SYRACUSE CITY

Syracuse City Council
Work Session Notice
October 28, 2014
6:00 p.m. – Municipal Building, 1979 W. 1900 S.

Notice is hereby given that the Syracuse City Council will participate in a work session on Tuesday, October 28, 2014, 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:

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a. Public Comments.

b. Discuss proposed financial hardship ordinance. (10 min.)

c. Discussion regarding city forester and tree board. (10 min.)

d. Staff-Council Communication and IT Issues (20 min.)
   - City issued data devices and mobile services.
   - Discuss email responses to citizen inquiries.
   - Clarification of protocol for council email addresses.
   - Discuss issues with council members not receiving emails on Ipads.
   - Miscommunication or lack of response to staff emails.
   - Clarification of Ipad replacement policy.

e. General Management & Operational Performance Study RFI. (10 min.)

f. Council business.

COUNCIL AGENDA
October 28, 2014

Agenda Item **"b"** Discussion regarding financial hardship ordinance.

Factual Summation

- Any question regarding this agenda item may be directed at Fire Chief Froerer or Finance Director Marshall.
- Please see attached Memorandum and Supporting documentation provided by Chief Froerer.
- Occasionally Syracuse Fire Department Ambulance will receive a fee reduction/write off request from a party with financial responsibility and financial distress for the transport of themselves or their family member/dependent. These are reviewed and addressed case-by-case. In an effort to be consistent on the approach to these requests, we are requesting council approval/support for a standard for eligibility which includes the current year Federal Poverty Guidelines, verification of current income, and overall financial position in review of their ability to pay.

Ambulance Transport - Consideration For Financial Hardship

Occasionally Syracuse Fire Department Ambulance will receive a fee reduction/write off request from a party with financial responsibility and financial distress for the transport of themselves or their family member/dependent. These are reviewed and addressed case-by-case.

In an effort to be consistent on the approach to these requests, our Ambulance Billing Service, First Professional Services (usually the first point of contact for the request) has a Financial Hardship Consideration Form that must be completed by the requestor and submitted to Syracuse Fire Department complete with a signed copy of the requestors most recent Federal Tax Return, and payroll check stubs (for income verification) from the previous three months.

Using this information and the current year Federal Poverty Guidelines http://familiesusa.org/product/federal-poverty-guidelines, a determination is made for eligibility of reduced ambulance bill, using a standardized formula accepted by Syracuse City, with a minimum amount accepted being $100.

Example 1: Patient transport with Ambulance invoice of $1749.25.
Family of three with income verified at $22,792.
Federal Poverty Guidelines chart = Family of three is at 100% of poverty level with an income of $19,790.
Formula: $22,792 / $19,790 = 1.15 (Income is 115% of poverty)
Ambulance Invoice ($1749.25) divided by 1.15 = $1521.08 = amount subtracted from invoice.
$1749.25 - $1521.08 = $221.17 (amount due based on financial hardship)

Example 2: Patient transport with Ambulance invoice of $2124.16.
Family of five with income verified at $47,166.
FPG chart = Family of five is at 100% poverty level with an income of $27,910.
Formula: $47166 / $27,910 = 1.69. (Income is 169% of poverty level)
Ambulance Invoice ($2124.16) divided by 1.69 = $1256.90 = amount subtracted from invoice.
$2124.16 - $1256.90 = $867.26 (amount due based on financial hardship)

Example 3: Patient transport with Ambulance invoice of $1410.11.
Family of four with income verified at $20,572.
FPG chart = Family of four is at 100% poverty level with an income of $23,850.
Formula: $20,572 / $23,850 = .86 (Income is 86% of poverty level)
Ambulance Invoice ($1410.11) divided by .86 = $1639.66.
$1410.11 - $1639.66 = $-229.55 (amount owed reduced to the minimum $100 based on financial hardship)

COUNCIL AGENDA

October 28, 2014

Agenda Item **"c"** Tree Board and Forester

Factual Summation

Please see the attached:

a. Title 3, Chapter 3.20-Tree Board
b. Title 10, Section 10.030.070-Shade Trees
c. Email proposal for arborist services

Any question regarding this agenda item may be directed at Sherrie Christensen, Community & Economic Development Director.

Background

Previously, Ben Liegert served as the City Forester. Since his departure, those duties have gone unfilled. Given the requirements and necessary training to be a City Forester, staff has been exploring alternates to having a member of staff trained and contracting with a private firm for services.

The City currently also has a Tree Board established, with no members to our knowledge. This board would meet to develop with the City Forester a tree maintenance plan for City owned trees in parks and other city properties. It could also develop best practices recommendations for home owners with street trees.

Staff would like to discuss the matter with the Council to determine if volunteers should be sought out to serve on the tree board and if we can hire on an as needed basis an arborist to serve as the City Forester. Any fees incurred could be paid for under professional and technical services.

Sherrie Christensen

From: Harmonandsons Harmon <harmonandsons@ymail.com>
Sent: Thursday, August 14, 2014 10:27 PM
To: Sherrie Christensen
Subject: Forester and Tree Services

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: follow up on

Sherrie,

Thank you for the opportunity to meet with you and Jenny. As discussed in our meeting I believe we should be able to help you and Syracuse City with your forester duties and Horticultural Needs.

