



SYRACUSE CITY

Syracuse City Council

Work Session Notice

July 26, 2016 - 6:00 p.m.

Municipal Building, 1979 W. 1900 S.

Notice is hereby given that the Syracuse City Council will participate in a work session on Tuesday, July 26, 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. Prayer or thought.
- b. Public Comments.
- c. Presentation of Trust Accountability Program (TAP) Award by Utah Local Governments Trust. (5 min.)
- d. Review special meeting agenda item three: Authorize Administration to award 2016 Road Improvement Projects. (10 min.)
- e. Continued discussion of Proposed Ordinance 16-21 amending Section 10.40.030 of the Syracuse City Municipal Code pertaining to onsite parking. (15 min.)
- f. Continued discussion of Proposed Ordinance 16-23 amending Section 10.30.050(c) of the Syracuse City Code related to yard encroachments. (15 min.)
- g. Discussion regarding Employee Recruitment and Retention Policy and Fiscal Year 2017 Employee Compensation Plan. (60 min.)
- h. Review of financial status of utility funds. (30 min.)
- i. Council business.

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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 21<sup>st</sup> day of July, 2016 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on July 21, 2016.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

July 26, 2016

Agenda Item “c”

Presentation of Trust Accountability Program (TAP) Award by Utah Local Governments Trust.

***Factual Summation***

- Jason Watterson of the Utah Local Governments Trust (ULGT) has requested an opportunity to present the City with the Trust Accountability Program (TAP) Award.



# COUNCIL AGENDA

July 26, 2016

Agenda Item “d”

## **Award Contract for the 2016 Road Improvement Project**

### ***Background***

This project will consist of overlaying approximately 3.67 miles of road throughout the following roads in the City:

4000 West Street from 2700 South Street to 2200 South Street  
Bluff Road from 1700 South Street to 2700 South Street  
Bluff Road from 2900 South to Bluff Drive  
2175 South from 2000 West to Allison Way  
Allison Way from 1700 South Street to 2328 South  
Allison Way from 2700 South Street to 2448 South

### ***Resource***

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

### ***Schedule***

Construction will begin as soon as contract documents are in place and will be completed by the fall of 2016.

### ***Cost***

Bids were opened on July 19, 2016. Five bids were submitted and the low bidder was Staker Parson Companies with a total bid amount of \$659,244.00. The funding for this project will come from Class C 20-40-70.

### ***Recommendation***

Award contract to Staker Parson Companies



# SYRACUSE CITY CORPORATION 2016 ROAD IMPROVEMENT PROJECT

LAST UPDATED:

JUNE 24, 2016

DRAWN BY: BB



2016 ROAD IMPROVEMENT PROJECT

COVER



JUNE, 2016

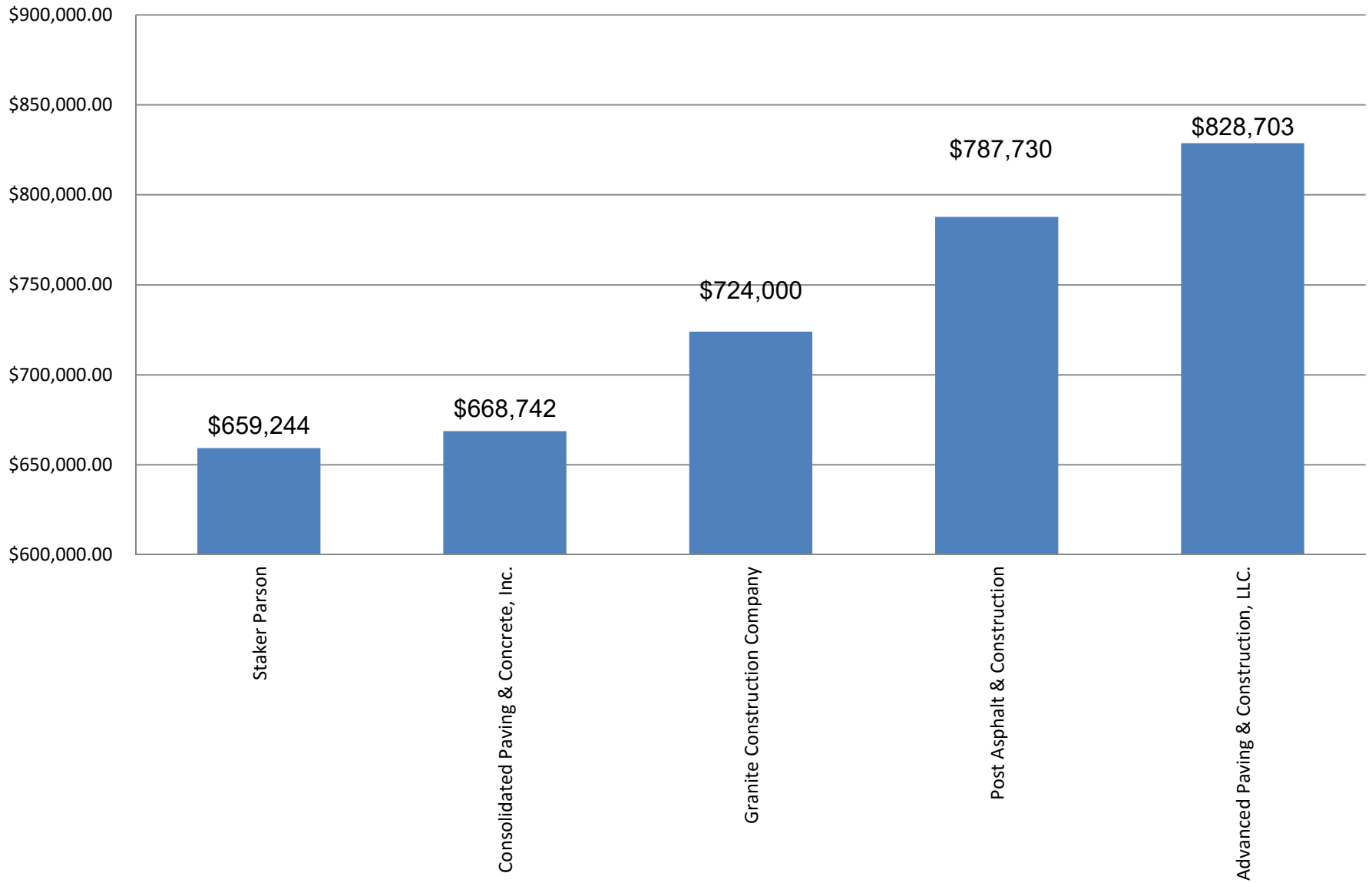
WO 2016-08

SHEET:  
1 OF 30



# Bid Tabulation

## 2016 Road Improvement Project





# CITY COUNCIL WORK & SPECIAL MEETING

July 26, 2016

## Agenda Item “e”

## Amend Title 10 Relative to Onsite Parking

This memo is accompanied by three versions of this ordinance. The Third one is the most current version.

The first is that which you first saw on the 6/28/2016 Work Meeting.

The second is that which you saw on 07/12/2016, and includes the Planning Commission changes.

The third is a version which incorporates comments received during the 07/12/2016 City Council meeting. It is the only one which is accompanied by Ordinance language.

This will be before you in a work session, which will be followed by a Special Session. If there are additional, substantive changes to the section, I can make them in between the meetings.

If you have any questions regarding this item, please contact Paul Roberts.

**ORIGINAL VERSION**  
**6/28/2016 WORK MEETING**

#### 10.40.030 - General Provisions

##### (C) Prohibited Locations.

(1) It shall be unlawful to park a motor vehicle, trailer, or boat in a front yard or side yard area, as defined in SCC 10.10.040, on any residential property, except as provided in subsection (5) of this section or on areas not improved for parking.

(2) On non-residential properties, it shall be unlawful to park a motor vehicle, trailer or boat in areas not improved for parking.

**Comment [PR1]:** How do we want to categorize vacant lots? By their zone? As non-residential?

(3) No one shall develop any portion of a front yard, as required in this title, as a public parking area in conjunction with a permitted multifamily, commercial, or industrial use without approval by the Planning Commission at site plan review.

(4) No one shall pave or improve any portion of a required front yard, other than approved parking and driveways leading directly to or adjacent to a garage, so as to encourage or make possible the parking of vehicles therein. Residents may use paved driveways leading directly to or adjacent to a garage as an approved parking area for additional vehicles to meet the requirements of this chapter.

(5) On residential properties, vehicles and trailers may be parked in a side yard, as defined in section 10.10.040, but in no case any closer than twenty feet (20') from the right of way. Additionally, side yard parking for corner lots may only occur if an opaque fence of at least six feet (6') in height separates the parked vehicle from the right of way running along the side of the corner lot.

