



SYRACUSE CITY

Syracuse City Council Business Meeting

September 10, 2024 –6:00 p.m.

In-Person Location: Syracuse City Hall, 1979 W. 1900 S.

Electronic Via [Zoom](#)

Connect via telephone: +1-301-715-8592 US, meeting ID: 883 7680 8099

Streamed on Syracuse City [YouTube Channel](#)

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. *(Individuals wishing to provide public comment may do so via email to City Recorder Cassie Brown, cassieb@syracuseut.gov, by 4:00 p.m. on September 10, 2024. Comments submitted by the deadline will be read for the record of the meeting.)*
3. Approval of Minutes: (2 min.)
 - a. August 13, 2024 Truth in Taxation Hearing
 - b. August 13, 2024 City Council Business Meeting.
 - c. August 13, 2024 Special Redevelopment Agency Meeting
 - d. August 27, 2024 City Council Work Session
4. Proposed Resolution R24-34 appointing Bradley Hamblin to the Syracuse City Arts Council. (5 min.)
5. Proposed Ordinance 2024-19 amending the Syracuse City Zoning Map for approximately 0.75 acres of real property located at approximately 2751 S. 1000 W. from Agricultural (A-1) to Professional Office (PO), applicant Whipple Point, LLC. (5 min.)
6. Proposed Ordinance 2024-20 amending the Syracuse City Zoning Map for approximately 1.5 acres of real property located at approximately 1569 S. 2500 W. from Residential (R-1) to Residential (R-3), applicant Roberto Quiroz. (5 min.)
7. Proposed Ordinance 2024-21 amending the Syracuse City Zoning Map for approximately 4.6 acres of real property located at approximately 3800 W. Hammon Lane from Agricultural (A-1) and Residential (R-1) to Residential (R-3), applicant Daniel Hammon. (5 min.)
8. Proposed Ordinance 2024-22 amending Syracuse City Code Section 4.50 pertaining to residential household and green waste containers. (5 min.)
9. Proposed Resolution R24-35 authorizing the creation and implementation of the Contractor Post-Project Report Cart Policy. (5 min.)
10. Proposed Resolution R24-36 amending the Syracuse City Recruitment and Retention Policy by adjusting the wage benchmark schedules for City Departments. (5 min.)
11. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes. *(Individuals wishing to provide public comment may do so via email to City Recorder Cassie Brown, cassieb@syracuseut.gov, by 4:00 p.m. on September 10, 2024. Comments submitted by the deadline will be read for the record of the meeting.)*
12. Mayor/Council announcements.
13. 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 5<sup>TH</sup> day of September, 2024 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.gov>. A copy was also provided to the Standard-Examiner on September 5, 2024.

CASSIE Z. BROWN, MMC  
SYRACUSE CITY RECORDER



# CITY COUNCIL AGENDA

September 10, 2024

Agenda Item #3

Approval of Minutes.

***Factual Summation***

- Please see the draft minutes of the following meeting(s):
  - a. August 13, 2024 Truth in Taxation Hearing
  - b. August 13, 2024 City Council Business Meeting
  - c. August 13, 2024 Special Redevelopment Agency Meeting
  - d. August 27, 2024 City Council Work Session
- Any question regarding this agenda item may be directed at Cassie Brown, City Recorder.

Minutes of the Syracuse City Council Truth in Taxation Meeting, August 13, 2024

Minutes of the Truth in Taxation meeting of the Syracuse City Council held on August 13, 2024 at 6:00 p.m., held in a hybrid in-person/electronic format via Zoom, meeting ID 883 7680 8099, in-person in the City Council Chambers 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  
Brett Cragun  
Julie Robertson  
Jordan Savage  
Paul Watson

***DRAFT***

Mayor Dave Maughan  
City Manager Brody Bovero  
City Recorder Cassie Z. Brown

City Employees Present:

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

1. Meeting Called to Order.

Mayor Maughan called the meeting to order at 6:00 p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Savage provided an invocation and Councilmember Watson led the audience in the Pledge of Allegiance.

2. Consideration of Final Budget for Fiscal Year 2024-2025. Truth in Taxation Public Hearing and consideration of Proposed Resolution R24-29 setting the certified tax rate and adopting the final budget for the Fiscal Year (FY) ending June 30, 2025.

A staff memo from the City Manager and Administrative Services Director explained that as required by Utah Code Annotated 10-6-118, “before June 30 of each fiscal period, or, **in the case of a property tax increase under Sections 59-2-919 through 59-2-923, before September 1 of the year for which a property tax increase is proposed**, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal period for each fund for which a budget is required under this chapter. The budget officer of the governing body shall certify a copy of the final budget and file the copy with the state auditor within 30 days after adoption.”

.” The Council is considering a truth in taxation process and raising property taxes by \$1,025,000 or approximately \$102.00 per year on the average household. The proposed tax increase would fund the following new positions:

- Assistant City Manager - \$230,000
- 3 new Crossing Guards, part time - \$27,000
- Recreation Coordinator - \$84,500
- Battalion Chief, full time - \$172,000
- Captain, full time - \$145,000
- Captain, full time - \$128,000
- Captain, full time - \$111,000
- Police Lieutenant, full time - \$188,000
- Total Cost - \$1,085,500

Since the Council is considering increasing the tax rate above the County certified tax rate, it is considered a tax increase under state law and requires a truth in taxation process. The City advertised in the newspaper once individually and once in a county combined advertisement with the intent to increase taxes. This increase is shown in the property tax bills that were sent to all residents during late July. The tax bill shows that a Truth in Taxation meeting would be held and gave a date and time of the public hearing.

Mayor Maughan introduced the agenda item and invited the City Manager to provide an informational presentation regarding the items that will be funded with the additional revenue to be generated by the proposed property tax increase.

City Manager Bovero used the aid of a PowerPoint presentation to provide a general overview of the City’s finances; revenues by source; the manner in which the annual certified tax rate is calculated and how property values are determined; a breakdown of a resident’s property tax bill for the average home value of \$554,000; and the proposal to adjust the City’s certified tax rate from 0.001739 to 0.001986, which would generate an additional \$1,025,000. This proposal would cost the average household \$102.07 per year, or \$8.51 per month. Mr. Bovero offered a comparison of other services residents pay for that are comparable to the monthly amount of the tax increase, after which he expounded on the primary drivers behind the proposal to increase taxes. A multi-year expansion of the Fire Department is a major factor; a new Fire Station is being constructed, and the proposed FY2024 budget includes eight new positions for the Station. Ultimately, 21 full-time employees are needed to complete the expansion. He concluded by presenting a chart illustrating what residents will get for the added property tax:

1. Improved emergency response times;
2. Pedestrian safety for schoolchildren;
3. Enhanced internal auditing, disaster preparedness, and overall performance of City services; and
4. Expanded recreational opportunities.

He added that before proposing a tax increase, City Administration has made efforts to reduce the budget; he cited 15 budget adjustments that have been made, which resulted in a \$1.6 million budget reduction. Additionally, the City has secured over \$35.4 million in outside funding over the past five years; these grants have been dedicated to economic development and future land use planning. He provided an additional chart illustrating how Syracuse City's property tax rate compares with other Davis County cities, and also noted that several factors are contributing to the need of Syracuse and other cities to increase their tax rates. This includes an inflation rate of 9.4 percent, shortages in the labor market, producer price index increase of 21.9 percent since May of 2021, and the 2020 'fallout' on public safety employees resulting in an increase in the resignation rate to 18 percent.

For a copy of Mr. Bovero's presentation in its entirety, see the information packet for the meeting.

Mayor Maughan then provided his input regarding his desires to avoid similar future tax increases in the City in the next few years; he has been pushing for changes in the City that he feels would reduce the City's dependence on tax revenue:

- Increasing business development in the City because they pay property taxes and sales taxes to the City.
- Apply for more grants in an effort to increase grant funding in the City.
- Slow growth in the City – Syracuse has been the fastest growing City in Davis County in seven of the past eight years.
- Improve efforts to plan for the future needs of the City and examine whether some City functions can be completed with artificial intelligence or robotics.

Mayor Maughan opened the public hearing at 6:46 p.m.

The Mayor and Council were addressed by the following individuals who provided their input regarding their opposition to a property tax increase:

- |                   |                   |                    |
|-------------------|-------------------|--------------------|
| • Brad Shephard   | • Collette Dansie | • Kathy Brown      |
| • Leonard Milgate | • Amy Wessell     | • Corey Martinez   |
| • Matt Page       | • Laura Stevens   | • Jasmine Martinez |
| • Tony North      | • James Broom     | • Katherine Sutton |

City Council Truth in Taxation Hearing  
August 13, 2024

- |                  |                  |                   |
|------------------|------------------|-------------------|
| • Chad Barton    | • Diane Child    | • Heather         |
| • Debbie Woodrow | • Lance Farr     | Christensen       |
| • Henry          | • Dennis Johnson | • Darla Holbrook  |
| • Marcinowski    | • Michaela       | • Chris Bertoldi  |
| • Jacob Briggs   | Messina          | • John Cullinane  |
| • Rick Larsen    | • Lance Cheshire | • Jim Bishop      |
| • Kayli Jacob    | • Ginger         | • Joella Horrocks |
| • Terry Palmer   | Weathersby       | • Charlie         |
| • Shauna Milgate | • Cody Weaver    | Andreason         |
| • Keith Howe     | • Richard        | • Cammie Lanning  |
| • Steve Davis    | Campbell         |                   |

1 Mayor Maughan then invited input from Zoom participants. No comments were made.

2 The public hearing was closed at 8:13 p.m.

3 The Mayor and Council responded to questions raised during the public hearing regarding the City's annual process  
4 for working to develop a budget; Councilmember Watson stated that he wished to be as conservative as possible in the  
5 development of the budget. He initially asked for no tax increase, but realized that would not be possible given the Council's  
6 approval of a new Fire Station project; however, given the input provided tonight and the input he has received via email and  
7 phone call before tonight's meeting, he feels that the property tax proposal can be refined and some of the employment positions  
8 can be removed in order to reduce the tax burden. He would support a 'stop-gap measure' that would only fund the positions  
9 that are truly needed in the next FY. He proposed to eliminate the Assistant City Manager, Police Lieutenant, and Recreation  
10 Coordinator position from the budget. This would reduce the proposed tax increase amount by half.

11 Councilmember Robertson stated she agrees with Councilmember Watson that the proposed tax increase is too high.  
12 She sought election to office because of the growth of the City and the regular tax increases in the City. She would like to  
13 reduce the tax increase and continue to examine the budget over the coming months to determine if additional reductions are  
14 possible. The responsible thing to do would be to wait for some commercial development to be completed in order to understand  
15 the tax benefit new businesses will provide.

16 Councilmember Cragun stated that he appreciates the input that has been provided tonight and the ideas that residents  
17 have suggested for reducing the tax rate. The decision to be made is whether to ask the households of the City to pay an

1 additional \$8.50 per month to pay for staffing increases. He supports the expansion of the Fire Department, which was based  
2 upon studies and evaluation of the public safety needs in the community. He also believes that the Police Lieutenant position  
3 is needed in order to meet national standards in terms of the ratio of police officers per 1,000 residents. He stated that the  
4 Assistant City Manager position is needed as well because of City growth and increased demand for services in terms of  
5 business recruitment and economic development. He added that many people who spoke during the public hearing commented  
6 on the salaries earned by City staff members, but noted it is important to understand that the information that is publicly  
7 available regarding public employee wages include all benefits that the City pays for. This means that the numbers cited are  
8 not take-home pay for employees and the City has a policy that requires regular benchmarking with other government entities  
9 to ensure that City employees are paid wages comparable to the market and competitive employers. He stated that the question  
10 is whether \$8.50 per month per household is too much for the community to absorb; he realizes that everyone has a different  
11 financial situation and \$8.50 per month can be impactful, but the average income of the community is \$125, 000 to \$140,000  
12 per year and to him it is disingenuous to say that the City should not have an adequate public safety presence or administrative  
13 staffing needed to help the community get to the next stage in terms of business and economic development. He stated that he  
14 has been supportive of this increase as the Council has discussed it over the past several months, and he would have even  
15 supported a greater tax increase to fund other needs of the City.

16 Councilmember Savage stated he agrees with many points that have been raised tonight. He stated that tin addition to  
17 being concerned about local property taxes, residents should be concerned about State taxes and sales tax. The State of Utah  
18 has enacted a truth in taxation law that provides for municipal property tax rates to automatically adjust based upon increased  
19 property values to ensure that the City receives the same amount of property tax revenue each year. This does not allow the  
20 City to capture increased revenue due to inflation. However, the same rules are not applied to the State; residents pay higher  
21 taxes to the State based upon inflation and this has resulted in a budget surplus year after year. He encouraged residents to  
22 reach out to their State representatives to encourage them to apply truth in taxation to income and sales tax paid to the State.  
23 He then discussed issues associated with growth in the community and identified increased costs that the City must fund as a  
24 result of growth. He also echoed Councilmember Cragun's comments about employee salaries; the advertised salaries include  
25 all benefits, and he suggested that residents calculate their own salaries to include benefits to see the difference between take  
26 home pay and total compensation. He discussed the duties performed by the City Manager and indicated he strongly believes  
27 that the Assistant City Manager position is needed; he is not willing to compromise on that position. He is willing to remove  
28 the Police Lieutenant position from the budget if that will help the Council reach a compromise in terms of adopting the budget.

1 He agreed with residents who encouraged the City to plan ahead but noted that it is very difficult for the City to save money  
2 over the course of several years to fund future projects; the City tries to work on an ‘as needed’ basis and only charges what is  
3 needed from year to year. He also encouraged residents to run for office in the future in an effort to implement the ideas they  
4 have regarding the management of the City.

5 Councilmember Carver also responded to the comments made regarding growth in the community and noted that since  
6 joining the City Council, the body has not approved a single high-density housing unit since 2022. Many projects were approved  
7 before this current City Council was seated and the Council does not have the authority to revoke those approvals. She added  
8 that the City has been planning for the Fire Department expansion for several years and the current fire station project is  
9 supported by a study of the public safety needs in the community. She noted that it is not responsible to continue to push needs  
10 down the road and hope for other revenue sources to fund those needs in the future. Project costs will only increase each year  
11 and delaying needed projects will only cost the residents more in the future. She stated that some City employees in management  
12 positions have agreed not to take a full pay increase this year in order to keep costs lower. Many people communicated that  
13 they moved to Syracuse because of the rural feeling, but they also support business devilmint – such as a Costco – and that is  
14 contrary to the request to preserve the rural nature of the City. She then stated that she earns a total of \$3,300 per month and  
15 can only afford to live in Syracuse because she has a roommate that pays half of her housing expenses. She discussed the work  
16 she performs to pay for her monthly expenses and stated she understands those residents who spoke to the impact a tax increase  
17 will have on them. However, she feels that it would be irresponsible to improperly staff the public safety departments of the  
18 City; the City has applied for a federal grant to pay for Fire Department employees, and that is why the budget only includes  
19 eight positions that will be funded through this year. However, if the City does not receive that grant, it will be necessary to  
20 figure out a way to fund the additional positions next year. She stated that the City Manager works night and day and needs  
21 help, and she will not agree to eliminate the Assistant City Manager position. The only position she is willing to compromise  
22 on is the Police Lieutenant position, but she feels that the Parks and Recreation position is also needed desperately in order to  
23 reduce the burden on existing employees who are working up to 70 hours per week to provide the level of service that residents  
24 expect. She stated there are tax relief programs through the County and she advised those on a fixed income to apply for those  
25 programs. She concluded the City Council has spent a lot of time analyzing this budget and many items that are truly needed  
26 in the community have been removed from the budget. She does not love to pay taxes either, but she understands the need for  
27 the increase. All of the items included in the budget have been discussed on the public record and she advised residents to  
28 review those documents and recordings if they still have questions about the reasons for the tax increase.

1 Mayor Maughan then noted that no elected official of the City is a full-time employee of the City and they do not  
2 receive salaries as high as has been mentioned tonight. He then stated that many have called on him to veto the Council's  
3 approval of a tax increase, but he clarified that is not an option. He discussed future planning efforts of the City; each budget  
4 is based upon a five-year plan for parks and a 10-year plan for road improvements and vehicle purchases.