Beginning with playing an advisory role regarding to both city residents and to the Syracuse City Tree Board, these services would be provided at to charge to Syracuse City.

Advisory, code enforcement and inspections for UDOT and city contractors regarding planting, placement and future care of newly planted trees and landscaping plants will be charged at a $75.00 per hour rate, billed to Syracuse City.

Tree services; Focus will be on Health and wellness, in order to protect the community form accidental exposure to chemicals, applications will be limited to trunk injections unless otherwise specified.
Insecticide, miticide, fungicide and micro-nutrient injection would be priced and $30.00 per tree
Antibiotic injections would be priced at $40.00 per tree.

Trees are an important part of every community. Our streets, parks, playgrounds and backyards are lined with trees that create a peaceful, aesthetically pleasing environment. Trees increase our quality of life by bringing natural elements and wildlife habitats into urban settings. We gather under the cool shade they provide during outdoor activities with family and friends. Many neighborhoods are also the home of very old trees that serve as historic landmarks and a great source of town pride.

In addition, architectural and engineering functions are served by your community's trees. They frame landscapes, create beautiful backgrounds and enhance building designs. Trees can provide privacy, emphasize beautiful views, and screen unsightly areas. Noise from roadways and other urban activities is muffled by well-placed trees that serve as sound barriers. As a matter of fact, the U.S. Environmental Protection Agency states that trees can reduce bothersome noise by up to 50% and mask unwanted noises with pleasant, natural sounds. Using trees in cities to deflect the sunlight reduces the heat island effect caused by pavement and commercial buildings.

Individual trees and shrubs have value and contribute to savings, but it is the collective influence of a well-maintained landscape that makes a real economic impact and has the greatest effect on property value. Direct economic benefits come from a savings in energy costs. Cooling costs are reduced in a tree-shaded home, and heating costs lowered when a tree serves as a windbreak. According to the USDA Forest Service, "Trees properly placed around buildings can reduce air conditioning needs by 30% and save 20-50 percent in energy used for heating."

Property values of homes with well-maintained landscapes are up to 20% higher than others. Here are some eye-opening facts and statistics regarding the effect of healthy trees and shrubs:

- Homes with "excellent" landscaping can expect a sale price 6-7% higher than equivalent houses with "good" landscaping. Improving "average" to "good" landscaping can result in a 4-5% increase.
  - *Clemson University*
- Landscaping can bring a recovery value of 100-200% at selling time. (Kitchen remodeling brings 75-125%, bathroom remodeling 20-120%)
  - *Money Magazine*
- A mature tree can have an appraised value between $1000 and $10,000.
  - *Council of Tree and Landscape Appraisers*
- 99% of real estate appraisers concurred that landscaping enhances the sales appeal of real estate.
  - *Trendnomics, National Gardening Association*

98% of realtors believe that mature trees have a "strong or moderate impact" on the salability of homes listed for over $250,000 (83% believe the same for homes listed under $150,000).

Thank you for your time and consideration, Please feel free to contact me with any questions or concerns.
801.200.6061

Mitch Jones
ISA Certified Arborist

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Layton, UT 84040
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10.30.070 Shade trees.

(A) City Forester. The City Council shall designate a specific City employee to serve as the City Forester. The City Forester shall be responsible for administering the provisions of this section and the policies and recommendations of the City Council. The City Forester shall have jurisdiction and supervision of all trees and plants planted or growing in public rights-of-way or similar places within the City to ensure safety or to preserve the beauty of such public places. When authorized by proper authority, it shall be the Forester's duty to have trees and other plants in street rights-of-way and on public property planted, trimmed, sprayed, preserved, and removed.

(B) Street Tree Species. The following list constitutes the official species of trees that property owners may plant on land lying between property lines on either side of all streets within the City. No one shall plant any other species as street trees, other than those included in this list, without written permission of the City Forester, who may approve the planting of other tree species at his discretion.

LARGE **10-foot or greater parkstrip**	**MEDIUM** **6-foot parkstrips**	**SMALL** **4-foot to 6-foot parkstrips**
Common Hackberry	Japanese Pagoda	Golden Raintree
Thornless Honey Locust	Fruitless Mulberry	Lavelle Hawthorn
Chinese Pistache	Mountain Alder	English Hawthorn
Bur Oak	Hedge Maple	Bechtel Crabapple
English Oak	Callery Pear	Redbud Crabapple
Norway Maple	Variegated Box Elder	Dorothea Crabapple
Red Maple	Mountain Ash	Japanese Crabapple
Littleleaf Linden	Upright English Oak	Radiant Crabapple
Crimean Linden	Chinaberry	Snow drift Crabapple
Japanese Zelkova	Chanticleer Pear	Scarlet Hawthorn
Ginko	Sunburst Honeylocust	Golden Chain Tree
Horse Chestnut	Idaho Flowering Locust	Rocky Maple
Northern Oak		Paperbark Maple
Beech		Bigtooth Maple
London Plane Tree		Kwanzan Cherry
European Beech		Eastern Redbud
Sweet Gum		Globe Norway Maple
Tulip		Bradford Pear
Sycamore Maple		Golden Rain
Sugar Maple		
White Ash		
White Oak		
English Oak		
Black Locust		
Horsechestnut		

(C) Spacing. The spacing of street trees will be in accordance with the three species size classes listed above, and no one may plant trees closer together than the following: small trees, 30 feet; medium trees, 40 feet; and large trees, 50 feet; except that special plantings designed or approved by a landscape architect are exempt from these spacing requirements.