(6) The provisions of this section do not prohibit the parking of tractors kept for agricultural use on properties in the A-1 zone.

All vehicles on the property shall be licensed and operable. The owner of any vehicle that has been inoperable or unlicensed for longer than four months shall remove said vehicle from the property or store it in a completely enclosed structure, including any and all vehicle parts. If a vehicle is under restoration, the vehicle owner shall possess a current and valid restoration permit from the City Community Development Department. Restoration permits shall expire one year from the date of issuance and no individual address may have more than two restoration permits at any time.



# **PLANNING COMMISSION CHANGES**

**7/5/2016 PC MEETING**

### 10.40.030 - General Provisions

#### (C) Prohibited Locations.

(1) It shall be unlawful to park a motor vehicle, trailer, or boat in a front yard ~~or side yard area~~, as defined in SCC 10.10.040, on any residential property, ~~except as provided in subsections (4) and (5) of this section~~ ~~or on areas not improved for parking.~~

(2) On non-residential and undeveloped properties, it shall be unlawful to park a motor vehicle, trailer or boat, except in paved areas. For purposes of this section, "paved areas" includes concrete or asphalt, as well as gravel of at least two inches in depth.

(3) No one shall develop any portion of a front yard, as required in this title, as a public parking area in conjunction with a permitted multifamily, commercial, or industrial use without approval by the Planning Commission at site plan review.

(4) No one shall pave or improve any portion of a required front yard, other than approved parking and driveways leading directly to or adjacent to a garage, so as to encourage or make possible the parking of vehicles therein. Residents may use paved driveways leading directly to or adjacent to a garage as an approved parking area for additional vehicles to meet the requirements of this chapter.

(5) On residential properties, vehicles and trailers may be parked in paved areas of the side yard, as defined in section 10.10.040, but in no case any closer than twenty feet (20') from the right of way. Additionally, side yard parking for corner lots may only occur if an opaque fence of at least six feet (6') in height separates the parked vehicle from the right of way running along the side of the corner lot.

(6) The provisions of this section do not prohibit the parking of tractors kept for agricultural use in any yard area of properties in the A-1 zone.

All vehicles on the property shall be licensed and operable. The owner of any vehicle that has been inoperable or unlicensed for longer than four months shall remove said vehicle from the property or store it in a completely enclosed structure, including any and all vehicle parts. If a vehicle is under restoration, the vehicle owner shall possess a current and valid restoration permit from the City Community Development Department. Restoration permits shall expire one year from the date of issuance and no ~~individual address~~ may have more than two restoration permits at any time.

**CURRENT VERSION**  
**After 7/12/16 comments**



**ORDINANCE NO. 16-21**

**AN ORDINANCE AMENDING SECTION 10.40.030 OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING TO ONSITE PARKING.**

**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 parking on residential lots in areas of the lot not improved for parking; and

**WHEREAS**, the City has conducted a public hearing in order to solicit input from our residents regarding this measure; and

**WHEREAS**, the Council finds that removing restrictions on parking in certain portions identified by the ordinance is in the best interest of the community, in order to permit residents to have full enjoyment of their property, and in the interest of the comfort and safety of its residents,

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

**Section 1. Amendment.** Subsection 10.40.030(C) 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 26th DAY OF July, 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 Anderson | ___   | ___   |
| Councilmember Bolduc   | ___   | ___   |
| Councilmember Gailey   | ___   | ___   |
| Councilmember Lisonbee | ___   | ___   |
| Councilmember Maughan  | ___   | ___   |

## Exhibit A

### 10.40.030 - General Provisions

#### (C) Prohibited Locations.

(1) It shall be unlawful to park a motor vehicle, trailer, or boat in a front yard or side yard-area, as defined in SCC 10.10.040, on any residential property, except as provided in subsections (4) and (5) of this section or on areas not improved for parking.

(2) On non-residential and undeveloped properties, it shall be unlawful to park a motor vehicle, trailer or boat, except in areas improved for parking.

(3) No one shall develop any portion of a front yard, as required in this title, as a public parking area in conjunction with a permitted multifamily, commercial, or industrial use without approval by the Planning Commission at site plan review.

(4) No one shall pave or improve any portion of a required front yard, other than approved parking and driveways leading directly to or adjacent to a garage, so as to encourage or make possible the parking of vehicles therein. Residents may use paved driveways leading directly to or adjacent to a garage as an approved parking area for additional vehicles to meet the requirements of this chapter.

(5) On residential properties, vehicles and trailers may be parked in the side yard, as defined in section 10.10.040, but in no case any closer than twenty feet (20') from the right of way. Additionally, side yard parking for corner lots may only occur if an opaque fence of at

least six feet (6') in height separates the parked vehicle from the right of way running along the side of the corner lot.

(6) The provisions of this section do not prohibit the parking of tractors kept for agricultural use in any yard area of properties in the A-1 zone.

All vehicles on the property shall be licensed and operable. The owner of any vehicle that has been inoperable or unlicensed for longer than four months shall remove said vehicle from the property or store it in a completely enclosed structure, including any and all vehicle parts. If a vehicle is under restoration, the vehicle owner shall possess a current and valid restoration permit from the City Community Development Department. Restoration permits shall expire one year from the date of issuance and no individual address may have more than two restoration permits at any time.





# CITY COUNCIL REGULAR MEETING AGENDA

July 26th, 2016

Agenda Item “f”                      City Code Amendment Section 10.30.050

### *Factual Summation*

Please review the following information. Any questions regarding this agenda item may be directed to Royce Davies, City Planner.

Code Section:                      10.30.050 Lot and Yard Regulations

### *Summary*

Recent review of home plans has raised concern about restrictions in our ordinance relating to cantilevered floors, roofs, and other yard encroachments.

The first section of Code that has presented issues is:

10.30.050.C.1 Chimneys, bay windows, sills, lintels, cantilevers, or other ornamental features may project not more than 24 inches into required front, rear, and side yard spaces, provided they are not more than eight feet in width. This title prohibits side yard encroachments within cluster subdivisions with side yard setbacks less than seven feet, and in no instance shall the side yard distance between two structures be less than 10 feet.

This has been an issue for developers as many times cantilevered floors are wider than 8 feet. It's likely that this code was only meant to apply to bay windows and other similar features and as such, would be sufficient, however it continues to be an issue as homes built to setback lines become more and more common.

The next section of code that has caused concern is:

10.30.050.2 Unsupported cornices, eaves, gutters, and terraces may project 10 feet into any required front, rear, or side yard. Uncovered porches and decks may project 10 feet into any required front or rear yard.

The final section of Code is:

10.30.050.C.3 Attached covered decks and patios may encroach into rear yards provided the total covered patio width does not exceed 33 percent of the total length of the principal structure to which it will attach and it does not extend closer than 20 feet to the required rear yard line. Since the rear setback in the R-3 Zone is 20 feet, this code does not allow covered deck/patio encroachments into the rear setback of the zone. This may have been intentional and is not a significant concern to staff, but has been of concern to developers trying to include covered decks/patios in the R-3 Zone.

Developers have expressed that the cantilever Codes are too restrictive and should be loosened.

It is also possible that the concerns expressed by developers are a symptom of homes being built to setback lines in many cases. This issue arises from home builders acquiring a few home floor plans and attempting to apply them to lots of various sizes and shapes rather than designing a home to fit a specific property. However, as this is generally a more affordable option, it is likely that this type of ones-size-fits-all home development will continue to be proposed.

Some concern was expressed during the July 21, 2016 City Council meeting that the proposed code allows for property owners to reduce the minimum distance between structures through the addition of an encroaching portion of a home. The thought is that this would then restrict the neighboring property owner from creating a side yard encroachment on their property because of a minimum distance between buildings. This is not the case under current allowed zoning.

The Code states that primary structures with side yard encroachments must be at least 10 feet apart and side yard encroachments are not permitted in cluster subdivisions where the side yard setback is less than 7 feet. As all setbacks in other zones are either an 8 foot or 10 foot side yard or a 16 foot separation between buildings in the PRD Zone, allowing a 2 foot encroachment on both homes would in a worst-case scenario create a separation of 12 feet which is still larger than the 10 foot minimum separation in the encroachment Code. The minimum 16 foot separation only applies in the PRD Zone and 15 foot, 20 foot, and 25 foot separation is only required for multi-family dwellings. Single family dwelling separation is dictated by the IFC and the encroachment Code included in this report.

As the Code is proposed, no property owner would have the ability to restrict their neighbor from creating a side yard encroachment on their primary structure under the current zoning allowed within the city. Should future zoning be created with less than 7 foot side yard setbacks, it would be possible for a 2 foot side yard encroachment to affect a neighbor's ability to create their own 2 foot side yard encroachment. If a zone with less than 7 foot side yard setbacks were to be created, staff recommends disallowing side yard encroachments in the same way they are not allowed in cluster subdivisions with less than 7 foot side yards.

