. When it comes to appointments, there are two policy decisions to make as a  
4 Council: (1) where the powers of appointment lie for specific appointed individuals, and whether they should be changed;  
5 and (2) determining the procedures which should accompany those appointments. I recognize that there are diverging  
6 opinions on this matter among the Councilmembers. However, if we are able to come to a consensus on a fair process and  
7 have clear policies moving forward, then I hope that we can avoid some future conflicts when the need to fill appointments  
8 arises.

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

13           The various positions which can be addressed include:

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

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

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

25           On the next agenda, competing amendments have been proposed for consideration as it relates to appointments to  
26 local improvement and mosquito abatement districts. One moves the power of appointment for two district board positions  
27 exclusively into the province of the voting council-members. The appointment would presumably be made by motion,  
28 resulting in an approved resolution. The other confirms that city code vests the appointing power for these positions in the

1 mayor, subject to advice and consent of the council. State law does not specify the procedure for city appointees, so it is left  
2 to the City to determine the best course of action to take. As the amendment moving the appointing power exclusively to  
3 voting members only would remove a power from the mayor, he will be entitled to participate in the vote.

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

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

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

18 [9:17:16 PM](#)

19 COUNCILMEMBER MAUGHAN CALLED FOR A DIVISION OF THE TWO ISSUES INCLUDED IN THE  
20 PROPOSED ORDINANCE. COUNCILMEMBER LISONBEE SECONDED THE MOTION; ALL VOTED IN FAVOR.

21 [9:17:50 PM](#)

22 Mayor Palmer opened the public hearing.

23 [9:18:09 PM](#)

24 TJ Jensen referenced the discussion the Council had regarding this issue during their work session and stated he  
25 thinks it is a good idea to review Title Two and consider comprehensive edits to provide a consistent process for  
26 appointments.

27 [9:18:51 PM](#)

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

2           [9:18:55 PM](#)

3           Councilmember Maughan stated that he would like to work towards reaching consensus among the Council, but he  
4 would like to proceed with the creation of a sub-committee to tackle this issue and consider a comprehensive approach that  
5 would address all City appointments. Discussion ensued regarding this proposal.

6           [9:19:46 PM](#)

7           COUNCILMEMBER MAUGHAN MOVED TO CREATE A SUB-COMMITTEE TO CONSIDER  
8 AMENDMENTS TO TITLE TWO PERTAINING TO COMMITTEE APPOINTMENTS AND ASSIGNMENTS.

9           [9:20:02 PM](#)

10           The Council engaged in discussion regarding Councilmember Maughan's motion, with a focus on the duties and  
11 purpose of the sub-committee.

12           [9:23:09 PM](#)

13           COUNCILMEMBER LISONBEE OFFERED A SUBSTITUTE MOTION TO ADOPT PROPOSED ORDINANCE  
14 16-12 AMENDING TITLE TWO OF THE SYRACUSE CITY CODE RELATING TO APPOINTMENTS TO CERTAIN  
15 LOCAL DISTRICTS, WITH THE CAVEAT THAT THE MAYOR WOULD HAVE A VOTE ON SPECIAL DISTRICT  
16 APPOINTMENTS.

17           [9:23:42 PM](#)

18           Councilmember Lisonbee clarified that allowing the Mayor to vote could result in tie votes on appointments and in  
19 the case of a tie, Robert's Rules of Order calls for a coin toss to break the tie.

20           [9:24:58 PM](#)

21           COUNCILMEMBER BOLDUC SECONDED COUNCILMEMBER LISONBEE'S SUBSTITUTE MOTION.

22           [9:24:59 PM](#)

23           The Council and Mayor engaged in discussion regarding Councilmember Lisonbee's substitute motion. Mayor  
24 Palmer indicated he feels State Law and the City Code is clear in its assignment of the power to appoint various officers and  
25 board members to the Mayor as a member of the Legislative Body. He understand the Council's desire to be involved in the  
26 process and feels they have the opportunity to do so through their offering of advice and consent. He welcomes and asks for

1 advice from the Council on any appointment he recommends, but he has not received that in the past. He stated any change to  
2 the process would essentially be a change to his powers as Mayor. However, he is willing to facilitate a process whereby the  
3 Council could offer suggestions for appointments, though he would make the final recommendation for advice and consent of  
4 the Council. Councilmember Anderson stated that she feels that Councilmember Lisonbee's motion to allow the Mayor to  
5 vote on appointments may accomplish the desires of those on both sides of this issue. She stated she understands that the  
6 Council has advice and consent on appointments suggested by the Mayor, but members of the Council have not taken the  
7 opportunity to provide their advice in the past. She stated one way to ensure that all discussions about potential committee  
8 appointees are held in the open is to assign the duty to the Council because all deliberations of the Council must take place in  
9 public. She stated she is still supportive of allowing the Mayor a vote on committee appointments.

10 [9:36:04 PM](#)

11 Councilmember Lisonbee stated that her suggestion is not unprecedented in that the State Legislature, of which the  
12 City is a political subdivision, has given direction that the Legislative Body be the appointing authority for two specific  
13 special districts. She stated she understands other cities may not be practicing under that direction, but it is a good process  
14 and this is not about any certain person that is currently a member of the Legislative Body. Mayor Palmer stated he does not  
15 think the Council truly knows the intent of the State Legislature when they passed legislation regarding certain special  
16 districts. Councilmember Lisonbee stated that Utah Code 17B-2a specifically indicates the Legislative Body is the appointing  
17 authority for certain districts. A subsection identifies the Mayor as the appointing authority for one sewer district in the State  
18 of Utah and, so, interestingly there are two different processes for different sewer districts in the State of Utah. Mayor Palmer  
19 stated that the Council does not know the intent of the Legislature when they enacted that law. Councilmember Lisonbee  
20 stated that if they did not mean Legislative Body they would have said Mayor instead. Mayor Palmer stated he is part of the  
21 Legislative Body and the Council has a role in the appointment process through advice and consent. Councilmember  
22 Lisonbee stated she understands the Mayor's contention, but she disagrees with his opinion based on the fact that there is  
23 different language in two sections of State Code that deal with the same type of entity.

24 [9:38:31 PM](#)

25 Council discussion regarding the motions on the table continued, with Councilmember Anderson reiterating that the  
26 Council has the ability to participate in the appointment process by giving their advice and consent regarding appointments  
27 recommended by the Mayor. She stated Councilmembers have failed to offer their advice in the past. Councilmember

1 Lisonbee stated she disagrees; she has offered plenty of advice in the past as have other members of the Council and that  
2 advice was not taken. Councilmember Anderson asked if the advice was given in public. Councilmember Lisonbee stated  
3 there is not an opportunity to do so. Councilmember Bolduc stated offering advice publicly could become very contentious.  
4 Councilmember Anderson stated there are some changes she would like to propose to the ordinance that would amend Title  
5 Two pertaining to appointments, such as a rule that any vacancy on the Council must be filled before the Council votes on  
6 appointments to special district. She indicated she is supportive of Councilmember Maughan's motion to table the ordinance  
7 and send the issue to a sub-committee. Councilmember Gailey agreed; he would like for the sub-committee to present a  
8 comprehensive proposal. Councilmember Lisonbee stated that if the Council refers the issue to a sub-committee, the issue of  
9 appointments to the two special districts referenced in 17B should be handled differently; however, she is willing to amend  
10 her motion to add language to the ordinance that dictates that any vacancy on the Council must be filled before considering  
11 an appointment to a special district.

12 [9:42:47 PM](#)

13 COUNCILMEMBER LISONBEE AMENDED HER SUBSTITUTE MOTION TO ADD LANGUAGE TO THE  
14 PROPOSED ORDINANCE THAT WOULD REQUIRE THE COUNCIL TO FILL ANY VACANCY ON THE COUNCIL  
15 BEFORE CONSIDERING AN APPOINTMENT TO A SPECIAL DISTRICT.

16 [9:43:05 PM](#)

17 Councilmember Lisonbee urged the Council to take a vote on the proposed ordinance this evening because she does  
18 not feel additional discussion is necessary. Councilmember Gailey stated he does feel additional discussion is needed. The  
19 Council and Mayor continued discussion of the motions on the table, with Mayor Palmer stated he does not want to rush a  
20 decision on this issue; he stated this is one example of why it may be appropriate to require two readings of all ordinances  
21 that come before the Council. He indicated this is not the first time an issue has been rushed and he referenced the closure of  
22 the General Plan as an example. Councilmember Lisonbee stated she does not feel the issue is being rushed; she has asked  
23 that it be added to three separate agendas, but has consented to withdrawing it at the request of Councilmember Gailey who  
24 was not going to be present during the February 9 meeting. She stated since initially adding the item to an agenda, she has not  
25 been contacted by any other member of the Council to discuss her proposal.

26 [9:46:00 PM](#)

1 COUNCILMEMBER LISONBEE WITHDREW HER SUBSTITUTE MOTION, BUT ASKED THAT THE  
2 APPOINTMENTS TO SPECIAL DISTRICTS INCLUDED IN STATE LAW 17B BE TREATED DIFFERENTLY THAN  
3 ALL OTHER CITY APPOINTMENTS.

4 [9:46:26 PM](#)

5 Councilmember Bolduc stated that she feels requiring two readings of all ordinances will only slow things down and  
6 government is already slow enough. Councilmember Lisonbee agreed and referenced the General Plan issue; she feels the  
7 actions taken in December of 2015 were reasonable and have worked out well and it is a natural and logical thing to do to  
8 consider additional issues that may arise after a certain action is taken. She also disagreed that the ordinance included on  
9 tonight's agenda was rushed.

10 [9:47:11 PM](#)

11 Mayor Palmer stated there has been a motion and second to table consideration of the portion of the ordinance  
12 dealing with committee appointments and refer the issue to a sub-committee. He called for a vote; ALL VOTED IN FAVOR.

13 [9:47:43 PM](#)

14 COUNCILMEMBER MAUGHAN MADE A MOTION TO ADOPT PROPOSED ORDINANCE 16-12  
15 AMENDING SECTION 2.25.070 RELATING TO THE DECISION REGARDING THE MANNER OF VOTING IN  
16 MUNICIPAL ELECTIONS. COUNCILMEMBER ANDERSON SECONDED THE MOTION.

17 [9:48:27 PM](#)

18 Councilmember Lisonbee stated this has been a topic of discussion among the Council and residents for the past  
19 several years and she supports the change.

20 [9:48:36 PM](#)

21 Mayor Palmer stated there has been a motion and second to adopt the ordinance and he called for a vote; ALL  
22 VOTED IN FAVOR.

23

24 [9:48:41 PM](#)

25 5. Proposed Ordinance 16-11 amending provisions governing the  
26 Syracuse Parks Advisory Committee.

1 A staff memo from the City Attorney explained this proposed amendment has come out of discussion at our last  
2 Council meeting. It adds additional members to the Parks Advisory Committee (PAC), provides for the appointment of  
3 committee members to oversee city specific city parks, and clarifies other provisions. An amendment to Section 3.35.020  
4 increases the number of committee members from 7 to 11 or more. It provides that six members constitute a quorum, and  
5 that a majority vote is necessary to transact business. If more than 11 voting members are appointed, it requires that an odd  
6 number be appointed.

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

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

17 [9:48:53 PM](#)

18 Mr. Roberts reviewed his memo and summarized the options available to the Council for proceeding and taking  
19 action this evening. There was a focus on potentially creating boundaries and districts for the committee to identify areas  
20 from which members should be pulled from and which parks they should be assigned to. Mayor Palmer stated that if the goal  
21 of the committee is simply to provide service in parks, it may not be necessary to have a parks advisory committee any  
22 longer. Councilmember Maughan agreed; the committee was given the task of developing a proposed Parks Master Plan and  
23 now that they have done that the committee could be dissolved.

24 [9:55:13 PM](#)

25 COUNCILMEMBER MAUGHAN MADE A MOTION TO SUSPEND THE COMMITTEE.

26 [9:56:19 PM](#)

1           The Council and some staff members engaged in discussion about Councilmember Maughan’s motion. Mr. Bovero  
2 stated the Council should take an action based upon what they want for the committee; if they want the committee to be a  
3 service committee to assist with the operation of the parks that could be a goal of the committee, but if they want the  
4 committee to be comprised of members that can offer assistance in planning for parks they should appoint people they trust to  
5 give good planning advice. Councilmember Maughan stated he does not feel the Council has appointed people they trust to  
6 do that work. Councilmember Anderson stated if the Council wants to move in the direction of creating a service committee,  
7 they should abolish the Parks Advisory Committee as it is currently constituted and create a new committee with specific  
8 goals.

9 [9:57:43 PM](#)

10           COUNCILMEMBER BOLDUC MADE A SUBSTITUTE MOTION TO ABOLISH THE PARKS ADVISORY  
11 COMMITTEE BY STRIKING THE ENTIRETY OF CHAPTER 3.35 OF THE SYRACUSE CITY CODE.  
12 COUNCILMEMBER MAUGHAN SECONDED THE MOTION.

13 [9:58:12 PM](#)

14           The Council and staff engaged in discussion regarding the motion and a way forward relative to future park  
15 planning. Mr. Bovero stated that it is sometimes nice to have an advisory committee to provide input regarding ongoing or  
16 future park needs. He stated that can be accomplished with an ad-hoc committee or a standing committee. Mayor Palmer  
17 stated that if the issue at hand tonight is the fact that the Council does not like those members serving on the Parks Advisory  
18 Committee, he would be willing to dismiss those members and start with new appointees rather than abolishing the  
19 committee altogether. The Council indicated they would prefer to shift the focus of the committee and it may be best to start  
20 from scratch to do so. Councilmember Maughan stated that as presently constituted, he does not feel the committee has been  
21 working on the mission they were charged with. He stated he feels the Council needs to aggressively attack change in the  
22 parks throughout the City and once that is done it may be possible to develop a scope for a future advisory committee.

23 [10:04:10 PM](#)

24           Mayor Palmer stated there has been a motion and second to abolish the Parks Advisory Committee and he called for  
25 a vote; ALL VOTED IN FAVOR.

26

27 [10:04:31 PM](#)

1 6. Proposed Ordinance 16-09 approving amendments to the bylaws of  
2 the Planning Commission.

3 A staff memo from the City Attorney explained that following the City Council and Planning Commission joint  
4 session he made some additional changes to the by-laws based upon his perception of the direction of the Council as a  
5 whole. The following parts of the by-laws have been modified/annotated from our previous version:

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

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

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

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

1           **VI Voting** – There was significant concern expressed over changing the number of votes necessary to  
2           transact business before the Commission. There is a concern that reducing the number of required votes  
3           only encourages poor attendance. See my comments in the draft.

4           [10:04:45 PM](#)

5           Mr. Roberts reviewed his staff memo and reviewed the changes to be made to the document based on feedback  
6           received during the work session.

7           [10:07:28 PM](#)

8           The Council engaged in discussion regarding the bylaws and indicated it may be appropriate to table consideration  
9           of the ordinance this evening to allow the Council to see a clean version of the document with all changes discussed  
10          incorporated.

11          [10:10:23 PM](#)

12          COUNCILMEMBER MAUGHAN MADE A MOTION TO TABLE PROPOSED ORDINANCE 16-09  
13          APPROVING AMENDMENTS TO THE BYLAWS OF THE PLANNING COMMISSION. COUNCILMEMBER  
14          ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

15

16          [10:10:33 PM](#)

17          7. Consideration of adjourning into Closed Executive Session pursuant to  
18          the provisions of Section 52-4-205 of the Open and Public Meetings Law  
19          for the purpose of discussing the character, professional competence, or  
20          physical or mental health of an individual; pending or reasonably  
21          imminent litigation; or the purchase, exchange, or lease of real property

22          COUNCILMEMBER MAUGHAN MADE A MOTION TO RECONVENE IN A CLOSED EXECUTIVE  
23          SESSION PURSUANT TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS LAW  
24          FOR THE PURPOSE OF DISCUSSING THE PURCHASE, EXCHANGE, OR LEASE OR REAL PROPERTY AND  
25          PENDING OR REASONABLY IMMINENT LITIGATION. COUNCILMEMBER ANDERSON SECONDED THE  
26          MOTION; ALL VOTED IN FAVOR.