5 Mr. Bovero then addressed information included in his presentation regarding the comparison of the \$8.50 per month  
6 increase with other monthly services that people pay for; he was not suggesting that anyone cancel any other service they pay  
7 for in order to pay for the tax increase. He simply wanted to offer a comparison of the fees residents pay. He then stated that  
8 many have concerns about the salaries that City employees earn, but he reiterated the comments made by Councilmembers  
9 Cragun and Savage that some of the figures cited tonight are for total compensation and not for actual take home pay. This  
10 includes required contributions to the State of Utah for employee retirement. He discussed some of the projects that he has  
11 worked on over the last several years, including negotiations with Utah Department of Transportation (UDOT) to secure real  
12 estate throughout the West Davis Corridor project, which will result in the City netting \$5 million in real estate value. Based  
13 upon the comments that City employees must provide value to justify their salary, he believes that his efforts more than cover  
14 his wages for several years. He stated he supervises eight Departments with 220 employees and administers a \$50 million  
15 budget and he would put his salary up against a Chief Administrative Officer for a private enterprise with similar metrics. He  
16 stated all City staff also 'earn their keep', but they are grateful for what they are paid. He and they are not ashamed of the wages  
17 they earn, and they have put in the time and sacrificed to earn what they do. He stated that his presentation was not meant to  
18 influence anyone to like or support the tax increase; rather, it included factual data that has been relied upon to develop the  
19 FY2024 budget.

20 Mayor Maughan stated that Mr. Bovero's job is largely unseen, but he does provide great value to the City and spends  
21 a great deal of time working to ensure the City's future success. He then called for a motion from the Council.

22 Councilmember Watson stated that he suggested the maximum tax increase of 20 percent based upon a willingness to  
23 compromise on some of the budget requests that have been discussed over the past several months. If he has not suggested that  
24 compromise, the maximum tax increase would have been much higher. However, when he suggested that compromise, he did  
25 not have all of the public input that has been offered tonight and based upon that input, he wishes to consider a lower tax  
26 increase.

27 COUNCILMEMBER WATSON MOVED TO ADOPT RESOLUTION R24-29, ADOPTING A FINAL BUDGET  
28 FOR FISCAL YEAR 2024-2025, WITH THE FOLLOWING AMENDMENTS:

- REMOVAL OF THE ASSISTANT CITY MANAGER POSITION;
- REMOVAL OF THE RECREATION COORDINATOR POSITION; AND
- REMOVAL OF THE POLICE LIEUTENANT POSITION.

COUNCILMEMBER ROBERTSON SECONDED THE MOTION. MAYOR MAUGHAN CONDUCTED A ROLL CALL VOTE: VOTING 'AYE' – COUNCILMEMBERS ROBERTSON AND WATSON. VOTING 'NAY' – COUNCILMEMBERS CARVER, CRAGUN, AND SAVAGE. The motion failed.

COUNCILMEMBER SAVAGE MOVED TO ADOPT RESOLUTION R24-29, ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2024-2025, WITH THE FOLLOWING AMENDMENT:

- REMOVAL OF THE POLICE LIEUTENANT POSITION.

The motion died for lack of a second.

COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT RESOLUTION R24-29 SETTING THE CERTIFIED TAX RATE OF 0.001986 AND ADOPTING THE FINAL BUDGET FOR THE FISCAL YEAR (FY) ENDING JUNE 30, 2025. COUNCILMEMBER CARVER SECONDED THE MOTION; MAYOR MAUGHAN CONDUCTED A ROLL CALL VOTE: VOTING 'AYE' – COUNCILMEMBERS CARVER, CRAGUN, AND SAVAGE. VOTING 'NAY' – COUNCILMEMBERS ROBERTSON AND WATSON. The motion carried.

At 9:01 P.M., MAYOR MAUGHAN DECLARED THE MEETING ADJOURNED.

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Dave Maughan  
Mayor

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Cassie Z. Brown, MMC  
City Recorder

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

Minutes of the Syracuse City Council Regular Meeting August 13, 2024

Minutes of the Regular Meeting of the Syracuse City Council, held on August 13, 2024, at 9:06 p.m., in a hybrid in-person/electronic format via Zoom, meeting ID 883 7680 8099, in-person in the City Council Chambers 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  
Brett Cragun  
Julie Robertson  
Jordan Savage  
Paul Watson

***DRAFT***

Mayor Dave Maughan  
City Manager Brody Bovero  
City Recorder Cassie Brown

City Employees Present:

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

1. Meeting Called to Order/Adopt Agenda

Mayor Maughan called the meeting to order at 9:06 p.m. as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Councilmember.

COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT THE AGENDA. COUNCILMEMBER CARVER SECONDED THE MOTION; ALL VOTED AYE.

2. Public Comment:

There were no public comments.

3. Approval of Minutes

The following minutes were reviewed by the City Council: Regular City Council Business Meeting of July 9, 2024 and Special City Council Business Meeting of July 23, 2024.

COUNCILMEMBER CARVER MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE AGENDA AS PRESENTED. COUNCILMEMBER SAVAGE SECONDED THE MOTION; ALL VOTED IN FAVOR.

1 4. Proposed Resolution R24-30 re-appointing Leanna Hamblin and  
2 appointing Jason Anderson, Daphne Lynch, and McKenzie Buckway to  
3 the Syracuse City Arts Council.

4 Arts Council leadership has requested the reappointment of Leanna Hamblin to the Arts Council Board, as well as the  
5 appointment of Jason Anderson, Daphne Lynch, and McKenzie Buckway to fill vacancies. The proposed terms of expiration  
6 are June of 2028.

7 “3.45.020(D) Terms of Office. The terms of office for Board members, who are not members of the Recreation  
8 Department, shall be four years. These members’ terms shall be staggered so that no more than 25  
9 percent of the members’ terms expire at the same time. The term of office for the Recreation  
10 Department staff designated as a member of the Board should be as determined by the Department  
11 Director. Appointments to the Board should be made no later than the first City Council meeting in  
12 September of each year and shall be filled as quickly as practicable when a vacancy arises due to  
13 resignation. In circumstances where appointments are not made prior to the first City Council  
14 meeting in September of each year, said appointments shall be made as soon as reasonably possible  
15 thereafter.”

16 COUNCILMEMBER CARVER MADE A MOTION TO ADOPT RESOLUTION R24-30 RE-APPOINTING  
17 LEANNA HAMBLIN AND APPOINTING JASON ANDERSON, DAPHNE LYNCH, AND MCKENZIE BUCKWAY TO  
18 THE SYRACUSE CITY ARTS COUNCIL. COUNCILMEMBER SAVAGE SECONDED THE MOTION; ALL VOTED IN  
19 FAVOR.

20  
21 5. Proposed Resolution R24-33 amending the bylaws of the Syracuse City  
22 Arts Council.

23 A staff memo from the City Attorney explained that by ordinance and bylaws, the Arts Council’s Chair is annually  
24 elected at its September meeting. The Arts Council’s current bylaws limit the Chair to two consecutive one-year terms. With  
25 the exception of the current Chair (who will have completed his second consecutive term as Chair on August 31), there are  
26 no Arts Council members who are both experienced enough and available to serve as Chair beginning September 1. The Arts  
27 Council asks the Council to approve an amendment to its bylaws to allow the Chair to serve up to three consecutive one-year  
28 terms.

29 Mayor Maughan reviewed the staff memo.

COUNCILMEMBER WATSON MADE A MOTION TO ADOPT RESOLUTION R24-33 AMENDING THE BYLAWS OF THE SYRACUSE CITY ARTS COUNCIL. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

6. Public Hearing: Proposed Resolution R24-31 providing for the creation of the Gateway Public Infrastructure District No. 1 (PID) as an independent District; authorizing and approving a governing document; appointing a Board of Trustees; authorizing other documents in connection therewith; and related matters.

A staff memo from the City Attorney explained that pursuant to Petition filed by the D. Lawrence Cook Family Trust, the City Council is asked to create, by Resolution, the Gateway Public Infrastructure District (PID) No. 1. The creation of the PID first requires a public hearing, which will be held on August 13. In addition to the Resolution creating the PID, state law also requires the City Council to approve and adopt a Governing Document for the PID.

Mayor Maughan reviewed the memo.

Mayor Maughan opened the public hearing at 9:10 p.m. There were no persons appearing to be heard and the public hearing was closed.

COUNCILMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION R24-31 PROVIDING FOR THE CREATION OF THE GATEWAY PUBLIC INFRASTRUCTURE DISTRICT NO. 1 (PID) AS AN INDEPENDENT DISTRICT; AUTHORIZING AND APPROVING A GOVERNING DOCUMENT; APPOINTING A BOARD OF TRUSTEES; AUTHORIZING OTHER DOCUMENTS IN CONNECTION THEREWITH; AND RELATED MATTERS. COUNCILMEMBER WATSON SECONDED THE MOTION; ALL VOTED IN FAVOR, WITH THE EXCEPTION OF COUNCILMEMBER CARVER, WHO VOTED IN OPPOSITION.

7. Proposed Ordinance 2024-18 adopting the Syracuse WDC Gateway Community Reinvestment Area (CRA) Project Area Plan and Budget.

A staff memo from the Community and Economic Development (CED) Department explained the proposed ordinance creates the Syracuse West Gateway Community Reinvestment Area (CRA) and adopts the plan and budget.

CED Director Steele reviewed his staff memo.

COUNCILMEMBER ROBERTSON MADE A MOTION TO ADOPT ORDINANCE 2024-18 ADOPTING THE SYRACUSE WDC GATEWAY COMMUNITY REINVESTMENT AREA (CRA) PROJECT AREA PLAN AND BUDGET. COUNCILMEMBER CRAGUN SECONDED THE MOTION; ALL VOTED IN FAVOR, WITH THE EXCEPTION OF COUNCILMEMBER CARVER, WHO VOTED IN OPPOSITION.

8. Proposed Resolution R24-32 authorizing the execution of an interlocal agreement with the Syracuse City Redevelopment Agency (RDA) relating to the diversion of property tax for the Syracuse WDC Gateway Community Reinvestment Area (CRA).

A staff memo from the Community and Economic Development (CED) Department explained the proposed Resolution authorizes the Mayor to execute, on behalf of the City, the interlocal agreement between the City and the RDA. In a related matter, the RDA will consider authorizing its Chair to execute the same interlocal agreement.

Mr. Steele reviewed his staff memo and

COUNCILMEMBER WATSON MADE A MOTION TO ADOPT RESOLUTION R24-32 AUTHORIZING THE EXECUTION OF AN INTERLOCAL AGREEMENT WITH THE SYRACUSE CITY REDEVELOPMENT AGENCY (RDA) RELATING TO THE DIVERSION OF PROPERTY TAX FOR THE SYRACUSE WDC GATEWAY COMMUNITY REINVESTMENT AREA (CRA). COUNCILMEMBER SAVAGE SECONDED THE MOTION; ALL VOTED IN FAVOR, WITH THE EXCEPTION OF COUNCILMEMBER CARVER, WHO VOTED IN OPPOSITION.

9. Public comments

There were no public comments.

11. Recess to convene the Special Redevelopment Agency (RDA) Meeting.

Mayor Maughan recessed the City Council meeting at 9:12 p.m. to convene in the Special Redevelopment Agency (RDA) Meeting. The meeting reconvened at 9:15 p.m.

10. Mayor/Council announcements.

The Council and Mayor provided announcements about recent and upcoming community events, and other opportunities for public involvement.

12. 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 (if necessary).

COUNCILMEMBER CARVER MOVED TO ADJOURN INTO CLOSED EXECUTIVE SESSION PURSUANT TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS LAW FOR THE PURPOSE OF DISCUSSING THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; PENDING OR REASONABLY IMMINENT LITIGATION; OR THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY. COUNCILMEMBER SAVAGE SECONDED THE MOTION. ALL VOTED AYE.

The meeting recessed at 9:17 p.m. and reconvened at 9:33 p.m.

COUNCILMEMBER CARVER MADE A MOTION TO ADJOURN. COUNCILMEMBER CRAGUN SECONDED THE MOTION ALL VOTED IN FAVOR TO ADJOURN.

The meeting adjourned at 9:34 p.m.

\_\_\_\_\_  
Dave Maughan  
Mayor

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

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

Minutes of the Syracuse City Redevelopment Agency Special Meeting, August 13, 2024.

Minutes of the Special Meeting of the Syracuse City Redevelopment Agency of August 13, 2024, at 9:12 p.m., held in a hybrid in-person/electronic format via Zoom, meeting ID 883 7680 8099, in-person in the City Council Chambers 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: Members: Jennifer Carver  
Brett Cragun  
Julie Robertson  
Jordan Savage  
Paul Watson

***DRAFT***

Mayor Dave Maughan  
City Manager Brody Bovero  
City Recorder Cassie Z. Brown

City Employees Present:

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

1. Meeting Called to Order/Adopt Agenda

Mayor Maughan called the meeting to order at 9:12 p.m. as a special meeting, with notice of time, place, and agenda provided 24 hours in advance to the newspaper and each Boardmember.

BOARDMEMBER SAVAGE MOVED TO ADOPT THE AGENDA. COUNCILMEMBER CRAGUN  
SECONDED THE MOTION, ALL VOTED IN FAVOR.

2. Public Hearing: Proposed Resolution RDA24-03; a resolution of the  
Board of Directors of the Syracuse City Redevelopment Agency  
approving the Syracuse WDC Gateway Community Reinvestment Area  
(CRA) Project Area Plan and Budget.

A staff memo from the Community and Economic Development (CED) Director explained six taxing entities have been asked to participate, and have agreed to participate, in the Syracuse WDC Gateway CRA: Davis County, Davis School District, North Davis Sewer District, Mosquito Abatement District-Davis, Syracuse City, Weber Basin Water Conservancy District. Each of the taxing entities has agreed to enter into an interlocal agreement with the RDA. The six interlocal agreements, although similar, are not identical because some of the taxing entities required different provisions – Noah will be able to explain the differences. The RDA needs to pass the attached six resolutions authorizing the RDA Chair to sign the six interlocal agreements.

Mayor Maughan opened the public hearing at 9:13 p.m. There were no persons appearing to be heard and the public hearing was closed.

BOARDMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION RDA 24-03; A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SYRACUSE CITY REDEVELOPMENT AGENCY APPROVING THE SYRACUSE WDC GATEWAY COMMUNITY REINVESTMENT AREA (CRA) PROJECT AREA PLAN AND BUDGET. BOARDMEMBER WATSON SECONDED THE MOTION; ALL VOTE IN FAVOR, WITH THE EXCEPTION OF BOARDMEMBER CARVER, WHO VOTED IN OPPOSITION.

3. Proposed Interlocal agreements relating to the diversion of property tax for the Syracuse Gateway Community Reinvestment Area (CRA):

- a. Proposed Resolution RDA24-04 authorizing the Executive Director to execute an interlocal agreement with Davis County relating to the diversion of property tax for the Syracuse Gateway Community Reinvestment Area (CRA).
- b. Proposed Resolution RDA24-05 authorizing the Executive Director to execute an interlocal agreement with Davis School District relating to the diversion of property tax for the Syracuse Gateway Community Reinvestment Area (CRA).
- c. Proposed Resolution RDA24-06 authorizing the Executive Director to execute an interlocal agreement with Mosquito Abatement District – Davis relating to the diversion of property tax for the Syracuse Gateway Community Reinvestment Area (CRA).
- d. Proposed Resolution RDA24-07 authorizing the Executive Director to execute an interlocal agreement with North Davis Sewer District relating to the diversion of property tax for the Syracuse Gateway Community Reinvestment Area (CRA).
- e. Proposed Resolution RDA23-08 authorizing the Executive Director to execute an interlocal agreement with Weber Basin Water Conservancy District relating to the diversion of property

tax for the Syracuse Gateway Community Reinvestment Area  
(CRA).

- f. Proposed Resolution RDA24-09 authorizing the Executive  
Director to execute an interlocal agreement with Syracuse City  
relating to the diversion of property tax for the Syracuse Gateway  
Community Reinvestment Area (CRA).

A staff memo from the Community and Economic Development (CED) Department explained six taxing entities have been asked to participate, and have agreed to participate, in the Syracuse WDC Gateway CRA: Davis County, Davis School District, North Davis Sewer District, Mosquito Abatement District-Davis, Syracuse City, Weber Basin Water Conservancy District. Each of the taxing entities has agreed to enter into an interlocal agreement with the RDA. The six interlocal agreements, although similar, are not identical because some of the taxing entities required different provisions. The proposal is for the RDA Board to pass the six resolutions authorizing the RDA Chair to sign the six interlocal agreements.

BOARDMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION RDA24-04 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH DAVIS COUNTY RELATING TO THE DIVERSION OF PROPERTY TAX FOR THE SYRACUSE GATEWAY COMMUNITY REINVESTMENT AREA (CRA). BOARDMEMBER WATSON SECONDED THE MOTION, ALL VOTED IN FAVOR. WITH THE EXCEPTION OF BOARDMEMBER CARVER, WHO VOTED IN OPPOSITION.

BOARDMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION RDA24-05 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH DAVIS SCHOOL DISTRICT RELATING TO THE DIVERSION OF PROPERTY TAX FOR THE SYRACUSE GATEWAY COMMUNITY REINVESTMENT AREA (CRA). BOARDMEMBER WATSON SECONDED THE MOTION, ALL VOTED IN FAVOR. WITH THE EXCEPTION OF BOARDMEMBER CARVER, WHO VOTED IN OPPOSITION.

BOARDMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION RDA24-06 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH MOSQUITO ABATEMENT DISTRICT – DAVIS RELATING TO THE DIVERSION OF PROPERTY TAX FOR THE SYRACUSE GATEWAY COMMUNITY REINVESTMENT AREA (CRA). BOARDMEMBER WATSON SECONDED THE MOTION, ALL VOTED IN FAVOR. WITH THE EXCEPTION OF BOARDMEMBER CARVER, WHO VOTED IN OPPOSITION.

1 BOARDMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION RDA24-07 AUTHORIZING THE  
2 EXECUTIVE DIRECTOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH NORTH DAVIS SEWER DISTRICT  
3 RELATING TO THE DIVERSION OF PROPERTY TAX FOR THE SYRACUSE GATEWAY COMMUNITY  
4 REINVESTMENT AREA (CRA). BOARDMEMBER WATSON SECONDED THE MOTION, ALL VOTED IN FAVOR.  
5 WITH THE EXCEPTION OF BOARDMEMBER CARVER, WHO VOTED IN OPPOSITION.

6 BOARDMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION RDA24-08 AUTHORIZING THE  
7 EXECUTIVE DIRECTOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH WEBER BASIN WATER  
8 CONSERVANCY DISTRICT RELATING TO THE DIVERSION OF PROPERTY TAX FOR THE SYRACUSE  
9 GATEWAY COMMUNITY REINVESTMENT AREA (CRA). BOARDMEMBER WATSON SECONDED THE  
10 MOTION, ALL VOTED IN FAVOR, WITH THE EXCEPTION OF BOARDMEMBER CARVER, WHO VOTED IN  
11 OPPOSITION.

12 BOARDMEMBER SAVAGE MADE A MOTION TO ADOPT RESOLUTION RDA24-09 AUTHORIZING THE  
13 EXECUTIVE DIRECTOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH SYRACUSE CITY RELATING TO  
14 THE DIVERSION OF PROPERTY TAX FOR THE SYRACUSE GATEWAY COMMUNITY REINVESTMENT AREA  
15 (CRA). BOARDMEMBER WATSON SECONDED THE MOTION, ALL VOTED IN FAVOR, WITH THE EXCEPTION  
16 OF BOARDMEMBER CARVER, WHO VOTED IN OPPOSITION.

17  
18  
19 At 9:15 P.M., MAYOR MAUGHAN DECLARED THE MEETING ADJOURNED.

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21  
22  
23 \_\_\_\_\_  
24 Dave Maughan  
25 Mayor

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

26 Date approved: \_\_\_\_\_

Minutes of the Work Session of the Syracuse City Council, held on August 27, 2024, at 6:00 p.m., in a hybrid in-person/electronic format via Zoom, meeting ID 867 8256 3935, 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

**DRAFT**

City Employees Present:

Administrative Services Director Stephen Marshall  
City Attorney Colin Winchester  
Fire Chief Aaron Byington  
Police Chief Garret Atkin  
Parks and Recreation Director Kresta Robinson  
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 presentation from Wall Consulting Group (WCG) regarding a road condition study; participate in a pre-application consultation with C.W. Land, regarding property located at approximately 1700 W. 3200 S.; discuss potential rezone from Residential (R-1) and Agricultural (A-1) to Planned Residential Development (PRD).; review recommendation from Planning Commission regarding application for zone change of property located at 2751 S. 1000 W., Agricultural (A-1) to Professional Office (PO), applicant Whipple Point LLC; review recommendation from Planning Commission regarding application for a rezone for property located at 1569 S. 2500 W., Residential (R-1) to Residential (R-3), applicant Roberto Quiroz; review recommendation from Planning Commission regarding application for rezone for property located at 3800 W. Hammon Lane, Agricultural (A-1) and Residential (R-1) to Residential (R-3), applicant Daniel Hammon; review potential amendment to Syracuse City General Plan for property at 2700 S. 2000 W. to change land use designation from Medium Density to Commercial.; review proposed amendment to Syracuse City Code 4.50 pertaining to household waste containers.; discuss secondary water reservoir project and ordering pumps for the next season.; discuss Halloween branding for Syracuse City.; discuss proposal to create a post-project report card policy.; discuss possible adjustment to wage benchmark schedule for City Departments.; and brainstorm potential efficiency improvements and cost saving measures.

**Public comments**

Deputy City Recorder Graham read the following written public comments for the record of the meeting:

“Hello My name is Tracy Beatty, and I live at 1276 Doral Dr. Syracuse Utah. My property shares a border with the property located at 3800 W. Hammon Lane owned by Danny Hammon. I attended last week’s Planning Commission Meeting on August 20th to get more details on Danny’s request to rezone his property from R-1 and A-1 to R-3. I initially had a concern about ground water because I was incorrectly told there was not a land drain on Hammon lane for the new homes to tie into. During the meeting, the original land developer Mike McBride pointed out that there is in fact a land drain on Hammon lane towards the west end of the property for the new homes to drain into. Hearing this alleviated any concern I had about ground water and in my opinion should have also alleviated the concern of the members of the planning commission. Instead, they approved the re-zoning with the requirement of ground water feasibility study. I think the feasibility study is unnecessary at this point due to the fact there is the land drain that is readily available and accessible for the new homes that will be built. I am in favor of and 100% support the rezoning to R-3 and sale of the property to Brock Johnston to develop and build homes on. I know the quality and kind of homes Brock builds because he built my home I am living in now that adjacent to the Hammon property and we love it and had a great experience building with him. I trust him and know his homes will add beauty and value to the neighborhood and community we live in. Thank you, Tracy Beatty.”

“To whom it may concern: My name is Greg Godderidge and I live at 3692 West Hammon lane. The proposed rezone touches the Northwest corner of my property. I am in favor of the zoning change to R – 3. Last week I was also in favor of the change given that all factors had been taken into consideration. I made comments concerning land drains and the concern that the homes in the proposed rezone area be connected to a land drain. The motion was passed by the planning commission with a condition for a high-level feasibility study. It is my understanding that this has been completed. My concerns about the land drain were answered last week in the meeting as there is a land drain that the subdivision can be connected to. I am again in favor that rezone should take place. Thanks Greg Godderidge.”

**Presentation from Wall Consulting Group (WCG) regarding road condition study**

An administrative staff memo explained that during the budget retreat meeting April 12, 2024 staff was given direction to explore a road utility fee and how that may look for Syracuse. The budget was approved to perform a road condition study that details the remaining service life of every city road.

The Mayor invited Clancy Black with Wall Consulting Group to give a presentation on the road condition study. Mr. Black explained that this study is working towards a potential utility fee analysis to fund road maintenance. The first step in creating a potential utility fee is to examine the current conditions of the pavements in the City. Mr. Black explained they visited every City owned road and assessed the current condition of the roadway, and they then rate the condition of the road based on the Paser system to determine to how many years the pavement can provide a serviceable roadway. Mr. Black explained the service life of the roads is about 20 years currently. He explained the importance of a maintenance plan for the roads to get a 20-year or more service life. Mr. Black went over the next phase in this process and explained it would entail creating a pavement management plan and the financial analysis is created which then allows the City to create the utility fee.

The Mayor concluded that this information would come back to another work session at future date for the Council to review the next phase of this study.

**Planning item: Pre-application consultation, applicant C.W. Land; regarding property located at approximately 1700 W. 3200 S., potential rezone from Residential (R-1) and Agricultural (A-1) to Planned Residential Development (PRD)**

A staff memo from the Community and Economic Development (CED) Director explained the City has received an application to consult with the council about a proposed development. The proposed development is located adjacent to the new West Davis Corridor and near Jensen Nature Park. The development would require a zone change from Agricultural (A-1) and Residential (R-1) to Planned Residential Development (PRD). The General Plan is already listed as medium density residential which would allow the Planned Residential Development (PRD). Therefore, no General Plan Map amendment would be necessary, only a zone change.

The Mayor invited Chase Freebairn with C.W. Land to ask the Council questions regarding his ideas for the property. Mr. Freebairn explained that C.W. Land is proposing to apply for the Planned Residential Development (PRD) zoning pending the feedback they get from Council and would propose 137 single family homes; the project would include a sound wall and various neighborhood amenities.

Council discussion of the proposed development of the property centered on the highest and best use for the property, surrounding uses, utility development on the site, and plans of C.W. to retain the property and see the development through or to sell to other developers.

The Mayor expressed concern over the timing of the project; he explained that the City is building at a rate that is impacting the budget at a significant cost to residents. Councilmember Robertson agreed and stated she believes the Council needs to slow building and development in the community and focus on the entitled housing that is going in.

Councilmember Savaged joined via zoom and stated he agrees with the other Councilmembers on slowing down building new developments. He added he feels that lower density around Jensen Park is appropriate, and he would like to see any development in that area include more trails and public amenities that provide connectivity for pedestrians and bicyclists in the area.

The Mayor thanked the Council for providing their feedback to Mr. Freebairn.

**Planning item: Recommendation from Planning Commission:**  
**application for zone change of property located at 2751 S. 1000 W.,**  
**Agricultural (A-1) to Professional Office (PO), applicant Whipple**  
**Point, LLC**

A staff memo from the Community and Economic Development (CED) Director explained that the City received an application from Whipple Point LLC to rezone approximately .75 acres of land at approximately 2751 S. 1000 W., from Agricultural (A-1) to Professional Office (PO). The applicant is working on behalf of the property owner, Earthworks Landscaping LLC. The current zoning of Agricultural (A-1) is a relic of times past in the City where zoning was less detailed in nature. Earthworks has been working under a 'grandfathered' zoning situation, a landscaping business is not listed as a permitted use in the A-1 zone. However, a contracting type of business had maintained a continued operation at the location for many years, thus the grandfathered status. Earthworks is planning to move to a new location without residential neighbors nearby and Whipple Point is planning on leasing the building. Whipple Point plans on running a disabled adult day program out of the property. A description of their business has been provided by the applicant and is attached to this report. This type of use would not fall under the grandfathered contractor use, or match any of the permitted uses in the Agricultural (A-1) zone, for this reason a rezone is necessary. From the description, it appears that the Professional Office Zone (I) Professional Non-Retail Services could capture the desired use. The General Plan for the site is Commercial, The Professional Office (PO) zone is in conformance with the Commercial designation on the General Plan map. If the zoning map were amended to Professional Office (PO), it would match the zoning of the property across the street. Establishing a Professional Office (PO) zoning will limit the current and future uses of the property to those listed in the zoning language. The purpose language of the Professional

Office (PO) zone indicates that the intent of the zone is to promote a quiet environment for business and to provide a buffer to neighboring residential neighborhoods.

CED Director Steele reviewed his staff memo and explained the Planning Commission is forwarding a recommendation for approval.

Mayor Maughan asked if the historical grandfathered zoning will be eliminated if the zoning change is approved. Mr. Steele stated that the intended use of the property is an adult day care facility for disabled adults and if the use does change, the grandfathered zoning will no longer be valid.

Councilmembers Carver and Robertson expressed support for the zone change, indicating they feel an adult day care center would benefit the City. Mayor Maughan noted the application can be moved to the next business meeting for continued discussion and action.

**Planning item: Recommendation from Planning Commission:**  
**application for zone change of property located at 1569 S. 2500 W.,**  
**Residential (R-1) to Residential (R-3), applicant Roberto Quiroz**

A staff memo from the Community and Economic Development (CED) Director explained the City received an application from Roberto Quiroz to rezone approximately 1.5 acres of land located at approximately 1568 S. 2500 W., from Residential (R-1) to Residential (R-3). The Residential (R-1) zone requires a minimum of a 100-foot lot width, 25-foot front yard, 10-foot side yard, and a 30 foot rear yard. The minimum lot size in Residential (R-1) is 12,000 sf. The Residential (R-3) lot width in contrast allows for a minimum lot width of 80 feet, 25-foot front yard, 8-foot side yard, and a rear yard of 20 feet. The minimum lot size in the Residential (R-3) is 8,000 sf. The applicant's property is approximately 156 feet wide. The applicant desires to subdivide his property into two lots. Even after this rezone, the applicant would not have enough lot width to accommodate two 80-foot lots as required in the Residential (R-3) zone. The applicant is about 4 feet short even after the rezone. The city does not allow flag lots, meaning every lot is required to have frontage to a public road. The General Plan for the area is 'Low Density Residential', both Residential (R-1) and Residential (R-3) would be in conformance with the Low Density Residential general plan designation. If the zoning map were amended, it would become an island of Residential (R-3), surrounded by Residential (R-1) on the north, south, west, and partially on the east. The movie theatre commercial complex to the southeast of the property is zoned General Commercial.

CED Director Steele reviewed his staff memo and explained that the Planning Commission held a public hearing and is forwarding a recommendation for denial. He explained that if the zone change is approved, there would be insufficient frontage and the applicant would need to apply for a variance to proceed with their desired development.

Mayor Maughan indicated variances are extremely hard to obtain and the City must abide by State Code provisions before granting one.

Discussion among the Mayor, Council, and staff centered on other optional uses for the property, after which Mayor Maughan concluded the application will be included on the September 10 business meeting for continued discussion and action.

**Planning item: Recommendation from Planning Commission:**  
**application for zone change of property located at 3800 W. Hammon**  
**Lane, Agricultural (A-1) and Residential (R-1) to Residential (R-3),**  
**applicant Daniel Hammon.**

A staff memo from the Community and Economic Development (CED) Director explained the City received an application from Daniel Hammon on August 5, 2024 to rezone approximately 4.6 acres of land from Agricultural (A-1) and Residential (R-1) to Residential (R-3). The approximate address is 3800 West Hammon Lane, the applicant intends to sell the land for a subdivision if the rezone is successful. He has explained that the reason for the requested Residential (R-3) is because of the smaller setbacks of the Residential (R-3) would allow for larger homes to fit on each lot. Subdivision plans are not required with a rezone and the specifics of a lot layout and design would be presented during a future subdivision application to Planning Commission. The property is the last remaining agricultural land that was once part of a larger family-owned farm. The proposal includes two parcels, the western parcel is approximately 3.4 acres and is zoned Residential (R-1). The second parcel is lot 104 of Hammon Acres Subdivision, is 1.2 acres, and is zoned Agricultural (A-1). Hammon Acres subdivision was recorded March of 2013. The property sits north of hole number five on the Glen Eagle Golf Course. The property is planned for 'Low Density Residential' which would allow a Residential (R-3 zone). As far as current zoning, the property is mostly surrounded by Residential (R-2 zoning). There is a patch of small lot Residential (R-4) homes in the Crofter's Cove Cluster Subdivision to the southeast. To the northwest, there is a Residential (R-3) development called Criddle Farms. The golf course is zoned Agricultural (A-1).

|                     | A-1       | R-1       | R-2       | R-3      |
|---------------------|-----------|-----------|-----------|----------|
| Max. Units per acre | .5/acre   | 2.3/acre  | 3/acre    | 4/acre   |
| Min. Lot Size       | 21,780 sf | 12 000 sf | 10 000 sf | 8,000 sf |
| Min. Front Setback  | 25 feet   | 25 feet   | 25 feet   | 25 feet  |

|                   |          |          |         |         |
|-------------------|----------|----------|---------|---------|
| Min. Rear Setback | 30 feet  | 30 feet  | 25 feet | 20 feet |
| Min.Side Setback  | 10 feet  | 10 feet  | 8 feet  | 8 feet  |
| Min. Lot Width    | 100 feet | 100 feet | 85 feet | 80 feet |

The Community and Economic Development Director reviewed his staff memo and explained that the Planning Commission held a public hearing and is forwarding a conditional recommendation for approval. At the Planning Commission meeting there was some citizen concern regarding ground water, and the Planning Commission recommended the applicant provide a ground water study.