The Code sections in question have been discussed in detail with the Planning Commission during two work sessions held on June 7, 2016 and June 21, 2016. As result of these sessions, staff has been directed to address minimum side yard distances, covered decks and patios, and building cantilever widths. The proposed code is included as an attachment to this report.

The proposed ordinance was recommended for approval by the Planning Commission on July 5, 2016.

### ***Suggested Motion Language***

Approval – “I move the City Council approve the request of Andy Hubbard for a 2 lot subdivision amendment to the San Melia Subdivision consisting of 1.408 acres on property located at 1025 South 2200 West in the R-2 Residential Zone.”

Table – “I move the City Council continue the request of Andy Hubbard for a 2 lot subdivision amendment to the San Melia Subdivision consisting of 1.408 acres on property located at 1025 South 2200 West in the R-2 Residential Zone until (give date) based on the following findings:

1. (list findings)”

Denial – “I move the City Council deny the request of Andy Hubbard for a 2 lot subdivision amendment to the San Melia Subdivision consisting of 1.408 acres on property located at 1025 South 2200 West in the R-2 Residential Zone based on the following findings:

1. (list findings).”

### ***Attachments:***

- Proposed Ordinance Revisions



## PROPOSED ORDINANCE REVISIONS

### 10.30.050 Lot and yard regulations.

(C) Yard Encroachments. This title prohibits any encroachments into minimum required yard space, other than the following:

(1) Chimneys, bay windows, sills, lintels, cantilevers, or other ornamental features may project not more than 24 inches into required front, rear, and side yard spaces, provided they are not more than ~~eight~~ 16 feet in width. This title prohibits side yard encroachments within cluster subdivisions with side yard setbacks less than seven feet, and in no instance shall the side yard distance between two primary structures be less than 10 feet.

(2) Unsupported cornices, eaves, gutters, and terraces may project 10 feet into any required front, rear, or side yard. Uncovered porches and decks may project 10 feet into any required front or rear yard.

(3) Attached covered decks and patios may encroach into rear yards provided the total covered patio width does not exceed ~~33~~ 75 percent of the total ~~length~~ width of the principal structure to which it will attach and it does not extend closer than 20 feet to the required rear yard line in all zones aside from the R-3 Zone. Attached covered decks and patios may not extend closer than 10 feet to the rear property line in the R-3 Zone, and must be open on 3 sides.

**ORDINANCE NO. 16-23**

**AN ORDINANCE AMENDING SECTION 10.30.050(C) OF THE SYRACUSE CITY LAND USE CODE, RELATED TO YARD ENCROACHMENTS.**

**WHEREAS**, the City has adopted a Zoning Ordinance to regulate land use and development within the corporate boundaries of the City; and

**WHEREAS**, the City Council is authorized to amend the provisions of its zoning code in order to promote the health, safety, comfort and property values of its residents; and

**WHEREAS**, an amendment to the Syracuse City Zoning Code related to yard encroachments has been prepared; the same has been recommended for approval by the Planning Commission; and a public hearing was held with the proper notice having been given 10-days prior to the hearing date; and

**WHEREAS**, the Council finds that current provisions related to yard encroachments for windows, sills, cantilevers, and ornamental features should be expanded to permit wider encroaching objects; and

**WHEREAS**, the Council finds that side yard encroachments by cornices, eaves, gutters and terraces should only encroach within three feet into side yards; and

**WHEREAS**, the Council finds that some modification to the requirements associated with covered decks and patios will serve existing and future residents of Syracuse without creating a nuisance or impermissible obstruction to neighboring properties; and

**WHEREAS**, the Council finds that the requested ordinance change will promote the health, safety and welfare of our community, and promote prosperity and protect urban development,

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

**Section 1. Amendment.** Subsection 10.30.050(C) 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 26th DAY OF JULY, 2016.**

**SYRACUSE CITY**

ATTEST:

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

\_\_\_\_\_  
Mayor Terry Palmer

Voting by the City Council:

|                        | “AYE” | “NAY” |
|------------------------|-------|-------|
| Councilmember Anderson | _____ | _____ |
| Councilmember Bolduc   | _____ | _____ |
| Councilmember Gailey   | _____ | _____ |
| Councilmember Lisonbee | _____ | _____ |
| Councilmember Maughan  | _____ | _____ |

# EXHIBIT A

## 10.30.050 Lot and yard regulations.

(C) Yard Encroachments. This title prohibits any encroachments into minimum required yard space, other than the following:

(1) Chimneys, bay windows, sills, lintels, cantilevers, or other ornamental features may project not more than 24 inches into required front, rear, and side yard spaces, provided they are not more than ~~eight~~ 16 feet in width. This title prohibits side yard encroachments within cluster subdivisions with side yard setbacks less than seven feet, and in no instance shall the side yard distance between two primary structures be less than 10 feet.

(2) Unsupported cornices, eaves, gutters, and terraces may project 10 feet into any required front, rear, or side yard. Uncovered porches and decks may project 10 feet into any required front or rear yard.

(3) Attached covered decks and patios may encroach into rear yards provided the total covered patio width does not exceed ~~33~~ 75 percent of the total ~~length~~ width of the principal structure to which it will attach and it does not extend closer than 20 feet to the required rear yard line in all zones aside from the R-3 Zone. Attached covered decks and patios may not extend closer than 10 feet to the rear property line in the R-3 Zone, and must be open on 3 sides.



# COUNCIL AGENDA

July 26, 2016

Agenda Item “g”

Discussion on Compensation Plan

## *Factual Summation*

- Any question regarding this agenda item may be directed at Brody Bovero, City Manager.
- Pursuant to the previous Council meeting, a comparison of the proposed compensation plans has been created in order assist the Council in evaluating and determining the proper policies to adopt.
- A draft of the comparison chart has been sent to the Council for final edits. Upon receipt of final edits from some of the council members, the chart will be added to the packet.





# COUNCIL AGENDA

July 26, 2016

Agenda Item “h” Discussion on financial status of utility funds.

## *Factual Summation*

- Any questions about this agenda item may be directed at Finance Director Stephen Marshall or City Manager Brody Bovero. See the attached capital projects spreadsheet, utility rate comparison detail, and utility rate summary documents.
- The City Council and City Administration have had several discussions concerning the financial status of the City’s utility funds. This discussion is a follow-up to discuss our utility fund rates, 5 year capital projects plan, options to fund that plan, and our best plan moving forward.
- Below is a summary of the financial status of our utility funds including what it would take to fully fund our 5 year capital projects plan.

|                   | Operational Cost   | Capital Cost - next 5 years | Capital Cost per year | Total Cost Per Year | Current Revenues   | Overage / (Shortage) | Current Rate   | Required Rate to Fully Fund Cap. Projects | Rate Increase / Decrease |
|-------------------|--------------------|-----------------------------|-----------------------|---------------------|--------------------|----------------------|----------------|-------------------------------------------|--------------------------|
| Secondary Water   | \$1,214,002        | \$ 2,220,000                | \$ 444,000            | \$1,658,002         | \$1,652,600        | (\$5,402)            | \$15.50        | \$15.56                                   | \$0.06                   |
| Storm Water       | \$ 363,793         | \$ 1,655,000                | \$ 331,000            | \$694,793           | \$428,620          | (\$266,173)          | \$4.55         | \$7.36                                    | \$2.81                   |
| Culinary Water    | \$1,364,578        | \$ 7,404,500                | \$1,480,900           | \$2,845,478         | \$1,902,840        | (\$942,638)          | \$16.50        | \$26.44                                   | \$9.94                   |
| Sewer             | \$2,085,160        | \$ -                        | \$ -                  | \$2,085,160         | \$2,263,132        | \$177,972            | \$23.80        | \$21.92                                   | (\$1.88)                 |
| Garbage           | \$1,254,403        | \$ -                        | \$ -                  | \$1,254,403         | \$1,316,280        | \$61,877             | \$9.95         | \$9.30                                    | (\$0.65)                 |
| Street Lighting   | \$ 307,878         | \$ -                        | \$ -                  | \$307,878           | \$273,090          | (\$34,788)           | \$2.93         | \$2.93                                    | \$0.00                   |
| Parks Maintenance | \$ 267,279         | \$ -                        | \$ -                  | \$267,279           | \$242,476          | (\$24,803)           | \$1.32         | \$1.32                                    | \$0.00                   |
| <b>Total</b>      | <b>\$6,281,936</b> | <b>\$11,279,500</b>         | <b>\$2,255,900</b>    | <b>\$9,112,993</b>  | <b>\$7,563,472</b> | <b>(\$974,364)</b>   | <b>\$74.55</b> | <b>\$84.83</b>                            | <b>\$10.28</b>           |

- This chart is broken down by operational cost and capital cost. It also shows in the orange our current revenues versus the costs to fully fund our 5 year capital projects plan. The blue shows what are current minimum monthly utility bill is and what would be required to fully fund our capital projects.

