

Minutes of the Work Session of the Syracuse City Council, held on May 28, 2024, at 6:00 p.m., in a hybrid in-person/electronic format via Zoom, meeting ID 874 2363 5389, in-person in the City Council Conference Room at 1979 W. 1900 S., and streamed on the Syracuse City YouTube Channel in accordance with House Bill 5002, Open and Public Meetings Act Amendments, signed into law on June 25, 2020.

Present: Councilmembers: Jennifer Carver
Paul Watson
Brett Cragun
Julie Robertson

Mayor Dave Maughan
City Manager Brody Bovero
Deputy City Recorder Marisa Graham

City Employees Present:

Administrative Services Director Stephen Marshall
City Attorney Colin Winchester
Fire Chief Aaron Byington
Police Chief Garret Atkin
Kresta Robinson Parks and Recreation Director
Public Works Director Robert Whiteley
Community and Economic Development Director Noah Steele
Communications Specialist Kara Finley

The purpose of the Work Session was to receive public comments; receive a report from the Disaster Preparedness Committee regarding Great Shakeout Drill.; receive a presentation regarding the Farmers Market; review proposed ordinance 24-10 amending the Syracuse City Zoning Map for property located at approximately 2250 West Antelope Drive from Residential (R-2) with the Town Center Overlay and Agriculture (A-1) with the Town Center Overlay to General Commercial (GC); review recommendation from Planning Commission regarding an application for a zone change and preliminary plan approval for property located at 2425 W. 2700 S. Agricultural (A-1) and Residential (R-3) to Planned residential Development (PRD); discuss potential creation of residential rental unit registration program; review and discuss proposed Interlocal Agreement for dispatch services for Fiscal Year (FY) 2025; discussion and consideration of surplus action for Police Department K-9 officer vehicle; review easement request from Nature Conservancy at 2550 West Gentile Street, pertaining to the Utah Department of Transportation (UDOT) West Davis Corridor project; continued discussion of tentative budget for Fiscal Year (FY) 2025; discuss participation rates of Syracuse City in the Utah Public Employees Retirement System (URS) and the Public Safety Retirement System for Fiscal Year (FY) 2025; discuss proposed wage scale updates for Fiscal Year (FY) 2025; discuss proposed amendments to the Syracuse City consolidated fee schedule for Fiscal Year (FY) 2025; continued discussion of public information tools; review and discuss Resolution R11-23 which regulates advertising in the Syracuse City utility bill; and review proposed update on the Syracuse City Americans With Disabilities Act (ADA) Transition Plan.

Public comments

There were no public comments.

Report from Syracuse City Disaster Preparedness Committee (DPC) regarding Great Shakeout Drill performed on April 20, 2024.

A staff memo from Administration explained that Councilmember Savage serves as the City's Liaison to the Disaster Preparedness Committee (DPC) and has requested to provide a report to the Council regarding the Great Shakeout Drill performed on April 20, 2024.

Dan Merkling, Chair of the DPC, provided information regarding the 2024 Great Shakeout Drill. Mr. Merkling explained the DPC used the Rapid Disaster Assessment Program (RDAP) for their exercise this year; the RDAP is the template that the State of Utah uses for disaster response. He provided statistics to the Council regarding the participation rates in this exercise, expressing concern regarding the lack of participation in the exercise and noting the DPC will explore opportunities for increasing involvement of the citizens of Syracuse in the following years.

Presentation from Councilwoman Carver and Dream Events, LLC regarding Farmer's Market.

A staff memo from Administration explained that over the past several months, the Mayor and Council have been discussing the concept of reinstating the Farmers Market in Syracuse City. During the February 27 work session meeting, Councilmember Carver was asked to research options for a Farmers Market that would not require a great deal of City resources

City Council Work Session
May 28, 2024

and support. Councilmember Carver has invited representatives of Dream Events LLC to attend the meeting and to provide a presentation regarding their ability to administer a Farmers Market in the community.