There was a high-level discussion among the Council and the Community and Economic Development Director regarding the request to change the zoning to Residential (R-3). The discussion centered around the potential for the requested zoning to create an island of Residential (R-3) development in a neighborhood that is primarily Residential (R-2). The Mayor concluded that the Councilmembers could vote on this item at the September 10 business meeting.

**Planning item: Potential amendment to Syracuse City General Plan for property at 2700 S. 2000 W. to change land use designation from Medium Density to Commercial**

A staff memo from the Community and Economic Development (CED) Director explained this is a self-initiated review of the General Plan Map. It is proposed to expand the approximately 12 acres of commercially designated land located approximately 2700 S. 2000 W. up to approximately 28 acres. Attached is a map of the proposed boundaries included in the packet.

The Mayor explained the potential amendment would help to address issues with split zoning on the property; he facilitated high level discussion among the Council and staff regarding whether to consider a General Plan amendment for this specific property or if it would be more appropriate to consider comprehensive amendments to the entire General Plan. Mayor Maughan concluded he sensed support for the amendment for the subject property and indicated this matter will be referred to the Planning Commission for a formal recommendation.

**Proposed amendment to Syracuse City Code 4.50 pertaining to residential household waste containers**

A staff memo from the Administrative Services Director explained this would amend Syracuse City Code pertaining to residential household waste containers.

- Approved residential household and green waste containers shall consist of 90 - or 100- gallon recycling containers constructed from cross-linked, high-density polyethylene, or equivalent, designed specifically for automated collection equipped with wheels for easy movement by residential users and containing permanently attached, tight-fitting lids, or as approved by the City.
- (B) Commercial Dumpsters larger than 100 gallons shall not be allowed in residential zones for normal residential waste collection. Exceptions to this policy may include:
  - (1) Dumpsters may be used on a temporary basis to remove extra household waste. The use shall not exceed fourteen days in a six-month period.
  - (2) Construction of new residential units or remodeling of existing home as approved with a building permit.

The City has a few residential units that are using commercial dumpsters with their home business, and this creates a nuisance to the neighborhood and doesn't allow for efficient pickup of residential waste.

Administrative Services Director Marshall reviewed his staff memo and explained that there have been instances where a residential business has located a dumpster at their home, and this has been concerning for neighboring residents; there is a 'gray area' in the Code and Administration is seeking clarification in order to properly enforce the City's intentions relative to garbage collection in residential areas.

The Council expressed their support for the code amendment and Mayor Maughan indicated an action item will be added to the September 10 agenda regarding the same.

**Discuss secondary water reservoir project and ordering pumps for next season**

A staff memo from the Public Works Director explained the secondary water supply is noticeably lower this year. Utah is in a declared D3 Extreme Drought, with the low inflows, reservoirs and the tank is draining faster than inflow water can provide. Syracuse Reservoir is the City's newest reservoir located 2150 West 2700 South., Its water capacity is 32 acre-feet. There are two pumps that are 400 gallon per minute (GPM) each and are built to accommodate a total of eight pumps as future needs arise. There are four sources of water feeding the reservoir, some of which are capturing overflow water from the Freeport Reservoir. This prevents the chance of wasting water when a reservoir is full. All three reservoirs are inter-connected with large transmission mains sized at 16" 18" and 20" these are under pressure and efficiently distribute water out to the water system. This allows the reservoirs to help each other during high demands on the system. Pressure stations have been monitoring

1 the water system throughout the water season. Clear readings were noticed before and after the Syracuse Reservoir began  
2 operation at the end of June. Pressures increased throughout the system by around 20 pounds per square inch (PSI). This is a  
3 massive improvement in system operation and as demands continue to increase for water, more pumps are required to maintain  
4 system pressures.

5 Public Works Director Whiteley reviewed his staff memo and explained that the Syracuse reservoir was put into  
6 service on July 27, 2024. The reservoir was built to have a total of eight pumps and there are currently two pumps installed.  
7 The ideal time to install pumps would be during the off season and the City would need to order the pumps now since it takes  
8 a few months to receive the pumps. Funding for the pumps is eligible to come out of the impact fees budget.

9 The Mayor asked the Council if they felt comfortable allowing staff to order the pumps and the budget opening would  
10 be on a future agenda when it comes time to pay for the pumps. The Council felt comfortable with this.

11  
12 **Discuss Halloween branding for Syracuse City**

13 A staff memo from Administration explained in 2023 Syracuse City started utilizing a holiday-stylized Halloween  
14 logo. Staff would like to continue using the Halloween-stylized logo but would like the Councils input on potential City name  
15 Halloween branding and use.

16 Public Information Specialist Finley discussed with the Council different ideas for Halloween branding and  
17 communication; the Council expressed support for moving to the Halloween logo folding Constitution Day in September.

18  
19 **Discuss proposal to create "Post-Project Report Card Policy"**

20 A staff memo from Administration explained Utah state law generally requires public agencies to select the "lowest  
21 responsible bidder" for public projects. This requirement is part of the state's procurement code, which is designed to ensure  
22 that public funds are used efficiently while also ensuring fair competition among contractors. According to Utah Code Title  
23 63G, Chapter 6a (Utah Procurement Code), public entities must award contracts to the "lowest responsive and responsible  
24 bidder". However, being the lowest bidder alone does not guarantee a contract award. The bidder must also be "responsible,"  
25 meaning they must have the capability, integrity, and reliability to perform the contract requirements. This means that public  
26 agencies in Utah are required to consider both the price and the bidder's ability to fulfill the contract effectively when awarding  
27 contracts. If a bidder is deemed not responsible, the agency may choose the next lowest responsible bidder. If the city were to  
28 deem a bidder to be not responsible, it would need substantive reasons to withstand a challenge by the denied bidder. The

attached proposed policy is aimed at assisting the city with evaluating bids, as well as providing good communication and feedback to contractors to improve performance and efficiency on projects.

**Proposed Policy**

**Purpose:** The Contractor Post-Project Report Card (PPRC) Policy establishes a standardized process for evaluating contractor performance after project completion. Its primary aims are to ensure accountability, enhance service quality, and assist in future contractor selection.

**Scope:** This policy applies to contracts:

- Acquired through competitive bids or RFPs
- Multi-year service agreement
- Any contract over \$100,000

**Responsibilities:**

- **City Manager:** Ensure policy compliance and that the policy meets the objectives of the City.
- **Assistant City Manager:** Manages the evaluation process and selects Evaluation Committee members if multiple departments are involved.
- **Department Heads:** Ensures staff follow through with evaluations, may participate in the Evaluation Committee, and selects committee members when only one department is involved.

**Evaluation Criteria:** Contractor performance is assessed on:

- Quality of work
- Cost control
- Safety
- Communication and Cooperation
- Compliance with regulations

Grades are assigned based on a 1 to 5 scale, with overall performance resulting in a letter grade.

**Evaluation Process:** Evaluations are collected, compiled, and reviewed by the Evaluation Committee, leading to a final report card. This report is shared with relevant parties and filed for future reference.

**Impact on Future Contracts:** Report card grades influence future contract awards, with adjustments made to bid prices based on past performance. Poor performance may result in disqualification.

**Appeals:** Contractors can appeal their evaluations within 30 days, with the final decision made by the City Manager.

**Continuous Improvement:** The policy will be updated based on feedback to ensure its effectiveness.

City Manager Bovero reviewed his staff memo and engaged in discussion with the Council regarding Administrations desired outcomes upon implementation of the proposed policy. Councilmember Carver asked if the City would share ‘report cards’ with other cities who are considering awarding a contract to a contractor who has worked in Syracuse, to which Mr. Bovero answered yes; all records associated with the policy will be public.

Mayor Maughan stated he supports the policy. Councilmember Cragun stated he also supports the policy but does have some concerns about the appeal process included in the proposed policy. Mr. Bovero stated he will discuss Councilmember Cragun’s concerns with him, after which Mayor Maughan indicated action on the proposed policy creation can be included on the September 10 business meeting agenda.

## **Discuss possible adjustment to wage benchmark schedule for City**

### **Departments**

A staff memo from Administration explains this addenda item is to discuss a possible change to the City’s current schedule for benchmarking employee wages against other cities. The proposed adjustment aims to create a more balanced distribution of costs across the two-year cycle, thereby reducing the financial burden that occurs in any single year.

#### **Current Benchmarking Schedule**

As it stands, the city conducts wage benchmarking according to the following schedule:

- **Year 1:** Administration, Public Works, and Community & Economic Development (CED)
- **Year 2:** Fire, Police, and Parks & Recreation

The costs associated with these wage adjustments, based on recent data, were as follows:

- **Administration Adjustment:** \$81,262
- **CED Adjustment:** \$79,231
- **Public Works Adjustment:** \$64,363
- **Police Adjustment:** \$377,019
- **Fire Adjustment:** \$682,318
- **Parks & Recreation Adjustment:** \$148,992

#### **Issue**

Under the current system, Year 2 incurs significantly higher costs due to the benchmarking of Police and Fire department wages, which are the most substantial adjustments. This creates a financial imbalance between the two years:

- **Year 1 Total Cost:** \$224,856
- **Year 2 Total Cost:** \$1,208,329

This uneven distribution of costs presents budgeting challenges and can create financial strain in Year 2, while Year 1 remains relatively light.

### **Proposed Adjustment**

To address this imbalance, Administration proposes the Council consider the following revised schedule for wage benchmarking:

- **Year 1:** Fire, Administration, and Public Works
- **Year 2:** Police, Parks & Recreation, and CED

Under this new schedule, the costs would be redistributed as follows, using the most recent data:

- **Year 1 Total Cost:** \$827,943
- **Year 2 Total Cost:** \$930,242

### **Benefits of the New Schedule**

This adjustment would result in a more balanced distribution of costs between the two years, reducing the financial burden and making it easier to manage the City's budget. The proposed schedule would create a more equitable financial impact, with each year having similar costs, thereby allowing for more predictable and stable budget planning.

City Manager Bovero reviewed his staff memo and explained that over the last five years the pressure on wages has been going up, particularly in the Police Department and the Fire Department. The proposed adjustment aims to create a more balanced distribution of costs across the two-year cycle. Mayor Maughan asked staff to look at ways to make this transition in preparation for continued discussion and action during the September 10 meeting.

### **Discussion on brainstorming of potential efficiency improvements and cost saving measures**

A staff memo from Administration explained at the Mayors request, Department Heads and the City Manager have brainstormed ideas that could potentially result in efficiency improvements or cost savings. At this point, these are just ideas and have not been vetted. Some may result in cost savings, while others might improve efficiency but may not save on direct costs. Efficiency improvements can result in not needing to hire as many positions in the future as would be needed otherwise.

**Recent Cost Savings and Non-Tax Revenue Enhancement**

As part of our ongoing efforts to improve operational efficiency and reduce costs, it might be helpful to the Council, especially newer council members, to highlight both the actions the city has already taken and the potential initiatives we could consider going forward.

In terms of direct costs saving measures already taken, the following is helpful to note:

- **Budget Trimming:** In the recent draft budget, the city trimmed out \$1.6 million, which is about \$600,000 more than the \$1.02 million brought in by the recent tax increase.
- **Grant Revenue:** The city has captured over \$35 million in grants over the last 5 years. On average, this is approximately \$7 million per year. The annual property tax revenue for the city during that time is around \$5 million per year, which means the staff and city officials have worked to bring in more revenue to the city than residents and businesses pay in property taxes annually.

Included in the packet were a list of efficiency actions taken recently as well as potential efficiency improvements and cost-saving opportunities for the future.

Mayor Maughan invited Department Heads to provide the Council with their ideas on potential efficiency improvements and cost-saving measures.

CED Director Steele discussed the idea of an in-house maintenance division for City vehicles.

Parks and Recreation Director Robinson explained that her department will continue to use access control cameras to help cut down on vandalism, look at hand's free irrigation, and will investigate if hands free mowers are cost effective. Ms. Robinson asked the Council to look at the projects that are approved and look at the five-year plan for recreation. She also recommended an evaluation of Community center usage and possibly adjusting hours depending on how many people use the facility during those hours.

Administrative Services Director Marshall recommended paperless billing for utility statements and possibly encouraging a bill credit for those who participate in paperless billing. He will also request that the Information Technologies Division research technology that could help to streamline Human Resources processes.

Public Works Director Whiteley recommended ongoing traffic collection data and smart lighting to cut down on staff driving around to see when streetlights are out or need maintenance. He also recommended utilizing road weather systems to help with snowplows and the City could possibly subscribe to the Utah Department of Transportation (UDOT) system for snow reports. He also suggested consideration of purchasing higher quality garbage cans and that would help cut down on staff labor replacing and repairing damaged cans.

1 Police Chief Atkin recommended partnering with a grant writing service, possibly changing to an ink saving font, and  
2 sending departments to artificial intelligence (AI) training. He also suggested a new bodycam system that can transcribe Police  
3 Officers' reports. Additionally, contracting with a company that privatizes the crossing guard function would cut down on staff  
4 time spent on hiring and training crossing guards. He concluded by suggesting selling the current Police Department property  
5 along with some of the detention pond property behind it and building a new Police Department on the lot east of City Hall.

6 Fire Chief Byington stated his department is doing a reevaluation of service agreements for fire protection with  
7 unincorporated Davis County and with the state of Utah for Antelope Island. He also recommended a new impact fee study for  
8 the Fire Department and providing a fire academy at the new Fire Station to bring in revenue associated with training City  
9 employees and employees of other entities.

10 City Recorder Brown explained she is currently testing different programs for Artificial Intelligence (AI) for meeting  
11 minutes. She is also working with Deputy City Recorder Graham to provide an online scheduling system for the passport  
12 program, which could be pushed out to other Departments in the City if successful. She added another extreme option would  
13 be to consider not recertifying the Justice Court in the future. She does not recommend or support this option, but not  
14 recertifying the Justice Court would shift all the cities Justice Court processes back to the County and State and the City would  
15 not have to staff it.

16 City Attorney Winchester explained he is looking to be more efficient with his time and is going to have his assistant  
17 take on more responsibilities.

18 City Manager Bovero recommended an innovative task force that would be made up of employees who would evaluate  
19 all cost-saving suggestions. He also suggested a City-wide Artificial Intelligence (AI) training course and including trained  
20 chat bots on the City's website.

21 The Council showed support for staff looking into fleet mechanics, artificial intelligence, and remote team members.  
22 The Mayor recommended there could be opportunities to test new products and services for free in exchange for providing the  
23 companies with honest feedback. Mayor Maughan concluded he and Mr. Bovero will continue talk to explore some of the ideas  
24 raised by City staff and provide future recommendations for the implementation of any of the cost-saving measures to the  
25 Council.

26  
27  
28 The meeting adjourned at 8:11 p.m.  
29

City Council Work Session  
August 27, 2024

1

2

3 \_\_\_\_\_  
4 Dave Maughan  
5 Mayor

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

6 Date approved: \_\_\_\_\_

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# COUNCIL AGENDA

## September 10, 2024

### Agenda Item #4

### Arts Council appointment

#### ***Factual Summation***

Arts Council leadership has requested the appointment of Bradley Hamblin to the Arts Council Board. Proposed term of expiration is June of 2028.

- 3.45.020(D) Terms of Office. The terms of office for Board members, who are not members of the Recreation Department, shall be four years. These members' terms shall be staggered so that no more than 25 percent of the members' terms expire at the same time. The term of office for the Recreation Department staff designated as a member of the Board should be as determined by the Department Director. Appointments to the Board should be made no later than the first City Council meeting in September of each year, and shall be filled as quickly as practicable when a vacancy arises due to resignation. In circumstances where appointments are not made prior to the first City Council meeting in September of each year, said appointments shall be made as soon as reasonably possible thereafter.