27          The closed session began at 10:12 p.m.

1           The meeting reconvened at 10:27 p.m.

2

3

4           At 10:27 p.m. COUNCILMEMBER LISONBEE MADE A MOTION TO ADJOURN. COUNCILMEMBER  
5 ANDERSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

6

7

8 \_\_\_\_\_  
9 Terry Palmer  
10 Mayor

\_\_\_\_\_

Cassie Z. Brown, CMC  
City Recorder

10

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

Minutes of the Syracuse City Council Special Meeting, February 26, 2016

Minutes of the Special Meeting of the Syracuse City Council held on February 26, 2016, at 2:00 p.m., in the Council Conference Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Andrea Anderson  
Corinne N. Bolduc  
Mike Gailey  
Karianne Lisonbee  
Dave Maughan

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

Staff Present: Finance Director Steve Marshall  
City Attorney Paul Roberts  
Police Chief Garret Atkin  
Lieutenant Heath Rogers  
Patrol Lieutenant Lance Jensen  
Detective Austin Anderson  
Detective Bryce Weir

[2:06:57 PM](#)

## 1. Meeting Called to Order/Adopt Agenda

Mayor Palmer called the meeting to order at 2:06 p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

[2:07:24 PM](#)

## 2. Police Department budget discussion

A staff memo from Fire Chief Froerer explained the mission statement of the Police Department is “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 police 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.*

**Police Vision Statements**

- *The Syracuse PD is a well-trained, professional police force.*
- *The Syracuse PD is responsive to crime and other community issues.*
- *Syracuse City police officers are courteous and service-oriented.*
- *Syracuse City police officers are part of the community and respected by the public.*
- *The City's policies provide guidance on the expected levels of personnel in the police department.*

The memo highlighted overarching discussion points as follows:

- **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 for the police department. 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 PD 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
- **Additional Officers:** Based on current workloads and sentiment expressed by the Council at the November retreat regarding the need for a greater police presence, we feel it is would be appropriate to add two new patrol officers, and one new detective. Details of this analysis can be provided at the budget meeting. While the 5-10 year staffing plan should be put in place first, our analysis shows that this request is reasonable for the upcoming fiscal year.
- Below is a summary of the financial impact of the 3 new officers (see detail attached). Funding for this request would need to come from the general fund, which will need to be evaluated along with the other segments of the budget.
  - *Vehicles/gas/oil* *\$134,025*
  - *Equipment/Uniform* *\$28,019*
  - *Wages/Benefits (PO III)* *\$276,918*



1 and sexual offenses. Councilmember Maughan asked Chief Atkin to assume the City finds itself in a budget pinch that made  
2 it impossible to fund all three new officer requests. He asked which of the positions is most important: the two patrol  
3 positions or the detective position. Chief Atkin stated he would prefer the detective to address the increase for calls for  
4 service. Discussion then centered on the level at which Chief Atkin would like to hire new employees; he indicated he would  
5 like to budget in a way that would allow him to pay more for an applicant with experience rather than budgeting for the  
6 minimum pay for officers and tie his hands. He stated he will conduct the officer testing process with the thought in mind of  
7 trying to find someone that can be hired at the minimum pay range. Finance Director Marshall added that the budget proposal  
8 is based on worst case scenario, which means hiring at a wage higher than minimum pay and paying for the most expensive  
9 insurance plan if the employee were to be married and have children. He then reviewed the section of the report that details  
10 the budget request for pay increases for current officers in the Department, after which the Council briefly discussed the  
11 manner in which an employee can move through their wage scale.

12 [4:12:47 PM](#)

13 Councilmember Maughan refocused on the personnel and equipment budget request and noted that the  
14 documentation indicates that each of the three new employees would be given a Ford Interceptor to drive; he asked if it is  
15 necessary for detectives to have the same squad car as patrol officers. Chief Atkin stated that is not currently the case, but he  
16 is moving in the direction of assembling a more consistent fleet. However, there may be the option of purchasing an  
17 unmarked car for the detective if it is possible to find a leasable vehicle with a 10 year warranty. Councilmember Lisonbee  
18 asked if the Department can get by with a shared car system rather than giving each officer a vehicle to drive to and from  
19 work. Chief Atkin stated that would result in all shared cars being operated 24 hours per day which will increase maintenance  
20 costs and reduce life expectancy of the vehicle. Councilmember Lisonbee then stated that the Fire Department has also asked  
21 for significant personnel increases and those requests coupled with the Police Department requests are ongoing costs that will  
22 be difficult to sustain. She stated the Council still has not reviewed the budget requests for the remaining Departments in the  
23 City and there will likely be some very difficult decisions that will have to be made. She stated she is unsure that she can  
24 support the request for three new Police Officers this year, though she may be able to support a request for two. Discussion  
25 centered on potentially hiring one patrol officer and one detective and how those officers would be deployed, after which Mr.  
26 Bovero stated he would like to continue to work on a City-wide staffing plan that includes benchmarking data and triggers

1 that, once met, would necessitate increasing staffing levels in any given Department. Councilmember Maughan stated that he  
2 feels all three positions may be justified, but the City may not be able to pay for them at this time.

3 [4:25:21 PM](#)

4 Councilmember Maughan stated he is impressed by Chief Atkin's budget request and thanked him for the manner in  
5 which he serves as the City's Police Chief. Councilmember Gailey agreed and stated that he appreciates the budget process  
6 the Council and Administration is following this year as compared to the process used in years past. Mayor Palmer agreed.

7 [4:29:50 PM](#)

8 Mayor Palmer declared the meeting adjourned at 4:29 p.m.

9  
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14

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

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

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



# CITY COUNCIL WORK SESSION March 8, 2016

## **Agenda Item #6                      Potential Amendments to Arts Council By-Laws**

The Syracuse Arts Council has prepared draft amendments to its by-laws, and submitted them for your review. I have been asked to summarize the proposed changes.

Proposed amendments include the following:

- Provides additional language and procedure for the creation of Committees over programs offered by the Arts Council, along with election provisions for those Committee Chairs (Art. IV, § 2)
- Provides a process for vetting potential board members needed on account of a vacancy, during Arts Council meetings, and adding a qualification of at least six months of service with the Arts Council. The Board would render a vote and forward the nominee to the Mayor. It also provides that if no one meets those qualifications, then the Arts Council would appoint the best volunteer by a unanimous vote. (Art. IV, § 4). This last provision, as written, conflicts with City ordinance. The discrepancy can be cleared up by changing the word “appoint” to “forward.” Appointments to the Arts Council Board are made by the Mayor with advice and consent of the Council.
- Provides for the temporary filling of vacant Board positions pending official appointment by the Mayor and Council. (Art. IV, § 5). There is no provision addressing this in City code; if this is desirable, then code should be changed to accommodate the change.
- Calls for end of Committee Chair terms on August 31 each year. (Art. VI, § 3).
- Provides procedure for obtaining reimbursements (Art. VII, §2(C)).
- Permits Board to use donations as it deems appropriate, unless the donor specifies a purpose for a gift or bequest (Art. VII, § 3(B)).
- Identifies specific Committees, which will be led by Board members who serve as Committee Chairs (Art. VIII, §§3 – 9).
- Calls for Board to approve Production Producers and Directors by majority vote (Art. IX, § 1).
- Modifies the Good Neighbor Program to a sponsorship process (Art. XI, § 3).
- Changes the fiscal year of the Arts Council to Sept 1 – Aug 31 (Art. XIV).
- Adds provision which calls for City Council approval of by-law amendments if such amendments require changes to city code (Art. XV, § 2).
- Removes certain provisions, and replaces them with references to City code, throughout, as a means of reducing the length of the document and avoiding the need to amend by-laws with each code change.
- Other minor changes, throughout

Questions regarding the amendments should be directed to Judy Merrill, Arts Council Chair.

Paul Roberts

**RESOLUTION R16-11**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL APPROVING AMENDMENTS TO THE BYLAWS OF THE SYRACUSE CITY ARTS COUNCIL.**

**WHEREAS**, the Syracuse City Arts Council has prepared proposed amendments to its by-laws and submitted them for City Council review; and

**WHEREAS**, pursuant to Syracuse Municipal Code § 3.45.020(H), rules and procedures of the Arts Council must be reviewed and approved by the City Council by resolution; and

**WHEREAS**, the City Council has reviewed the proposed amendments and made appropriate changes; and

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

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

## ARTICLE I: NAME

The name of this Organization is ~~t~~The Syracuse City Arts Council.

## ARTICLE II: OBJECTIVES AND PURPOSES

Section 1: The purposes of this Organization are:

A) First, to present live ~~theatre~~ productions for the cultural education, entertainment, and inspiration of the community.

B) Second, to foster and develop, through ~~theatrical~~ workshops and other appropriate means, the artistic talents and skills of families and individuals within the Syracuse community and the surrounding communities ~~other interested persons.~~

C) Third, to engage in and subsidize social activities designed to foster the foregoing purposes of the Organization as limited by the laws.

Section 2: In the furtherance of these objectives, the Syracuse City Arts Council may collect admission fees, gratuities, and bequests; may buy or otherwise acquire, sell, or otherwise dispose of, and mortgage or otherwise hypothecate real, personal, and mixed property of all kinds and may, in general, exercise all powers granted by the Syracuse City Council in the State of Utah.

Section 3: The Syracuse City Arts Council is a not-for-profit organization. No member of the ~~Board Organization~~ shall profit in any tangible way from its activities. All funds are to be disbursed in furtherance of the objectives set forth in Article II, Section 1. In the event of the dissolution of this Organization, all monies, property, and physical assets of the Organization shall be distributed for any worthy purposes in accordance with the recommendation of a majority of the votes cast, at a final meeting of membership called for that purpose, and accepted by the Mayor with the advice and consent of the City Council.

Section 4: The Organization is nonpolitical in character and shall not engage in political activities of any nature.

## ARTICLE III: MEMBERSHIP

Any person of any age, race, creed, color, or sex may become a member of the Organization, and there shall be no differences among members regarding rights, privileges, activities, or duties.

## ARTICLE IV: ORGANIZATION

Section 1: Board of Directors. The officers of this Organization, hereinafter referred to as the Board, shall be appointed as outlined in Syracuse City Code 3.45.020(A)(B) every five years, upon recommendation of the current Board to the Mayor. ~~The Board shall consist of no less than six voting members made up of five Syracuse residents and an employee of the Syracuse City Recreation Department. Positions of these Board members shall include a President and Vice President and may include a Treasurer and Secretary as well as Committee Chairs to oversee Public Relations, Music, Theatre, and any other branches of the performing arts. The Mayor may also appoint additional City residents as voting at large members as well as non-voting, ex-officio members with the advice and consent of the City Council.~~

A) Chair and Co-Chair. See Syracuse City Code 3.45.030(A). The term of each elected Chair, as voted on by the members of the Board, shall be from September 1 to August 31. ~~Voting members of the Board shall elect one of its members as Chair, or President. The Recreation Department representative shall act as Co-Chair, or Vice President, and as President pro tem in the event the President is unable to attend a scheduled meeting.~~

B) Other Officers. See Syracuse City Code 3.45.030(B). ~~The Board may elect other members to act as other officers of the Board who may then appoint volunteers to work in and aid in the operation of the various Committees of the Organization.~~

C) Advisor. See Syracuse City Code 3.45.020(C). ~~The City Council shall appoint one of its members to serve as an advisor of the Board. The advisor shall attend the meetings of the Board and serve only to advise and act as a liaison to the City Council regarding the Board, with no power to vote thereon.~~

Section 2: Committee Chairs. Board members shall serve as Committee Chairs over different programs offered by the Syracuse City Arts Council. Those Committees may evolve, as the Board deems appropriate, according to the changing needs of the community. However, when there are more committees than Board members, t~~The Board will appoint~~

heads of specific Committees ~~Chairs~~ after publicizing and accepting letters of interest for a minimum of fourteen days. They will review all letters in a public meeting and select the best candidate by majority vote. To be considered for the position of Committee Chair, the candidate must have served within the Syracuse City Arts Council ~~that Committee~~ for a minimum of six months, unless the Board has no candidates who meet that requirement. In such cases, the Board may appoint the best volunteer by unanimous vote ~~one year during the twelve months immediately preceding said appointment.~~

Section 3: Removal from Office. See Syracuse City Code 3.45.020(D). ~~Members shall serve at the pleasure of the City, and City Council may remove Board members at any time by majority vote for misconduct and/or nonperformance of duties. Nonperformance of duties shall include a repeated failure to attend Board meetings.~~ The Board may also instigate the removal of any member or Committee Chair from office by a unanimous vote of the remaining Board members after careful and appropriate consideration of facts and applicable information, garnered from the general membership of the Organization, City officials and/or employees, or other appropriate sources, during a 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. The Board may also accept and forward, to the Mayor and City Council, resignations from Board members who will no longer be eligible to serve due to ongoing scheduling conflicts or changes in residency from the City of Syracuse, Utah, to another community or State.

Section 4: Vacancy. See Syracuse City Code 3.45.020(E). ~~The Board may consider volunteers to fill such vacancies after publicizing and accepting letters of interest for a minimum of fourteen days. They will review all letters in a public meeting, select the best nominee by majority vote, and forward said nominee to the Mayor. To be considered for the position of Board member, the candidate must have served within the Syracuse City Arts Council for a minimum of six months, unless the Board has no candidates who meet that requirement. In such cases, the Board may appoint the best volunteer by unanimous vote.~~ Any vacancies of appointed Board members occurring for any reason shall be filled for the remainder of the unexpired term by appointment of the Mayor, with the advice and consent of City Council, in accordance with the procedures for appointments set forth by City Ordinance, and upon a recommendation of the Board. Such appointees shall serve for the unexpired term of the vacant position. The Board may temporarily fill any vacant Board position, during a public meeting, with a member of the Organization willing to serve in that position until the official appointment by Mayor and City Council.

Section 5: Temporary Vacancy. In the event any Board member is unable to serve for a period of not less than one nor more than six months, the Board may appoint, in a public meeting, a substitute to fulfill that member's duties during his/her absence. The Board may temporarily fill any vacant Board position, during a public meeting, with a member of the Organization willing to serve in that position until the official appointment by Mayor and City Council.

## **ARTICLE V: MEETINGS**

Section 1: Meeting Location and Written Notice. All meetings of the general membership and the Board shall be held at a Syracuse City public building or another convenient public meeting location, designated by the Board, within Syracuse City, Utah. Written notice of such meetings, containing a statement of the purpose, shall be made public not less than twenty-four hours in advance. Written notice shall be posted at no less than one City Office building as well as published on the Syracuse City's and Organization's websites.

Section 2: Annual Meetings. ~~An annual meeting of the general state of the Organization shall be held each March in Syracuse, Utah, or other convenient location, designated by the Board, in Syracuse, Utah. The purposes of the meeting shall be to receive input from the general membership, report on the financial state of the Organization, and transact any other business as may properly be brought before the meeting.~~

Section 23: Special Meetings. The Board may schedule special meetings, subject to the requirements of appropriate notice, at the request of at least three Board members or receipt of a petition signed by at least ten members of the general membership.

Section 34: Board Meeting. See Syracuse City Code 3.45.030(C). The Board shall meet no less than once quarterly in order to discharge the duties of the Board and carry out the purposes and objectives of the Organization. Meetings shall be conducted in accordance with the Open and Public Meetings laws of the State of Utah.

Section 45: Voting. The Board shall not conduct official business on behalf of the Organization, except in the presence of a properly-constituted quorum. A quorum shall consist of a majority of the appointed Board members. Participation through electronic means shall be adequate for creating a forum and voting on matters of the Organization. Each voting Board member present, either physically or via electronic means, shall be entitled to one vote. The Vice President shall

only vote in the event of a tie vote. The majority vote of the Board during a meeting shall constitute the act of the Organization.

## ARTICLE VI: TERMS OF OFFICE

Section 1: Board Members. See Syracuse City Code 3.45.020(B). The terms for the five voting Board members shall be for five years, each year beginning on July 1 and ending on June 31.

These terms shall be staggered so that no more than one member's term expires at the same time. The terms of office for at-large and ex-officio members shall be five years from the date of appointment. The term of office for Vice President shall be as determined by the Recreation Department Director.

Section 2: Chairperson of the Board President. See Syracuse City Code 3.45.030(A). The President shall serve a term of one year.

Section 3: Committee Chairs. Committee Chairs shall serve until August 31<sup>st</sup> of the year during which they are appointed, or, in the case of Board members, shall serve until the end of their term. Board members serving as Committee Chairs may ask to Chair a different Committee, based on valid reasons and concerns, which the Board may approve by way of unanimous vote for a term of one year.

## ARTICLE VII: FINANCES

Section 1: Policy. The Organization's basic financial policy shall be to raise and acquire funds for the purposes and objectives outlined in Article II Section 1 of these Bylaws, which may include the acquisition of funds and property to erect buildings suitable for those purposes, such as the following, and in keeping with the objectives of the Organization:

- A) Presentation of amateur theatrical productions and provisions for workshops, activities, and meeting facilities.
- ~~B) The conduct and support of worthy activities, such as instruction in the theatrical arts and waivers of necessary fees for deserving students.~~

Section 2: Funds. The Organization shall divide its properties and assets into the following funds.

A) Working Funds. These funds represent the allocation of assets in an amount necessary for the performance of the routine administrative and operational tasks of the Organization, including, but not necessarily limited to, the budgeting of live theatrical productions, the administrative expenses of the Board, advertising, and correspondence. The Working Funds are under the custody of the Treasurer and disbursed in accordance with direction of the Board. All reimbursements shall be made from Working Funds.