Mayor Maughan invited Matthew Siemens with Dream Events, LLC to join the discussion and answer the Council's questions about a Farmer's Market. Mr. Siemens indicated Dream Events is not seeking financial support from the City, but he would like to use the parking lot of the museum on Thursday afternoons for the weekly event. He discussed his advertising methods and asked for City assistance in advertising the event via its social media accounts.

Parks and Recreation Director Robinson asked if the Farmers Market will be restricted to the museum parking lot or if they plan to use the nearby park as well. Mr. Siemens indicated that he may need to use the park area as well depending on the number of vendors who participate in the event. Ms. Robinson stated a site plan would need to be created and submitted to the Parks and Recreation Department.

Mayor Maughan asked Mr. Siemens to submit the site plan to the City prior to the June 11 business meeting. This item will be available for a vote at the next business meeting.

Planning item E1: Proposed Ordinance 24-10 amending the Syracuse City Zoning Map for property located at approximately 2250 West Antelope Drive from Residential (R-2) with the Town Center Overlay and Agriculture (A-1) with the Town Center Overlay to General Commercial (GC) with the Town Center Overlay.

A staff memo from the Community and Economic Development (CED) Department explained that the City received an application from Keith Lindstrom of Leisure Villas to amend the Zoning Map. The Current zoning is Residential/Agricultural (R-2/A-1) within the Town Center Overlay. The requested zoning is General Commercial (GC), and the Town Center Overlay zone would remain. The proposed site is located at approximately 2250 West Antelope Drive and the proposed rezone would be consistent with the General Plan Map. A rezone application to General Commercial (GC) doesn't require concept plans. However, the applicant has provided concept plans and a description that will be included in the packet. The applicant originally applied to amend the property's zoning to Mixed-Use Development (MXD), but that application was disqualified due to the recent amendment to the Mixed-Use Development (MXD) zone requiring a minimum project size of five acres. This project area is approximately 4.2 acres. If the rezone were successful, any of the permitted uses listed in the General Commercial (GC) zone could be built on the property without further approval required by the City beyond the administrative site plan and building permit process. The Town Center Overlay prohibits auto repair, auto maintenance, auto detailing, car washes, and car dealerships, but it would allow gas stations. The Planning Commission held a public hearing and reviewed the item on April 16, 2024, and forwarded a positive recommendation on a vote of five to two. The City Council reviewed the item on April 23, 2024, and again on May 14, 2024, during which the item required continued discussion. The Council discussed the idea of a conditional approval limiting the approval to the requested land uses; while this is uncommon, it is an option the Council could implement if included in the motion.

Mayor Maughan facilitated brief discussion among the Council regarding what additional information the need in order to take an action on this matter; the Council agreed that they would like more information from the developer regarding his specific development plans for the property. Mayor Maughan asked that the requested information be provided to staff and noted the item be placed on the June 11 business meeting agenda for a vote.

Planning item E2: Recommendation from Planning Commission: application for zone change and preliminary plan approval for property located at 2425 W. 2700 S., Agricultural (A-1) and Residential (R-3) to Planned Residential Development (PRD).

A staff memo from the Community and Economic Development (CED) Department explained that the City has received an application from Brad Frost of Ovation Homes to amend the current zoning map from Agricultural (A-1) and Residential (R-3) to Planned Residential Development (PRD). Brad has also applied to receive approval of a preliminary plan for the project. The general plan map was amended from low density residential to medium density residential on November 14, 2023, and therefore this proposal is consistent with the general plan map. Because the applicant is seeking Planned Residential Development (PRD) zoning, the concept and general plan processes were considered concurrently. The Planned Residential Development (PRD) zoning also requires that the preliminary plat and the zoning request is also considered concurrently. The proposed preliminary road layout is the same as the original concept plan layout, however the number of units increased from 107 to 121 between concept and preliminary plat. The Planned Residential Development (PRD) zone allows up to six units per acre and with 121 units, it is still within the allowed density at 5.17 units per acre. The concept plan included 20.2 percent common space, but the preliminary plan includes 13.9 percent common space. The zone requires 20 percent so the new plan is short 6.1 percent common space and would require an in-lieu common space fee. The applicant has requested that an in-lieu common space fee of \$200,000 be applied to the new dog park in Freemont Park which is .47 miles

away. This comes out to be about \$3.23 per square foot for 61,909 square feet. The zone also requires a development agreement where maximum allowed units, the architectural elements, and the in-lieu payment amounts would be agreed upon.