#### ***Proposal***

***Consider adoption of Proposed Resolution R24-34 appointing Bradley Hamblin to the Syracuse Arts Council with his term ending June 30, 2028.***

**RESOLUTION R24-34**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL  
APPOINTING BRADLEY HAMBLIN TO THE SYRACUSE CITY  
ARTS COUNCIL.**

**WHEREAS** Title III of the Syracuse City Code provides for the establishment of a Syracuse City Arts Council; and

**WHEREAS** Section 3.45.020 of the Syracuse City Code dictates that no less than six (6) members of the community shall be appointed and serve on the Syracuse City Arts Council; and

**WHEREAS** Arts Council leadership has requested the appointment of Bradley Hamblin to the Arts Council.

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

**Section 1. Appointment.**

- Bradley Hamblin is hereby appointed to serve on the Syracuse City Arts Council with his term expiring June 30, 2028.

**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 10<sup>th</sup> DAY OF September, 2024.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Dave Maughan, Mayor



# CITY COUNCIL AGENDA

September 10, 2024

Agenda item #5

**Proposed Rezone at 2751 S. 1000 W. from A-1 to PO**

## *Summary*

The city has received an application from Whipple Point LLC to rezone approximately .75 acres located at approximately 2751 S 1000 W., from A-1 to PO. The applicant is working on behalf of the property owner, Earthworks Landscaping LLC. The current zoning of A-1 is a relic of times past in the city where zoning was less detailed in nature. Earthworks has been working under a 'grandfathered' zoning situation. A landscaping business is not listed as a permitted use in the A-1 zone. However, a contracting type business had maintained a continued operation at the location for many years, thus the grandfathered status. Earthworks is planning to move to a new location without residential neighbors nearby and Whipple Point is planning on leasing the building.

Whipple Point plans on running a disabled adult day program out of the property. A description of their business has been provided by the applicant and is attached to this report. This type of use would not fall under the grandfathered contractor use, or match any of the permitted uses in the A-1 zone, for this reason a rezone is necessary. From the description, it appears that the Professional Office Zone' '(I) Professional Non-Retail Services' could capture the desired use.

The General Plan for the site is 'Commercial'. The PO zone is in conformance with the Commercial designation on the General Plan map.

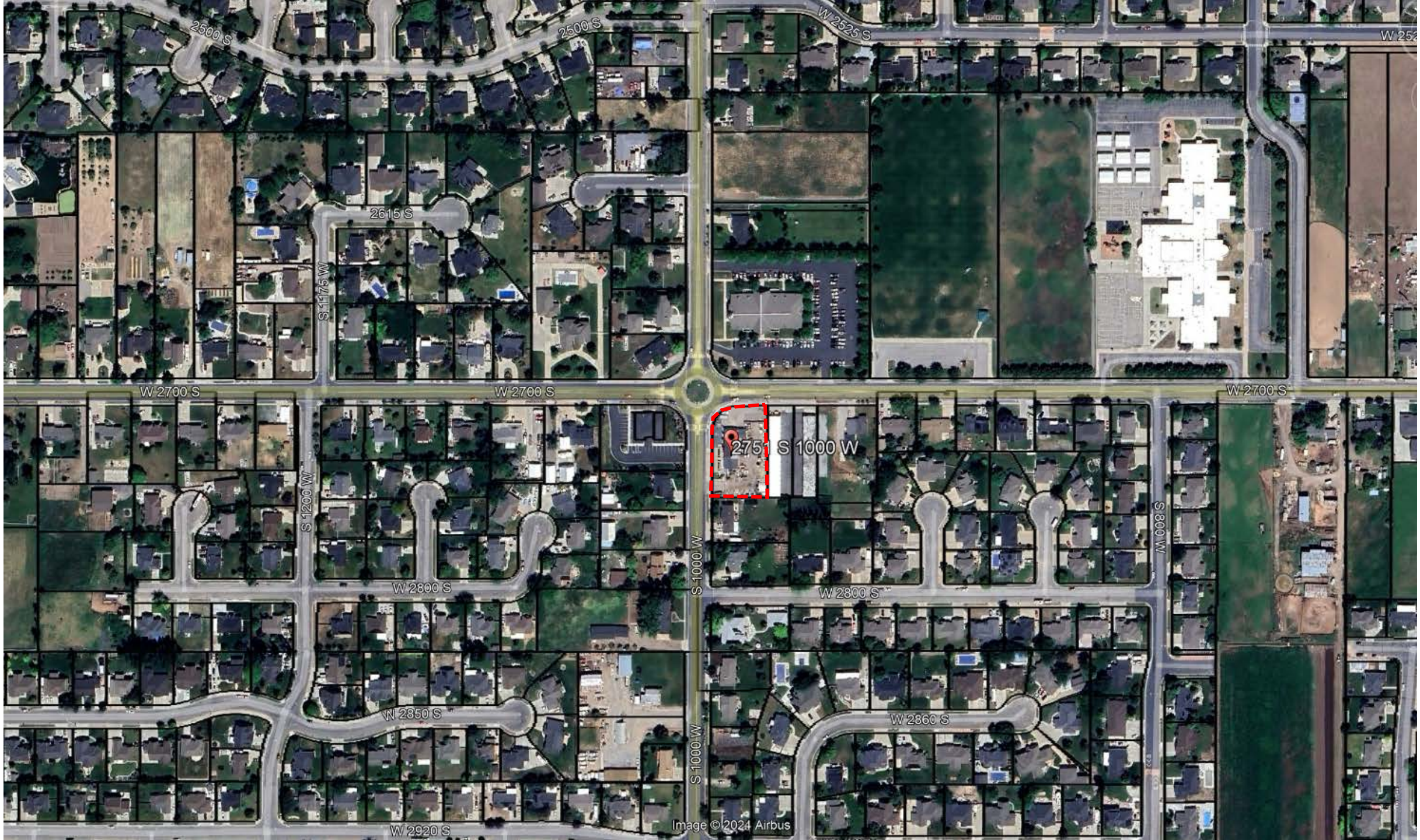
If the zoning map were amended to PO, it would match the zoning of the property across the street. Establishing a PO zoning will limit the current and future uses of the property to those listed in the zoning language. The purpose language of the PO zone indicates that the intent of the zone is to promote a quiet environment for business and to provide a buffer to neighboring residential neighborhoods.

## *Process*

A rezone is a matter of legislative discretion by the City Council and not controlled by any one standard. A public hearing and recommendation from Planning Commission is required before the Council can act on the application. The Planning Commission held a public hearing and discussed the item on July 16, 2024. They are forwarding a recommendation for approval with a vote of 6-0.

## *Attachments*

- General Location Map
- Statement from Applicant
- Zoning List of Permitted Uses
- Proposed Zoning Map
- General Plan Map



## Description of Proposed Use(s) and Reason For The Rezone Request

### Property Use:

The property in question is to be rezoned for use as Professional Office space for a day program dedicated to serving adults with developmental disabilities.

### Purpose of the Day Program:

The day program aims to provide a supportive and engaging environment for adults with developmental disabilities. The space will serve as a central meeting place where these individuals can participate in various activities and classes designed to enhance their skills, promote social interaction, and support their overall well-being.

### Activities and Classes:

The program will offer a wide range of activities and classes, including but not limited to:

Life skills training (e.g., cooking, budgeting, personal hygiene)

Educational classes (e.g., reading, writing, basic math)

Recreational activities (e.g., arts and crafts, music therapy, physical exercise)

Social skills development (e.g., communication skills, relationship building)

### Community Access:

In addition to on-site activities, participants will engage in community access outings. These excursions are designed to help individuals integrate into the community, gain independence, and experience new environments. Outings may include visits to local parks, libraries, shopping centers, and volunteer opportunities.

### Staffing:

The day program will be staffed at all times by qualified professionals, including program coordinators, activity instructors, and support staff. The staff-to-client ratio will ensure that each participant receives the appropriate level of support and supervision.

### Client Capacity:

The program is designed to serve approximately 20-30 clients in total. This number is based on the capacity of the facility and the need to maintain a safe and supportive environment for all participants.

### Conclusion:

Rezoning this property to office space for the day program will provide a much-needed resource for adults with developmental disabilities in the community. It will offer them a place to learn, grow, and connect with others in a supportive and inclusive environment.

### **10.85.010 Purpose.**

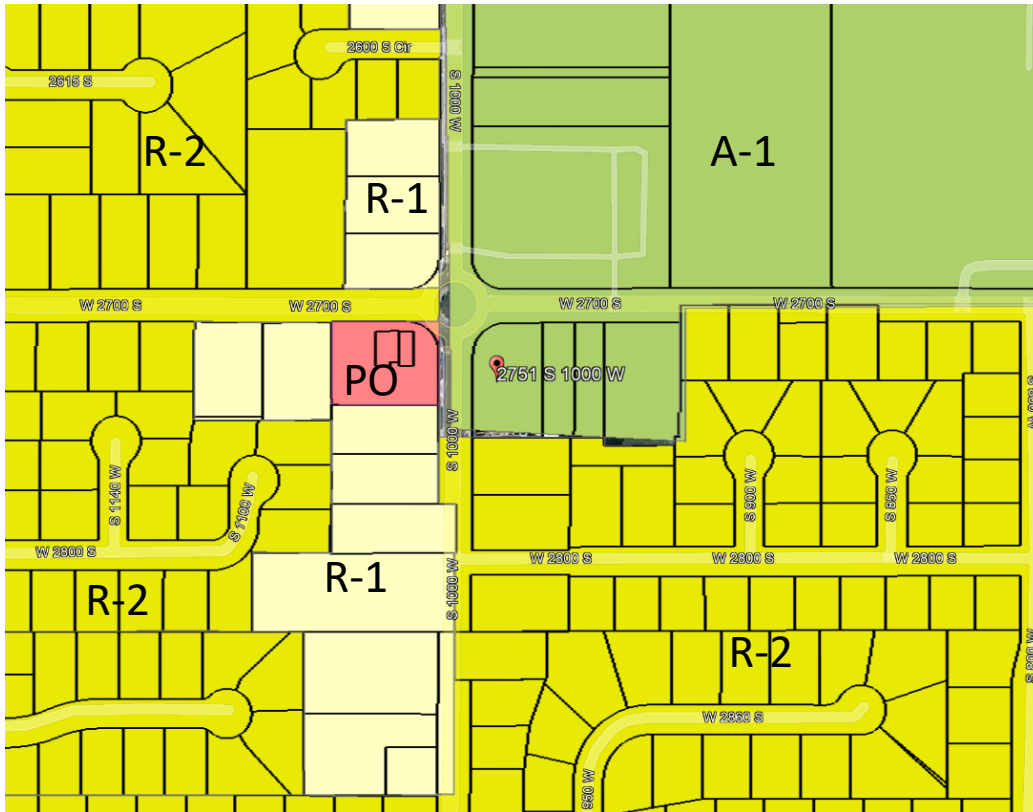
The purpose of this [zone](#) is to provide appropriate locations for the development, maintenance, and protection of professional and administrative establishments. The regulations of this [zone](#) shall promote a quiet environment for business administration, professional/medical, and government activities, free from the congestion and traffic of the usual commercial business district. The [professional office](#) zone is intended to provide a buffer or transition along minor or major collector streets adjoining residential neighborhoods. To this end, the regulations permit [professional office](#) buildings, medical, and appropriate non-automobile oriented financial facilities primarily for the service of the [area](#) residents. The intensity of development of such a district shall reflect its environmental setting with [building height](#) and coverage generally similar to and harmonious with those of neighboring residential districts. [Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-010.]

### **10.85.020 Permitted uses.**

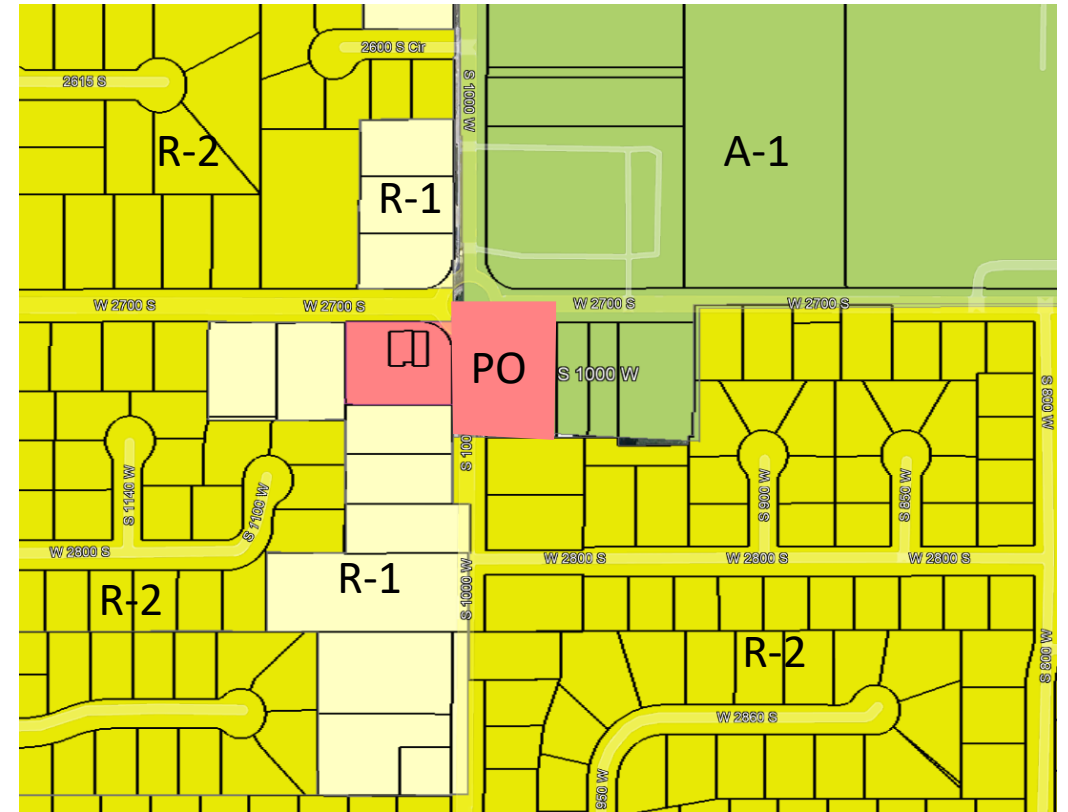
The following are [permitted uses](#) by right provided the parcel and [building](#) meet all other provisions of this title or any other applicable [ordinances](#) of Syracuse City and receive [site plan](#) approval as provided in SCC [10.20.090](#):

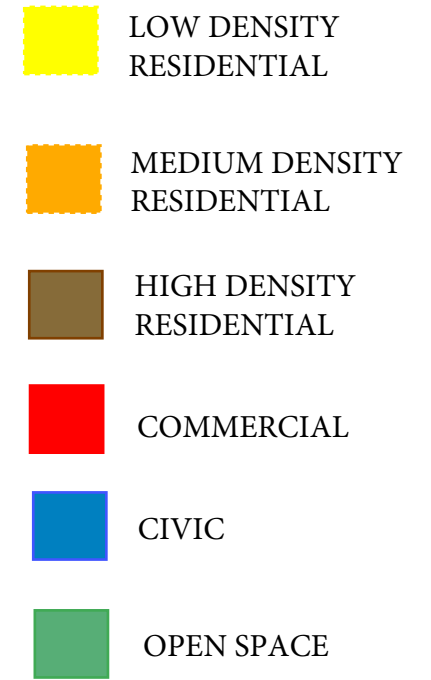
- (A) Administrative and executive [offices](#).
- (B) [Animal clinics](#).
- (C) Assisted living centers.
- (D) Churches, [synagogues](#), and [temples](#).
- (E) Day care and preschool centers.
- (F) Financial planning, investment planning, real estate, and general business [offices](#).
- (G) Marriage and [family](#) counseling services.
- (H) Medical and other health facilities.
- (I) Professional nonretail services.
- (J) [Professional offices](#) (for lawyers, engineers, and architects). [Ord. 20-28 § 1 (Exh. A); Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-020.]