B) Permanent Funds. These funds represent the balance of the Organization's assets after the allocation of Working Funds and may be used for growth investments and acquisition of real property to enable the Organization to accomplish its objectives as defined in Article II herein. The Board shall administer the Permanent Funds on behalf of the Organization (See Article X, Section 2)

C) Reimbursements. See Syracuse City Code 3.45.020(F). All requests for reimbursements shall be approved by and submitted to the applicable Committee Chair, or other member previously designated by the Board of Directors who is overseeing the expenses for that particular purpose or project, and accompanied by an original receipt of actual expenses incurred and a written explanation for each expense, unless a majority of the Board approves a reimbursement without an original receipt.

Section 3: Gifts, Gratuities, and Bequests. These funds shall be administered by the Board and handled in the following manner:

- A) The solicitation mechanism for acquiring these funds shall be approved and designated by the Board.
- B) Unless a donor specifies a purpose for their gift, the Board may use any donation, in keeping with the goals of the Organization, as it deems appropriate. Donations for gifts, gratuities, and bequests shall be separated into the building fund or operating expenses, unless otherwise designated by the donor for a specific purpose.

Section 4: Banking Practices. All Working Funds of the Organization shall be maintained with Syracuse City. Permanent Funds may be maintained with a banking institution designated by the Board. Withdrawals from the Permanent Funds shall only be transferred to the Working Funds with Syracuse City and upon approval by the Board, in order to meet the financial obligations of the Organization. All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Organization shall be designated from the General Ledger account of the Organization with Syracuse City only after submission of a written request by the Treasurer upon appropriately approved forms designated by Syracuse City.

Section 5: Interest in Assets. No member of the Organization shall have any right, title, or interest in any property of the Organization. No person, whose membership in the Organization is terminated, whether by death, resignation, or any other means, shall have any right, title, or interest in any asset or property of the Organization.

Section 6: Compensation. See Syracuse City Code 3.45.020(F). Members shall serve without compensation, and all services performed shall be deemed "voluntary services" for purposes of The Utah Governmental Immunity Act. Members shall be deemed "volunteers" for purposes of City ordinances, rules, regulations, and policies concerning personnel, except that the Board shall provide reimbursement for actual expenses incurred upon prior approval or for reasonable and necessary expenses incurred in the performance of their duties as determined appropriate by the Board and upon presentation of proper receipts and vouchers. All expenses shall be consistent with the City's purchasing policy and subject to administrative rules as established by the City Manager.

## ARTICLE VIII: DUTIES OF BOARD MEMBERS

Section 1: Chair President. See Syracuse City Code 3.45.030(A). The President shall oversee the proceedings and activities of the Board.

Section 2: Treasurer. The Treasurer shall oversee the records of the Organization's finances and be responsible for an accounting of said funds at any meeting of the Board or its general membership when requested in advance of said meeting. The Treasurer shall receive monies, monitor fund balances, and facilitate the payments of any applicable and approved indebtedness of the Organization as well as reimbursement of its members for approved expenses in accordance with the purposes and procedures outlined in Article VII and as directed by the Board.

Section 3: Board Member – Theater Committee Chair. When applicable, the Board member overseeing the Theatre Committee shall recruit committee members, organize and chair meetings and activities, and report, during monthly Board meetings, on the status of the productions, classes, Troupe, and any other related programs of the Committee.

Section 4: Board Member – Orchestra Committee Chair Music. When applicable, the Board member overseeing the Syracuse Symphony Orchestra Music Committee shall recruit committee members, attend Orchestra Board meetings and activities, and report, during monthly Board meetings, on the status of the Orchestra, Choir, and any other related programs and organizations of the Committee.

Section 5: Board Member – Sponsorships Committee Chair Community Relations. When applicable, the Board member overseeing the Sponsorship Committee Public Relations shall recruit committee members, organize and supervise solicitation efforts, and report, during monthly Board meetings, on the status of such publicity activities, volunteers, and sponsors sponsorships, and any other related information regarding donations and communications from the general membership.

Section 6: Board Member – Donations and Fundraising Committee Chair. When applicable, the Board member overseeing the Donations and Fundraising Committee shall recruit committee members, organize and chair meetings, supervise fundraising activities, and report, during monthly Board meetings, on the status of such fundraising efforts and donations to date.

Section 7: Board Member – Publicity Committee Chair. When applicable, the Board member overseeing the Publicity Committee shall recruit committee members, plan and ensure the successful implementation of all publicity efforts for the Organization, and report, during monthly Board meetings, on the status of such publicity efforts.

Section 8: Board Member – Technology Committee Chair. When applicable, the Board member overseeing the Technology Committee shall recruit committee members, manage communication for the Organization's website, provide technical support, oversee and manage all technical equipment and duties, and coordinate updates for all related websites.

Section 9: Board Member – Committee Chair. As the Board identifies new or different needs in the Organization for the purposes of meeting its objectives and purposes, the Board may establish new committees or dissolve current ones. Available Board members shall chair active committees as established herein and oversee the successful implementation of goals identified by the Board, recruit committee members, and report, during monthly Board meetings, on the status of said efforts.

Section 106: Secretary. The Secretary shall keep accurate and legible records of the Board's proceedings, including all minutes of meetings and decisions of the Board. He or she shall provide copies of the minutes to all Board members for adoption in a public meeting and file said approved minutes in the office of the City Recorder as public records and publish them, for the general public, on the Organization's website.

## ARTICLE IX: DUTIES OF THE BOARD

See Syracuse City Code 3.45.040. It shall be the duty of the Board to act in an advisory and volunteer capacity to City Council regarding the administration and operation of the Organization, including, but not limited to, the following:

Section 1: Long-Range Plan. Prepare and recommend for approval by City Council a long-range plan, including goals, for the Organization and to review the adopted long-range plan on an annual basis and recommend any updates or changes to said plan;

Section 2: Implementation. Recommend and implement programs, policies, financing, funding, legislation, and other measures, programs, or activities for the administration and operation of the Organization consistent with the goals of the long-range plan;

Section 3: Annual Report. Submit an annual report to City Council regarding activities of the Organization;

Section 4: Needs of the Community. Identify the collaborative cultural arts needs of Syracuse City and implement strategies to address those needs;

Section 5: Events. Facilitate the presentation of a variety of arts-related events in Syracuse;

Section 6: Records. Keep records of the Organization's proceedings and make them available for inspection by the public at all reasonable times;

Section 7: Funding. Partner with selected community arts organizations to pursue funding to support the performing arts in Syracuse;

Section 8: Promote. Assist in the dissemination of news to recognize and promote performing arts in the community.

Section 19: Plays. The Board shall approve all productions of the Organization, along with a schedule of performances. The Board shall use the report and recommendation of the Theatre Committee Chair as a guide in the selection of plays but shall not be bound thereby. The Theatre Committee shall recommend select the Production Producer and Director for each play, and the Chair shall approve these positions by majority vote of the Board. In the case of failure to fulfill their duties as Producer or Director, the Theatre Committee Chair shall assume full responsibility for the production of such play. The Chair shall also rule on any matter referred to them by the Director or Producer or production staff.

Section 210: Finances. The Board shall approve the budgets for each Standing Committee. From time to time, it shall review the status of the two Funds and, when deemed prudent, transfer monies from the Permanent Fund to the Working Fund.

#### **ARTICLE X DUTIES OF COMMITTEE CHAIRS**

Section 1: Assets. Committee Chairs shall have custodianship of and be responsible for all purchases, sales, exchanges, and assignments of all real property owned or donated for use by the Organization, all monies approved for their Committee budgets, and the maintenance, repair, replacement, or modifications of any property owned or donated for use by the Organization according to the approval of the Board. The Committee Chairs will notify the Board of any plans for repairs or alterations of any programs or property under their jurisdiction.

Section 2: Budgets. Committee Chairs shall solicit the Board for additional monies as may be required by the Committee to the extent funds are available. It shall be the duty of the Committee to exercise prudent financial judgment in investment of the Organization's reserve funds so as to protect the purchasing power of such funds entrusted to it from the effects of inflation and general economic changes. To this end, such funds may be invested in production supplies, costuming, music, rights to shows, and other applicable theatrical needs

#### **ARTICLE XI: FEES AND ADMISSION CHARGES**

Section 1: Public Admission. Admission tickets may be sold to the general public for all productions of the Organization, unless otherwise determined by the Board. Prices for admission tickets shall be established by the Board.

Section 2: Social Events. Charges for attendance at social events shall be established by the Committee in charge of the event, subject to approval by the Board.

Section 3: Sponsorships Good Neighbor Program. The Board may solicit sponsors membership fees to its Good Neighbor Program for the benefit of providing the programs serving the purposes of this Organization and may do so by offering free City and surrounding communities' residents for participation and/or attendance to any and all productions and events presented by the Organization without additional costs as well as receipt of any other bonuses, e.g. recognition, extra admission tickets, etc., or benefits as chosen yearly by the Board.

#### **ARTICLE XII: STANDING COMMITTEES**

Section 1: Establishment. Committee Chairs may establish Standing Committees, with Board approval, and appoint members to assist in the conduct of the affairs of the Organization. Standing Committees shall consist of a Chair and a minimum of two members and may include, but are not restricted to:

A) Bylaws. If constituted, this Committee shall receive all suggestions for amendments of these Bylaws, prepare them in proper form and identify them as amendments to specific Articles and Sections, present them to the Board for consideration and recommendation, and submit the final draft to City Council for approval.

B) House Management. If constituted, this Committee shall serve as custodian of the Theatre and associated facilities and shall be responsible for its maintenance and appearance.

C) Box Office. If constituted, this Committee shall be responsible for the establishment and operation of the box office for all live theatrical productions, including the printing of tickets, the collection of admissions, and the transmittal of such funds, with a full accounting, to the Treasurer.

D) Nominations and Recommendations. If constituted, this Committee, prior to the March Board meeting, shall prepare a list of nominees, after consent of each nominee, for any vacant or upcoming Board appointment or reappointment at the Annual Meeting. The Committee shall submit its report to the Board for consideration during the March annual meeting and subsequent recommendation to the Mayor.

E) Plays/Productions. If constituted, this Committee, under the direction of the Theatre Committee and by receiving suggestions from the general membership of the Organization, prospective directors, and others, and by the use of all available reference materials, shall select play titles and purchase or otherwise obtain sample copies of plays for reading. Plays shall be rated by each member of the Committee on quality of theme, situation, lines, characterizations, practicability for casting and production, potential audience appeal, and other criteria the Theatre Committee deems important. On the basis of the ratings, the Standing Committee shall select a sufficient number of plays to recommend for the ensuing season and present them to the Theatre Committee with synopses and its recommendations. Recommendations may include potential directors and possible season. The Committee shall verify that all plays selected are available for presentation by amateur performers. The report of the Standing Committee shall be presented by the Theatre Committee to the Board no later than the Annual meeting in March. The Standing Committee may submit receipts of expenses, approved by the Theatre Committee Chair, incurred in the discharge of its functions to the Treasurer for reimbursement.

F) Programs. If constituted, this Committee shall be responsible for preparation of the program for each theatrical production, including budget, design, execution on program, and working with the Publicity Chair for publicity needs.

G) Publicity. If constituted, this Committee shall prepare and arrange for all publicity for the Organization, including releases of a general character and those related to individual productions. Publicity activities shall be subject to prior approval of the Public Relations Committee Chair.

H) Lobby. If constituted, this Committee shall appoint a lobby coordinator and arrange for volunteers to serve as ushers and concession personnel for each performance.

I) Finances. If constituted, this Committee shall consist of the Treasurer, Secretary, and an assistant Treasurer. The Treasurer shall serve as Chairman, and the Committee shall prepare an annual budget for the next fiscal year for approval by the Board, during the April Board meeting, and City Council in April or May. The Committee shall conduct a quarterly review of all financial transactions and submit a report to the Board on the progress against the approved budget. The Board shall make these reports available, within a reasonable amount of time, to any member requesting such information.

J) Director/Producer. If constituted, this Committee shall identify candidate Directors and Producers and submit their names to the Theatre Committee for approval.

### **ARTICLE XIII: THEATRICAL POLICY**

Section 1: Policy. The Syracuse City Arts Council states the following to be their basic theatrical policy:

A) That a goal of the Organization is to achieve a finished production of any live theatrical presentation.

B) That live theatrical presentations may be presented to just the production actors' families, to sponsors Good Neighbor members, and/or to the general public or to any combination thereof as determined by the Board and Theater Committee.

C) That plays shall be selected with due regard for excellence, audience appeal, and production practicability.

D) That a minimum of one play shall be presented each year.

E) That further goals shall be to provide opportunities and media for the exercise and enhancement of creative talents and skills of Syracuse residents and other interested persons, foster the enjoyment of the production staff in presenting

the best of live theatre, and improve the cultural education and development of the community through the presentation of theatrical productions.

Section 2: Casting. The selection of performers to fill the roles of a play shall be based solely on the candidates' abilities to portray and project the roles in question, and, in the case of season ticket plays, based on public auditions. Performers may be either residents or non-residents of Syracuse. The casting of a play shall be under the control of the Director with assistance of the Producer and other Theatre Committee members as deemed necessary. Advance public notice of auditions must be published, no less than fourteen days prior, on the Organization's website, at the auditioning location, and any other media approved by the Board. Auditions shall be held over a sufficient period of time to provide all interested persons an opportunity to appear. It is the Organization's policy not to employ professional actors.

Section 3: Directors. A Director shall be recommended ~~chosen~~ for each play by the Theatre Committee prior to the beginning of the theatrical season. Due regard shall be given to the ability and experience of the candidates. The Director shall be responsible for the artistic interpretation and overall production of the presentation.

Section 4: Production. Producers are recommended ~~chosen~~ by the Theatre Committee prior to the theatrical season. A production staff shall be formed by each Producer to perform such functions as lighting crew, stage crew, makeup, and costumes. The Producer shall be responsible for the coordination of the efforts of the production staff, subject to the general supervision of the Director. The Producer may enlist the aid of residents and non-residents of Syracuse City in the formulation of the production staff and creation of rules for the conduct of the production aspects of the performance. The production staff shall assure that proper care is taken of the facilities used for the production whether rented, borrowed, or owned by the Organization.

#### **ARTICLE XIV: FISCAL YEAR**

The Fiscal Year of Organization shall run from September 1 to August 31 ~~match that of Syracuse City.~~

#### **ARTICLE XV: AMENDMENTS**

Section 1: Method of Amending. Amendments to these Bylaws may be proposed, in writing, to the Standing Committee over Bylaws, if constituted, or to the Secretary for inclusion on an upcoming ~~the March~~ agenda, or by any resident for consideration at an upcoming ~~the Annual~~ meeting. ~~Said Committee shall act upon each proposal in accordance with the provisions of Article XII, Section 1, Paragraph A hereof.~~

Section 2: Adoption. These Bylaws may be amended by a majority vote of the Board during at an Annual Board meeting ~~in March~~ and approved by City Council, in a subsequent meeting, upon said recommendation of such vote if such amendments would require a change to City Code.

#### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall govern this Organization, except insofar as they may be inconsistent with these Bylaws.



## CITY COUNCIL

### AGENDA

March 8th, 2016

#### **Agenda Item #7**

#### **Title 10.40.040: Minimum Parking Spaces**

##### **Summary:**

Planning Commission is requesting to modify the parking standards to more closely mirror the recommended ratios published by the Institute of Transportation Engineers.

##### **Attachments**

- "Red-lined" ordinance
- Ordinance

**ORDINANCE NO. 16-13**

**AN ORDINANCE AMENDING SECTION 10.40.040 OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING TO MINIMUM AND MAXIMUM PARKING SPACES.**

**WHEREAS**, the City Council has the authority, pursuant to state law, to establish ordinances for the health, welfare, comfort and safety of its residents and those visiting the City; and

**WHEREAS**, the Planning Commission and City Council have reviewed existing regulations governing off-street parking for new development in the City, referring in large part to a current publication by the Institute of Transportation Engineers; and

**WHEREAS**, the Council finds that the elimination of a maximum limit of parking spaces, as well as the adjustment of minimum parking spaces, as provided in this ordinance, will advance the safety, health and comfort of occupants of Syracuse City, prevent excessive on-street parking, and provide for a more efficient traffic flow,

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

**Section 1. Amendment.** Section 10.40.040 of Syracuse City Municipal Code is amended as attached in Exhibit A.

**Section 2. Severability.** If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

**Section 3. Effective Date.** This Ordinance shall become effective immediately after publication or posting.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 8th DAY OF March, 2016.**

**SYRACUSE CITY**

ATTEST:

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Cassie Z. Brown, City Recorder

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Mayor Terry Palmer

Voting by the City Council:

“AYE” “NAY”

Councilmember Bolduc	___	_____
Councilmember Lisonbee	___	_____
Councilmember Anderson	___	_____
Councilmember Maughan	___	_____
Councilmember Gailey	___	_____

**Exhibit A**

**10.40.040 Minimum and maximum parking spaces.**

Each land use as listed below shall provide the required off-street parking. For any use not listed, the requirements for the most similar use listed shall apply. The Land Use Authority shall determine which listed use is most similar. In special cases where there is not a similar use, the Land Use Authority, in consultation with the developer, shall establish the minimum and /or maximum parking space requirement. Any entity that conducts a business in or from a residence, or to which employees come to a residence for work, shall obtain site plan approval subject to the following condition: the site provides two off-street parking spaces per single-family residence plus an additional one-half off-street parking space for every full-time, part-time, or contract employee or worker who visits the residence or provides services at the residence during an average week.