(D) Distance from Curb and Sidewalk. The distance trees may be planted from curbs or curb lines and sidewalks will be in accordance with the three species-sized classes listed above, and no one may plant trees closer to any curb or sidewalk than the following: small trees, two feet; medium trees, three feet; and large trees, four feet.

(E) Distance from Street Corners and Fire Hydrants. No one may plant a street tree closer than 35 feet from any street corner, measured from the point of nearest intersecting curbs or curb lines. No one may plant a street tree closer than 10 feet from any fire hydrant.

(F) Utilities. No one may plant street trees, other than those species listed as small trees, under or within 10 lateral feet of any overhead utility wire or over or within five lateral feet of any underground water line, sewer line, transmission line, or other utility.

(G) Public Tree Care. The City shall have the right to plant, prune, maintain, and remove trees, plants, and shrubs within the lines of all streets and public grounds as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds and may require property owners to do the same.

(H) Removal of Trees. The City, through its City Forester, shall condemn and remove or order the removal of any tree, tree stump, shrub, or plant upon any public street or public property within this City where the same is dead, diseased, or deemed, for any reason, a nuisance or is not in compliance with adopted ordinances. The City, through its City Forester, shall have authority to condemn and remove, or order the removal of, any tree, tree stump, shrub, or plant upon private property when the City Forester finds such action necessary for public safety, to prevent the spread of disease or insects, or to prevent the upheaval of any public street, curb, or sidewalk. The City Forester shall have the authority, after exercising due diligence, to notify abutting property owners, to remove or order the removal of any tree, shrub, or plant upon any public right-of-way or on any public property in violation of this section or any other ordinance. The City Forester shall have the authority to report any violations of this section to the City Council for its action. Trees, shrubs, or plants removed under the provisions of this title shall be so removed at the property owner's expense or at the expense of the abutting property owner if said plants are in the street right-of-way.

(I) Tree Topping. It shall be unlawful as a normal practice for any person, firm, or City department to top any street tree, park tree, or other tree on public property. The definition of "topping" is the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical, may be exempt from this section at the determination of the City Tree Board.

(J) Pruning – Corner Clearance. Every owner of any tree overhanging any street or right-of-way within the City shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a minimum clear space of 11 feet above the surface of the street and a minimum clear space of seven feet above the surface of the sidewalk. Said owners shall remove all unhealthy, dead, diseased, or dangerous trees, or tree limbs that constitute a menace to the safety of the public or prevent the City from maintaining City sidewalks, curb, or streets. The City shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light or interferes with visibility of any traffic control device, traffic sign, or street maintenance equipment.

(K) Willful Injury to Trees. No person shall willfully injure or destroy any tree on public streets, public parks, or other public property of the City by any means including, but not limited to, the following:

(1) Constructing a concrete, asphalt, brick, or gravel sidewalk or otherwise filling up the ground area around any tree so as to shut off air or water from the roots, except under written authority from the City Forester.

(2) Piling building material, equipment, or other substance around any tree so as to cause injury.

(3) Pouring any injurious matter on or around any tree or on the ground around it or on any lawn or sidewalk.

(4) Injuring any tree, tree stake, or guard with any vehicle or animal or in any other manner causing injury to any tree or lawn or public property.

(L) Removal of Stumps. All stumps of street and park trees shall be removed below the surface of the ground so the top of the stump shall not project above the surface of the ground. [Ord. 11-02 § 1 (Exh. A); Ord. 08-11 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; amended 2000, 1997; Code 1971 § 10-6-070.]

Chapter 3.20
CITY TREE BOARD

Sections:

3.20.010 Establishment.
3.20.020 Term of office.
3.20.030 Duties and responsibilities.
3.20.040 Operation.

3.20.010 Establishment.

There is hereby created and established a City Tree Board for the City of Syracuse, Utah, which shall consist of six members, five of whom shall be citizens and residents of Syracuse and who shall be appointed by the Mayor with the advice and consent of the Council. The City Forester shall serve as one member of this Board. [Ord. 11-07 § 1 (Exh. A); amended 1997; Code 1971 § 3.04.010.]

3.20.020 Term of office.

The term of the five persons to be appointed by the Mayor shall be three years, except that the term of two of the members appointed to the first Board shall be for one year and the term of two members of the first Board shall be for two years. In the event that a vacancy shall occur during the term of any member, a successor shall be appointed for the unexpired portion of the term. [Ord. 11-07 § 1 (Exh. A); amended 1997; Code 1971 § 3.04.020.]