The Mayor and Council briefly discussed the proposed zone changes for the property. Councilmember Watson expressed concern over the density of the development and the lack of additional parking other than the driveways at the units.

Mayor Maughan indicated this item will be available for the Council to consider action at the June 11 business meeting.

Planning item E3: Discussion regarding potential creation of residential rental unit registration program.

A staff memo from the Community and Economic Development (CED) Department explained that many cities along the Wasatch Front require registration of rental units and Syracuse City does not require registration of rental units. The benefit of requiring a registration includes, gathering property owner contact information in one place for when code or law enforcement issues arise, documenting the location, number, and types of rental units for annual affordable housing reporting required by the state, ensuring safety measures are implemented and followed, and to provide landlords with pertinent educational materials on best management practices. The Council had previously expressed a desire to institute a good landlord rental registration program during a Work Session meeting on 6/28/2022. State law allows cities to collect an additional fee with the registration after commissioning a ‘Disproportionate Impact Analysis’. Syracuse commissioned Zion’s Public Finance, Inc. to conduct the Study, the study is attached to this report. The analysis evaluates public safety calls and determines if rental properties have a disproportionate impact on city services. Analyzing police and fire calls for service to both owner-occupied and rental housing units demonstrated a disproportionate impact on these municipal services. There are higher calls per rental unit than owner-occupied units, resulting in a disproportionate call per unit ratio. The study found that the City would be justified in charging a fee up to \$193.61 per unit. The City can adopt a disproportionate rental fee that is lower than this amount, but it cannot adopt a fee that exceeds the calculated disproportionate rental fee. By recognizing or providing a Good Landlord Program, the city also may provide a disproportionate rental fee reduction. This amount is determined as a matter of policy by the legislative body of the City. There are several other cities that currently have a Good Landlord Program in place and offer discounts for landlords who complete those courses. Other nearby cities give a fee reduction from anywhere from 10% up to 85%. State code directs that for a municipality to adopt a new disproportionate rental fee, with a Good Landlord Program, it must provide for a disproportionate rental fee reduction. There is no mandated amount of a fee reduction under State code and the offered amount would be determined at the discretion of the City’s legislative body. Staff recommends a base rental registration fee per unit of \$100 with no discount on the base fee for participation in the Good Landlord Program. Staff also recommends the maximum disproportionate rental fee of \$193 per unit with a discount of \$103 for participation in the good landlord program down to \$90 per unit.

CED Director Steele reviewed his staff memo and explained that the City commissioned a study to evaluate if there were more emergency service calls to rental units. The Mayor stated about three years ago when the City had a lot of applications for apartments, the question came up from the prior Council regarding whether the City should administer this type of program. Mr. Steele facilitated a review of the study findings and continued to discuss the types of programs other cities offer. There was not sufficient support from the Council to pursue a rental registration program in Syracuse and Mayor Maughan indicated the matter will proceed no further.

Review/discussion of proposed Interlocal Agreement for dispatch services for Fiscal Year (FY) 2025.

A staff memo from Administration explained that Davis County Sheriff’s Office (DCSO) will provide dispatch services for Syracuse City Police, Fire, and EMS functions. DCSO will also provide contingency dispatch services and planning if there is a disruption of service at the dispatch center. DCSO is responsible for personnel-related issues for the dispatch services and purchasing and maintaining all dispatch related equipment. The term of this contract would be July 1, 2024 to June 30, 2025; the City has entered into this agreement in previous years.

Police Chief Atkin explained the City currently does not have its own dispatch service and the City has entered into this agreement in the past with DCSO. He noted the costs of dispatch services have already been included in the budget information that the Council has been reviewing.

The Council expressed support for the Interlocal Agreement and the Mayor noted this item will be available for a vote at the next business meeting in June.