Uses	Unit Measure	Min.	Max.
Single-family dwellings	Per dwelling unit	2	N/A
Two-family dwellings	Per dwelling unit	2	N/A
Three-family dwellings	Per dwelling unit	2	N/A
Four-family dwellings	Per dwelling unit	1.5 2.5	N/A
Planned residential development (PRD) familydwellings	Per dwelling unit	2.5	N/A
Hotel and motel	Per room or suite	4 1.5	2
Intensive commercial businesses, stores, and shops	Per 1,000 square feet retail floor area	3	4.5
Less intensive commercial businesses, including autos, lumber, appliances, sales, etc.	Per 1,000 square feet retail floor area	1.5	2.5
Convenience stores, service stations, mini-marts	Per 1,000 gross square feet floor area	2 3.5	3.5
Commercial recreation, such as golf courses, bowling alleys, indoor soccer, etc.	Per 1,000 square feet Per player	2	4.5
Day cares, preschools, and nursery schools	Per teacher, plus drop off loading area per seven students	0.5 1	2
Offices and personal services	Per 1,000 square feet floor area	2.5	3.5

Uses	Unit Measure	Min.	Max.
Fast food or drive-in restaurants, sit-down restaurants, and bars	Per <del>400</del> 1,000 square feet of dining area	<del>1.5</del> 15	3.5
Auditoriums, assembly halls, theaters, churches, and funeral homes	Per <del>every five seats</del>	4.5	<del>3.5</del>
Dental and medical clinics	Per 1,000 square feet floor area	2.5	4.5
Hospitals	Per patient bed	1	<del>2.5</del>
Hospitals/Clinic, animal	Per animal 1,000 square feet floor area	<del>0.5</del> 2.5	1
Nursing homes	Per <del>every five beds</del>	<del>1.5</del>	1.5
Manufacturing uses, research, wholesale	Per 1,000 square feet floor area (excluding floor space used exclusively for storage)	1.25	3

[Ord. 11-04 § 7; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Ord. 04-12; amended 1991; Code 1971 § 10-8-040.]



# COUNCIL AGENDA

March 8, 2016

## Agenda Item #8

Public hearing on Proposed Resolution R16-13 amending the parks & recreation portion of the consolidated fee schedule.

### *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 are in the process of doing a comprehensive review and update to our consolidated fee schedule. Because it is 15 pages long, we have decided the best course of action would be to split it up into departments and review each of them separately with the City Council.
- 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.
- Based upon this review, we are recommending some changes and updates to the consolidated fee schedule for parks and recreation.

### **Recommendation:**

Discuss potential changes to parks and recreation fees and consider adoption of proposed resolution R16-13 formalizing the changes.

**RESOLUTION NO. R16-13**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL UPDATING AND AMENDING THE PARKS AND RECREATION SECTION OF THE SYRACUSE CITY CONSOLIDATED FEE SCHEDULE.**

**WHEREAS**, Syracuse City Staff has reviewed and analyzed the fees charged by the Parks and Recreation Department for various services, programs, and rentals and has recommended various changes to such fees as more particularly provided in the attached consolidated Syracuse City Fee Schedule; and

**WHEREAS**, the City Council desires to adopt the revised Syracuse City Fee Schedule as recommended by Staff and as more particularly provided herein; and

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

**Section 1. Amendment.** The Syracuse City Fee Schedule is hereby updated and amended to read in its entirety as set forth in **Exhibit "A,"** attached hereto and incorporated herein by this reference.

**Section 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**Section 3. Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 8<sup>th</sup> DAY OF FEBRUARY 2016.**

**SYRACUSE CITY**

ATTEST:

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

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

**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		\$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		\$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		\$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		\$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)								\$ 27,721.00					
521			Resident		\$0.50		\$5.00	per month or \$36 per year	\$ 3.00	\$ 225.00		\$1.00		per day	\$9.00	per month or \$50 per year
522			Non-Resident		\$0.50		\$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		\$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		\$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		\$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		\$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		\$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		\$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		\$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		\$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		\$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		\$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		\$51.00	per month or \$251 per year			n/a		per day	\$54.00	per month or \$259 per year	
540			Non-Resident		n/a		\$76.00	per month or \$401 per year		\$ 450.00	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		NA	NA			\$ 22,744.00	\$250.00		per month		
543			Athletic Fields													
544			Non-Recreational Play		\$25.00		\$5.00	per (4) hour period								
545			Resident		\$50.00		NA	NA	\$ 13.50	per hour		\$15.00		per field per hour		
546			Non-Resident		\$75.00		NA	NA	\$ 24.00	per hour		\$25.00		per field per hour		
547			Recreational Play		Multi Day	Fee negotiated	NA	NA						per Contract		
548			Field Lighting		\$30.00		NA	NA	\$ 17.50			\$15.00		per field per hour		
549			Boweries (except for Jensen and Legacy Parks)													
550			Bowery Rental Deposit		\$50.00		NA	NA								
551			Parties of 150 or Less													
552			Resident		\$25.00		\$5.00	per (4) hour period	\$ 15.00	\$20.00		\$25.00		per (4) hour period	\$5.00	per hour for 5+ hours
553			Non-Resident		\$50.00		\$10.00	per (4) hour period	\$ 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				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		\$20.00	per (4) hour period			\$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		NA	NA			\$4.00		per hour			
560			Children		\$3.00		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

March 8, 2016

Agenda Item #9

## Award Contract for South Bluff Road Secondary Water Transmission Line

### *Background*

This project will install a new 16” and 12” secondary water transmission line on Bluff Road from the Jensen Pond pump house to Gentile Street and overlay the entire road width the length of the project.

### *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 will be completed by the summer of 2016.

### *Cost*

Bids were opened on March 2, 2016. Eight bids were submitted and the low bidder was Leon Poulsen Construction Company, Inc. The bid amount is \$415,145.00

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

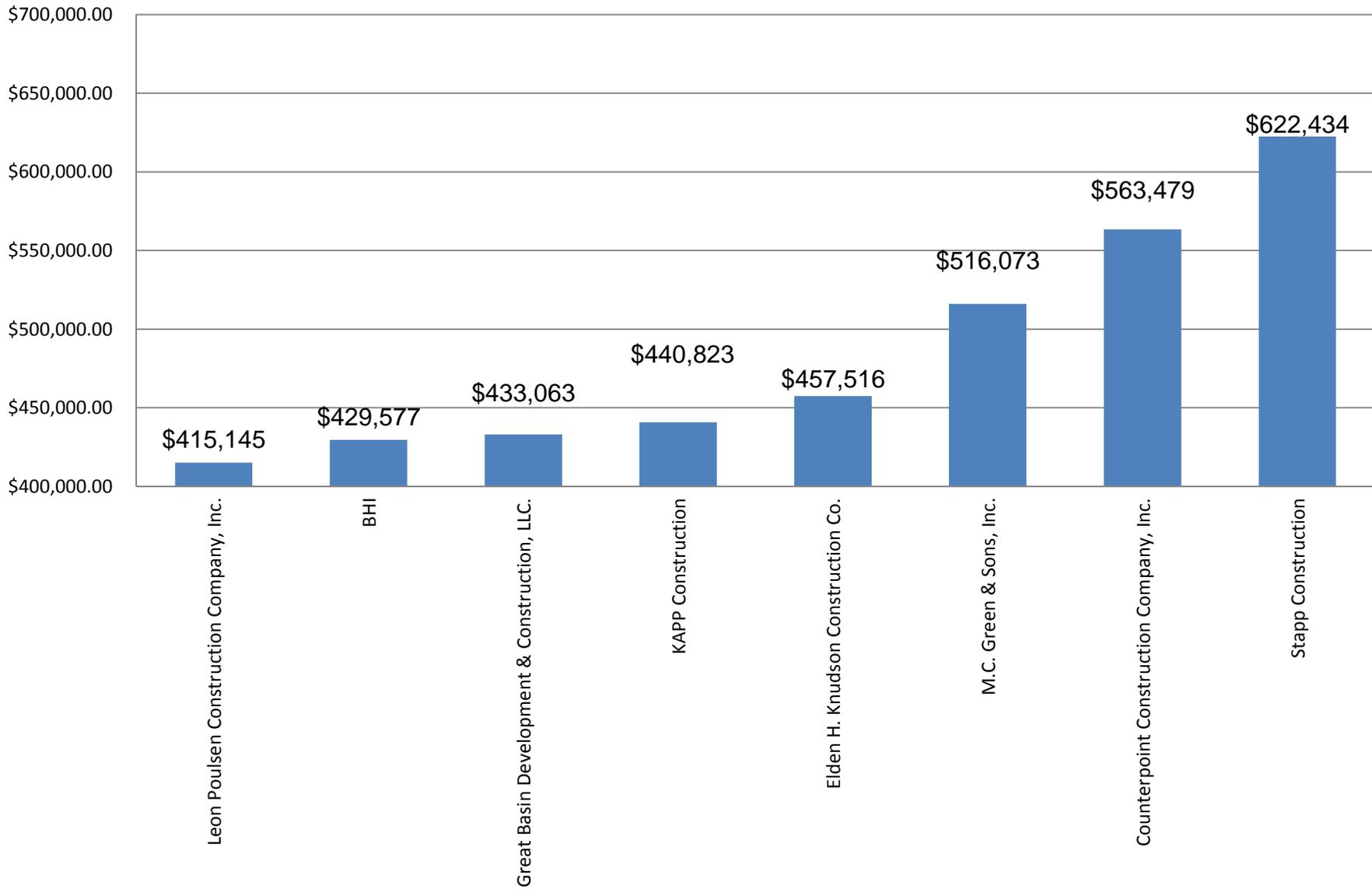
	20-40-70 Class C	30-16-70 Secondary Capital	31-40-70 Secondary Impact Fee	
<b>Total</b>	\$61,392.85	\$9,883.00	\$343,869.15	\$415,145.00
<b>Budget</b>	\$63,750.00	\$10,000.00	\$465,000.00	\$528,750.00
<b>Difference</b>	\$2,357.15	\$117.00	\$121,130.85	\$123,605.00

### *Recommendation*

Award contract to Leon Poulsen Construction Company, Inc.

# Bid Tabulation

## South Bluff Road Secondary Water Transmission Line



# SYRACUSE CITY CORPORATION

## SOUTH BLUFF ROAD SECONDARY WATER TRANSMISSION LINE

2700 South Street

2000 West Street

Bluff Road

1000 West Street

Gentile Street



LAST UPDATED:  
JANUARY 25, 2016

DRAWN BY: BB

SOUTH BLUFF ROAD SECONDARY  
WATER TRANSMISSION LINE

COVER



JANUARY 2016



WO 2016-05

SHEET:  
1 OF 17



# SYRACUSE CITY

## **Syracuse City Redevelopment Agency Agenda**

**March 8, 2015 – immediately following the City Council Business Meeting, which begins at 7:00 p.m.**

City Council Chambers

Municipal Building, 1979 W. 1900 S.

1. Meeting called to order  
Adopt agenda
2. Proposed Resolution RDA16-01 authorizing the preparation of a draft Community Development Project Area Plan.
3. RDA tax increment request from Jin's Korean BBQ.
4. 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).
5. Adjourn.

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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 3<sup>rd</sup> day of March, 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-Examine on March 3, 2016.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# REDEVELOPMENT AGENCY SPECIAL MEETING

March 8, 2016

## **Agenda Item #2**

### **Resolution of the Board of Directors of the Syracuse City Redevelopment Agency Authorizing the Preparation of a Draft Community Development Project Area Plan**

#### **Summary**

During the December 8, 2015 business meeting, CED Director Mellor received informal direction from the Council to move forward with preparation of a draft CDA plan related to development along Antelope Drive between 1000 West and 2000 West. The attached resolution formalizes that informal approval.

As per UCA § 17C-4-101(1) & -102(1), official authorization to prepare the draft plan must precede final approval of the CDA plan. We are not yet seeking final plan approval; negotiations and approval are being sought from the other taxing entities at this time, so the final plan is still subject to change. Once we have reached an agreement with the taxing entities, then we will bring the plan back for final approval, complying with all noticing and hearing requirements provided in state code.

Any questions regarding the proposed CDA should be directed to Brigham Mellor. He will be providing an update on the proposed CDA and the work undertaken thus far.

Paul Roberts

**RESOLUTION RDA16-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SYRACUSE CITY REDEVELOPMENT AGENCY AUTHORIZING THE PREPARATION OF A DRAFT COMMUNITY DEVELOPMENT PROJECT AREA PLAN**

**WHEREAS**, the Syracuse City Redevelopment Agency (the “Agency”) is a community development and renewal agency duly created, established and authorized to transact business and exercise its powers, pursuant to the Limited Purpose Local Government Entities – Community Development and Renewal Agencies Act, Title 17C of the Utah Code, as amended; and

**WHEREAS**, the Board of Directors (the “Board”) of the Agency desires to authorize the preparation of a draft community development project area plan in order to facilitate development along Antelope Drive between 1000 West and 2000 West; and

**WHEREAS**, the Board has previously approved expenditure of Agency funds for this purpose;

NOW THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF SYRACUSE CITY, DAVIS COUNTY, STATE OF UTAH AS FOLLOWS:

**Section 1:** The Syracuse City Community and Economic Development Department is hereby authorized to prepare a draft community development project area plan, tentatively known as the Syracuse Antelope Drive Community Development Project Area Plan.

**PASSED AND ADOPTED BY THE SYRACUSE CITY REDEVELOPMENT AGENCY, STATE OF UTAH THIS \_\_\_\_\_.**

**SYRACUSE CITY RDA**

ATTEST:

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

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



Redevelopment Agency of Syracuse City

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**DRAFT**

**Syracuse Antelope Drive Community  
Development Project Area Plan**

February 23, 2016

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## SYRACUSE CITY ANTELOPE DRIVE CDA PROJECT AREA PLAN

The Agency, following thorough consideration of the needs and desires of the City and its residents, as well as the need and capacity for new development, has carefully crafted this Syracuse City Community Development Project Area Plan (“Plan”) for the Syracuse Antelope Drive Community Development Project Area (“Project Area”).

In accordance with the terms of this Plan, the Agency will encourage, promote and provide for the development redevelopment with a mix of uses. The Antelope Drive CDA will include approximately 66.84 acres, of which 61.08 acres are included in parcels (other than roads).

In addition, this Plan will govern the development and maintenance of publicly-owned infrastructure needed to support the development proposed herein. It is the purpose of this Plan to clearly set forth the aims and objectives of this development, its scope, its mechanism, and its value to the residents, businesses and property owners of the City.

The Project is undertaken as a community development project pursuant to the provisions of the Act.

### 1. RECITALS OF PRECONDITIONS FOR DESIGNATING A COMMUNITY DEVELOPMENT PROJECT AREA

- a) Pursuant to the provisions of §17C-4-101 et seq. of the Limited Purpose Local Government Entities Community Development and Renewal Agencies Act, the governing body of the Redevelopment Agency of Syracuse City authorized the preparation of a draft community development project area plan; and
- b) Pursuant to the provisions of §17C-4-102(2)(a) and (b) of the Act, the City has a planning commission and general plan as required by law; and
- c) Pursuant to the provisions of §17C-4-102 (1)(a) of the Act, on the Agency’s own motion, the Agency selected the Project Area hereinafter described comprising all or part of the proposed survey area; and
- d) Pursuant to the provisions of §17C-4-102(1)(d) of the Act, the Agency has conducted one or more public hearings for the purpose of informing the public about the proposed Project Area, allowing public comment on the draft Project Area Plan and whether the Plan should be revised, approved or rejected; and
- e) Pursuant to the provisions of §17C-4-102(1)(b) and (c) of the Act, the Agency made a draft Project Area Plan available to the public at the Agency’s offices during normal business hours, provided notice of the Plan hearing and will hold a public hearing on the draft Plan on \_\_\_\_\_ 2016.