3.20.030 Duties and responsibilities.

The Board shall serve in an advisory role to the City Council. It shall be the responsibility of the Board to study, investigate, counsel and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive City tree plan for the City. The Board, when requested by the City Council, shall consider, investigate, make findings, report and recommend upon any special matter of or question coming within the scope of its work. The City Council shall approve as part of its annual budgeting process any funds that shall be spent by the City to carry out the recommendations of the Board. [Ord. 11-07 § 1 (Exh. A); amended 1997; Code 1971 § 3.04.030.]

3.20.040 Operation.

The Board shall operate in conformity with state open and public meeting laws. Each year in January the Mayor shall designate one member of the Board as Chairman, another member as Vice-Chairman, and a third member as Secretary. The Chair shall have the responsibility to see that regular meetings are held in an orderly manner, assignments are made and completed, agendas are prepared, and that the work of the Board fills the purpose for which the Board was established as set forth in this chapter. The Vice-Chairman shall act in the absence of the Chairman. The secretary shall keep the minutes and records of the Board's meetings. A majority of the members shall be a quorum for the transaction of business. [Ord. 11-07 § 1 (Exh. A); amended 1997; Code 1971 § 3.04.040.]

COUNCIL AGENDA
October 28, 2014

Agenda Item **"d"** Staff-Council Communication and IT Issues

Factual Summation

- Any question regarding this agenda item may be directed at Brody Bovero, City Manager

Purpose of Discussion

- To ensure the City Council, Mayor, and Staff have a common understanding on communication protocols and electronic device policies.

City Issued Data Devices and Mobile Services
Attached you will find the City's policy on City-issued data devices and mobile services. The policy allows the City to provide these devices to employees for city business. The policy specifically addresses cell phone usage, however there may need to be updates to this section to include other data devices as technology changes. Also attached is the policy for Ipad usage by city employees, which also includes council members and planning commission members.

Council Email Response to Citizen Inquiries
The Council frequently receives emails that have been addressed to the entire Council. A proper protocol for responding to citizens should be implemented by the Council to ensure the resident knows their issue has been heard and receives the information requested.

Clarification of Council Email Addresses for Official Communication
Members of the Council typically have a city email address, as well as a personal address. The City should establish which addresses will be used for official communication from staff and the public, and which addresses should be published on the website and newsletters.

Interruption in Email Service on Ipads
It has been brought to our attention that email service has been periodically interrupted on council members' Ipads. The purpose of this discussion item is to clarify the issues and possible resolve any problems.

Response Times for Staff – Council Communication
On occasion, staff has sent emails to the Council regarding availability of special meetings being called by the Mayor. There has been slow response at times, and no response at other times. This is not the norm, but has happened enough to discuss in order to resolve any miscommunication.

February 21, 2013

Syracuse City Council/Planning Commission iPad Policy

Section 1. Purpose

The City Council/Planning Commission acknowledges and agrees that the provision and use of an iPad will assist the members of the City Council and Planning Commission in the efficient performance of their duties as City Councilors and Planning Commissioners and thereby improve their service to the public. The use of the iPad will also reduce paper and photocopying costs. This policy is adopted by the City Council and Planning Commission and constitutes its mutual statement of what are, and are not, appropriate uses for this important tool.

The explicit privileges and restrictions set forth in this policy do not attempt to cover every situation that may arise. City Councilors and Planning Commissioners acknowledge, understand and respect the underlying iPad, Internet and usage philosophy that forms the basis of this policy, including the understanding that only the City e-mail account will be used to conduct City business and that the City will no longer provide paper meeting packets to City Councilors or Planning Commissioners.

Section 2. Receipt of iPad

The City's Information Technology (IT) Department will issue City Councilors and Planning Commissioners an iPad with a cover or case. (Any additional iPad accessories, such as keyboards, styluses, screen protectors, cables or adapters, shall be at an individual City Councilor's or Planning Commissioner's own expense and shall remain the property of the City Councilor or Planning Commissioner at the end of their term and service.) City Councilors and Planning Commissioners have already or will each receive a separate email account that shall be used to send City Councilors and Planning Commissioners official City documents, including, without limitation, City Council agendas, staff reports, packets and the like as well as for City Councilors and Planning Commissioners to send all e-mails relating to City business. The iPad will serve as the City Councilors' and Planning Commissioners' sole source of meeting packets; paper meeting packets will not be provided to City Councilors or Planning Commissioners. City Councilors and Planning Commissioners will have access to the Internet through the iPad. Before being authorized to access and utilize City computer and iPad equipment for Internet and e-mail communication, a City Councilor and Planning Commissioner shall sign the City's iPad Agreement, a copy of which is attached hereto and incorporated herein.

Section 3. Care of iPad

City Councilors and Planning Commissioners are responsible for the general care of the iPad that they have been issued by the City. iPads that are broken or fail to work property must be taken to the IT Department for an evaluation of the equipment. iPads

must remain free of any writing, drawing, stickers or labels that are not the property of the City. Only a clean, soft cloth should be used to clean the screen.