Existing Zoning



Proposed Zoning



[illegible]

## **ORDINANCE NO. 2024-19**

### **AN ORDINANCE AMENDING THE SYRACUSE CITY ZONING MAP FOR APPROXIMATELY 0.75 ACRES OF REAL PROPERTY LOCATED AT APPROXIMATELY 2751 S 1000 W FROM A-1 TO PO**

**WHEREAS**, the City Council is authorized by state law and city ordinance to amend zoning designations within the City when it considers such amendments appropriate; and

**WHEREAS**, the City received an application for an amendment to the zoning map, proposing that approximately 0.75 acres of real property located at approximately 2751 S 1000 W be changed from A-1 to PO; and

**WHEREAS**, the Planning Commission reviewed the application for the proposed amendment and conducted a properly noticed public hearing on July 16, 2024; and

**WHEREAS**, the Planning Commission forwarded a recommendation to the City Council to approve the proposed zoning map amendment pursuant to a vote of 6 to 0; and

**WHEREAS**, the City Council, having reviewed the Planning Commission's recommendation and the proposed zoning map amendment, finds that the amendment as proposed is appropriate and in the best interest of the City;

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

**Section 1.      Amendment.** The zoning map of Syracuse City is hereby amended, changing the zoning for approximately 0.75 acres of real property located at approximately 2751 S 1000 W be changed from A-1 to PO, as more particularly depicted 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 ten days after adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 10<sup>TH</sup> DAY OF SEPTEMBER, 2024.**

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CASSIE Z. BROWN  
City Recorder

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DAVE MAUGHAN  
Mayor

Voting by the Council:

AYE

NAY

Councilmember Carver

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Councilmember Cragun

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Councilmember Robertson

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Councilmember Savage

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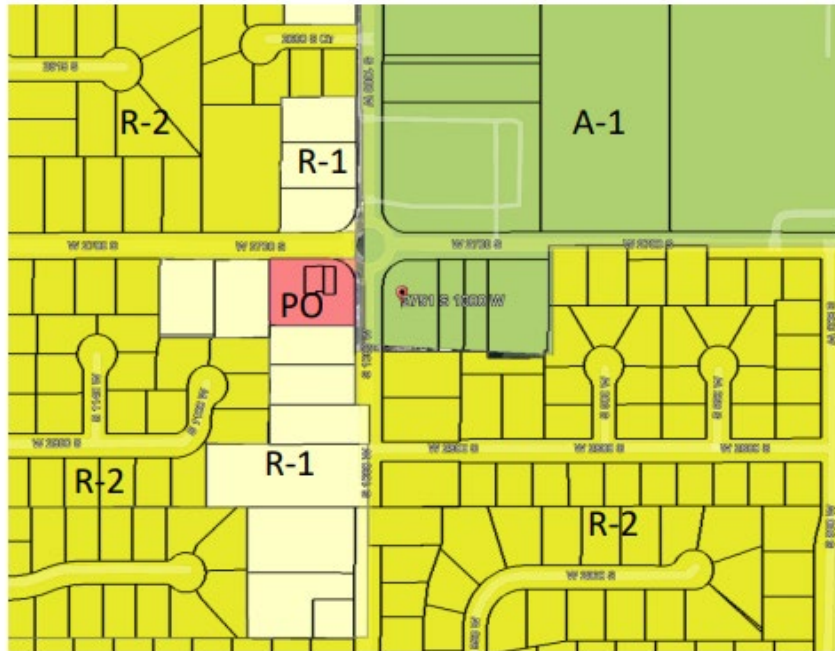
Councilmember Watson

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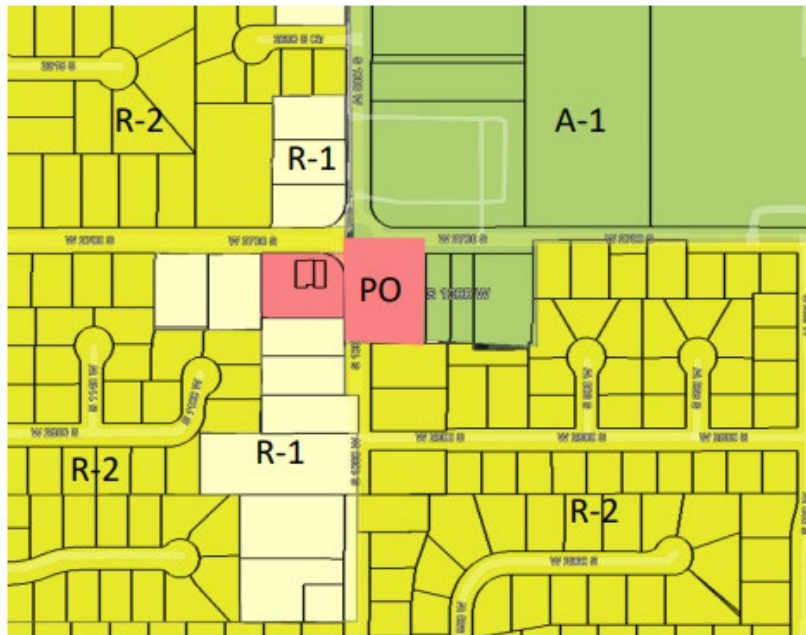
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## EXHIBIT A

### Existing Zoning



### Proposed Zoning





# CITY COUNCIL AGENDA

September 10, 2024

Agenda item #6

**Proposed Rezone at 1569 S 2500 W from R-1 to R-3**

## *Summary*

The city has received an application from Roberto Quiroz to rezone approximately 1.5 acres located at approximately 1568 S. 2500 W., from R-1 to R-3. The R-1 zone requires a minimum of 100 foot lot width, 25 foot front yard, 10 foot side yard, and a 30 foot rear yard. The minimum lot size in R-1 is 12,000 sf. The R-3 lot width in contrast allows for a minimum lot width of 80 feet, 25 foot front yard, 8 foot side yard, and a rear yard of 20 feet. Minimum lot size in the R-3 is 8,000 sf.

The applicant's property is approximately 156' wide. The applicant desires to subdivide his property into two lots. Even after this rezone, the applicant would not have enough lot width to accommodate two 80 foot lots as required in the R-3 zone. The applicant is about 4 feet short even after the rezone. The city does not allow flag lots, meaning every lot is required to have frontage to a public road.

The General Plan for the area is 'Low Density Residential'. Both R-1 and R-3 would be in conformance with the Low Density Residential general plan designation.

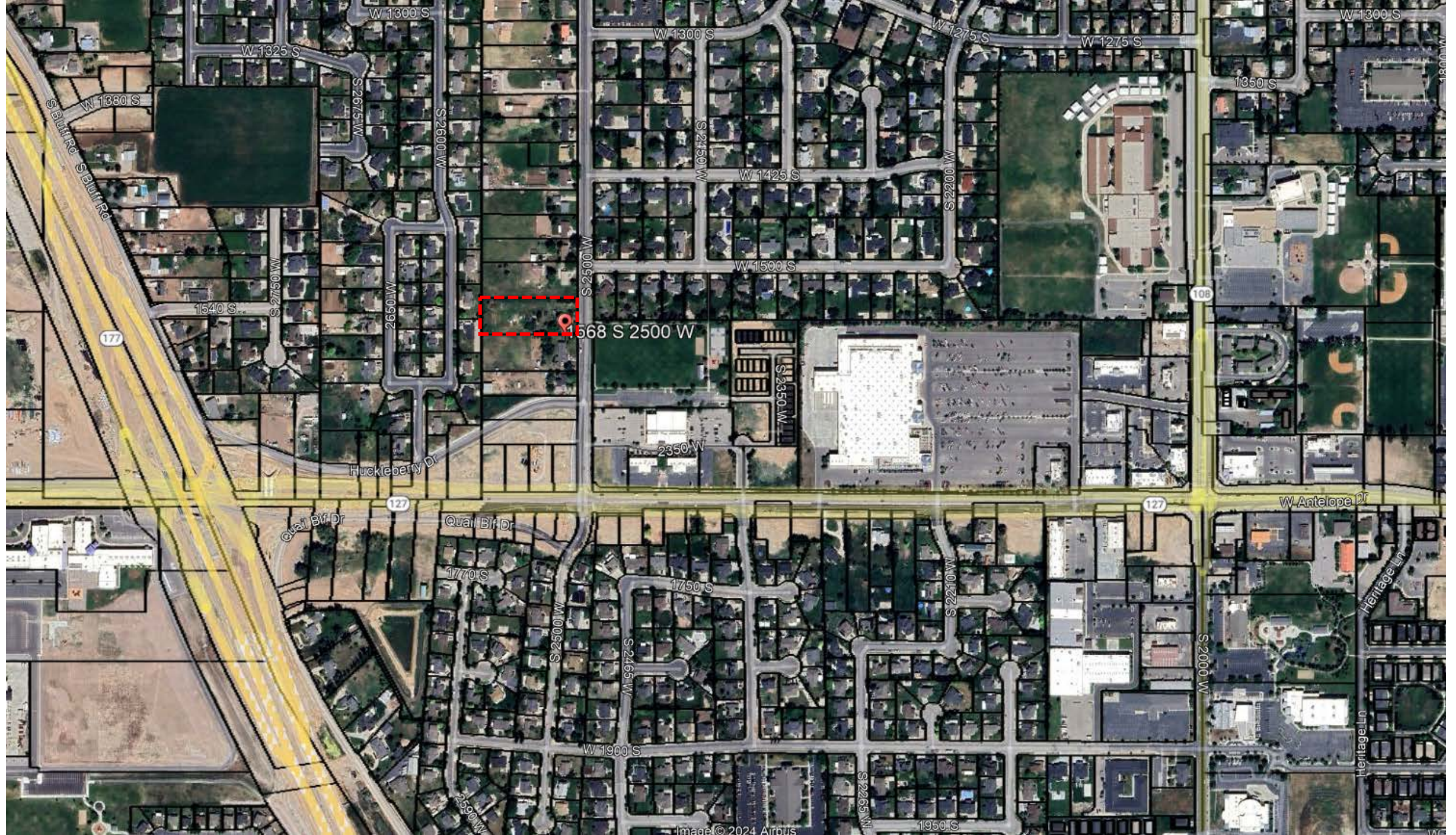
If the zoning map were amended, it would become an island of R-3, surrounded by R-1 on the north, south, west, and partially on the east. The movie theatre commercial complex to the southeast of the property is zoned General Commercial.

## *Process*

A rezone is a matter of legislative discretion by the City Council and not controlled by any one standard. A public hearing and recommendation from Planning Commission is required before the Council can act on the application. The Planning Commission held a public hearing and discussed the item on July 16, 2024. They are forwarding a recommendation to deny with a vote of 6-0.

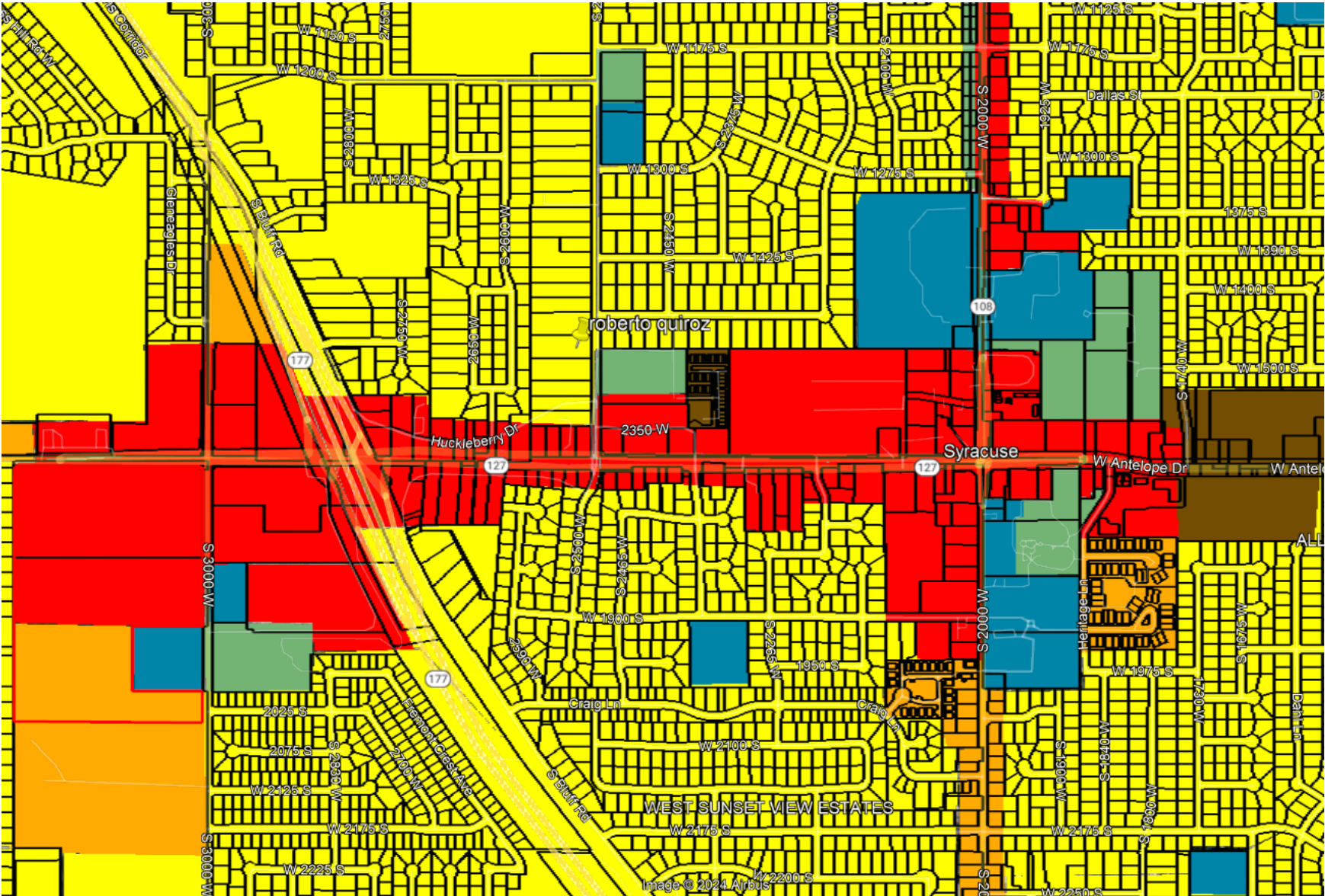
## *Attachments*

- General Location Map
- Proposed Zoning Map
- General Plan Map



[illegible]

General Plan Map



- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- COMMERCIAL
- CIVIC
- OPEN SPACE

## ORDINANCE NO. 2024-20

### AN ORDINANCE AMENDING THE SYRACUSE CITY ZONING MAP FOR APPROXIMATELY 1.5 ACRES OF REAL PROPERTY LOCATED AT APPROXIMATELY 1569 S 2500 W FROM R-1 TO R-3

**WHEREAS**, the City Council is authorized by state law and city ordinance to amend zoning designations within the City when it considers such amendments appropriate; and

**WHEREAS**, the City received an application for an amendment to the zoning map, proposing that approximately 1.5 acres of real property located at approximately 1569 S 2500 W be changed from R-1 to R-3; and

**WHEREAS**, the Planning Commission reviewed the application for the proposed amendment and conducted a properly noticed public hearing on July 16, 2024; and

**WHEREAS**, the Planning Commission forwarded a recommendation to the City Council to deny the proposed zoning map amendment pursuant to a vote of 6 to 0; and

**WHEREAS**, the City Council, having reviewed the Planning Commission's recommendation and the proposed zoning map amendment, finds that the amendment as proposed is appropriate and in the best interest of the City;

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

**Section 1.      Amendment.** The zoning map of Syracuse City is hereby amended, changing the zoning for approximately 1.5 acres of real property located at approximately 1569 S 2500 W be changed from R-1 to R-3, as more particularly depicted 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 ten days after adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 10<sup>TH</sup> DAY OF SEPTEMBER, 2024.**

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CASSIE Z. BROWN  
City Recorder

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DAVE MAUGHAN  
Mayor

Voting by the Council:

AYE

NAY

Councilmember Carver

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Councilmember Cragun

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Councilmember Robertson

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Councilmember Savage

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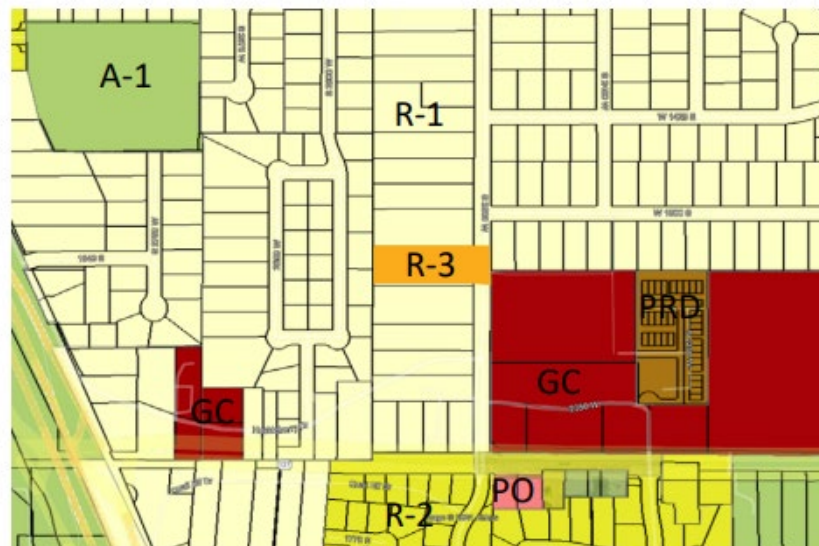
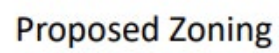
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Councilmember Watson

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### Existing Zoning





# CITY COUNCIL AGENDA

September 10, 2024

## **Proposed Rezone at 3800 w Hammon Lane from A-1/R-1 to R-3**

### ***Summary***

The city has received an application from Daniel Hammon on August 5th, 2024 to rezone approximately 4.6 acres of land from A-1 and R-1 to R-3. The approximate address is 3800 West Hammon Lane. The applicant intends to sell the land for a subdivision if the rezone is successful. He has explained that the reason for the requested R-3 is because of the smaller setbacks of the R-3 would allow for larger homes to fit on each lot. Subdivision plans are not required with a rezone and the specifics of a lot layout and design would be presented during a future subdivision application to Planning Commission.