Consideration of surplus action, Police Department K-9 officer vehicle.

A staff memo from the Police Chief explained that in April of 2024 the Council authorized the Department to surplus Police Services Dog (PSD) Jax. South Salt Lake Police Department (SSLPD) has shown the most interest in PSD Jax, but the Chief of that Department has legitimate concerns regarding a K9 vehicle. This late in the budget cycle, it is difficult to secure the amount of money necessary to purchase a new vehicle and related equipment. Additionally, even if she secured the money,

it would take many months to get the equipment installed. This could reduce the effectiveness of the K9 team and subject Jax to potential safety concerns in the coming summer months. In Fiscal Year (FY18), Syracuse Police Department used three years of Beer Tax money to purchase a DUI vehicle. The vehicle is a 2018 Ford F150 truck. It currently has approximately 36,000 miles. In Fiscal Year (FY23), as part of a cost-saving measure, the Council authorized \$25,000.00 for the Department to repurpose this vehicle into one that is suited for a K9 team; the Department spent less than \$22,000.00 on this retrofit. The truck is equipped with many features specifically aimed at the safety of a police service dog and its handler that benefit general patrol use. These features include the following:

1. A temperature control system. This system utilizes sensors, alarms, fans, and automatic windows to monitor and control the environment inside the kennel area.
2. A kennel compartment that keeps the dog safe and separates it from the prisoner transport area.
3. Door poppers that are activated remotely to release the dog in the event the handler is in imminent danger.

The Police Department is seeking approval to surplus this vehicle to South Salt Lake Police Department (SSLPD) for \$41,500.00. The funds received from South Salt Lake Police Department and up to \$5,000.00 from account 80-40-70 in the Department's Fiscal Year FY24 budget, will be used to purchase and equip a new unmarked Police vehicle. The program manager over the State's Beer Tax program has seen this plan and indicated its allowable so long as the City does not make a profit based on fair market values:

1. The resale value of the truck is estimated to be approximately \$35,000.00.
2. The City invested approximately \$22,000.00 in equipment in the fall of 2022.
3. \$41,500.00 is less than the approximate \$57,000.000 value of the truck.

Chief Atking reviewed his staff memo. City Attorney Winchester indicated that if the Council is supportive of this transaction, he believes the resolution adopted in April will be sufficient to allow the Chief to proceed with selling the vehicle to SSLPD; that resolution stated that if the Council approved the surplus of the PSD, that action included all related equipment. Mayor Maughan asked staff to research the prior resolution and review the City's surplus policy to determine if an additional action is required to sell the vehicle; if additional action is needed, it will be included on the June 11 business meeting agenda.

Easement request from Nature Conservancy at 2550 West Gentile Street, pertaining to the Utah Department of Transportation (UDOT) West Davis Corridor project.

A staff memo from Administration explained the Utah Department of Transportation (UDOT) has prepared a Memorandum of Understanding (MOU) in collaboration with Syracuse City regarding the extension of a gravity irrigation system. This system is designed to pass through Syracuse City-owned property located at approximately 2550 West and Gentile Street (The Fields Open Space) and serve Department-owned land south of Gentile Street. This initiative is part of the commitments made between UDOT and The Nature Conservancy (TNC) under the West Davis Corridor (WDC) project.

Main Points of the MOU:

1. **City Council approval:** An easement must be approved by the City Council for the proposed irrigation work.
2. **Property Bifurcation:** The irrigation work must not divide the City property. Work along the east, north, and west sides is acceptable.
3. **Lease Agreement:** The City has an ongoing lease agreement with Jon Green for farming the property. UDOT must ensure that the work does not negatively impact this agreement, and any disturbed areas must be reseeded with a seed approved by Jon Green.
4. **Layton Canal Company Approval:** UDOT must secure approval from Layton Canal Company, which will assume ownership of the existing irrigation pipe.
5. **Ownership and Maintenance:** The easement and the irrigation work will be owned and maintained by TNC.
6. **Approval Timeline:** The earliest date for the City Council to approve the easement is June 11, 2024.
7. **Appraisal and Acquisition:** The easement needs to be appraised and acquired by UDOT.
8. **Concurrent Work:** Syracuse City will allow UDOT to commence the irrigation work concurrently with the easement appraisal, acquisition, and approval process.