Section 4. Software on iPad

The software and applications installed by the City must remain on the iPad in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications for use by City Councilors and Planning Commissioners such that City Councilors and Planning Commissioners may be required to check in their iPads with the IT Department for periodic updates and synching. Any software, email messages or files downloaded via the Internet into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights.

Files from sources that a City Councilor or Planning Commissioner may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the City Councilor or Planning Commissioner has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's information systems. City Councilors and Planning Commissioners will be held accountable for any breaches of security caused by files obtained for non-City business purposes.

If technical difficulties occur or illegal software is discovered, the iPad will be restored from backup. The City does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Section 5. Acceptable Use

The iPad, Internet and e-mail access provided are tools for conducting City business. Thus, City Councilors and Planning Commissioners use of such tools will be primarily for City business related purposes, i.e., to review City Council agenda materials, obtain useful information for City related business and conduct City related business communications as appropriate. All of the City's computer systems, including the iPad, are considered to be public property. All documents, files and e-mail messages created, received, stored in, or sent from any City iPad are considered Government records, subject to disclosure to the public pursuant to the Government Records Access and Management Act (GRAMA) (with only limited exceptions), and are considered the property of the City of Syracuse.

All existing City policies will continue to apply to City Councilor and Planning Commissioner conduct on the Internet and in the use of e-mail, including, but not limited to those that deal with misuse of City resources, sexual harassment, electronic communications, information and data security, and confidentiality. iPad, Internet and e-mail activities will be traceable to the City of Syracuse and will impact the reputation of the City. City Councilors and Planning Commissioners are to refrain from making any false or defamatory statements in any Internet forum or from committing any other acts that could expose the City to liability.

City Councilors and Planning Commissioners shall not use e-mail, instant messaging, text messaging or similar forms of electronic communications at any time during a meeting of the City Council or Planning Commission at which he or she is in attendance. This limitation shall not apply to receipt of communications from family members in the event of an urgent family matter; a City Councilor or Planning Commissioner wishing to respond to such a message during the meeting shall do so during a recess or shall excuse him or herself from the meeting to place a response to the message in a manner that does not disrupt the meeting.

City Councilors and Planning Commissioners shall not use City issued iPads for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any or other purpose that interferes with normal City business activities. City Councilors and Planning Commissioners shall not use City issued iPads for any illegal activity.

City Councilors and Planning Commissioners shall not use City issued iPads to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Section 6. Repairing and Replacing iPad

iPads that malfunction or are damaged must be reported to the IT Department. The City will be responsible for repairing iPads that malfunction. iPads that have been damaged from misuse, neglect or are accidentally damaged, in the sole and exclusive judgment of the IT Director will be repaired by the City with the cost borne by the City Councilor or Planning Commissioner. Damage includes, but is not limited to, broken screens, cracked plastic pieces, and inoperability. If the cost to repair the iPad exceeds the cost of purchasing a new device, the City Councilor or Planning Commissioner shall pay the full replacement value. If the iPad is stolen or lost the City Councilor or Planning Commissioner shall pay the full replacement value.

Section 7. Return of iPad

City Councilors and Planning Commissioners shall return their iPad to the IT Department when the individual Councilor's or Commissioner's term and service on the City Council or Planning Commission has ended. Upon return of the iPad to the City and following the preparation of any appropriate backup files, the iPad will be wiped clean of any and all information at the end of a Councilor's or Commissioner's term and service.

Section 8. Compliance with Policy

The City reserves the right to inspect any and all files stored on iPads that are the property of the City in order to ensure compliance with this policy. City Councilors and Planning Commissioners do not have any personal privacy right in any matter created, received, stored in, or sent from any City issued iPad, and the IT Director is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy.

Any violation of this policy may result in discipline as deemed appropriate by the balance of the City Council.

SYRACUSE CITY

IPAD AGREEMENT

FOR CITY COUNCIL AND PLANNING COMMISSION MEMBERS

I, the undersigned City Councilor/Planning Commissioner of Syracuse City, have been provided a copy of the Syracuse City iPad Policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

_____
City Councilor/Commissioner

Print Name: _____

_____
Date

Excerpt from City Personnel and Procedures Manual

19.030. Technology Resources.

To help maximize its employees' efficiency in carrying out their responsibilities, Syracuse City provides various information and technology resources such as e-mail, computers, software/computer applications, networks, the internet, facsimile machines, cell phones, pagers, and other wireless communication devices and voice mail systems. These tools and equipment are City property and must be used in accordance with these Policies and Procedures.

19.040. Computers, Email and Internet.

The City provides computer and internet access to designated employees for their use to transact City business. The following rules and restriction shall govern any and all use of City computers, email and internet.

(a) Personal use of computers, internet and email is only allowed during non-working hours, such as breaks and lunch periods, and is subject to the restrictions and conditions of this Chapter. Employees shall keep personal email and other electronic correspondence to a minimum and in no event shall such personal use of computers, internet and email interfere with the employee's work or productivity or disrupt other employees.

(b) To prevent computer viruses and other network problems, employees are prohibited from any unauthorized downloading of any software. Only software which has been purchased and approved by Syracuse City may be loaded or used on any of the City's computers.