- Also included with this document is a utility rate comparison detail of Syracuse City to comparable cities. This is provided for a reference to show that Syracuse City utility rates are the lowest in the surrounding area. The comparable cities we benchmarked against include Clinton, West Point, Layton, Kaysville, Roy, Farmington, Clearfield, Sunset, Saratoga Springs, and Eagle Mountain.
- Also included with this document is a utility rate summary document that compares all the above cities in total to Syracuse City.

**Future Capital Projects List - Tentative 1-5 Year Replacement Plan**

| Project                                                   | Class C Capital<br>204070 | Culinary 501671       | Secondary<br>301671   | Storm Drain<br>401671 | Land Drain          | Sewer Capital<br>531670 | Road Impact Fee<br>214070 | Culinary Impact<br>Fee 511670 | Secondary<br>Impact Fee<br>311670 | Storm Drain<br>Impact Fee<br>411670 | Project Total          |
|-----------------------------------------------------------|---------------------------|-----------------------|-----------------------|-----------------------|---------------------|-------------------------|---------------------------|-------------------------------|-----------------------------------|-------------------------------------|------------------------|
| 2016-2017 Surface Treatments                              | \$950,000.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$950,000.00           |
| 2000 West Culinary (1700 South to SR-193)                 | -                         | \$1,175,000.00        | \$400,000.00          | -                     | -                   | -                       | -                         | -                             | \$425,000.00                      | -                                   | \$2,000,000.00         |
| 1500 West Land Drain To Jensen Pond                       | -                         | -                     | -                     | -                     | \$115,000.00        | -                       | -                         | -                             | -                                 | -                                   | \$115,000.00           |
| Sliver Lakes Land Drain                                   | -                         | -                     | -                     | -                     | \$100,000.00        | -                       | -                         | -                             | -                                 | -                                   | \$100,000.00           |
| 2700 South Storm Drain Outfall                            | -                         | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | \$300,000.00                        | \$300,000.00           |
| Pipe 3000 West Ditch Between 2700 S & 2495 S              | -                         | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | \$200,000.00                        | \$200,000.00           |
| City Shop Drying Bed                                      | -                         | -                     | -                     | \$50,000.00           | -                   | -                       | -                         | -                             | -                                 | -                                   | \$50,000.00            |
| Surface Treatments Throughout City (500k/year)**          | \$2,500,000.00            | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$2,500,000.00         |
| 1000 West 2075 S to 2700 S Cul/Sec/LandDrain/Road         | \$400,000.00              | \$500,000.00          | \$100,000.00          | -                     | \$400,000.00        | -                       | -                         | -                             | \$250,000.00                      | -                                   | \$1,650,000.00         |
| Add Secondary Pump To Jensen Pump House                   | -                         | -                     | -                     | -                     | -                   | -                       | -                         | -                             | \$175,000.00                      | -                                   | \$175,000.00           |
| 2175 Culinary Waterline (2000 West to Bluff)              | \$140,000.00              | \$480,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$620,000.00           |
| 16" Culinary Main To Tank                                 | -                         | \$200,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$200,000.00           |
| 1250 West Street (1700 South To 1350 South)               | \$250,000.00              | \$460,000.00          | -                     | \$300,000.00          | -                   | -                       | -                         | -                             | -                                 | -                                   | \$1,010,000.00         |
| 1525 West 12" Culinary Transmission Line                  | -                         | \$410,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$410,000.00           |
| Ranchetts Culinary                                        | \$425,000.00              | \$1,062,500.00        | -                     | \$200,000.00          | -                   | -                       | -                         | -                             | -                                 | -                                   | \$1,687,500.00         |
| Melanie Lane Culinary                                     | \$145,000.00              | \$334,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$479,000.00           |
| 2700 South Road Project (2000 W to 2567 West)             | \$120,000.00              | -                     | -                     | \$330,000.00          | -                   | -                       | \$550,000.00              | -                             | -                                 | -                                   | \$1,000,000.00         |
| Silver Lakes Land Drain Upsize                            | -                         | -                     | -                     | \$100,000.00          | -                   | -                       | -                         | -                             | -                                 | -                                   | \$100,000.00           |
| Kristalyn Gardens Culinary                                | \$110,000.00              | \$300,000.00          | \$275,000.00          | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$685,000.00           |
| Bluff Road Culinary (3000 West to 1540 South)             | -                         | -                     | -                     | -                     | -                   | -                       | -                         | \$230,000.00                  | -                                 | -                                   | \$230,000.00           |
| Bluff Road 18" Secondary 2000 West To Bluff Pump House)   | -                         | -                     | \$525,000.00          | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$525,000.00           |
| Wasatch Villas Temporary Cul-de-Sac Removal               | \$70,000.00               | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$70,000.00            |
| 1100 South (2000 West to 2100 West) & 2100 West           | \$250,000.00              | \$600,000.00          | \$420,000.00          | \$60,000.00           | -                   | -                       | -                         | -                             | -                                 | -                                   | \$1,330,000.00         |
| Stoker Lane Culinary                                      | \$110,000.00              | \$275,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$385,000.00           |
| 2000 West Culinary & Secondary (1700 South to 2175 South) | -                         | \$400,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | \$275,000.00                      | -                                   | \$675,000.00           |
| 2000 West Secondary (2175 South to 2700 South)            | -                         | -                     | -                     | -                     | -                   | -                       | -                         | -                             | \$275,000.00                      | -                                   | \$275,000.00           |
| 2250 South (2000 West to 1850 West)                       | \$100,000.00              | \$135,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$235,000.00           |
| Allison Way Road Project (N Speed Hump to 1700 South)     | \$214,500.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$214,500.00           |
| 1100 West Culinary                                        | \$150,000.00              | \$405,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$555,000.00           |
| Bluff Road Culinary (1000 West to Gentile)                | -                         | \$260,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$260,000.00           |
| 2525 South (Bluff Ridge Drive to 500 West)                | \$120,000.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$120,000.00           |
| 1350 South (2000 West to 1925 West)                       | \$60,000.00               | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$60,000.00            |
| 1825 South (2210 West to 2265 West)                       | \$90,000.00               | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$90,000.00            |
| Bluff Road (Antelope to 2700 South)                       | \$240,000.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$240,000.00           |
| 1500 South (2500 West to 2450 West) & 2450 W              | \$130,000.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$130,000.00           |
| 2075 South (2830 West to End)                             | \$90,000.00               | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$90,000.00            |
| 2300 South (1000 West to 500 West)                        | \$325,500.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$325,500.00           |
| 2800 South (1000 West to 800 West)                        | \$164,430.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$164,430.00           |
| Dallas Street (1925 West to Banbury)                      | \$105,000.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$105,000.00           |
| 2830 West (1975 South to 2075 South)                      | \$63,000.00               | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$63,000.00            |
| Canterbury Roads                                          | \$1,208,000.00            | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$1,208,000.00         |
| 2500 South (1000 West to 1475 West)                       | \$367,500.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$367,500.00           |
| 930 West & 865 West (3300 South to End)                   | \$84,000.00               | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$84,000.00            |
| 2920 South (1000 West to 1200 West)                       | \$176,400.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$176,400.00           |
| 865 West (3300 South to End)                              | \$52,500.00               | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$52,500.00            |
| 1800 West Overlay (2700 South to 2525 South)              | \$50,000.00               | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$50,000.00            |
| Doral Drive Overlay (2700 South to 2200 South)            | \$100,000.00              | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$100,000.00           |
| Gleneagles Overlay                                        | \$75,000.00               | -                     | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$75,000.00            |
| Dallas/1290 South 12" Culinary                            | \$150,000.00              | \$408,000.00          | -                     | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$558,000.00           |
| Rebuild Bluff Pump House                                  | -                         | -                     | \$500,000.00          | -                     | -                   | -                       | -                         | -                             | -                                 | -                                   | \$500,000.00           |
| Construct IMG Culinary Tank                               | -                         | -                     | -                     | -                     | -                   | -                       | -                         | \$1,500,000.00                | -                                 | -                                   | \$1,500,000.00         |
| <b>Estimated 1 to 5 Year Capital Projects Total</b>       | <b>\$9,585,830.00</b>     | <b>\$7,404,500.00</b> | <b>\$2,220,000.00</b> | <b>\$1,040,000.00</b> | <b>\$615,000.00</b> | <b>\$0.00</b>           | <b>\$550,000.00</b>       | <b>\$1,730,000.00</b>         | <b>\$1,400,000.00</b>             | <b>\$500,000.00</b>                 | <b>\$25,045,330.00</b> |