## 2. DEFINITIONS

As used in this Community Development Project Area Plan:

1. The term "**Act**" shall mean and include the Limited Purpose Local Government Entities – Community Development and Renewal Agencies Act in Title 17C, Chapters 1 through 4, Utah Code Annotated 1953, as amended, or such other amendments as shall from time to time be enacted or any successor or replacement law or act.
2. The term "**Agency**" shall mean the Redevelopment Agency of Syracuse City, a separate body corporate and politic.
3. The term "**base taxable value**" shall mean the base taxable value of the property within the Project Area from which tax increment will be collected, as shown upon the assessment roll last equalized, before: (A) the date the Project Area Plan is adopted by the City legislative body; and (B) the date the Agency adopts the first Project Area Budget.
4. The term "**City**" shall mean Syracuse City, Utah.
5. The term "**community**" shall mean the community of Syracuse City, Utah.
6. The term "**community development**" shall mean development activities within the community, including the encouragement, promotion, or provision of development.
7. The term "**developer**" shall mean the entities investing in the development in the area.
8. The term "**Plan Hearing**" means the public hearing on the draft Project Area Plan required under Subsection 17C-4-102 of the Act.
9. The term "**planning commission**" shall mean the planning commission of the City.
10. The term "**Project Area**" or "**Syracuse Antelope Drive Community Development Project Area**" shall mean the geographic area described in this Project Area Plan or Draft Project Area Plan where the community development set forth in this Project Area Plan or Draft Project Area Plan takes place or is proposed to take place.
11. The term "**Project Area Budget**" shall mean a budget setting forth:
  - a. the anticipated costs, including administrative costs, of implementing the Syracuse Antelope Drive Community Development Project Area Plan; and
  - b. the tax increment, sales tax, and other revenue the Agency anticipates to fund the project.
12. The term "**Project Area Map**" is the area depicted in Appendix A.
13. The term "**Project Area Plan**" or "**Plan**" shall mean a project area plan adopted pursuant to the Act to guide and control community development activity within the Project Area.

14. The term "**Syracuse Antelope Drive Community Development Project Area Plan**" or "**Plan**" shall mean a project area plan and project area map adopted pursuant to the Act to guide and control community development activities within a project area.
15. The terms "**tax,**" "**taxes,**" "**property tax**" or "**property taxes**" include privilege tax and each levy on an ad valorem basis on tangible or intangible personal or real property.
16. The term "**taxing entity**" shall mean a public entity that levies a tax on property within the Project Area.
17. The term "**Tax Increment**" shall mean the difference between the amount of property tax revenues generated each tax year by all Taxing Entities from the area designated in the Project Area Plan from which Tax Increment is to be collected, using the current assessed value of the property and the amount of property tax revenues that would be or were generated from that same area using the Base Taxable Value of the property.
18. All other terms shall have the same meaning set forth in the Act unless the context clearly indicates otherwise.

### 3. PROJECT AREA BOUNDARIES [17C-4-103(1)]

The Project Area consists of approximately 66.84 acres<sup>1</sup> located along the south side of Antelope Drive between approximately 800 West and Heritage Lane and the north side of Antelope Drive between Heritage Lane and 2000 West. The Project Area includes the properties lying within the boundaries as depicted on the Project Area map which is included in Appendix A. The boundaries are given in detail in Appendix B as part of the legal description of the property.

### 4. General Statement of Land Uses, Layout of Principal Streets, Population Densities, Building Intensities and How They Will be Affected by the Community Development [17C-4-103(2)]

#### A. LAND USES IN THE PROJECT AREA

The permitted land uses within the Project Area shall be those uses permitted by the officially adopted zoning ordinances of the City, as those ordinances may be amended from time to time, subject to limitations imposed by "overlay" restrictions and the controls and guidelines of this Plan.

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<sup>1</sup> 61.08 acres less roads

Land uses will be affected as vacant land is developed in accordance with this Plan. This will change existing vacant land use to commercial uses. It is also anticipated that there may be some redevelopment of existing properties.

Several land uses surround the Project Area, including residential primarily to the north and south, commercial and exempt largely to the east and west, and vacant and agricultural land to the north and south.

## **B. LAYOUT OF PRINCIPAL STREETS IN THE PROJECT AREA**

Principal streets in the Project Area include Antelope Drive, which runs east to west through the Project Area, and 1000 West which runs north to south through the Project Area. Furthermore, 2000 West, which runs north to south, is the western border of the project area.

## **C. POPULATION DENSITIES IN THE PROJECT AREA**

There is one residence in the Project Area. Based on the average household size in Syracuse,<sup>2</sup> the estimated population of the Project Area is 3.73 persons. The Plan proposes 478,800 square feet of residential space, which will increase the population in the Project Area by an estimated 750 to 900 persons.

## **D. BUILDING INTENSITIES IN THE PROJECT AREA**

Currently there are 16 buildings in the Project Area for a total of 103,276 square feet. The building density based on current development is 0.04.<sup>3</sup> The Plan anticipates an additional 194,000 square feet of retail space, 112,000 square feet of office space and 478,800 square feet of residential space. Based on projected development in the Project Area, the projected building density is 0.33, an increase of 0.29.<sup>4</sup>

# **5. STANDARDS THAT WILL GUIDE THE COMMUNITY DEVELOPMENT [17C-4-103(3)]**

## **A. GENERAL DESIGN OBJECTIVES**

Development within the Project Area will be held to high quality design and construction standards and will be subject to: (1) appropriate elements of the City's General Plan; (2) applicable City building codes and ordinances; (3) Planning Commission review and recommendation; and (4) the City's land use code.

Owners and developers will be allowed flexibility in the development of land located within the Project Area and are expected to obtain quality design and development. The development contemplated herein shall be of a design and shall use materials that are in harmony with adjoining

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<sup>2</sup> ACS 5-year Estimate (2014)

<sup>3</sup> 103,276 building square feet / (61.08 acres \* 43,560 square feet per acre)

<sup>4</sup> (103,276 current building square feet + 784,800 additional building square feet) / (61.08 acres \* 43,560 square feet per acre)

areas and subject to design review and approval by the City. It is contemplated that these design objectives will be addressed in development agreements with the developers specifically addressing these points.

Coordinated and attractive landscaping shall also be provided as appropriate for the character of the Project Area. Materials and design paving, retaining walls, fences, curbs, benches, and other items shall have an attractive appearance, be easily maintained, and indicative of their purpose.

Parking areas shall be designed with careful regard to orderly arrangement, topography, relationship to view, ease of access, and as an integral part of the overall site design.

All development will be accompanied by site plans, development data, and other appropriate material clearly describing the development, including land coverage, setbacks, heights, and any other data required by the City's land use code, the applicable zoning designations, or as requested by the City or the Agency.

The general standards that will guide the community development are as follows:

1. Encourage and assist community development with the creation of well-planned, vibrant mixed-use development, including a commercial core for the City.
2. Provide for the strengthening of the tax base and economic health of the entire community and the State of Utah.
3. Implement the tax increment financing provisions of the Act, which are incorporated herein by reference and made a part of this Plan.
4. Encourage economic use of and new construction upon the real property located within the Project Area.
5. Promote and market the Project Area for community development that would be complementary to existing businesses that would enhance the economic base of the City through diversification.
6. Provide for compatible relationships among land uses and quality standards for development, such that the area functions as a unified and viable center of community activity for the City.
7. Remove any impediments to land disposition and development through assembly of land into reasonably sized and shaped parcels served by adequate public utilities and infrastructure improvements.
8. Achieve an environment that reflects an appropriate level of concern for architectural, landscape and design principles, developed through encouragement, guidance, appropriate controls, and financial and professional assistance to owner participants and developers.

9. Provide for construction of public streets, utilities, curbs and sidewalks, other public rights-of-way, street lights, landscaped areas, public parking, water utilities, sewer utilities, storm drainage, open space, and other public improvements.
10. Provide public streets and road access to the area to facilitate better traffic circulation and reduce traffic hazards by assisting in the street alignments.

## **B. SPECIFIC DESIGN OBJECTIVES AND CONTROLS**

In addition to the general City design objectives and standards described above, it is contemplated that the following guidelines will be approved.

### **1. BUILDING DESIGN OBJECTIVES**

All new buildings shall be of design and materials that will be in harmony with adjoining areas and other new development.

The design of buildings shall take advantage of available views and topography and shall provide, where appropriate, separate levels of access.

### **2. OPEN SPACE PEDESTRIAN WALKS AND INTERIOR DRIVE DESIGN OBJECTIVES**

All open spaces, pedestrian walks and interior drives shall be designed as an integral part of an overall site design, properly related to other buildings.

Comfortably graded pedestrian walks should be provided along the lines of the most intense use, particularly from building entrances to parking areas, and adjacent buildings on the same site.

The location and design of pedestrian walks should afford adequate safety and separation from vehicular traffic.

Materials and design of paving, retaining walls, fences, curbs, and other accouterments, shall be of good appearance, easily maintained, and indicative of their purpose.

### **3. PARKING DESIGN OBJECTIVES**

Parking areas shall be designed with regard to orderly arrangement, topography, ease of access, and as an integral part of overall site design.

It is desirable that parking areas be relatively level.

### **4. PROJECT IMPROVEMENT DESIGN OBJECTIVES**

- All streets and walkways within public rights-of-way will be designed or approved by the City and will be consistent with all design objectives.
- Lighting standards and signs of pleasant appearance and modern illumination standards shall be provided as necessary as approved by the City.

- The applicable portions of the Project Area will be graded in conformance with the final project design determined by the Agency and the City for each specific project.

### **C. TECHNIQUES TO ACHIEVE THE COMMUNITY DEVELOPMENT PLAN OBJECTIVES**

Activities contemplated in carrying out the Plan in the Project Area may include the acquisition and development of properties in the Project Area.

Parcels of real property located in the Project Area may be acquired by purchase, but may not be acquired by condemnation, unless from an Agency board member or officer with their consent [§17C-1-206 (1) and (2)(b)].

### **D. PROPERTY ACQUISITION, DISPOSITION AND DEVELOPMENT**

The objectives of this Plan are to be accomplished by various means including but not limited to the following:

#### **1. ACQUISITION OF REAL PROPERTY**

The Agency may acquire, but is not required to acquire, real property located in the Project Area. The Agency may acquire property by negotiation, gift, devise, exchange, purchase, or other lawful method, but not by eminent domain (condemnation) unless from an Agency board member or officer with their consent. The Agency is authorized to acquire any other interest in real property less than fee title such as leasehold interests, easements, rights of way, etc. by negotiation, gift, devise, exchange, purchase or other lawful method, but not by eminent domain (condemnation) unless from an Agency board member or officer with their consent [§17C-1-206 (1) and (2)(b)].

#### **2. COOPERATION WITH THE COMMUNITY AND PUBLIC ENTITIES**

The community and certain public entities are authorized by state law, with or without consideration, to assist and cooperate in the planning, undertaking, construction, or operation of projects within this Project Area. The Agency may seek the aid and cooperation of such public entities in order to accomplish the purposes of community development and the highest public good.

The Agency, by law, is not authorized to acquire real property owned by a public entity without the consent of the public entity. The Agency, however, will seek the cooperation of all public entities that own or intend to acquire property in the Project Area. To the extent allowed by law, the Agency shall impose on all public entities owning real property in the Project Area the planning and design controls contained in this Plan to the end that uses and any future development by public entities will conform to the requirements of this Plan.

#### **3. PROPERTY MANAGEMENT**

During such time that property, if any, in the Project Area is owned by the Agency, such property shall be under the management and control of the Agency. Such property may be rented or leased by the Agency pending its disposition for community development.

#### 4. PROPERTY DISPOSITION AND DEVELOPMENT

The Agency is also authorized, by lawful means, to provide for and promote the community development of the Project Area as described below.

While there are currently no buildings or structures in the Project Area and it is unlikely that there will ever be a need to demolish and clear buildings or structures in the Area, the Agency is authorized to demolish and clear buildings, structures, and other improvements from any real property in the Project Area, should such a need occur, to carry out the purposes of this Plan. The Agency is authorized to install and construct or to cause to be installed and constructed the public improvements, public facilities, and public utilities, within the Project Area, not prohibited by law which are necessary or desirable to carry out this Plan, as well as publicly-owned improvements and infrastructure outside the Project Area that are of benefit to the Project Area. The Agency is authorized to prepare or cause to be prepared as building sites any real property in the Project Area. The Agency is also authorized to rehabilitate or to cause to be rehabilitated any building or structure in the Project Area should such a need occur in the future. The Agency is also authorized to advise, encourage, and assist in the rehabilitation of property in the Project Area not owned by the Agency should such a need occur in the future.

For the purposes of this Plan, the Agency is authorized to sell, lease, exchange, subdivide, transfer, assign, pledge, encumber by mortgage or deed of trust, or otherwise dispose of any interest in real property. The Agency is authorized to dispose of real property by leases or sales by negotiation with or without public bidding. All real property acquired by the Agency in the Project Area shall be sold or leased to public or private persons or entities for development for the uses permitted in this Plan. Real property may be conveyed by the Agency to the City or any other public entity without charge. The Agency shall reserve such controls in the disposition and development documents as may be necessary to prevent transfer, retention, or use of property for speculative purposes and to insure that development is carried out pursuant to this Plan. All purchasers or lessees of property from the Agency shall be made obligated to use the property for the purposes designated in this Plan, to begin and complete development of the property within a period of time which the Agency fixes as reasonable, and to comply with other conditions which the Agency deems necessary to carry out the purposes of this Plan.

To the maximum possible extent, the objectives of this Plan are to be accomplished through Agency encouragement of, and assistance to, private enterprise in carrying out development activities. To provide adequate safeguards to ensure that the provisions of this Plan will be carried out, all real property sold, leased, or conveyed by the Agency, as well as all property subject to participation agreements, shall be made subject to the provisions of this Plan by leases, deeds, contracts, agreements, declarations of restrictions, provisions of the City ordinances, conditional use permits, or other means. Where appropriate, as determined by the Agency, such documents or portions thereof shall be recorded in the Office of the County Recorder. The leases, deeds, contracts, agreements, and declarations of restrictions may contain restrictions, covenants, covenants running with the land, rights of reverter, conditions subsequent, equitable servitudes, or any other provision necessary or desirable to carry out this Plan.

To the extent now or hereafter permitted by law, the Agency is authorized to pay for, develop, or construct any building, facility, structure, or other improvement either within or outside the Project

Area for itself or for any public entity to the extent that such improvement would be of benefit to the Project Area. During the period of development in the Project Area, the Agency shall require that the provisions of this Plan and of other documents formulated pursuant to this Plan are being observed, and that development in the Project Area is proceeding in accordance with development documents and time schedules. Plans for development by owners or developers shall be submitted to the Agency for review and approval. All community development must conform to this Plan and all applicable federal, state, and local laws.

For the purpose of this Plan, the Agency is authorized to sell, lease, exchange, transfer, assign, pledge, encumber, and otherwise dispose of personal property.

## **E. APPROVALS**

The City shall approve the design of all development within the Project Area to ensure that development therein is consistent with this Plan.

## **6. HOW THE PURPOSES OF THIS TITLE WILL BE ATTAINED BY THE COMMUNITY DEVELOPMENT [17C-4-103(4)]**

It is the intent of the Agency, with the assistance and participation of private owners, to facilitate new development within the Project Area that includes this objective: the creation of a City Center and an employment center. There has been little activity in the area over the past ten years, since the UDOT road widening, and public assistance is necessary in order to encourage economic development. Further, the Project will strengthen the tax base of all applicable taxing entities, will accomplish community development objectives and create a well-planned community center. The purposes of the Act will be obtained as a result of the proposed community development project by accomplishing the following items:

### **A. ESTABLISHMENT OF NEW BUSINESS**

The project includes significant commercial development which will benefit the State, City and other taxing entities through increased job creation, increased sales tax base, increased property tax base, and increased income taxes paid.

### **B. PUBLIC INFRASTRUCTURE IMPROVEMENTS**

The construction of the public infrastructure improvements as provided by this Plan will support the development contemplated herein and provide for future development in surrounding areas. Infrastructure is an important element of economic development and areas that lack good infrastructure are not able to be competitive in attracting good-quality businesses to locate in their community.

Specifically, this Plan contemplates water reconstruction, storm water reconstruction, street improvements, increased signage and landscaping, establishment of a revolving loan fund for façade renovations and potential economic incentives to attract a major tenant. Further, there are extraordinary costs of development associated with some of the properties in the Project Area, due

to the potential cost of demolishing old buildings. Thus, the components of the Project provided in this Plan will encourage, promote and provide for community development within the Project Area and the City generally for years to come.

## 7. THE PLAN IS CONSISTENT WITH AND WILL CONFORM TO THE COMMUNITY'S GENERAL PLAN [17C-4-103(5)]

This Plan is consistent with the City's General Plan that was updated and approved May 26, 2009. Specifically, the City's mission statement states a desire to "provide quality, affordable services for its citizens, while promoting community pride, fostering economic development and managing growth." This Project Area Plan will foster economic growth.

The General Plan specifically states:

*1700 South, between 1000 West and 2000 West is currently planned for improvements that will dramatically increase traffic movement through the city. Land areas on both the north and south side along this section of 1700 South should be viewed and utilized as "prime" commercial real estate areas. These areas will allow commercial establishments to take advantage of the future high traffic volumes while providing necessary services and commercial opportunities for residents as well as those who may be traveling through the City to visit Antelope Island. As 1700 South is improved and widened to the west of 2000 West, this corridor will evolve as a major commercial corridor in the City, eventually connecting the Town Center with the future North Legacy Parkway. Particular attention should be given to the quality and type of commercial development that occurs along this section of 1700 South as it will become a new gateway to the City and Antelope Island via Legacy Parkway at Bluff and 1700 South. (Syracuse City General Plan, March 11, 2014, p. 13)*

## 8. DESCRIPTION OF ANY SPECIFIC PROJECT OR PROJECTS THAT ARE THE OBJECT OF THE PROPOSED COMMUNITY DEVELOPMENT [17C-4-103(6)]

The proposed community development project will include a mix of retail, office and residential uses. It is anticipated that approximately 784,800 additional square feet will be built in the area. The City would like to attract a major anchor tenant in order to provide greater economic stability and reduce the current high turnover rates in the area.