The property is the last remaining agricultural land that was once part of a larger family owned farm. The proposal includes two parcels. The western parcel is approximately 3.4 acres and is zoned R-1. The second parcel is lot 104 of Hammon Acres Subdivision, is 1.2 acres, and is zoned A-1. Hammon Acres subdivision was recorded March of 2013.

The property sits north of hole number 5 on the Glen Eagle Golf Course. The property is general planned for 'Low Density Residential' which would allow an R-3 zone. As far as current zoning, the property is mostly surrounded by R-2 zoning. There is a patch of small lot R-4 homes in the Crofter's Cove Cluster Subdivision to the southeast. To the northwest, there is an R-3 development called Criddle Farms. The golf course is zoned A-1. Please see attached a table showing the lot size and setback differences between the different zones.

### ***Process***

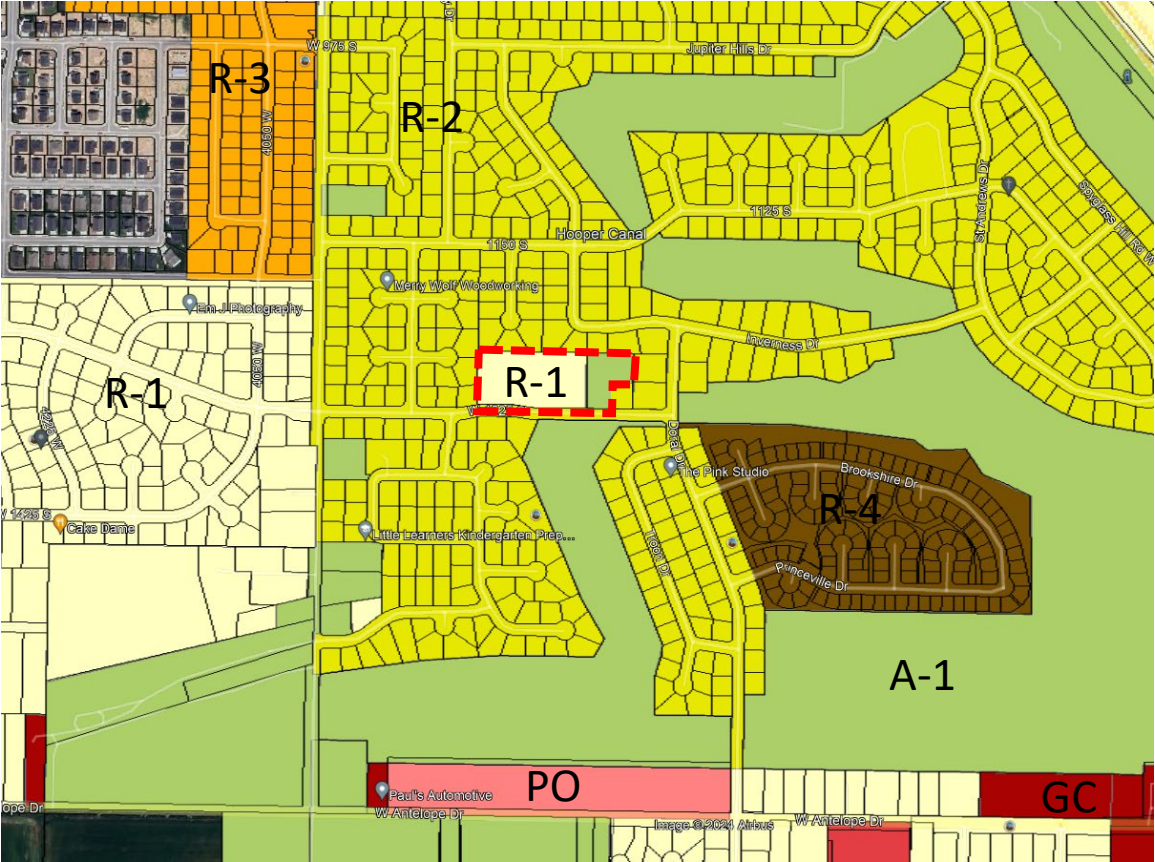
Amendments to the zoning map require a public hearing and recommendation from Planning Commission, which was completed August 20, 2024. The Planning Commission is forwarding a conditional recommendation for approval with a vote of 4-2. The recommended condition of approval is that the applicant provide a high level feasibility study outlining how the project will provide adequate drainage to the new homes and to surrounding existing homes. Please find attached for the study provided by the applicant. After Planning Commission, the application is forwarded to City Council where they review the item in a work meeting where information is gathered but no final decision is made. The work meeting is held the fourth Tuesday of the month. If council feels that the application is ready for a vote, it is forwarded to the business meeting for either approval or denial. The business meeting is held on the second Tuesday of the month.

### ***Attachments***

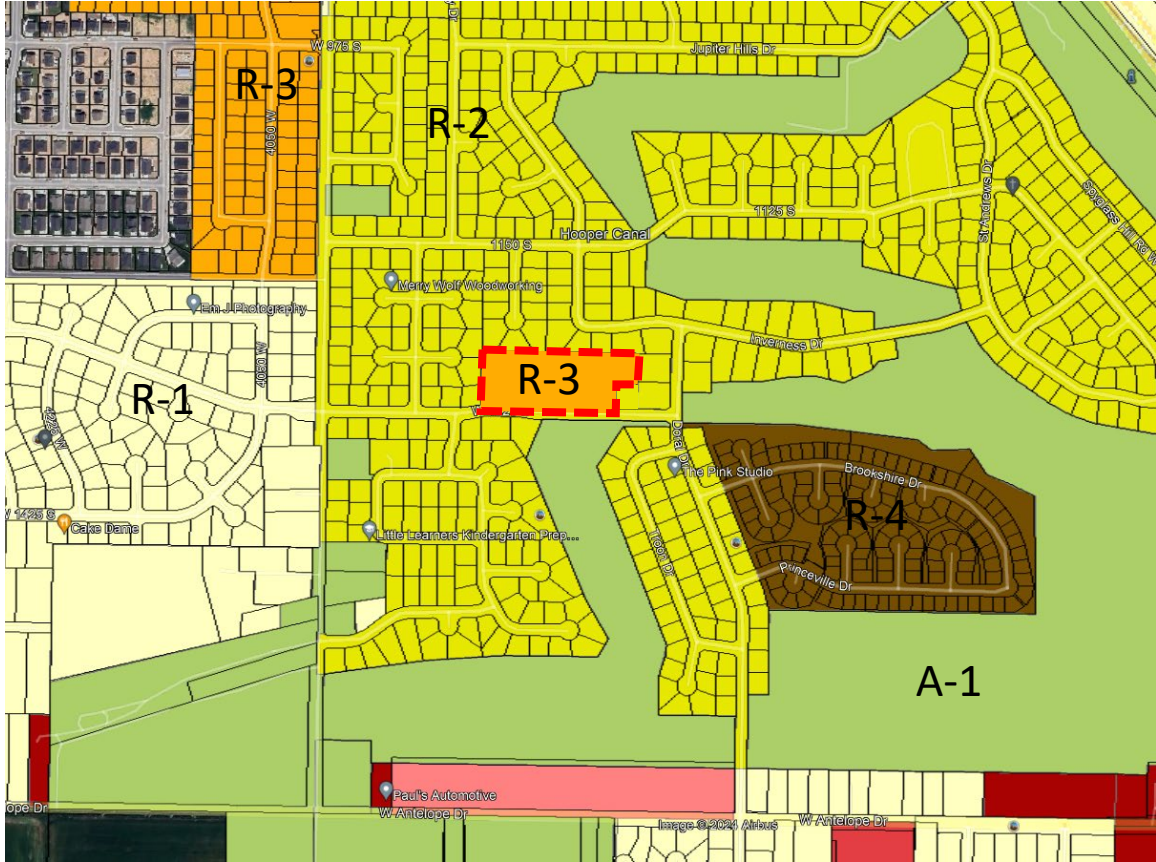
- Zoning Setbacks Table
- Zoning Map
- General Plan Map
- Utility Study Provided by Applicant

|                     | <b>A-1</b> | <b>R-1</b> | <b>R-2</b> | <b>R-3</b> |
|---------------------|------------|------------|------------|------------|
| Max. Units per acre | .5/acre    | 2.3/acre   | 3/acre     | 4/acre     |
| Min. Lot Size       | 21,780 sf  | 12,000 sf  | 10,000 sf  | 8,000 sf   |
| Min. Front Setback  | 25 feet    | 25 feet    | 25 feet    | 25 feet    |
| Min. Rear Setback   | 30 feet    | 30 feet    | 25 feet    | 20 feet    |
| Min. Side Setback   | 10 feet    | 10 feet    | 8 feet     | 8 feet     |
| Min. Lot Width      | 100 feet   | 100 feet   | 85 feet    | 80 feet    |

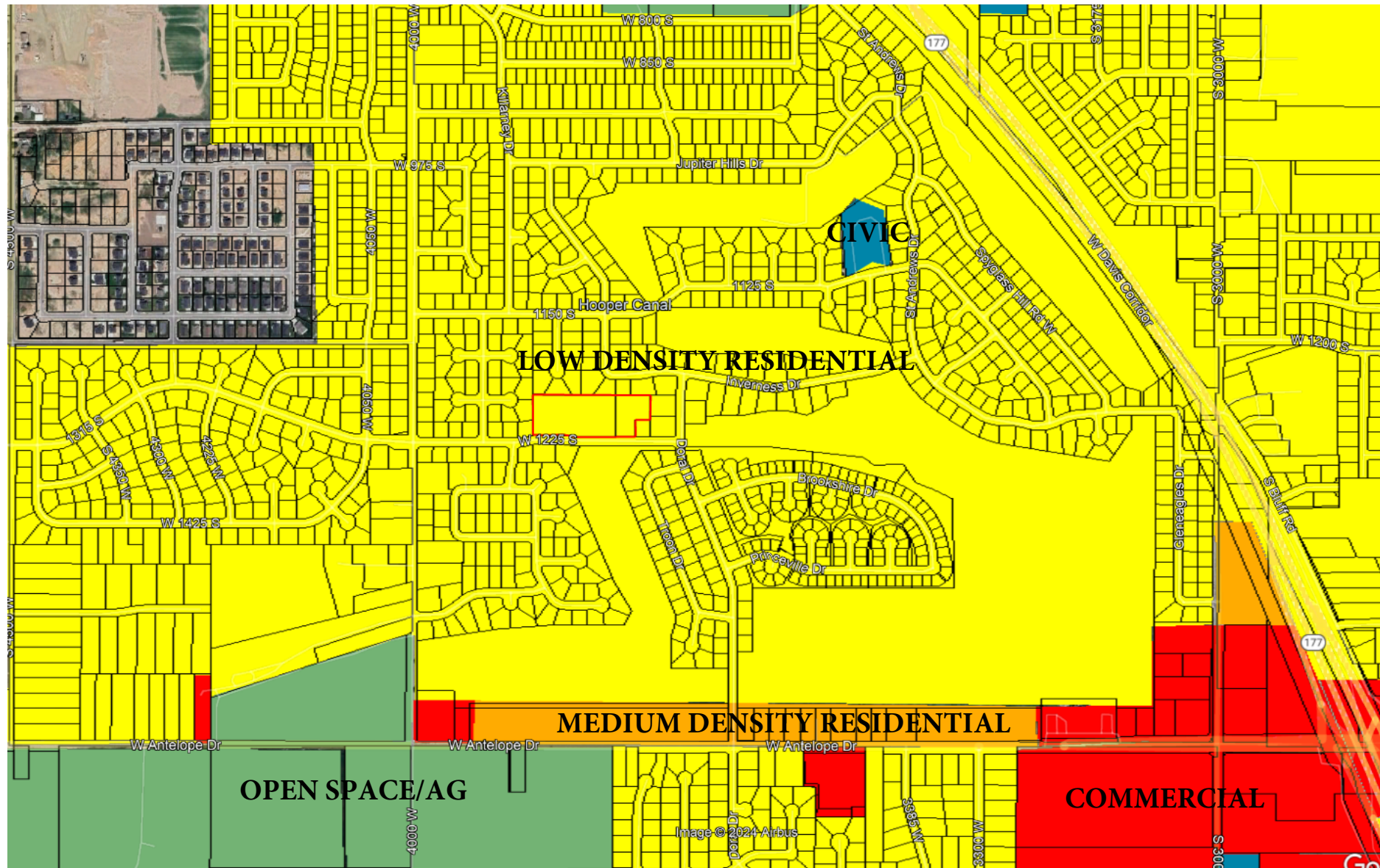
Existing Zoning



Proposed Zoning



## General Plan



### High level Feasibility Study:

I was able to contact the Syracuse City Public Works Department, and they were kind enough to provide me with the City's GIS mapping of all the utilities. I've attached those maps for your reference, (file attachment "Hammon Utilities"). As you review the maps, use the following key to identify each utility line:

Purple = Secondary water  
Dark Blue = Culinary  
Green = Sewer  
Red = Land Drain  
Light Blue = Storm Drain

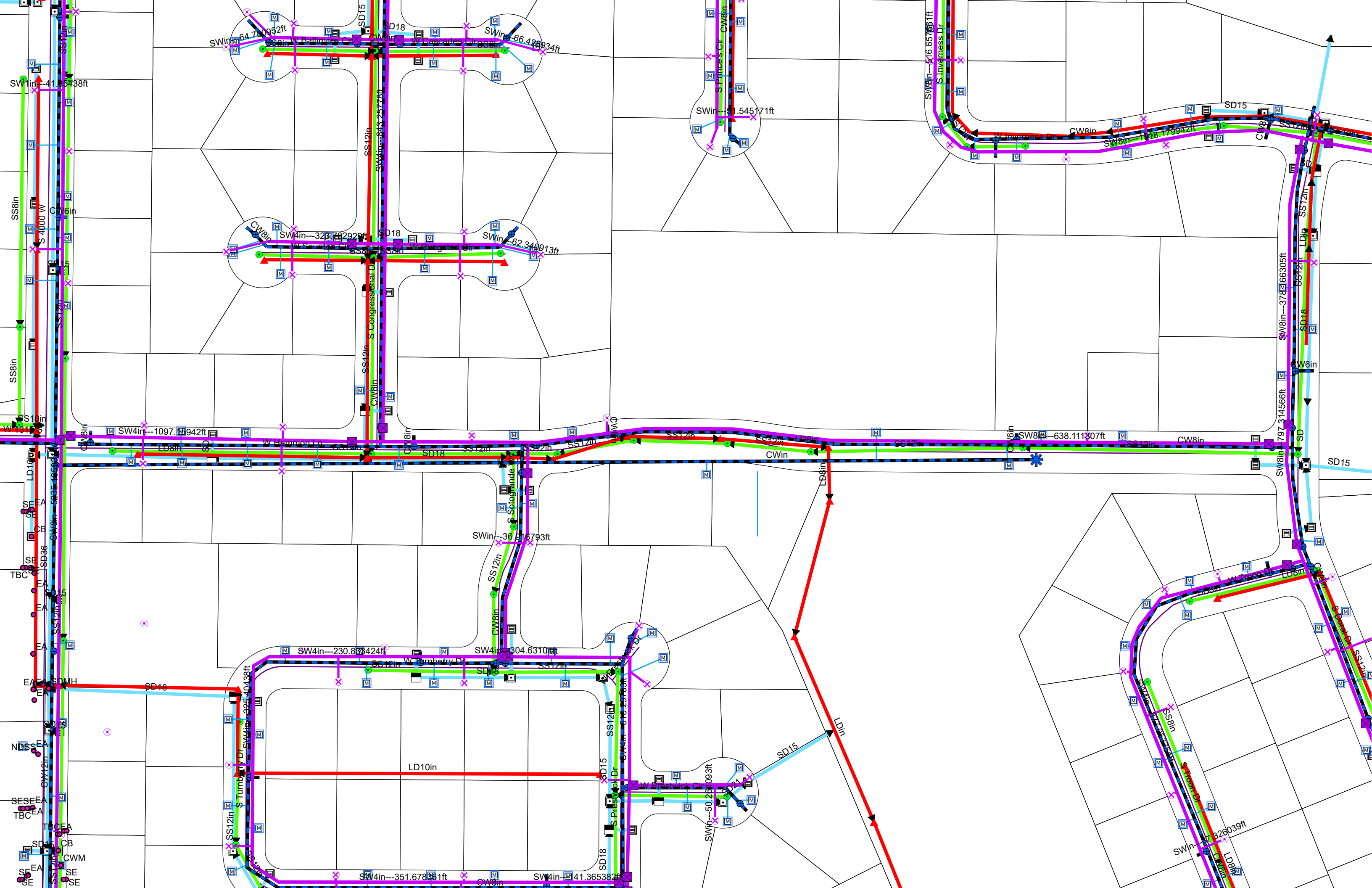
In regards to secondary water, culinary water, sewer, and storm drain lines; each of these utilities run the entire span of Hammon Lane between Doral Drive and 4000 West. All of these utilities are in place for the entire frontage of the property.