Funded Projects for FY2017

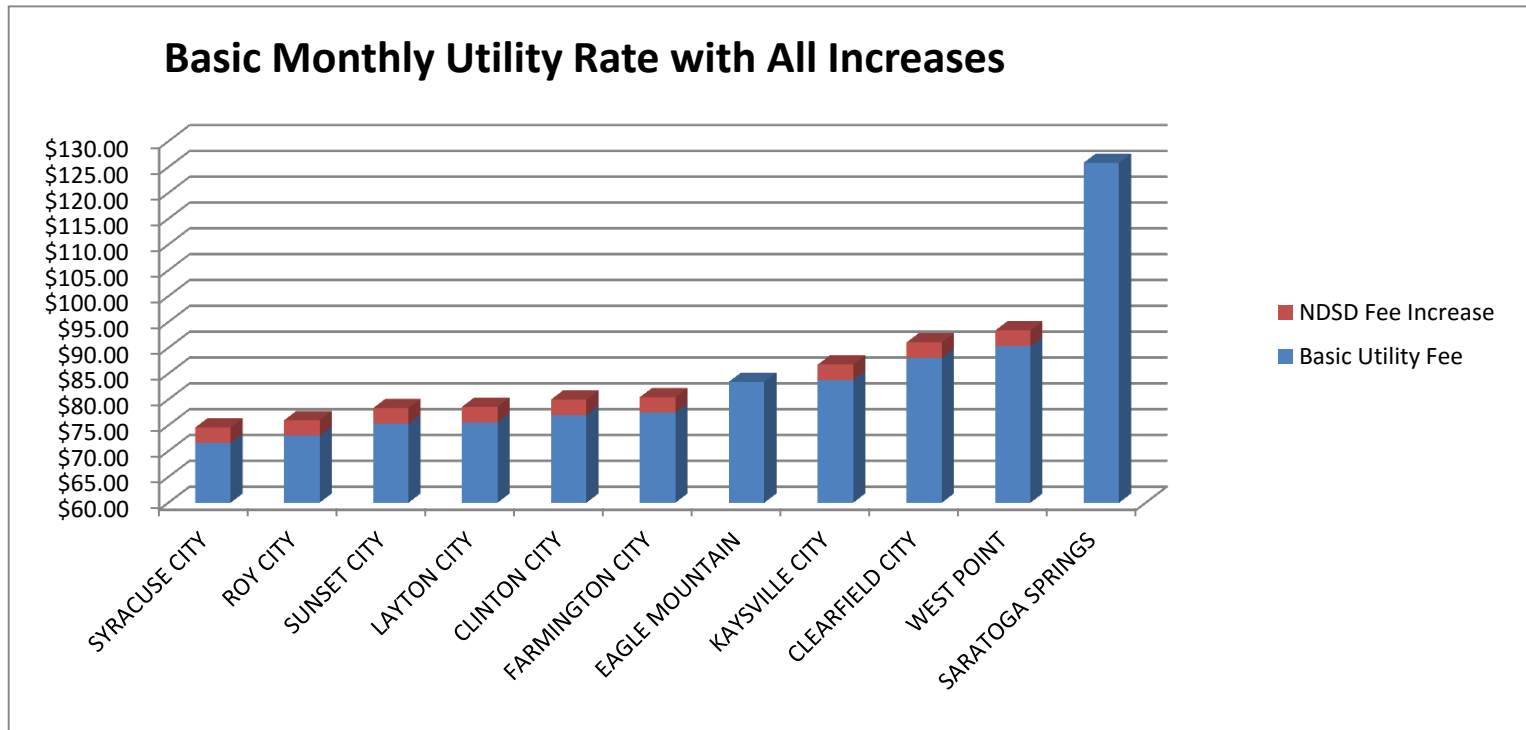
Can Fund Project with Proposal

Cannot Fund Project with Proposal

Additional Projects Funded with reallocation of garbage and sewer excess funds

| City             | Total Bill @ 8,000 GAL | NDSB Increase | Notes                                                |
|------------------|------------------------|---------------|------------------------------------------------------|
| SYRACUSE CITY    | \$71.55                | \$3.00        | Basic                                                |
| ROY CITY         | \$72.96                | \$3.00        | Basic - Rate is \$74.78 for residents east of 1900 W |
| SUNSET CITY      | \$75.30                | \$3.00        | Basic with secondary water fee                       |
| LAYTON CITY      | \$75.57                | \$3.00        | INCLUDING AN ESTIMATE FOR SEC WATER                  |
| CLINTON CITY     | \$76.96                | \$3.00        | Basic                                                |
| FARMINGTON CITY  | \$77.43                | \$3.00        | BENCHLAND SECONDARY; \$89.93 Weber Basin             |
| EAGLE MOUNTAIN   | \$83.40                |               |                                                      |
| KAYSVILLE CITY   | \$83.75                | \$3.00        | Basic                                                |
| CLEARFIELD CITY  | \$88.02                | \$3.00        | INCLUDING AN ESTIMATE FOR SEC WATER                  |
| WEST POINT       | \$90.33                | \$3.00        | Basic                                                |
| SARATOGA SPRINGS | \$125.83               |               |                                                      |

|              |         |  |  |
|--------------|---------|--|--|
| AVERAGE RATE | \$83.74 |  |  |
|--------------|---------|--|--|