(c) Employees are prohibited from accessing or visiting any websites or receiving or sending any email information which would be considered offensive by community standards; including, but not limited to, pornographic or sexually explicit information.

(d) Employees shall not use City computers or equipment for personal gain, including, but not limited to, personal for-profit and not-for-profit business purposes, political activity, or any other activity that could be considered a violation of these policies and procedures.

(e) City computers are the sole property of the City and may be subject to monitoring at any time without notice. Any information or messages created or retrieved over the internet or through email on City computers, and the contents of all City computers, is considered the property of the City. The City retains the right to observe, record, access and review any transactions made on City computers, including, but not limited to email messages, websites, etc. When using the email or voicemail systems, and other equipment including City computers, the employee knowingly and voluntarily consents to being monitored and acknowledges the City s right to conduct such monitoring. The security of email and voicemail communications is not guaranteed.

(f) Certain electronic data may be considered a "record" subject to access pursuant to the Utah Governmental Records Access and Management Act, as set forth in *Utah Code Ann*. §§ 63-2-101, *et seq*., as amended, or discoverable in litigation under applicable Rules of Civil Procedure.

(g) Abuse of email, voicemail and computer systems shall subject the employee to disciplinary action, up to and including termination.

19.090. Cellular Telephones.

Only those employees authorized by their department head and/or the City Administrator are authorized to have a City-issued cell phone. The level of monthly service for such City-issued cell phone shall be commensurate with the amount of City business conducted and needed by the employee. The primary purpose of all City-issued cell phones shall be to facilitate City business. The City will allow limited personal use of City-issued cell phones, though personal use of City cell phones shall not be excessive and shall not interfere with the performance of job duties. The City reserves the right to monitor the billing and use of all City-issued cell phones. By accepting the use of a City-issued cell phone, the employee agrees to promptly reimburse the City for all personal calls made which are deemed by the City to be excessive in frequency and duration. By accepting the use of a City-issued cell phone, the employee also understands that excessive use of the cell phone that hiders job performance may result in disciplinary action. Cellular transmissions can be overheard by others. Discretion should be used in discussing confidential information on a cell phone. Employees are responsible for taking reasonable precautions to prevent theft and/or vandalism of cellular equipment. No employee shall use City-issued cell phone for personal texting or sending of personal photos or other digital information. An employee who violates the conditions of these policies relating to cell phones and usage will be subject to having the use of his or her City-issued cell phone terminated. In addition, employees may be subject to disciplinary action, up to and including termination, for any violation of these policies.

COUNCIL AGENDA
October 28, 2014

Agenda Item **"e"** General Management and Operational Performance Study

Factual Summation

- Any question regarding this agenda item may be directed at Brody Bovero, City Manager.
- Please see attached Memorandum and Supporting documentation provided by Brody Bovero, City Manager.

Purpose of Discussion

- To review the draft Request For Information and subsequent consultant selection process with the Council.
- Select one or more council member(s) to participate in the consultant selection panel, along with the mayor and city manager.

Consultant Selection Process

- Request for Information (RFI): An RFI will first be sent out to all available consultants. The RFI asks for specific areas of study that each firm provides, and whether they use in-house staff or partner with another firm to perform the study. The RFI will also lay out expected price ranges. This will allow the City to combine the desired areas of study into a formal Request for Proposal (RFP).

- Request for Proposals (RFP): After reviewing the RFI, the City will compose an RFP that will outline a specific scope of work. Currently, the plan is to send the RFP out to those companies that responded to the RFI to a get a proposal and price for the specific scope of work.

- Selection Panel: The Selection Panel, which would include the Mayor, City Manager, and one or more members of the City Council would review the proposals, conduct interviews, and recommend a selected consultant for the study.

- Contract Award: Upon recommendation of the selection panel, the City Council would award the contract in a public meeting.

SYRACUSE CITY

REQUEST FOR INFORMATION

FOR A

GENERAL MANAGEMENT AND OPERATIONAL PERFORMANCE STUDY

DRAFT

I. REQUEST FOR INFORMATION

Syracuse City is soliciting information from qualified consulting firms to conduct a general management and operational performance study of the City's departments. This Request for Information describes the City, Departments, possible areas of study, information requirements, selection criteria and other related information.

II. SYRACUSE CITY

Syracuse City was incorporated in 1935. With a current population of approximately 26,000 contained in an area of 5.4 square miles, it is a rapidly growing community on the suburban/rural edge of the Ogden-Salt Lake Metropolitan Area. Syracuse City has a mixture of older neighborhoods, newer neighborhoods experiencing significant growth, and a town center along its main commercial corridor, Antelope Drive. Syracuse City is known as "The Gateway to Antelope Island", which highlights its physical and economic connection to Antelope Island State Park, which is located in the Great Salt Lake and hosts approximately 300,000 visitors per year. Syracuse is home to several small dental and medical clinics, and has three major businesses, including Wal-Mart, RC Willey, and Smith's Supermarket. The city is also home to four public elementary schools, one private charter school, Syracuse Jr. High School, and Syracuse High School.