Specific projects also include reconstruction and upgrading of public infrastructure improvements, in order to serve the new development anticipated for the area. Other projects may include the establishment of a Revolving Loan Fund for façade improvements, funds for demolition of deteriorating properties where a private developer is involved. Again, no eminent domain is

included as part of this Project Area Plan and demolition of properties would only occur through the voluntary participation of a property owner.

## **9. HOW PRIVATE DEVELOPERS WILL BE SELECTED AND IDENTIFICATION OF CURRENT DEVELOPERS IN THE COMMUNITY DEVELOPMENT PROJECT AREA [17C-4-103(7)]**

### **A. SELECTION OF PRIVATE DEVELOPERS**

No developers have currently been selected for this Project Area. The Agency contemplates that owners of real property within the Project Area will take advantage of the opportunity to develop their property, or sell their property to developers for the development of facilities within the Project Area. In the event that owners do not wish to participate in the community development in compliance with the Plan, or in a manner acceptable to the Agency, or are unable or unwilling to appropriately participate, the Agency reserves the right pursuant to the provisions of the Act to acquire parcels, to encourage other owners to acquire other property within the Project Area, or to select non-owner developers by private negotiation, public advertisement, bidding or the solicitation of written proposals, or a combination of one or more of the above methods.

### **B. IDENTIFICATION OF DEVELOPERS WHO ARE CURRENTLY INVOLVED IN THE PROPOSED COMMUNITY DEVELOPMENT**

No specific developers are currently involved in the proposed Community Development Area.

#### **1. QUALIFIED OWNERS**

Any person wishing to become a developer will be required to own or have the right to purchase all or part of the Project Area.

#### **2. OTHER PARTIES**

If no owner in the Project Area, as described in Subparagraph A above, who possesses the skill, experience and financial resources necessary to become a developer in the Project Area is willing or able to become a developer of all or part of the Project Area, the Agency may identify other qualified persons who may be interested in developing all or part of the Project Area. Potential developers may be identified by one or more of the following processes: (1) public solicitation, (2) requests for proposals (RFP), (3) requests for bids (RFB), (4) private negotiation, or (5) some other method of identification approved by the Agency.

#### **3. OWNER PARTICIPATION AGREEMENTS**

The Agency has not entered into nor does it intend to enter into any owner participation agreements or agreements with developers to develop all or part of the Project Area until after the Agency and the City decide whether or not to adopt this Plan for the Project Area. If the Project Area is adopted,

## 10. REASONS FOR THE SELECTION OF THE PROJECT AREA [17C-4-103(8)]

The Project Area was selected by the Agency as that area within the City having an immediate opportunity to strengthen the community and to move forward the goals and objectives as expressed in the City's General Plan. Additionally, although not required as part of this Plan, it is anticipated that the project will create new jobs.

The Project Area contains a portion of the City that is desirable for commercial development because of: (1) its access and visibility along 1700 South (Antelope Drive) – a major corridor to Antelope Island; and (2) the opportunity to commence public-private partnerships to improve this area of the City and create a City and employment center.

Specific boundaries of the Project Area were arrived at by the Agency after a review of the area by members of the Agency, City staff, economic development consultants, and other technical and legal consultants. Planned treatment of this area is intended to stimulate development to the degree necessary for sound long-term growth in the Project Area and to encourage the development of real property located within the Project Area. Finally, development of the Project Area as a City and Employment Center is an important element in the City's General Plan.

## 11. DESCRIPTION OF THE PHYSICAL, SOCIAL AND ECONOMIC CONDITIONS EXISTING IN THE AREA [17C-4-103(9)]

### A. PHYSICAL CONDITIONS

The Project Area consists of approximately 46.79 acres of developable land, or land that currently does not have improvements, including 19.98 acres of vacant land, 21.61 acres of agricultural land, and 5.19 acres of undeveloped exempt land. Total acreage in the Project Area is 66.84 acres. The Project Area contains several buildings, including retail, office, and other commercial buildings, a single-family residence, agricultural structures, and a public works facility.

### B. SOCIAL CONDITIONS

No unusual social conditions were found to exist. Because of the development of land into a mixed use City Center, consistent with the General Plan of the City, this area will take on a new social character that will enhance existing development in the City. The Syracuse Antelope Drive Project Area Plan will bring residents and visitors to the Project Area for shopping and employment. It is anticipated, therefore, that the proposed project area will add to the community's economy, quality of life, and reputation.

### C. ECONOMIC CONDITIONS

The Project Area currently has residential and commercial development; however, 20 percent of the land is tax exempt, and 33 percent has been held in "greenbelt" status and therefore has a very

low taxable value of \$17,635<sup>5</sup> associated with the greenbelt properties only. The total base year taxable value in the Project Area is \$14,179,600.

## **12. TAX INCENTIVES OFFERED TO PRIVATE ENTITIES FOR FACILITIES LOCATED WITHIN THE PROJECT AREA [17C-4-103(10)]**

The Agency intends to use property tax increment generated within the Project Area to pay part of the costs associated with development of the Project Area. The Agency intends to negotiate and enter into one or more inter-local agreements with Davis County, Davis School District, Weber Basin Water Conservancy, Davis County Mosquito Abatement and North Davis Sewer District to secure receipt of a portion of the property tax increment generated within the Project Area that would otherwise be paid to those taxing entities. Collectively, those tax revenues may be used to reimburse a private developer for a portion of the cost of the public infrastructure improvements including interest and bonding costs. Subject to the provisions of the Act, the Agency may agree to pay for eligible development costs and other items from such tax revenues for any period of time the Agency and the taxing entities may deem appropriate under the circumstances.

Detailed tax increment information is provided in Appendix D in the Project Area Budget that is attached to this Plan and made a part thereof.

## **13. ANALYSIS OR DESCRIPTION OF THE ANTICIPATED PUBLIC BENEFIT TO BE DERIVED FROM THE COMMUNITY DEVELOPMENT [17C-4-103(11)]**

The public will realize significant benefits from the development of the Community Development Project Area as proposed by this Plan. The Agency's long-term objective in developing the Project Area is to create a high quality City and Employment Center that will diversify the City's economic and tax base and provide employment opportunities to City residents.

In order to facilitate the development contemplated herein, the Agency created the Project Area. The City and the Agency saw the development of the Project as an opportunity to "jump start" the proposed redevelopment by creating a public-private partnership for the project area.

### **A. BENEFICIAL INFLUENCES ON THE TAX BASE**

The incremental taxable value of the area is \$37.75 million over the next 20 years. At that time, the incremental property tax revenues to all taxing entities should reach over \$500,000 per year. In addition, the development will generate sales tax revenues and municipal energy ("franchise") tax revenues.

In addition to tax revenues, the project will generate other revenues including Class B/C Road Funds, business license fees, charges for services, and one-time fees such as building permits and impact fees.

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<sup>5</sup> Source: Davis County Assessor's Office, 2015

## **B. ASSOCIATED BUSINESS AND ECONOMIC ACTIVITY**

Business and economic activity likely to be derived includes business and employee expenditures, as well as construction expenditures.

### **1. BUSINESS AND EMPLOYEE EXPENDITURES**

It is anticipated that employees and business owners in the Syracuse Antelope Drive CDA Project Area will directly or indirectly purchase local goods and services related to their operations from local or regional suppliers. These purchases will likely increase employment opportunities in the related areas of business equipment, furniture and furnishings, business supplies, computer equipment, communication, security, transportation and delivery services, maintenance, repair and janitorial services, packaging supplies, office and printing services, transportation and delivery services.

A summary of benefits is as follows:

- Provide an increase in direct purchases in the City.
- Provide economic diversification within the City and Davis County.
- Encourage economic development in order for a public or private employer to create additional jobs in the community.
- Complement existing businesses and industries located within the City by providing new employees who may live and shop and pay taxes in the City and the region.
- Another benefit will be the expenditure of income by employees filling the new positions. The types of expenditures by employees in the area will likely include convenience shopping for personal and household goods, lunches at area restaurants, convenience purchases and personal services (haircuts, banking, dry cleaning, etc.) The employees will not make all of their convenience or personal services purchases near their workplace, and each employee's purchasing patterns will be different. However, it is reasonable to assume that a percentage of these annual purchases will occur within close proximity to the workplace (assuming the services are available).

### **2. CONSTRUCTION EXPENDITURES**

Economic activity associated with the development will include construction activity. Market value of the project is expected to reach \$79 million. This will create a significant number of construction jobs.



## APPENDIX B: LEGAL DESCRIPTION

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## APPENDIX C: LIST OF PARCELS

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 120860098     | 54           | \$3,343            | 1    | 0.54  | A TRACT OF LAND IN FEE, BEING ALL OF AN ENTIRE TRACT OF PPTY, SIT IN THE SW 1/4 SW 1/4 OF SEC 10-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT A PT 696.30 FT (RECORD 10.5   |
| 120860100     | 54           | \$0                | 1    | 0.39  | ALL OF LOT 2, SUITE B, HERITAGE LANE COMMERCIAL PLAZA PUD. CONTAINS 0.29 ACRES                                                                                                                           |
| 120860104     | 54           | \$0                | 1    | 1.13  | ALL OF LOT 3 SUITE C, HERITAGE LANE COMMERCIAL PLAZA PUD CONTAINS 0.37 ACRES                                                                                                                             |
| 120860105     | 54           | \$0                | 1    | 3.07  | ALL OF LOT 4 SUITE D, HERITAGE LANE COMMERCIAL PLAZA PUD CONTAINS 0.29 ACRES                                                                                                                             |
| 120860103     | 54           | \$0                | 1    | 0.68  | BEG 100 RODS E & 18 RODS S FR NW COR SEC 15-T4N-R2W, SLM; S 231.54 FT TO THE N LINE OF HILLS BORO SUBDIVISION PHASE 2; TH E 11 RODS, M/L; TH N 231.95 FT, M/L; TH W 5 RODS; TH N 2 RODS; TH W 5 RODS; TH |
| 126910003     | 54           | \$525,000          | 1    | 1.01  | ALL OF UNIT 101, HERITAGE LANE BUSINESS CONDOMINIUMS                                                                                                                                                     |
| 125420008     | 54           | \$0                | 1    | 0.94  | ALL OF UNIT 103, HERITAGE LANE BUSINESS CONDOMINIUMS.                                                                                                                                                    |
| 120860095     | 54           | \$0                | 1    | 0.95  | ALL OF UNIT 102, HERITAGE LANE BUSINESS CONDOMINIUMS.                                                                                                                                                    |
| 126910002     | 54           | \$287,496          | 1    | 0.94  | COMMON AREA OF HERITAGE LANE BUSINESS CONDOMINIUMS AS DEFINED BY PLAT RECORDED 12-10-2002 AS ENTRY NUMBER 181 1792 BOOK 3183 PAGE 203 CONT. 0.057 ACRES. THE INFORMATION SHOWN ON THIS PARCEL NUM        |
| 125420005     | 54           | \$0                | 1    | 0.95  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM, THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERSECT  |
| 125420006     | 54           | \$2,370,000        | 1    | 0.94  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM, THE BND |
| 126910004     | 54           | \$485,000          | 1    | 0.42  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM, THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERSECT  |
| 126910005     | 54           | \$715,000          | 1    | 0.42  | A TRACT OF LAND IN FEE BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERSECT  |
| 126910006     | 54           | \$840,000          | 1    | 0.58  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT                                                                    |

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |      |       | OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE B                                                                                                                                        |
| 126910007     | 54           | \$313,632          | 1    | 0.02  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120860106     | 54           | \$8,752            | 1    | 0.65  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERS   |
| 127680002     | 54           | \$1,669,044        | 1    | 0.10  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 127680001     | 54           | \$2,490,000        | 1    | 0.34  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERS   |
| 120790117     | 54           | \$5,540            | 2    | 0.00  | A PART OF THE NW 1/4 OF SEC 15-T4N-R2W, SLM; BEG AT A PT ON THE N LINE OF SD 1/4 SEC, WH IS 825.00 FT N 89°58'46" E ALG SD N LINE & S 00°26'45" W 84.99 FT FR THE NW COR OF SD 1/4 SEC; TH N 89°58'46" E |
| 123800002     | 54           | \$1,170,000        | 3a   | 0.65  | COMMON AREA OF HERITAGE LANE COMMERCIAL PLAZA PUD, AS DEFINED BY PLAT RECORDED 2-8-2000, AS E# 1574055, BK 2613, PG 67. CONTAINS 3.20 ACRES LESS & EXCEPTING: A PARCEL OF LAND IN FEE, FOR THE W         |
| 123800003     | 54           | \$120,877          | 3a   | 0.00  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 OF SEC 15 & WALKER ESTATES, A COMMUNITY |
| 123800004     | 54           | \$94,740           | 3a   | 0.30  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120850085     | 54           | \$39,488           | 3a   | 0.56  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN HERITAGE LANE COMMERCIAL PLAZA PUD, A SUB IN THE  |
| 124990101     | 54           | \$325,000          | 3a   | 0.61  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN HERITAGE LANE COMMERCIAL PLAZA PUD, A SUB IN THE  |

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 124990103     | 54           | \$165,000          | 3a   | 0.39  | BEG 11.50 CHAINS E & S 00°19'03" W 33.00 FT OF NW COR OF SEC 15-T4N-R2W, SLM; TH S 89°40'57" E 60.84 FT; TH SE'LY 7.22 FT ALG THE ARC OF A 30.00 FT RAD CURVE TO THE RIGHT (CHORD BEARS S 45°26'59" E 7. |
| 124990102     | 54           | \$165,000          | 3a   | 5.65  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN HERITAGE LANE COMMERCIAL PLAZA PUD, A SUB IN THE  |
| 124990104     | 54           | \$0                | 3a   | 2.63  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120850090     | 54           | \$0                | 3a   | 0.17  | A PART OF THE NW 1/4 OF SEC 15-T4N-R2W, SLM; BEG AT A PT ON THE N LINE OF SD 1/4 SEC, WH IS 1141.34 FT N 89°58'46" E ALG SD N LINE & S 00°07'21" W 76.34 FT FR THE NW COR OF SD 1/4 SEC; TH E'LY 119.06  |
| 120850091     | 54           | \$0                | 3a   | 0.95  | BEG 1328.65 FT W & S 00°08'38" W 87.00 FT FROM NE COR OF NW 1/4 OF NE 1/4 SEC 15-T4N-R2W, SLM; TH S 572.70 FT; TH E 382.50 FT, M/L, TO A PT ON THE W LINE OF PARCEL 2 RECORDED IN BK 3669 PG 866; TH NW  |
| 120850089     | 54           | \$0                | 3a   | 6.53  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W, SLB&M, THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERSE  |
| 120850095     | 54           | \$0                | 3a   | 1.34  | A TRACT OF LAND IN FEE, BEING ALL OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT A PT 1666.50 FT (RECORD 101 RO  |
| 120850094     | 54           | \$0                | 3a   | 6.62  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE SW 1/4 SW 1/4 OF SEC 10-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERS   |
| 120850096     | 54           | \$0                | 3a   | 0.57  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120850097     | 54           | \$0                | 3a   | 0.02  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE   |
| 120850098     | 54           | \$0                | 3a   | 4.84  | BEG 555 FT W FR THE NE COR OF THE NW 1/4 OF SEC 15-T4N-R2W, SLB&M; & RUN TH S 14 RODS; TH W 80                                                                                                           |