| City                | Water                                     | Use 0 Gallons | Use 4,000 Gallons | Use 8,000 Gallons | Secondary Water                                                                                         | Storm  | Sewer                                                           | Garbage               | Green Waste | Recycling                               | Other Fees                                                 | Total Bill @ 8,000 GAL | Notes                                            |
|---------------------|-------------------------------------------|---------------|-------------------|-------------------|---------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------|-----------------------|-------------|-----------------------------------------|------------------------------------------------------------|------------------------|--------------------------------------------------|
| SYRACUSE CITY       | \$16.50 base up to 8,000 Gal              | \$16.50       | \$16.50           | \$16.50           | \$15.50<br>- based on line size                                                                         | \$4.55 | \$ 20.80                                                        | \$9.95 for first can  | \$6.50      | N/A                                     | \$1.32 street light fee                                    | \$71.55                | Basic                                            |
|                     | 8,000 - 15,000 Gal - \$2.05 per/thousand  |               |                   |                   |                                                                                                         |        |                                                                 | \$7.20 for addl can   |             |                                         | \$2.93 park maint. fee                                     |                        | \$74.55                                          |
| CLINTON CITY        | \$15.50 base up to 10,000 Gal             | \$15.50       | \$15.50           | \$15.50           | \$21.56<br>- based on lot size                                                                          | \$4.50 | \$ 20.70                                                        | \$13.10 for first can | N/A         | N/A                                     | \$0.65 animal control                                      | \$76.96                |                                                  |
|                     | 10,000 - 15,000 Gal - \$1.55 per/thousand |               |                   |                   |                                                                                                         |        |                                                                 | \$9.50 for addl can   |             |                                         | \$0.95 emergency dispatch                                  |                        |                                                  |
| WEST POINT          | \$23.75 base up to 6,000 Gal              | \$23.50       | \$23.50           | \$26.30           | \$21.58<br>- based on lot size                                                                          | \$4.00 | \$ 22.20                                                        | \$11.50 for first can | \$6.00      | 4.75<br>Mandatory                       | No additional fees                                         | \$90.33                | Basic                                            |
|                     | 6,000 - 10,000 Gal - \$1.40 per/thousand  |               |                   |                   |                                                                                                         |        |                                                                 | \$9.00 for addl can   |             |                                         |                                                            |                        | \$93.33                                          |
| LAYTON CITY         | \$12.85 base up to 7,000 Gal              | \$12.85       | \$12.85           | \$13.99           | NOT PROVIDED BY CITY<br>3 SEPARATE PRIVATE COMPANIES - RANGE FROM \$175 - \$250 FOR 1/4 ACRE            | \$4.60 | \$ 23.45                                                        | \$10.70 for first can | N/A         | N/A                                     | \$2.00 street light fee                                    | \$54.74                |                                                  |
|                     | 7,000 - 15,000 Gal - \$1.14 per/thousand  |               |                   |                   |                                                                                                         |        |                                                                 | \$8.10 for addl can   |             |                                         |                                                            |                        | \$75.57                                          |
| KAYSVILLE CITY      | \$21.00 base up to 8,000 Gal              | \$21.00       | \$21.00           | \$21.00           | \$22.00<br>- based on lot size                                                                          | \$8.00 | \$ 21.25                                                        | \$11.50 for first can | \$6.50      | 3.85<br>OPT OUT                         | No additional fees                                         | \$83.75                | Basic                                            |
|                     | 8,000 - 15,000 Gal - \$2.00 per/thousand  |               |                   |                   |                                                                                                         |        |                                                                 | \$8.00 for addl can   |             |                                         |                                                            |                        | \$94.10                                          |
| ROY CITY            | \$6.65 base                               | \$6.65        | \$9.73            | \$12.81           | NOT PROVIDED BY CITY - ROY CONSERVANCY BILLS BASED ON SIZE OF LOT - 1/4 ACRE = \$182.78                 | \$4.50 | \$22.33 OR \$28.03 EAST OF 1900 WEST                            | \$12.55 for first can | N/A         | 4.63<br>OPTIONAL                        | \$5.54 CAPITAL IMPR./EQUIP FEE                             | \$72.96                | Basic                                            |
|                     | 0 - 9,000 Gal - \$0.77 per/thousand       |               |                   |                   |                                                                                                         |        |                                                                 | \$7.10 for addl can   |             |                                         |                                                            |                        | \$78.66                                          |
| City                | Water                                     | Use 0 Gallons | Use 4,000 Gallons | Use 8,000 Gallons | Secondary Water                                                                                         | Storm  | Sewer                                                           | Garbage               | Green Waste | Recycling                               | Other Fees                                                 | Total Bill @ 8,000 GAL | Notes                                            |
| FARMINGTON CITY     | \$18.25 base up to 5,000 Gal              | \$18.25       | \$18.25           | \$25.75           | NOT PROVIDED BY CITY<br>3 SEPARATE PRIVATE COMPANIES - RANGE FROM \$100 - \$250 FOR 1/4 ACRE            | \$7.00 | \$ 20.00                                                        | \$12.50 for first can | N/A         | 3.85 OPT OUT WHEN STARTED NOW MANDATORY | No additional fees                                         | \$77.43                | BENCHLAND SECONDARY                              |
|                     | 5,000 - 10,000 Gal - \$2.50 per/thousand  |               |                   |                   |                                                                                                         |        |                                                                 | \$9.75 for addl can   |             |                                         |                                                            |                        | \$89.93                                          |
| CLEARFIELD CITY     | \$11.89 base                              | \$12.61       | \$16.25           | \$19.89           | NO SECONDARY SERVICE IN MAJORITY OF CITY. WATER WITH CULINARY WATER - CAN ADD UP TO 200 -300 TO BILL IN | \$4.89 | \$ 27.16                                                        | \$15.25 for first can | N/A         | N/A                                     | 6% TAX ON WATER AND SEWER CHARGES                          | \$67.19                | Basic                                            |
|                     | 0 - 10,000 Gal - \$0.91 per/thousand      |               |                   |                   |                                                                                                         |        |                                                                 | \$7.00 for addl can   |             |                                         |                                                            |                        | \$88.02                                          |
| SUNSET CITY         | \$19.00 base up to 10,000 Gal             | \$19.00       | \$19.00           | \$19.00           | NOT PROVIDED BY CITY                                                                                    | \$2.00 | \$ 23.65                                                        | \$13.15 for first can | \$6.65      | \$ 4.35                                 | \$2.00 Dispatch Fee                                        | \$59.80                | Basic - no secondary                             |
|                     | 8,000 - 15,000 Gal - \$0.90 per/thousand  |               |                   |                   |                                                                                                         |        |                                                                 | \$12.59 for addl can  |             |                                         |                                                            |                        | \$75.30                                          |
| SARATOGA SPRINGS    | \$17.75 base up to 3000 gallons           | \$17.75       | \$20.15           | \$30.60           | 26.18 for a 1/4 acre lot                                                                                | \$4.45 | \$31.36 plus 3.70 per 1000 gallons of water used 3-7000 gallons | \$11.69 for first can | N/A         | INCLUDED IN GARBAGE FEE                 | \$2.83 - 3.34 street light fee depending on where you live | \$125.83               | With 8,000 gallons of water usage for sewer calc |
|                     | 3,000 - 7,000 Gal - \$2.40 per/thousand   |               |                   |                   |                                                                                                         |        |                                                                 | \$7.10 for addl can   |             |                                         |                                                            |                        |                                                  |
| EAGLE MOUNTAIN      | 20.00 base                                | \$20.00       | \$23.20           | \$26.40           | NOT PROVIDED BY CITY                                                                                    | \$4.00 | 41.14 - 43.00                                                   | \$10.00 for first can | N/A         | N/A                                     | No additional fees                                         | \$83.40                | 8000 gallons of usage                            |
|                     | 0 - 10,000 Gal - \$0.80 per/thousand      |               |                   |                   |                                                                                                         |        |                                                                 | \$6.25 for addl can   |             |                                         |                                                            |                        |                                                  |
| City                | Water                                     | Use 0 Gallons | Use 4,000 Gallons | Use 8,000 Gallons | Secondary Water                                                                                         | Storm  | Sewer                                                           | Garbage               | Green Waste | Recycling                               | Other Fees                                                 | Total Bill @ 8,000 GAL | Notes                                            |
| <b>AVERAGE RATE</b> |                                           | \$16.69       | \$17.81           | \$20.70           | \$20.54                                                                                                 | \$4.77 | \$24.91                                                         | \$ 11.99              | \$6.41      | \$4.29                                  |                                                            | \$83.74                |                                                  |





**SYRACUSE CITY**  
**Syracuse City Council Special Meeting Agenda**  
**July 26, 2016 – immediately following the City Council Work Session**  
**Meeting, which begins at 6:00 p.m.**  
City Council Conference Room  
Municipal Building, 1979 W. 1900 S.

1. Meeting called to order  
Invocation or thought  
Pledge of Allegiance  
Adopt agenda
2. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes.
3. Authorize Administration to award 2016 Road Construction Projects.
4. Proposed Resolution R16-38 amending the Syracuse City Personnel Policies and Procedures Manual.
5. 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).
6. 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 21<sup>st</sup> day of July, 2016 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on July 21, 2016.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

July 26, 2016

Agenda Item #3

## **Award Contract for the 2016 Road Improvement Project**

### ***Background***

This project will consist of overlaying approximately 3.67 miles of road throughout the following roads in the City:

- 4000 West Street from 2700 South Street to 2200 South Street
- Bluff Road from 1700 South Street to 2700 South Street
- Bluff Road from 2900 South to Bluff Drive
- 2175 South from 2000 West to Allison Way
- Allison Way from 1700 South Street to 2328 South
- Allison Way from 2700 South Street to 2448 South

### ***Resource***

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

### ***Schedule***

Construction will begin as soon as contract documents are in place and will be completed by the fall of 2016.

### ***Cost***

Bids were opened on July 19, 2016. Five bids were submitted and the low bidder was Staker Parson Companies with a total bid amount of \$659,244.00. The funding for this project will come from Class C 20-40-70.

### ***Recommendation***

Award contract to Staker Parson Companies



# SYRACUSE CITY CORPORATION 2016 ROAD IMPROVEMENT PROJECT

LAST UPDATED:

JUNE 24, 2016

DRAWN BY: BB



2016 ROAD IMPROVEMENT PROJECT

COVER



JUNE, 2016

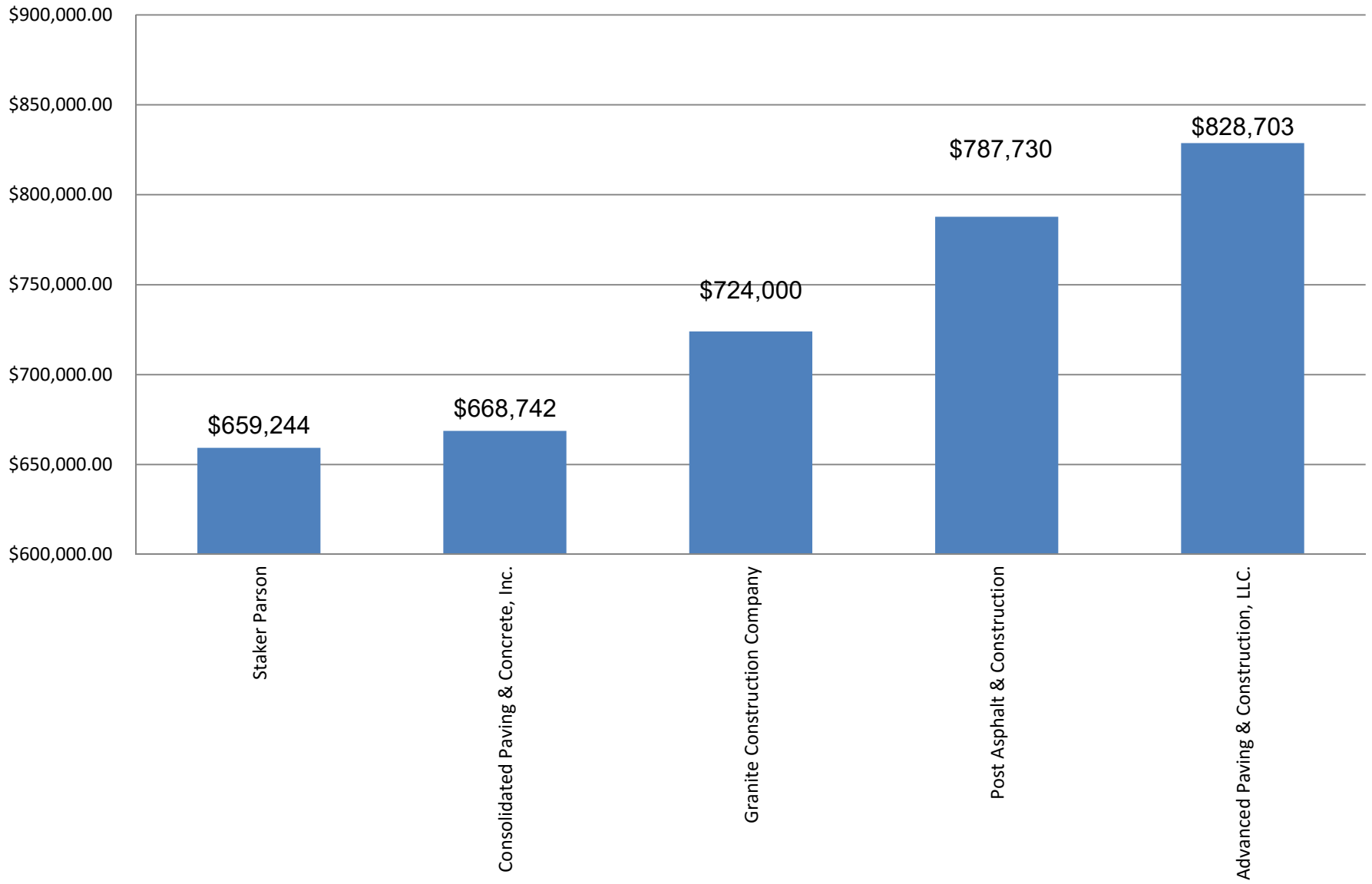
WO 2016-08

SHEET:  
1 OF 30



# Bid Tabulation

## 2016 Road Improvement Project





# COUNCIL AGENDA

July 26, 2016

Agenda Item #4

Discussion and Amendment to Personnel  
Policies and Procedures Manual

### *Factual Summation*

- Any question regarding this agenda item may be directed at Brody Bovero, City Manager.
- Please see attached supporting documentation provided by Brody Bovero.
- Attached you will find proposed edits to Chapter 3 of the Personnel Policies and Procedures Manual. Below is a summary of the changes:
  - Removal of language that currently allows the City to promote or consider existing employees for a position as an alternative to outside recruitment.
  - Clarifies language in the policy that suggests some postings may be internal only, and adds language that explicitly states that all positions will be advertised.
  - Establishes a minimum advertising time of 7 days.



**RESOLUTION R16-38**

**A RESOLUTION AMENDING CHAPTERS THREE OF THE SYRACUSE CITY PERSONNEL POLICIES AND PROCEDURES MANUAL.**

**WHEREAS**, the City Council has determined that necessary changes to the Syracuse City Personnel Policies and Procedures Manual are needed; and

**WHEREAS**, Syracuse City Staff has reviewed the Syracuse City Personnel Policies and Procedures Manual and has recommended amendments to Section 3.060 and 3.080 of the Manual pertaining to employee recruitment and position advertising, respectively; and

**WHEREAS**, the City Council has determined that approval of the amendments to the Syracuse City Personnel Policies and Procedures Manual will help promote the orderly operation of the City;

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

**SECTION 1: Amendments.** That the proposed amendments to the Syracuse City Personnel Policies and Procedures Manual, attached hereto as Exhibit A, are hereby adopted and considered amended.

**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 26<sup>th</sup> DAY OF JULY, 2016.**

**SYRACUSE CITY**

ATTEST:

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

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

# SYRACUSE CITY PERSONNEL POLICIES AND PROCEDURES

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## CHAPTER 3 EMPLOYEE HIRING

- 3.010 Equal Opportunity Employer.**
- 3.020. Employment Philosophy.**
- 3.030. Employment of Relatives (Nepotism).**
- 3.040. Employment of Minors.**
- 3.050. Authority to Hire.**
- 3.060 Recruiting.**
- 3.070. Newly Created or Existing Positions.**
- 3.080. Advertising.**
- 3.090. Open Position Notices.**
- 3.100. Application Process.**
- 3.110. Interviews.**
- 3.120. Testing and Investigations.**
- 3.130. Job Offers.**
- 3.140. Employment Eligibility Verification.**
- 3.150. Employee Orientation.**
- 3.160. Disqualification.**
- 3.170. Rehires.**

### **3.010 Equal Opportunity Employer.**

Syracuse City is an "Equal Opportunity Employer" and it is the policy of the City to comply with Federal and State equal employment opportunity laws and guidelines. The City shall not discriminate in the hiring, employment, promotion or other employment practices with respect to its employees on the basis of race, color, religion, sex, national origin, political affiliation, age, pregnancy, childbirth or pregnancy-related condition, disability, status as a veteran, or genetic information, in accordance with applicable Federal and State laws. It is the policy and commitment of the City to protect the civil rights of all employees and applicants for employment with the City and to provide a work environment free from discrimination and harassment.

### **3.020. Employment Philosophy.**

The City Council shall adopt and maintain a Recruitment and Retention Policy for the city, which purpose is to attract the best talent possible, motivate and retain that talent for the overall benefit of the citizens. The City seeks to attract and retain the most highly qualified and competent employees who exhibit the qualities and characteristics required for and consistent with the job to be performed. Evaluation of employment applicants will be made on the basis of education, skills, experience, character, competence, ability to work and relate with co-workers, supervisors and the public, and potential job performance and learning consistent with the needs of the City and the specific position to be filled. A copy of the Recruitment and Retention Policy is attached hereto as Appendix (?), and incorporated herein by this reference.

### **3.030. Employment of Relatives (Nepotism).**

It is the policy of the City to comply with the provisions of Title 52, Chapter 3, of the *Utah Code Annotated*. The City restricts the hiring of city employees' relatives. A relative is defined as the employees' husband, wife, parent, step-parent, nephew, niece, grandparent, son-in-law, daughter-in-law, sister, step-sister, brother, step-brother, son, step-son, daughter, step-daughter, grandchild, mother-in-

## SYRACUSE CITY PERSONNEL POLICIES AND PROCEDURES

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law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin; or a spouses' grandparent, grandchild, aunt, uncle, nephew, niece, or first cousin. Guidelines regarding employment of relatives are as follows:

- (a) A person may be hired within the same department as long as there is not a direct or indirect supervisor/subordinate relationship between the employees, a conflict of interest or the appearance of a conflict of interest.
- (b) In the event that an employee who directly or indirectly supervises another employee whom become related as a result of a marriage, the City will attempt to find a suitable position within the City to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.
- (c) No employee who is related to someone within the same department shall be promoted to a Department Head or Supervisor position.

### **3.040. Employment of Minors.**

The City may employ minors from time to time and it is the policy of the City to comply with all State and Federal laws and regulations regarding the employment of minors, including, but not limited to, *Utah Code Ann.* §§ 34-23-101, *et seq.*, 29 U.S.C. §212 and 29 C.F.R. Part 570. The law prohibits employment of minors under age 14 and no one under the age of 18 may perform a hazardous job as defined by the Fair Labor Standards Act (FLSA). Please see the Human Resource Specialist for further information on such duties. Please see Work Hours and Breaks and Lunch Periods in Chapter 6 for additional information in regards to employment of minors.

### **3.050. Authority to Hire.**

In accordance with the hiring provisions set forth in Title 1 (Administration) of the Syracuse City Ordinances, hiring shall be conducted as follows:

- (a) With the exception of department head positions and positions required by law to be appointed by the Mayor and/or City Council, the City Manager, or his or her designee, has the authority to post, interview, and hire for all available employment positions within the City.
- (b) It is the responsibility of the Mayor, with the advice and consent of the City Council, to appoint individuals to all department head positions and positions otherwise required by law, such as the City Recorder and City Treasurer. The City Manager, or his or her designee, shall assume the responsibilities of posting, interviewing and making final recommendations to the Mayor and City Council for such positions.