The City operates under a Six Member Council form of government. A six (6) member Council sets city policy and authorizes all budgetary actions. One of the Council members is elected as the Mayor, who chairs each meeting but does not vote, except in the case of a tie vote, and in the appointment of the City Manager. Council members are elected on a non-partisan basis. The Mayor is responsible for all administrative operations of the City and with the assistance of the City Manager, manages nine (9) departments: Finance, Legal, Recorder (includes

Justice Court & Records Management), Community and Economic Development, Public Works, Parks & Recreation, Information Technology (includes Building Maintenance), Police, and Fire. The City employs approximately 70 full-time employees and 90 part time and seasonal employees.

III. POSSIBLE AREAS OF STUDY

The City has not identified a scope of work, but instead asks each firm to provide information on the possible areas of study outlined below. The City will use the RFI to evaluate which areas of study that will be included in the final Scope of Work. This decision will be based on various factors including estimated cost, perceived value, and others factors that are in the best interest of the City. You may submit this info on a separate paper.

A = Service can be provided using firm's in-house expertise
B = Service can be provided using a partner firm's expertise
C = Firm does not provide this service

Study Area	Description	Service Provided? (A,B, or C)	Name of Partner Firms, if Applicable
Organizational Structure	Examination of organization-wide structure and based on organizational goals and vision, recommend restructuring, expansion, and/or consolidation of services or departments as needed.		
Personnel	Examination of staffing of full and part time levels in each department. Provide recommendations on changes that will improve service and reduce costs through changes in personnel restructuring, expansion, or consolidation.		
Customer Service	Examine customer response, communication, and timeliness issues in each department. Provide recommendations to improve customer service performance in each service area.		

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Study Area	Description	Service Provided? (A,B, or C)	Name of Partner Firms, if Applicable
Fleet & Fuels Management	Examine city-wide fleet management and fuel consumption and evaluate efficiency. Recommend management and operational changes to improve efficiency.		
Operational Policies	Evaluate the City's personnel and departmental operational policies to determine effectiveness, adequacy, and functionality.		
Information Technology	Evaluate adequacy and efficiency of existing assets, including a security analysis. Recommend operational software, hardware, and management improvements to improve efficiency of city services and integrity of information security.		
Procurement & Purchasing	Evaluate City's practices for purchasing and contracting. Recommend improvements to ensure competitive purchasing and service contracts.		
Risk Management	Conduct a safety and financial risk analysis, including operational practices, insurance, and examination of financial threats. Make recommendations on areas to improve.		
Records Management	Evaluate city-wide records management systems. Make recommendations to improve cost efficiency, and improve effectiveness in document storage and retrieval.		

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Study Area	Description	Service Provided? (A,B, or C)	Name of Partner Firms, if Applicable
Utility Metering	Examine efficiency of current metering and billing. Recommend most efficient and cost-effective method.		
Other Services Not Listed:	Write in other specific areas of study provided by your firm and indicate in which category it will be provided (A,B,or C)		

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IV. EXPECTED COST RANGE

Please indicate below the expected cost range for each service offered, along with a description of the primary factors that drive the difference in your price ranges. As an example, if a particular service ranges from $1,500 to $6,000, please indicate what factors will affect the actual price within that range. You may submit this information on a separate sheet. Please note that the price ranges offered herein will not be deemed final. The City will later send out an RFP, which will result in the negotiation of a final price with the winning firm.

Study Area	Expected Cost Range	Explain Factors in Cost Range
Organizational Structure		
Personnel		
Customer Service		
Fleet & Fuels Management		
Operational Policies		

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Study Area	Expected Cost Range	Explain Factors in Cost Range
Information Technology		
Procurement & Purchasing		
Risk Management		
Records Management		
Utility Metering		
Other Services Not Listed:		

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V. SELECTION PROCESS

The City, after evaluating the RFI submissions, intends to develop a scope of work in an RFP, and invite firms to submit proposals to the City. It is the intent of the City that only those firms that submit information pursuant to this RFI will be eligible to receive an invite for the forthcoming RFP. The City may decide, in its sole discretion, to request an interview with one or more of the firms who respond to the RFI in order to clarify, expound, or further investigate the services offered.

Pursuant to the RFP submissions, the City intends to interview one or more firms to explore the possibility of negotiating a final contract for the scope of work.

A selection committee from the City will recommend to the City Council a contract to be awarded to the winning firm. No contract will be executed until approved by the City Council.

The entire process for the RFI, RFP, final negotiations and approval is expected to be 2-3 months.

VI. SUBMISSION REQUIREMENTS

Each submission must include the following:

1. A brief overview of the firm.
2. Information on the credentials and experience of the individuals of the firm that would be participating in the performance study.
3. References of at least three other municipalities of the same general size and character with which you have previously contracted for similar services.
4. The completed Possible Areas of Study form (you may submit the same information on your own page or spreadsheet).
5. The completed Expected Cost Range information (you may submit the same information on your own page or spreadsheet).
6. Contact person for the firm's submission.