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                                                               |
|---------------|--------------|--------------------|------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |      |       | FT; TH N 14 RODS; TH E 80 FT TO THE POB. CONT. 0.427 ACRES EXCEPTING THEREFR THE FOLLOWING: A PA                                                                                                                                                |
| 120850099     | 54           | \$0                | 3a   | 0.43  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SW 1/4 SW 1/4 OF SEC 10-T4N-R2W, SLB&M. THE                                          |
| 120850100     | 54           | \$0                | 3a   | 0.47  | BEG AT A PT WH IS 660.00 FT S 89 <sup>^</sup> 40'57" E ALG THE SEC LINE & S 00 <sup>^</sup> 19'03" W 33.00 FT FR NW COR OF SEC 15-T4N-R2W, SLB&M; TH S 202.00 FT; TH E 6 RODS; TH N 202.00 FT TO THE S LINE OF PPTY CONV IN WARRANT             |
| 123800006     | 54           | \$0                | 3a   | 0.50  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M; THE B                                        |
| 120850101     | 54           | \$0                | 3a   | 0.31  | A PARCEL OF LAND IN FEE, INCIDENT TO THE WIDENING OF THE EXISTING HIGHWAY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W,                                         |
| 120850103     | 54           | \$0                | 3a   | 1.07  | A PARCEL OF LAND IN FEE, INCIDENT TO THE WIDENING OF THE EXISTING HIGHWAY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W,                                         |
| 123800007     | 54           | \$0                | 3a   | 1.05  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HIGHWAY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W, SLB&M, T                                        |
| 123800009     | 54           | \$0                | 3a   | 0.16  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M. THE                                          |
| 120850102     | 54           | \$43,450           | 3a   | 0.81  | BEG AT A PT N 0 <sup>^</sup> 10'56" E 63.99 FT & E 44.62 FT & N 0 <sup>^</sup> 09'42" E 233.02 FT ALG 2000 WEST STR & S 89 <sup>^</sup> 40'57" E 17.45 FT TO A PT 62.00 FT PERP'LY DIST E'LY FR THE CENTERLINE OF SD 2000 WEST STR FR THE SW CO |
| 123800008     | 54           | \$0                | 3a   | 0.83  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SW 1/4 SW 1/4 OF SEC 10-T4N-R2W, SLB&M. THE B                                         |
| 120850105     | 54           | \$0                | 3a   | 0.17  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENITRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-                                                         |

| Parcel Number | Tax District | 2015 Taxable Value | Area | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |      |       | R2W, SLM, THE BND                                                                                                                                                                                        |
| 120850104     | 54           | \$145,000          | 3a   | 0.29  | ALL OF LOT 3, DESERTSCAPE SUBDIVISION. CONT. 0.25000 ACRES.                                                                                                                                              |
| 120850029     | 54           | \$0                | 3a   | 1.75  | A TRACT OF LAND IN FEE, BEING ALL OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLM, THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG ON THE S LN OF A STR 33.00 FT S &  |
| 120850107     | 54           | \$0                | 3a   | 0.19  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE NE 1/4 NW 1/4 OF SEC 15-T4N-R2W, SLB&M; TH BN |
| 120850108     | 54           | \$0                | 3a   | 0.42  | BEG AT A PT 40 RODS W OF NE COR OF NW 1/4 OF SEC 15-T4N-R2W, SLM; TH S 529.58 FT, M/L, TO N LINE OF HILLS BORO SUB PHASE 2; TH W 9 RODS; TH N 231.95 FT, M/L, TO A PT 264 FT S OF S LINE OF A STR; TH E  |
| 120850109     | 54           | \$72,556           | 3a   | 0.11  | BEG AT A PT WH IS 1838.00 FT, M/L, S 89°40'57" E ALG THE SEC LINE & 86.96 FT S 0°19'03" W TO A PT 55.00 FT PERP'LY DISTANT S'LY FR THE CENTERLINE OF A PROJECT, OPPOSITE APPROXIMATE ENGINEERS STATION 5 |
| 120850106     | 54           | \$310,000          | 3a   | 0.43  | BEG 555 FT W FR NE COR OF NW 1/4 SEC 15-T4N-R2W, SLM; TH S 00°19'03" W 86.97 FT; TH S 89°40'46" E 60 FT; TH N 86.97 FT; TH W 60 FT TO BEG. CONT. 0.097 ACRES (NOTE: THIS REMAINING LEGAL WAS             |
| 120850111     | 54           | \$0                | 3a   | 0.47  | BEG AT A PT 5 CHAINS W & S 0°19'03" W 86.98 FT FR NE COR OF NW 1/4 SEC 15-T4N-R2W, SLM; TH W 165 FT; TH S 75.03 FT; TH W 60 FT; TH S 69 FT; TH W 80 FT; TH N 144.03 FT; TH W 25 FT; TH S 442.625 FT; TH  |
| 120850116     | 54           | \$0                | 3a   | 0.01  | BEG N 89°59'50" W 393.71 FT ALG SEC LN & S 0°11'26" W 52.36 FT FR NE COR OF NW 1/4 SEC 14-T4N-R2W, SLM; TH W'LY ALG THE ARC OF A 10,050.00 FT RAD CURVE TO THE RIGHT 230.29 FT (LC BEARS S 89°20'48" W 2 |
| 120850088     | 54           | \$0                | 3a   | 0.21  | BEG 2,350.92 FT E & S 0°11'26" W 49.82 FT E FR NW COR OF SEC 14-T4N-R2W, SLM; TH S 75.18 FT; TH W 100 FT; TH N 72.64 FT; TH E'LY 30.17 FT ALG THE ARC OF A 10,055.00 FT RADIUS CURVE TO THE LEFT (LC BEA |
| 120850031     | 54           | \$0                | 3a   | 0.05  | BEG ON W LN OF ST N 0°07'41"E 896.0 FT ALG THE SEC LN & S 89°58'46"W 33.0 FT PARA TO S SEC LN FR SE COR OF SEC 10, T4N-R2W; SLM: TH N 0°07'41"E 100 FT ALG W LN OF SD ST; TH S 89°58'46"                 |
| 120850112     | 54           | \$0                | 3a   | 0.38  | BEG ON W LN OF ST, 1000 W ST, AT PT N 0°07'41"E 396 FT ALG SEC LN & S 89° 58'46"W 33 FT PARA TO S LN OF SD SEC FR SE COR SEC 10; T4N-R2W; SLM: TH S 89°58'46"W 183.33 FT, M OR L, TO E LN                |
| 120850086     | 54           | \$94,868           | 3a   | 0.23  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG                                                                                                                                                           |

| Parcel Number | Tax District | 2015 Taxable Value | Area        | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|-------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |             |       | AT A PT ON THE S LINE OF 1700 S STR AS WIDENED TO 55.00 FT HALF-WIDTH BEING 472.56 FT S 89°59'50" E ALG THE SEC LINE & 55.00 FT S 0°09'08" W FR THE NW CO                                                |
| 120850115     | 54           | \$77,005           | 3a          | 0.46  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT 621.92 FT S 89°59'50" E ALG THE SEC LINE & 339.44 FT S 0°00'10" W FR THE NW COR OF SD SEC 14; & RUN TH S 0°00'10" W 134.50 FT; TH N 89°59'50" W 1 |
| 120850117     | 54           | \$0                | 3a          | 0.07  | BEG AT A PT N 89°59'49" W 295.99 FT ALG THE SEC LINE & S 355.27 FT & S 89°53'53" W 141.2 FT, M/L, FR THE NE COR OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; & RUN TH N 89°59'50" W 258.80 FT; TH S 0°11'26" W  |
| 120850119     | 54           | \$190,651          | 3a          | 0.16  | BEG AT A PT 216.33 FT W & N 33 FT & N 00°19'14" E 15.18 FT FR SE COR SEC 10-T4N-R2W, SLM; SD PT BEING ON THE N LINE OF PPTY CONV IN WARRANTY DEED RECORDED 04/17/2008 AS E# 2357777 BK 4514 PG 115; SD P |
| 120520052     | 54           | \$0                | 3b          | 0.26  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SE 1/4 SE 1/4 OF SEC 10-T4N-R2W, SLB&M. THE   |
| 120520159     | 54           | \$0                | 3b          | 0.33  | A PART OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT ON THE S LINE OF 1700 SOUTH STR AS WIDENED TO 55.00 FT HALF-WIDTH BEING 51.00 FT S 89°59'50" E ALG THE SEC LINE & 55.00 FT S 0°09'08" W & S 89° |
| 120520158     | 54           | \$0                | 3b          | 0.05  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HIGHWAY STATE ROUTE 108 KNOWN AS PROJECT NO 0108, BEING PART OF AN ENTIRE TRACT OF PROP, SIT IN THE NW 1/4 NW 1/4 OF SEC 14-T4N-R2W, SLB&M, TH |
| 120520163     | 54           | \$1,453,158        | 3b          | 0.40  | BEG AT A PT S 89°59'50"(") E ALG THE SEC LINE 1174.85 FT & S 00°10'10" W 218.00 FT (RECORD 1173.33 FT E & 218.00 FT S) FR THE NW COR OF SEC 14-T4N-R2W, SLB&M, SD PT BEING THE SW COR OF LOT 4, SYRACUSE |
| 120520164     | 54           | \$0                | 3b          | 0.04  | BEG ON W LINE OF STR N 0°07'41" E 796.0 FT ALG SEC LINE & S 89°58'46" W 33 FT PARALLEL TO S LINE SD SEC FR SE COR SEC 10-T4N-R2W, SLM; TH N 0°07'41" E 100 FT ALG W LINE SD STR; TH S 89°58'46" W 411.18 |
| 120790066     | 54           | \$750,000          | Current CDA | 0.12  | BEG ON W LINE OF STR A PT N 0°07'41" E 696.0 FT ALG SEC LINE & S 89°58'46" W 33.0 FT PARALLEL TO S LINE SD SEC FR SE COR SEC 10-T4N-R2W, SLM; TH N 0°07'41" E 100 FT ALG W LINE SD STR; TH S 89°58'46" W |
| 120790068     | 54           | \$0                | Current CDA | 3.09  | BEG ON W LINE OF STR (1000 WEST STR) N 0°07'41" E 496 FT ALG SEC LINE & S 89°58'46" W 33.0 FT PARALLEL TO S LINE SEC 10-T4N-R2W, SLM; FR SE                                                              |

| Parcel Number | Tax District | 2015 Taxable Value | Area        | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|-------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |             |       | COR SD SEC; TH S 89^58'46" W 411.18 FT; TH N 0^07'41" E 100                                                                                                                                              |
| 120530040     | 54           | \$86,625           | Current CDA | 0.84  | BEG 296 FT N 0^07'41" E ALG SEC LINE & 33 FT S 89^58'46"W FR THE SE COR OF SEC 10-T4N-R2W, SLM & RUN TH N 0^07'41" E ALG W LINE OF 1000 W STR 100 FT; TH S 89^58'46" W 183.33 FT; TH S 0^7'41" W 100 FT; |
| 120530049     | 54           | \$90,035           | Current CDA | 4.00  | A PORTION OF THAT CERTAIN PARCEL OF LAND DESC IN BK 936 PG 291, BEING A PART OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM, MORE PART'LY DESC AS FOLLOWS: BEG AT A PT ON THE EXIST S R/W LINE OF 1700 SOUTH STR,  |
| 120790049     | 54           | \$156,816          | Current CDA | 0.54  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SE 1/4 SE 1/4 OF SEC 10-T4N-R2W, SLB&M. THE B  |
| 120790052     | 54           | \$740,000          | Current CDA | 0.01  | ALL OF LOT 1, SYRACUSE GATEWAY PHASE 1 COMMERCIAL SUBDIVISION. CONT. 0.62800 ACRES.                                                                                                                      |
| 120790113     | 54           | \$0                | Current CDA | 0.07  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN LOT 1 OF THE COLBY CROSSING SUB, A SUB IN THE NE 1 |
| 120530083     | 54           | \$100,375          | Current CDA | 0.10  | ALL OF LOT 1, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 0.72000 ACRES.                                                                                                                      |
| 120530091     | 54           | \$0                | Current CDA | 10.99 | ALL OF LOT 2, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 2.72000 ACRES.                                                                                                                      |
| 120790137     | 54           | \$1,245,000        | Current CDA | 0.29  | ALL OF LOT 5, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 0.30000 ACRES.                                                                                                                      |
| 120790138     | 54           | \$0                | Current CDA | 0.37  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT ON THE S LINE OF 1700 S STR AS WIDENED TO 55.00 FT HALF-WIDTH BEING 472.56 FT S 89^59'50" E ALG THE SEC LINE & 55.00 FT S 0^09'08" W FR THE NW CO |
| 120790144     | 54           | \$460,000          | Current CDA | 0.29  | BEG ON W LINE OF STR N 0^07'41"E 596 FT ALG SEC LINE & S 89^58'46" W 33 FT PARALLEL TO S LINE SD SEC FR SE COR SEC 10-T4N-R2W, SLM; TH N 0^07'41" E 100 FT ALG W LINE SD STR; TH S 89^58'46" W 411.18 FT |
| 120530041     | 54           | \$128,645          | Current CDA | 2.94  | ALL OF LOT 4, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 0.81000 ACRES.                                                                                                                      |
| 120530042     | 54           | \$163,845          | Current CDA | 0.01  | BEG AT A PT 215 FT N & 216.33 FT W FR SE COR SEC 10-T4N-R2W, SLB&M; TH S 166.82 FT TO N LINE OF PPTY CONV IN WARRANTY DEED RECORDED 06/26/2008 AS E# 2375404 BK 4562 PG 1374; TH ALG SD N LINE & ALG THE |
| 120530044     | 54           | \$108,020          | Current CDA | 0.00  | PARCEL 1: BEG AT A PT 215 FT N 0^07'41" E ALG SEC LINE & 133 FT S 89^58'46" W FR SE COR OF SEC 10-T4N-R2W, SLM: & RUN TH S 89^58'46" W 83.33 FT; TH N 0^07'41" E 81.00 FT; TH N 89^58'46" E 83.33 FT;    |

| Parcel Number | Tax District | 2015 Taxable Value | Area        | Acres | Legal Description                                                                                                                                                                                        |
|---------------|--------------|--------------------|-------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 120530072     | 54           | \$83,050           | Current CDA | 0.04  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT ON THE E LINE OF 1000 W STR AS WIDENED TO 36.00 FT HALF-WIDTH BEING 369.44 FT S 0°09'08" W ALG THE SEC LINE & 36.00 FT S 89°59'50" E FR THE NW CO |
| 120790070     | 54           | \$965,000          | Current CDA | 0.06  | BEG AT A PT N 0°07'41" E 996 FT ALG SEC LINE FR SE COR OF SEC 10-T4N-R2W, SLM; TH N 0°07'41" E 100 FT; TH S 89°59'35" W 444.18 FT; TH S 0°07'41" W 100.11 FT; TH N 89°58'46" E 444.18 FT TO POB. CON     |
| 120530086     | 54           | \$0                | Current CDA | 0.03  | A PT OF THE NW 1/4 OF SEC 14-T4N-R2W, SLM; BEG AT A PT ON THE E LINE OF 1000 W STR AS WIDENED TO 36.00 FT HALF-WIDTH BEING 369.44 FT S 0°09'08" W ALG THE SEC LINE & 36.00 FT S 89°59'50" E FR THE NW CO |
| 127300001     | 54           | \$730,000          | Current CDA | 0.04  | BEG 787.06 FT E & S 55.00 FT FR NW COR OF SEC 14-T4N-R2W SLM; TH E 386.43 FT; TH S 600.07 FT; TH N 89°59'50" W 549.59 FT; TH N 0°00'10" E 349.43 FT; TH S 89°59'50" E 165.00 FT; TH N 250.00 FT TO BEG.  |
| 127380001     | 54           | \$840,000          | Current CDA | 0.05  | BEG AT A PT 1173.33 FT E ALG SEC LINE & 361.5 FT S FR NW COR OF SEC 14-T4N-R2W, SLM, & RUN TH E 117.76 FT TO A PT ON THE W'LY LINE OF BLUFF RIDGE DR; TH ALG SD LINE S 176.45 FT; TH W 117.76 FT, M/L; T |
| 127380002     | 54           | \$331,927          | Current CDA | 0.61  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN THE NW 1/4 NE 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD TRACT OF LAND ARE DESC AS FOLLOWS: BEG AT THE INTERS   |
| 127380005     | 54           | \$19,602           | Current CDA | 1.68  | ALL OF LOT 2, DESERTSCAPE SUBDIVISION. CONT. 0.55000 ACRES.                                                                                                                                              |
| 120790050     | 54           | \$910,000          | Current CDA | 0.01  | A TRACT OF LAND IN FEE, BEING ALL OF THE REMAINDER OF AN ENTIRE TRACT OF PPTY, SIT IN LOT 2 OF THE COLBY CROSSING SUB, A SUB IN THE NE 1/4 NE 1/4 OF SEC 15-T4N-R2W, SLB&M. THE BNDRY OF SD PARCEL OF L  |
| 120530043     | 54           | \$102,685          | Current CDA | 0.55  | ALL OF LOT 1, COLBY CROSSING SUB. CONT 1.72 ACRES LESS & EXCEPT: TWO PARCELS OF LAND IN FEE FOR THE WIDENING OF THE EXIST HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIR          |
| 127380004     | 54           | \$105,852          | Current CDA | 0.25  | ALL OF LOT 4, DESERTSCAPE SUBDIVISION. CONT. 0.25000 ACRES.                                                                                                                                              |
| 120530085     | 54           | \$343,749          | Current CDA | 0.25  | ALL OF LOT 5, DESERTSCAPE SUBDIVISION. CONT. 0.68000 ACRES.                                                                                                                                              |
| 120530090     | 54           | \$64,790           | Current CDA | 0.68  | ALL OF LOT 6, DESERTSCAPE SUBDIVISION. CONT. 0.56000 ACRES.                                                                                                                                              |
| 120790051     | 54           | \$885,000          | Current CDA | 0.62  | ALL OF LOT 7, DESERTSCAPE SUBDIVISION. CONT. 0.60000 ACRES.                                                                                                                                              |
| 120530039     | 54           | \$139,150          | Current CDA | 0.54  | A PARCEL OF LAND IN FEE FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SE 1/4 SE 1/4 OF SEC 10-T4N-                    |