### **3.060 Recruiting.**

All recruitment shall be conducted in accordance with the City's Equal Opportunity Employer policy as set forth in Section 3.010. Any and all selecting and advancing of employees in the City personnel system shall be on the basis of the applicant and/or employee's ability, knowledge, and skill levels related to the vacant position in accordance with the City's Employment Philosophy set forth in Section 3.020. All hiring shall be based upon the job description for the specific position opening. If the recruitment is for a newly created position, a job description, classification and salary range shall be prepared by the City prior to recruiting for the proposed position and the position approved by the City Council in accordance with Section 3.070. ~~As an alternative to outside recruitment, the City may promote or consider employees from within to fill vacant job positions.~~ Syracuse City employees that apply for and meet minimum qualifications required for ~~the an~~ open position should be interviewed during the

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interviewing process with the other outside applicants; ~~however, this is not required when an employee is promoted.~~

### **3.070. Newly Created or Existing Positions.**

Newly created regular or appointed positions may be created by the City Council through authorization and approval of the job description, classification, and salary range of the position, either through the annual budget authorization or by separate action of the City Council. Any department head wishing to create a new position within his/her department shall submit a request to the Human Resources Specialist, including a proposed job description, classification, and the pay range for the job. If acceptable to the Human Resources Specialist, the new position request shall be forwarded to the City Manager for review and recommendation to the City Council. Job openings for existing positions, which have been previously authorized by the City Council shall be reviewed by the Human Resources Specialist and approved by the City Manager to initiate the hiring process.

### **3.080. Advertising.**

Upon approval by the City Council for new positions and approval by the City Manager for existing positions, the Human Resources Specialist will prepare advertisements for job openings and post notice of such openings as provided herein. Advertising for job openings should be posted at the City Offices and a copy of the posting sent via email to each department head for posting within the Department. Department heads are responsible for ensuring that all job postings are posted within their Department. ~~Internal posting of~~ Job openings will also be posted on employee bulletin boards. In addition, and at the same time, the Human Resources Department will publicly advertise all new and vacant positions. ~~advertise all new and vacant positions as it deems appropriate unless directed otherwise by the City Manager.~~ In general, all new and vacant positions will be posted externally on the Syracuse City Website and through the Utah Department of Workforce Services. Other media, including newspapers, social media and professional publications, may be used. Advertisements for positions shall be posted for a minimum of 7 days.

### **3.090. Open Position Notices.**

Open position notices prepared by the Human Resources Specialist should contain a statement indicating the City's Equal Opportunity Employer status. Open position notices should also specify what application information is required (resume, cover letter, etc.), where job applications may be obtained, instructions on returning completed applications, and the deadline for filing an application.

### **3.100. Application Process.**

(a) An application for employment will be accepted from applicants for employment on forms provided by Syracuse City. Job applications are available via the City website at [www.syracuseut.com](http://www.syracuseut.com) or at the City Office building. No one under the age of eighteen (18) may apply for or be hired for full-time employment with the City. No one under the age of fourteen (14) may apply for or be hired for any employment position with the City.

(b) All applications and resumes shall be forwarded to the Human Resources Specialist. Upon receipt, each application, resume, and/or cover letter will be marked with the date it was received. Completed applications will be placed in a file for the open position and shall be retained in accordance with the Government Records Access and Management Act, as set forth in *Utah Code Ann.* §§ 63-2-101, *et seq.*, as adopted and amended by the City.

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(c) All job applications shall be signed by the job applicant and the truth of all information contained therein shall be certified by the job applicant's signature. The job applicant shall provide a copy of required certified educational transcripts either with the application or upon hire.

(d) Applications may be rejected for, but not limited to, the following reasons:

- (i) The applicant does not meet the minimum qualifications established for the position;
- (ii) The applicant voluntarily indicates that he or she is physically or mentally unable to perform the essential duties and responsibilities of the position with or without reasonable accommodation(s) (determined only after a conditional offer of employment has been extended to a job applicant and pending the results of a medical examination);
- (iii) The applicant has falsified a material fact or failed to complete the application;
- (iv) The applicant failed to timely file the application;
- (v) The applicant has an unsatisfactory employment history or poor work references;  
or
- (vi) The applicant failed to attain a passing score, if an examination is required.

### **3.110. Interviews.**

The Human Resources Specialist, in conjunction with the hiring department head or the City Manager, will select applicants to interview from those who have passed the preliminary screening tests and job applications. Job related duties and qualifications will provide the basis for initial screening of job applicants. Individuals conducting job interviews shall only ask questions that pertain to the job position. A structured interview guide shall be developed and reviewed by the Human Resources Specialist and the department head filling the position before the interview begins. The guide will be developed in accordance with the Syracuse City Equal Employment Opportunity policy. During the interview each interviewer will complete the structured interview guide developed for the position. The Human Resources Specialist shall be given the opportunity to attend all interviews for Full-Time positions.

### **3.120. Testing and Investigations.**

Applicants for positions with the City may be subject to competitive testing or condition of employment testing which may include, but is not limited to: determination of bondability, rating of education and experience, written, oral, or physical tests, drug testing, medical examinations, driving record evaluations, and/or background investigations in accordance with these Policies and Procedures and applicable provisions of law. See, Chapter 13 of these Policies and Procedures regarding Employee Testing and Evaluation. The structure and methods of testing shall be reviewed by the Human Resources Specialist prior to the testing being conducted.

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### **3.130. Job Offers.**

After a job applicant is approved by the Human Resources Specialist and the hiring department head (and City Council as applicable for department head positions), with the consent of the City Manager, the Human Resources Specialist or department head in coordination with the Human Resources Specialist, shall notify the successful job applicant of his or her conditional selection through: (1) a telephone call; and (2) a written job offer letter. To accept a job offer, the candidate must sign the written job offer, thereby making the offer official. The original job offer letter is then filed in the employee's file and a copy is given to the new employee. Written job offer letters will include the following:

- (a) The employee's job title;
- (b) A clear statement of the job description;
- (c) The employee's supervisor;
- (d) The employee's starting salary (starting salary offers for exempt positions shall be figured as both an annual and bi-weekly amount and starting salary offers for non-exempt positions shall be figured as the equivalent hourly wage);
- (e) Any applicable relocation commitments;
- (f) A summary of the benefits in which the employee will be eligible to participate;
- (g) Syracuse City's at-will employment policy, to the extent applicable;
- (h) The employee's starting date;
- (i) The length of the employee's probationary period;
- (j) Notice that employment is contingent upon passing a background investigation, drug testing, driving record evaluation, medical examination, and any other testing or investigation, to the extent required under these Policies and Procedures for the particular position.

### **3.140 Employment Eligibility Verification.**

In conformance with the "Immigration Reform and Control Act of 1986" (P.L. 99-603) and in order to avoid monetary penalties for the hiring of illegal workers, the Human Resources Specialist shall establish an employment verification system, and shall verify that all applicants for vacant positions or persons hired to fill vacant positions are authorized to work within the boundaries of the United States.

### **3.150. Employee Orientation.**

On the first day of work the new employee should receive a general orientation concerning benefits, compensation practices, personnel policies and procedures, vacation, holiday and sick leave, work hours, parking, and various employment expectations. After a new employee is hired he or she shall fill out all required pre-employment forms, benefit applications, and enrollment forms. In addition to any other required forms, the following forms shall be filled out by all new employees:

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- (a) Employment Eligibility Verification Form (Form I-9);
- (b) Federal Withholding Statement (Form W-4);
- (c) Utah New Hire Registry Reporting Form;
- (d) Applicable Utah Retirement System (URS) Form;
- (e) Syracuse City Direct Deposit Form;
- (f) Personnel Policies and Procedures Acknowledgement Form; and
- (g) If applicable, all benefits enrollment forms.

### **3.160 Disqualification.**

The City reserves the right to reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position. Applicants and subsequently hired applicants who make false statements or who are found to have engaged in any type of deception or fraud in the application or testing process may be rejected or terminated, if hired.

### **3.170 Rehires.**

Job applications received from former employees will be processed using the same procedures and standards that govern all other non-employee applications. The Human Resources Specialist will review the former employee's personnel records and the circumstances surrounding termination of previous employment with the City. Former employees who have been terminated for cause, or who voluntarily resigned while facing disciplinary action, or who did not give a two (2) week notice are not eligible for rehire. Employees must give a two (2) week notice in order to be rehireable unless deemed otherwise at the discretion of the City Manager. Eligibility for rehire should be noted on termination forms. Applicants who are rehired shall be required to serve a probationary period in accordance with these Policies and Procedures. Former employees who terminated employment with the City in good standing may maintain the original anniversary date for benefit purposes if they are re-employed by the City within one (1) year after the date of termination.