Syracuse City requests updates on when UDOT surplus property will be available for purchase, specifically for the secondary water reservoir on 2700 South and the BMX park near the City Public Works Facility on 2400 West.

Department Response:

- UDOT has identified the need for a 15-foot-wide easement for the work, which will extend beyond the June 11, 2024, City Council meeting.
- The current lease agreement with Jon Green will be maintained.
- The necessary approvals from Layton Canal Company have been obtained.
- Coordination with TNC will ensure that the easement and work are properly maintained.
- The surplus property from the WDC is expected to be available for purchase by Syracuse City within two to three months from the current date.

- UDOT will begin the irrigation work in May 2024, with the easement acquisition and appraisal to be completed afterward.

City Manager Bovero reviewed his staff memo and facilitated discussion among the Mayor and City Council regarding the terms of the agreement; discussion centered around the area being classified as wetlands and the Council felt it important to add language to the MOU that the City would be able to move the pipe if necessary. Mr. Bovero explained that UDOT is in the process of getting an appraisal for the property and the MOU is allowing them to install the pipe and start the work now. He added that if there is no objection from the Council, the Memorandum of Understanding (MOU) can be signed without an action. Once UDOT is ready to purchase the easement, that transaction will be presented to the Council for action.

Continued review/discussion of tentative budget for Fiscal Year (FY) 2025.

A staff memo from the Administrative Services Director explained the purpose of this agenda item is for the Council to discuss any topics and express any concerns regarding the budget. Items updated in the budget since the last discussion:

- Removed the Lieutenant and part time admin position at the park maintenance facility;
- Added the 2.15 percent retirement pickup for public safety;
- Capped top two positions to an eight percent benchmark adjustment (if necessary);
- These changes reduced the potential tax increase percentage from 21.2 percent down to 17.1 percent; this would be roughly \$89.00 per year or \$7.42 per month increase on the average household.

The Mayor indicated there are no new additions to the budget but this is a chance for the Council to discuss any changes they would like to make. The Council did not have additional changes or edits and the Mayor indicated an action on the tentative budget and proposed tax increase can be taken at the next business meeting.

Discussion regarding participation rates of Syracuse City in the Utah Public Employees Retirement System (URS) and the Public Safety Retirement System for Fiscal Year (FY) 2025.

A staff memo from the Administrative Services Director explained that the City is required, by Utah Code Title 49, Chapters 11-15, to pay retirement for full-time employees. Each year the City is required to certify the contribution rates that will be paid for retirement to Utah Retirement Systems (URS) for full-time employees. These rates vary depending on which system the employees are in and when they were hired. The City currently participates in nine different retirement programs offered by Utah Retirement Systems (URS). This includes our police, fire, and administrative staff as well as tier I and tier II employees.

Local Government Employee	Tier I – DB	16.97%
Local Government Employee	Tier II – DB Hybrid	16.95%
Local Government Employee	Tier II – DC	16.95%
Public Safety – Police	Tier I – DB	33.54%
Public Safety – Police	Tier II – DB Hybrid	30.06%
Public Safety – Police	Tier II – DC	25.33%
Public Safety – Fire	Tier I – DB	16.66%
Public Safety – Fire	Tier II – DB Hybrid	18.81%
Public Safety – Fire	Tier II – DC	14.08%

Mr. Marshall reviewed his staff memo and stated these rates are already factored into the previous budget discussion. The Council showed support for this item and this item will be available at the June 11 business meeting for a vote.

Discussion regarding proposed wage scale updates for Fiscal Year (FY) 2025.

A staff memo from the Administrative Services Director explained the proposed changes of the Fiscal Year 2024-205 wage scale include proposed benchmark adjustments for Police, Fire, and Parks and Recreation. New positions include:

- Assistant City Manager- Full-Time

Mr. Marshall reviewed the proposed wage scale updates and the Council indicated they are comfortable with the changes. This item will move forward to the June 11 business meeting for a vote.