| Parcel Number | Tax District | 2015 Taxable Value | Area        | Acres | Legal Description                                                                                                                                                                                         |
|---------------|--------------|--------------------|-------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |              |                    |             |       | R2W, SLB&M. THE BN                                                                                                                                                                                        |
| 120790053     | 54           | \$3,771,100        | Current CDA | 0.63  | BEG AT A PT 327.33 FT W & 33.0 FT N & N 89°40'46" W 18.29 FT FR SE COR SEC 10-T4N-R2W, SLB&M; TH W 164.49 FT; TH N 155.30 FT; TH E 182.78 FT; TH S 153.07 FT; TH S 83°20'30" W 12.52 FT TO A 1445.00 FT   |
| 120790145     | 54           | \$250,000          | Current CDA | 3.76  | A PARCEL OF LAND IN FEE, FOR THE WIDENING OF THE EXISTING HWY STATE ROUTE 108 KNOWN AS PROJECT NO. 0108, BEING PART OF AN ENTIRE TRACT OF PPTY, SIT IN THE SE 1/4 SE 1/4 OF SEC 10-T4N-R2W, SLB&M. THE    |
| 120530084     | 54           | \$0                | Current CDA | 0.72  | BEG 293.71 FT W & S 0°11'26" W 49.82 FT FR NE COR NW 1/4 SEC 14-T4N-R2W, SLM; & RUN TH E 17-7/9 RODS; TH S 1211 FT, M/L, TO N'LY LINE OF PPTY CONV IN 612-697; TH N 36°41' W 491 FT ALG SD N LINE TO A P  |
| 120530098     | 54           | \$97,900           | Current CDA | 2.71  | BEG AT A PT N 89°59'50" W 693.71 FT ALG SEC LINE & S 0°11'26" W 55.00 FT TO A PT 55.00 FT PERP'LY DISTANT S'LY FR CENTERLINE AT ENGINEER STATION 178+57.83 FR NE COR OF NW 1/4 OF SEC 14-T4N-R2W, SLM; &  |
| 120530099     | 54           | \$0                | Current CDA | 0.97  | ALL OF LOT 3, SYRACUSE GATEWAY PHASE 2 COMMERCIAL SUBDIVISION. CONT. 0.97000 ACRES.                                                                                                                       |
| 120790072     | 54           | \$5,672            | Current CDA | 0.81  | ALL OF LOT 2, SYRACUSE GATEWAY PHASE 1 COMMERCIAL SUBDIVISION. CONT. 3.77100 ACRES.                                                                                                                       |
| 120790139     | 54           | \$0                | Current CDA | 0.30  | BEG 219.62 FT W & S 87°00 FT FROM NE COR OF NW 1/4 OF NE 1/4 SEC 15-T4N-R2W, SLM; TH W 125.55 FT; TH S 309.00 FT; TH W 100.00 FT; TH N 309.00 FT; TH W 510.09 FT; TH S 49°34'47" W 31.52 FT; TH S 00°08'3 |
| 127380003     | 54           | \$960,001          | Current CDA | 5.60  | ALL OF LOT 1B, DESERTSCAPE SUBDIVISION AMENDED LOT 1. CONT. 6.38600 ACRES.                                                                                                                                |
| 127300002     | 54           | \$1,674,802        | Current CDA | 6.38  | ALL OF LOT 1A, DESERTSCAPE SUBDIVISION AMENDED LOT 1. CONT. 5.60800 ACRES.                                                                                                                                |

## APPENDIX D: PROJECT AREA BUDGET

DRAFT





# RDA AGENDA

February 8th, 2016

Agenda Item #3

Jin's Korean BBQ

## ***Factual Summation***

- A. Soonhye Kim and Jin Kim have been operating a Korean restaurant in Ogden near the Ogden Clinic
- B. The Kim's are looking for a new location – and they met with Dr. Nadim Bikhazi who represents West Rock Associates LLC owner of two buildings in our town center RDA.
- C. The Kim's are retesting tax increment to assist with their tenant improvement costs totaling \$31,090.45
- D. We have a pretty unique draw to Syracuse for Asian restaurants and that could act as the market pull to the town center – and one of the ways our town center sets itself apart.

## ***Recommendation:***

In consulting with the RDA Board Chair (Mayor) it is recommended that should funding be dispersed it not exceed \$15K there - are several option to choose from:

***Option 1*** – Grant funds \$10K (year 1) 5K (year 2) [if the business fails in year 1 they get nothing and if it fails in year 2 the most they are eligible for is 10K]

***Option 2*** – GROAN (Grant\_Loan used by Ogden in luring tenants to downtown) Loan 15K but after 3 years in business it becomes a grant (all money paid toward the loan is paid back as the end of the 3 year period – including interest)

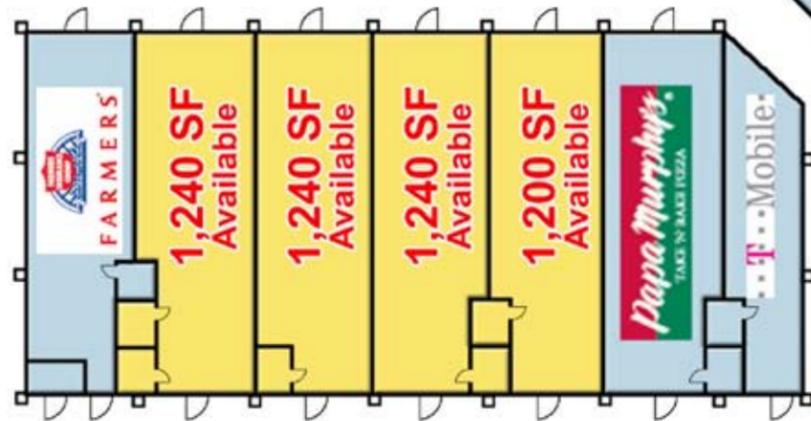
***Option 3*** – Loan 15K as a financial “gap filler” for whatever they can't get from the bank (prime plus 1% interest rate)

***Option 4*** – Any combination of the above

***Option 5*** - Deny request for funds all together



2000 West



Antelope Drive



NEARBY CO-TENANTS



PROPERTY FEATURES

- 1,240 - 4,920 SF For Lease
- \$14 - \$18 / SF NNN
- Primary Davis County Intersection
- Walmart Supercenter Anchor
- Historic High Growth Rate
- High Visibility
- ADT: 26,390 ADT -- Antelope  
15,095 ADT -- 2000 West

AREA DEMOGRAPHICS

|            | 1 MILE   | 3 MILE   | 5 MILE   |
|------------|----------|----------|----------|
| Population | 11,979   | 56,804   | 121,599  |
| Household  | 3,372    | 16,256   | 37,274   |
| Income     | \$83,444 | \$76,338 | \$72,292 |

SETH RICHARDSON  
RETAIL / INVESTMENT SPECIALIST  
801.393.2733 OFFICE  
801.695.7245 CELL  
seth@ppc-utah.com





|                                |  | <b>2015</b>       |
|--------------------------------|--|-------------------|
| <b>Total gross income</b>      |  | <b>167,535.42</b> |
| <b>Expenses</b>                |  |                   |
| Advertising                    |  | 600               |
| Furniture and equipment        |  | 500               |
| Insurance                      |  | 1,687.00          |
| Maintenance and repairs        |  | 941               |
| Payroll taxes                  |  | 930.91            |
| Rent                           |  | 18,611.60         |
| Salaries and wages             |  | 11,227.50         |
| Travel                         |  | 675.67            |
| Utilities                      |  | 8,614.65          |
| Supplies                       |  | 72,252.05         |
| other                          |  | 2,600.00          |
| loan payment                   |  | 2,600.00          |
| <b>Total Expenses</b>          |  | <b>121,240.38</b> |
| <b>Net Income Before Taxes</b> |  | <b>46,295.04</b>  |

Sales taxes: 11,124  
Syracuse Sales Tax: 1675.354

**JIN'S** 珍

**RESTAURANT**

**JIN'S KOREAN BBQ AND NOODLE HOUSE**

| <b>Equipment List</b>          |              |             |
|--------------------------------|--------------|-------------|
| <b>Item</b>                    | <b>Price</b> |             |
|                                | <b>New</b>   | <b>Used</b> |
| 2 Door refrigerator            | \$1,963.20   |             |
| 1 Door Freezer                 | \$1,438.80   | \$750.00    |
| Fryer                          | \$699.00     | \$395.00    |
| 6 Burner                       | \$795.00     |             |
| Work Table (Large)             | \$205.92     |             |
| Work Table (Small)             | \$100.00     |             |
| 3 Compartment sink             | \$387.45     |             |
| 6 ft Exhaust hood              | \$2,434.33   |             |
| Hood fan                       | \$1,001.07   |             |
| fire suppression system        | \$2,200.00   |             |
| Heater for hood                | \$5,004.27   |             |
| Electrical for hood            | \$825.29     |             |
| Hood system shipping           | \$621.89     |             |
| Hood installation              | \$6,000.00   |             |
| 7 Dining tables                | \$504.00     |             |
| (\$72 EA)                      |              |             |
| 28 Chairs                      | \$1,085.28   |             |
| (\$38.76 EA)                   |              |             |
| Cooking Pans                   | \$400.00     |             |
| Dishes                         | \$400.00     |             |
| Glasses                        | \$200.00     |             |
| To go food container, cup      | \$300.00     |             |
| 3 Food & soup warmer           | \$360.00     |             |
| (\$120.00 EA)                  |              |             |
| Beverage (soda)                | \$300.00     |             |
| Food ingredient for 1month \$2 | \$2,000      |             |
|                                |              |             |
| TOTAL                          | \$29,225.50  |             |
| TAX                            | 1864.95      |             |
|                                | \$31,090.45  |             |

FSS 2740 California Ave, Salt Lake City, UT 841  
(801)656-5730  
(801) 656-5730

## **Executive Summary**

**Jin's** is a casual restaurant, serving fresh, healthy grilled meats, and noodles such as ramen soup, udon soup, yakisoba.

The first store will be located in Syracuse, UT.

### ***The Market***

The market is divided into two market segments, family and individuals. Families will be the majority during dinner time and individuals will be the majority for lunch time. The family segment is increasing annually at 10% with 2,585 potential customers. The individuals segment will have an 5% growth rate with 1,230 potential people within the segment.

The majority of customers coming in during lunch time hours are bound to be high school students. Due to this we will make our food during lunch services fast and cheap while still maintaining good quality.

### ***Services and Products***

**Jin's** provides a unique dining experience. All patrons receive excellent customer service which will encourage them to return. The menu is simple, healthy and easy to prepare.

### ***Competitive Edge***

The customer experience is extremely important as it is an effective way of distinguishing **Jin's**. Having such a good experience will encourage repeated

business from customers. The second competitive edge is **Jin's** offering of fresh and healthy food.

## **Management**

SoonHye has spent three years in the restaurant industry.

SeokJin Kim has spent five years in the restaurant industry.

The gross sale has been estimated to be \$1.5K and \$2.0K for the first and second year.

Our goal is that starting from the third to fifth year our gross sales will go up by 15% each year.

## **1.1 Mission**

**Jin's** mission is to become the premier casual dining experience. This will be accomplished by offering an unprecedented experience coupled with great food and reasonable prices.

## **1.2 Objectives**

- To become the premier casual restaurant.
- To offer high-quality food and a wonderful experience at reasonable prices.

## **1.3 Keys to Success**

- Offer simple, delicious menu items.
- Treat every customer as if they are the only customer.
- Design and employ strict financial controls.

## Services

**Jin's** provides a wonderful dining experience in the casual niche of the restaurant industry. All patrons receive benchmarked customer attention, encouraging them to return. The menu offerings are fast, simple, healthy, and easy to prepare.

- Chicken skewer or wings, teriyaki or curry
- Bulgogi (Korean BBQ), Sukiyaki (Japanese BBQ)
- Add rice
- Ramen, Noodle
- Green salad with soy ginger vinaigrette
- Beverages include iced teas, hot teas, soft drinks, and bottled water
- Assorted pre-prepared desserts

All dishes have some signature vegetable for decorative and eating pleasures. All the meats are marinated in a sweet soy ginger sauce overnight.

## Market Analysis Summary

The market is divided into two market segments, family and individuals. Families will be the majority during dinner time and individuals will be the majority for lunch time.

**Jin's** will be operating within the casual niche of the restaurant industry. They will be competing against other segments within the industry such as fast food and traditional restaurants.

### 2.1 Target Market Segment Strategy

**Jin's** will be focusing on families and individuals for several specific reasons. Most dinner service will be for families.

As more households become two income families, the adults have less time to prepare meals. Going out to dinner eliminates the need to prepare a meal and offers time to catch up with each other.

The lunch business is driven by individuals. Many go out to lunch to get out of the work setting. Others have business meetings at lunch. This creates a large market of potential customers that is especially attractive.

## **2.2 Service Business Analysis**

**Jin's** operates within the small restaurant industry. While the industry has its upswings and downturns, the variance is less than the economy itself. People need to eat, they can eat in and save money, but the convenience of dining out creates a significant incentive. This is not to suggest that restaurants are recession proof, they are less affected by the general state of the economy.

Within the restaurant industry there are several different segments:

- Fast food: McDonalds, Wendy's
- Pizza: delivery and dine in
- Buffets: all you can eat
- Lounges: combining food and alcohol
- Fine dining: typically, at the highest price point
- Fast-casual: combination of fast service and sit down dining

**Jin's** operates within the relatively new casual segment. This segment has grown in response to the increased need for quality food, in a sit down environment, but with fast service. This is a recognition that many of the customers are dining out because they do not have the time to cook themselves.

## 2.3 Competition and Buying Patterns

**Jin's** faces competition from a variety of competitors:

- Fast food: Offers the convenience of fast service. The food product is not competitive, but people are often willing to sacrifice quality for convenience.
- Take out: Take away service allows a customer to enjoy already prepared food in their home.
- Sit down dining: For customers that have the time to have a leisurely meal. Food service takes longer and the menu options are more extensive.
- Sandwich shops: Considered to be part of the fast food segment, they are a direct competitor of **Jin's** as their food product is healthier than the fried alternatives of fast food. This competition comes primarily during lunch hours.
- Grocery markets: Serving prepared foods.

Customer buying patterns typically revolve around several different factors:

- Location: The restaurant is located near to work or home.
- Convenience: People eat out as it is quicker than preparing a meal themselves. Factors of convenience relative to sit down restaurants are the time it takes to be seated, served, and the hours of operation.
- Quality: The menu items must meet minimum levels of quality for people to be willing to spend money on the food, particularly when there are so many different options available.

### Strategy and Implementation Summary

**Jin's** will leverage its two-pronged competitive edge to quickly gain market share. The competitive edge consists of an experience focus (ensuring that the customer's experience is top notch) and offering a fast, healthy dining-out alternative. **Jin's** marketing effort will focus on communicating the message that it offers a convenient yet healthy dining

experience. This will be accomplished through a variety of ways to be detailed in the Marketing Strategy section. **Jin's** sales strategy will be an effort to convert potential and first-time customers into long-term customers.

### 3.1 Competitive Edge

**Jin's** will rely on a two-part competitive advantage to help it become the premier fast-casual offering.

- The importance of the experience. With so many restaurants and prepared food being offered at grocery markets, the customer experience becomes extremely important as an effective way of distinguishing offerings. When a customer has a good experience at a restaurant, there is a significant chance that they will become a repeat customer. It is this experience that remains in the customer's mind well after they have consumed all of their food. This memory is what is communicated to their friends and colleagues.
- Fast, healthy food alternative. There is a huge market demand for fast, convenient food that can be consumed without dietary concerns. **Jin's** offers exactly this, vegetables and meats that are grilled with or without healthy marinades and sauces that add flavor not fat. White and brown rice are offered as the starch of the meal. In addition to the plentiful amount of vegetables offered, green salads are also available.

#### Web Plan Summary

**Jin's** will have a Web presence with a simple, user-friendly website. The website will be used for menu information, contact and location information, as well as background for the story of **Jin's**.

Currently, **Jin's** has no plans to offer online menu ordering. **Jin's** will reconsider this decision at a later date if it appears that customer demand requests this feature.

## **4.1 Website Marketing Strategy**

The website will rely on two methods of marketing as a means for developing awareness of the site and increasing the number of visitors.

- Search engine submission: The website will be submitted to various search engines.
- Printed material: **Jin's** will reference the website address on all printed material that is passed out including menus, business cards, and advertising media.

## **4.2 Development Requirements**

Jin's has identified a skilled Web designer to design and develop the website. This programmer has impressive credentials from the State of Oregon Web development department. Jin's has negotiated a below market bid for the website