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VII. SUBMISSION DEADLINE

In order to be considered, the applicant must submit one electronic file and five (5) hardcopies of the written proposal to:

Syracuse City
Attn: Brody Bovero, City Manager
1979 W. 1900 S.
Syracuse, UT 84075
bbovero@syracuseut.com

Submissions must arrive prior to 1:00 p.m., on Thursday, November 13, 2014. All submissions will be delivered in a sealed package and **General Management and Operational Performance Study** must be marked in a conspicuous place on the outside of the package. Submissions received electronically must be marked General Management and Operational Performance Study in the subject line.

Submissions which are not received by the City prior to the time and date specified herein will be considered late, and may be disregarded by the City.

The City reserves the right to reject any and all submissions and to waive any informality or technicality in submissions received, in the interest of the City.

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EXHIBIT A

CITY ORGANIZATIONAL STRUCTURE

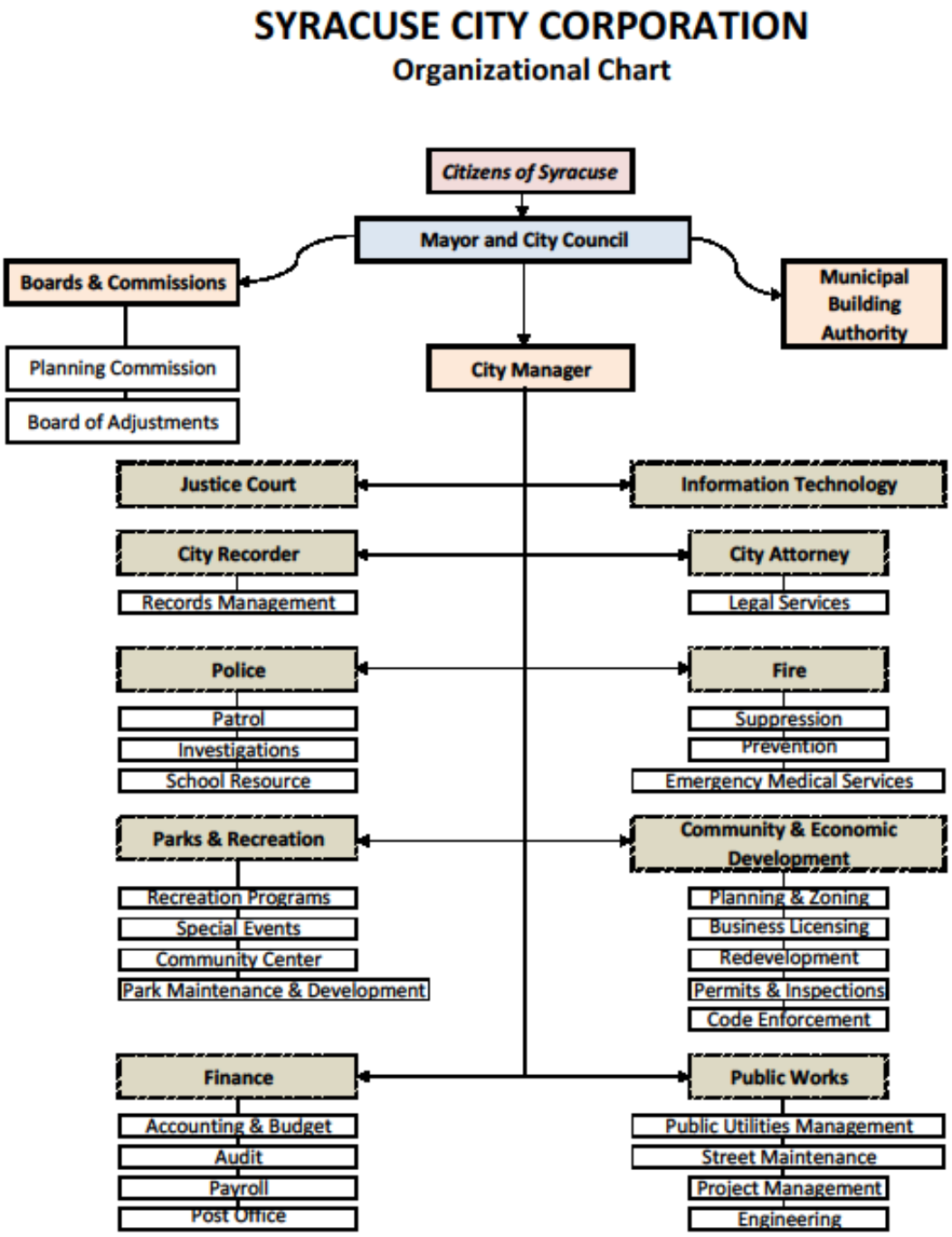

EXHIBIT B

SYRACUSE CITY PERSONNEL BY DEPARTMENT

Department	Full-Time	Part Time/Seasonal	
City Manager	1		
Justice Court	3		
City Recorder	1		
Police	19	28	
Parks & Recreation	5	42	
Finance	5	3	
IT	2	1	
City Attorney	1	1	
Fire	12	17	
Public Works	15	1	
Community & Econ Development	8		
TOTAL:	**72**	**93**	

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