Discuss proposed amendments to the Syracuse City Consolidated Fee Schedule for Fiscal Year (FY) 2025.

City Council Work Session
May 28, 2024

A staff memo from the Administrative Services Director outlined the proposed amendments to the consolidated fee schedule.

Utility rate changes:

- Culinary Water: Increase of \$0.67 for water rate increases from Weber Basin Water and benchmark adjustments.
- Secondary Water: Increase of \$0.47 for water rate increases from irrigation companies and benchmark adjustments.
- Storm Water: Increase of \$1327 for five-year capital improvement plan.

Fire Department:

- Made wording changes to help with interpretation. No changes to fees.

Police Department:

- Increase police contract services from \$60.00 to \$85.00 per hour.
- Breakout GRAMA request for police reports, photos, and videos. Revised the fees.

Changes to Utility Bill Advertising:

- To be determined in work session later.

Mr. Marshall reviewed his staff memo and briefly discussed the proposed changes to the consolidated fee schedule. The Mayor indicated that this item would move forward to the June 11 business meeting.

Continued discussion of public information tool(s).

A staff memo from Administration explained that Connection Publishing terminated services with Syracuse City on April 29, 2024. As a result, no Syracuse Connection magazine will be published. Syracuse City has previously budgeted \$23,460 annually for public communication through the magazine. The Council discussed the topic during the April 23, 2024, work session and May 14, 2024 business meeting and was provided with background information on comparable cities and alternative communication options.

Public information Specialist Finley reviewed her staff memo and summarized the different options regarding a newsletter for the City. The Council engaged in high level discussion that centered around an online newsletter with the option of adding in a twice a year printout that would be included with the utility bill, the printout would give more information about Syracuse City Heritage Days and Syracuse City Halloween events. Mayor Maughan recommended a Resolution be made that would outline a twice a year activity update for Heritage Days and the Halloween events. There was also discussion about the City paying for advertising on social media and the Council supported advertising for Syracuse City Heritage Days and Syracuse City Halloween events at a cost of up to \$750 per event. Ms. Finley asked the Council if they wanted to allow local businesses to advertise in the City's online newsletter. The Council suggested allowing local businesses to have priority and limiting advertising on the City newsletter to two spots. There was a brief discussion about a sponsored portion for the student of the month section in the City newsletter and the Council agreed to that.

Review/discussion of Resolution R11-23, which regulates advertising in the Syracuse City utility bill.

A staff memo from Administration explained that Resolution R11-23 sets forth regulations and a fee schedule for advertising in the utility bill. The actual costs for advertising in the utility bill exceed the current fee schedule. The Council can consider and provide guidance on whether to continue allowing advertising space in the utility bill and, if advertising is permitted, establish updated restrictions on ad sizes, fees, and category restrictions.

Public information Specialist Finley reviewed her staff memo; she facilitated discussion among the Council regarding the current issues with advertising on the utility bill and ultimately the Council decided to no longer allow advertising on the utility bill. Mayor Maughan noted the Council can vote to rescind Resolution R11-23 at the next business meeting.

Proposed update of the Syracuse City Americans With Disabilities Act (ADA) Transition Plan.

A staff memo from Administration explained that in 2020, the Council adopted, via resolution, an Americans with Disabilities (ADA) Transition Plan. The plan listed hundreds of projects that need to be accomplished for the City to be in full compliance with the ADA. It is proposed that the Council consider adopting an updated Transition Plan incorporating the projects identified on the three spreadsheets that are included in the packet.

Public Works Director Whiteley reviewed the staff memo and explained many of the projects listed in the current Transition Plan have been completed, and staff proposes to add new projects to the Plan. Mayor Maughan asked that the Council take time to review the items listed in the information packet and be prepared to vote on the updated Transition Plan at the June 11 business meeting.

City Council Work Session

May 28, 2024

The meeting adjourned at 7:41 p.m.

Dave Maughan
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: June 11, 2024