The land drain runs from 4000 west, down Hammon Lane to 3802 West Hammon Lane. At this point, the land drain line runs to the south along the west side of the 5th fairway. This land drain line is accessible for the development as it runs in front of the property for about 268 feet of the total 548 feet of frontage on Hammon Lane. All utility lines are accessible for development and this rezone request. I lived at 3802 West and had a full basement. I was attached to the land drain and had no problems with groundwater. I can't provide more details than this because I'm not an engineer and this is only a rezone request, not a subdivision approval.

Noah Steel provided me with copies of other "high level feasibility studies" which I've attached to this email. The only one required at rezone was the "general plan amendment" for the water ski lake on Gentile in 2016. All other "feasibility studies" were required at concept review, not a rezoning. I believe I have provided more information related to the "feasibility" of connecting to the land drain than any of the example documents. The other "feasibility studies" the city has accepted in the past look a lot more like a construction plan than they do an actual feasibility study.

It is important to note this is the first time in Syracuse City history where a "high level feasibility study" regarding the land drain is to be required as a condition of a residential rezone request. This is usually done later in the development process at the subdivision design phase. I respectfully request this requirement be removed as connecting to a land drain isn't required for development. My house at 3736 and my neighbor's house at 3714 are not connected to a land drain, we simply built above curb level.

It is my sincere hope that the "high level feasibility study" does not delay this rezone as it will cause me to lose earnest money on a property purchase in Tremonton and this would be the first time it would be a requirement at the rezone level. My pending sale on this property is only depending on a rezone to R2 or R3. If you decide against R3, I would ask that you rezone it to R2.



## **ORDINANCE NO. 2024-21**

### **AN ORDINANCE AMENDING THE SYRACUSE CITY ZONING MAP FOR APPROXIMATELY 4.6 ACRES OF REAL PROPERTY LOCATED AT APPROXIMATELY 3800 W HAMMON LANE FROM A-1 AND R-1 TO R-3**

**WHEREAS**, the City Council is authorized by state law and city ordinance to amend zoning designations within the City when it considers such amendments appropriate; and

**WHEREAS**, the City received an application for an amendment to the zoning map, proposing that approximately 4.6 acres of real property located at approximately 3800 W Hammon Lane be changed from A-1 and R-1 to R-3; and

**WHEREAS**, the Planning Commission reviewed the application for the proposed amendment and conducted a properly noticed public hearing on August 20, 2024; and

**WHEREAS**, the Planning Commission forwarded a conditional recommendation to the City Council to approve the proposed zoning map amendment pursuant to a vote of 4 to 2; and

**WHEREAS**, the Planning Commission's recommended condition was that the Applicant provide a high-level feasibility study outlining how the project will provide adequate drainage to the new homes and to surrounding existing homes; and

**WHEREAS**, the Applicant has provided information that satisfies the Planning Commission's recommended condition; and

**WHEREAS**, the City Council, having reviewed the Planning Commission's recommendation and the proposed zoning map amendment, finds that the amendment as proposed is appropriate and in the best interest of the City;

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

**Section 1.      Amendment.** The zoning map of Syracuse City is hereby amended, changing the zoning for approximately 4.6 acres of property located at approximately 3800 W Hammon Lane from A-1 and R-1 to R-3, as more particularly depicted 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 ten days after adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 10<sup>TH</sup> DAY OF SEPTEMBER, 2024.**

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CASSIE Z. BROWN  
City Recorder

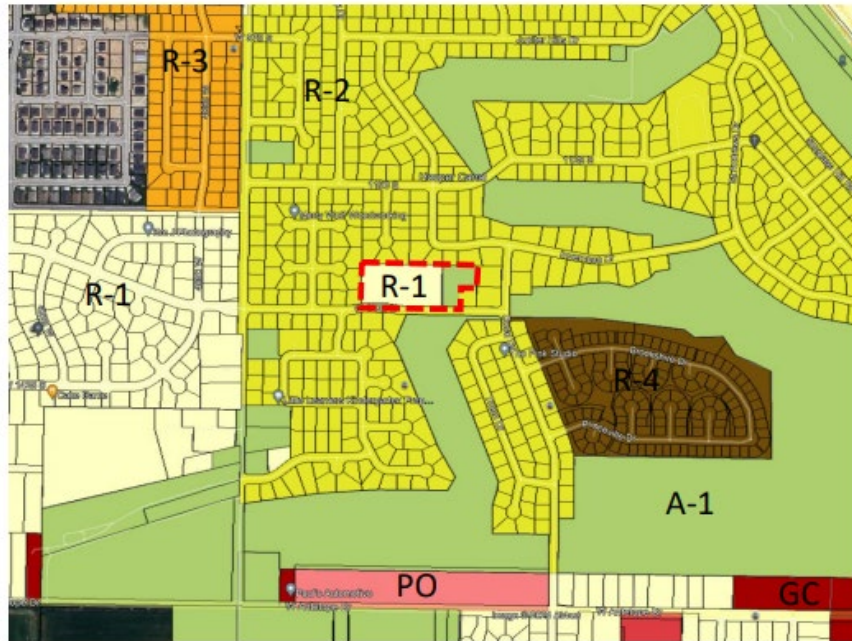
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DAVE MAUGHAN  
Mayor

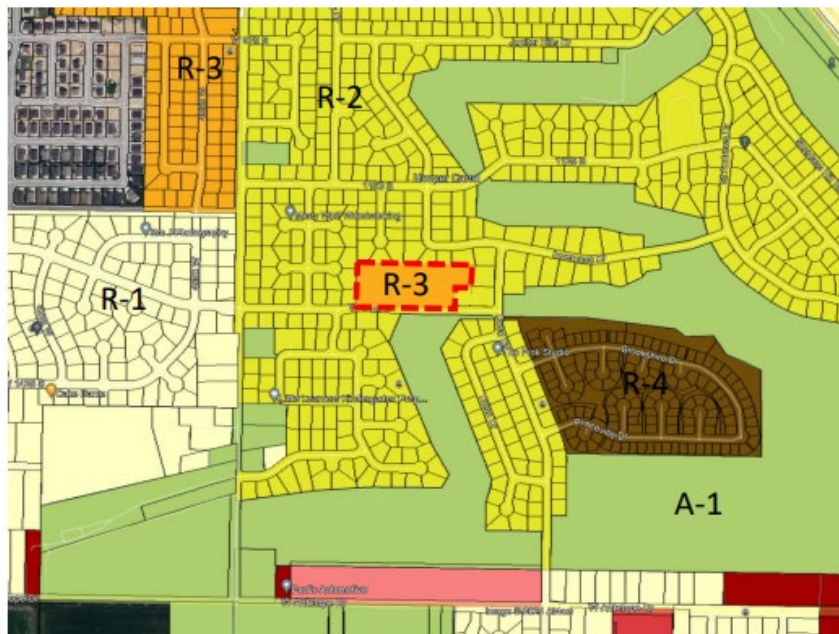
| Voting by the Council:  | AYE   | NAY   |
|-------------------------|-------|-------|
| Councilmember Carver    | _____ | _____ |
| Councilmember Cragun    | _____ | _____ |
| Councilmember Robertson | _____ | _____ |
| Councilmember Savage    | _____ | _____ |
| Councilmember Watson    | _____ | _____ |

## EXHIBIT A

### Existing Zoning



### Proposed Zoning





# COUNCIL AGENDA

September 10, 2024

## Agenda Item #8

Proposed Ordinance 2024-22, amendment to Syracuse City Code 4.50 pertaining to residential household waste containers.

### Factual Summation

- Any question regarding this agenda item may be directed at Admin. Services Director, Stephen Marshall.
- We would like to amend the code concerning residential household waste containers. We would like to add the following language to restrict the use of commercial dumpsters.
  - Approved residential household and green waste containers shall consist of 90 - or 100- gallon recycling containers constructed from cross-linked, high-density polyethylene, or equivalent, designed specifically for automated collection equipped with wheels for easy movement by residential users and containing permanently attached, tight-fitting lids, or as approved by the City.
  - (B) Commercial Dumpsters larger than 100 gallons shall not be allowed in residential zones for normal residential waste collection. Exceptions to this policy may include:
    - (1) Dumpsters may be used on a temporary basis to remove extra household waste. The use shall not exceed fourteen days in a six-month period.
    - (2) Construction of new residential units or remodeling of existing home as approved with a building permit.
- We have a few residential units that are using commercial dumpsters with their home business. This creates a nuisance to the neighborhood and doesn't allow for efficient pickup of residential waste.

### Action Items

Consider whether to approve Ordinance 24-22 related to changes to section 4.50 of the Syracuse city code.

**ORDINANCE NO. 2024-22**

**AN ORDINANCE AMENDING CHAPTER 4.50 OF THE SYRACUSE CITY MUNICIPAL CODE PERTAINING TO HOUSEHOLD AND GREEN WASTE RECYCLING.**

**WHEREAS**, the City Council is authorized, 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 Mayor and Council are authorized to make changes to various provisions in city code in order to conduct city business;

**WHEREAS**, the Council finds that the attached amendments will provide clarity to household waste can sizes and restrictions on commercial dumpsters in residential zones.

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

**Section 1.     Amendments.** The attached Chapter 4.50 is hereby amended, as provided 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 10 DAY OF SEPTEMBER, 2024.**

**SYRACUSE CITY**

ATTEST:

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Cassie Z. Brown, City Recorder

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Mayor Dave Maughan

Voting by the City Council:

|                         | “AYE” | “NAY” |
|-------------------------|-------|-------|
| Councilmember Carver    | _____ | _____ |
| Councilmember Cragun    | _____ | _____ |
| Councilmember Robertson | _____ | _____ |
| Councilmember Savage    | _____ | _____ |
| Councilmember Watson    | _____ | _____ |

## Chapter 4.50

# HOUSEHOLD AND GREEN WASTE RECYCLING

Sections:

- [4.50.010 Definitions.](#)
- [4.50.020 Collection of household and green waste.](#)
- [4.50.030 Service charge.](#)
- [4.50.040 Method of payment of service charges.](#)
- [4.50.050 No accumulation of household and green waste.](#)
- [4.50.060 Containers.](#)
- [4.50.070 Closing of garbage containers required.](#)
- [4.50.080 Time and place of pickup.](#)
- [4.50.090 Disposal of community waste.](#)
- [4.50.100 Burning of green waste prohibited.](#)
- [4.50.110 Dumping household, construction, and green waste prohibited.](#)
- [4.50.120 Limitations upon dumping.](#)
- [4.50.130 Regulations.](#)

### 4.50.010 Definitions.

The following terms, as used in this chapter, are defined as follows:

“Bulky wastes” means wastes that are not capable of being stored in the approved automated refuse containers and cannot be picked up by normally used collection vehicles, including items such as large tree branches, lawn sod, Christmas trees, etc.

“Commercial solid waste, green waste and recyclable materials” means garbage, rubbish, trash, food wastes, recyclable materials, green waste, etc., resulting from the normal and incidental activities of commercial users.

“Commercial user” means an enterprise, not a residence, such as a business, association, corporation, manufacturer, hotel, motel, resort, commercial entity, church, governmental or public entity other than the City, etc.

Container, Approved Household and Green Waste Container. Approved household and green waste containers shall consist of 90- or 100-gallon recycling containers constructed from cross-linked, high-density polyethylene, or equivalent, designed specifically for automated collection equipped with wheels for easy movement by residential users and containing permanently attached, tight-fitting lids, or as approved by the City.

“Food wastes” means animal, vegetable, or mineral matter derived from the preparation or packaging of foodstuffs.

“Garbage, rubbish and trash” means all solid waste except hazardous waste, including but not limited to combustibles such as paper, wood, yard trimmings, etc., and noncombustibles such as metal, glass, stone, etc.

“Green waste” means those green waste materials which can be recovered or otherwise diverted from the waste stream, such as lawn cuttings, clippings from bushes and shrubs, leaves, and other similar green yard waste, but not including dirt, rock, sod, or yard materials with thorns, as mutually agreed upon and determined by the contractor and the City.

“Hazardous materials and waste” means materials and wastes that are hazardous by reason of their pathological, explosive, radiological, or toxic character, including any chemical, compound, mixture, substance or article which is designated by the United States Environmental Protection Agency, the State of Utah Department of Environmental Quality, or Davis County health department to be “hazardous” as that term is defined by or pursuant to federal, state or local law.

“Household waste” means materials discarded from commonly used household substances, not including dirt, rocks, sod, flammables, hot ashes, coals, or similar materials.

“Nonprocessable waste” means goods and materials which are not residential and/or are prohibited by the disposal facility, including, but not limited to, the following:

- (1) Any loads the majority of which consist of combustible material.
- (2) Hazardous waste of any kind.
- (3) Any material that when incinerated clearly includes electricity.
- (4) Explosives.
- (5) Medical or pathological wastes.
- (6) Animal or human body parts or remains.
- (7) Any materials the majority of which is liquid.
- (8) Large appliances.
- (9) Construction debris of unprocessable proportions.
- (10) Large metal objects of any kind.
- (11) Large sealed containers of any kind.

(12) Motor vehicles or related parts.

(13) Any item exceeding two feet by two feet by five feet in dimensions.

(14) Wood having a cross section exceeding nine inches or five feet in length.

(15) Any material that is on fire; i.e., “hot load.”

(16) Commercial solid waste, as defined herein.

(17) Hazardous materials and waste, as defined herein.

(18) Bulky wastes, as defined herein.

“Recyclable materials” means those materials which can be recovered from or otherwise diverted from the waste stream for the purpose of recycling, such as metals, paper and plastics, as mutually agreed upon and determined by the contractor and the City.

“Residence” means an occupied dwelling unit such as a home, trailer, or multifamily dwelling of four or less units, not including hotels or motels or mobile home trailer parks. Each unit of a multifamily dwelling shall be considered a separate residence for purposes of billing. A dwelling unit may be considered not occupied if the persons living therein are absent for over 90 continuous days. Unless otherwise agreed to by the City and the contractor, “residence” shall not include dwelling units located within planned unit developments or other privately accessed developments accessible by private roadways, streets and driveways.

“Residential green waste” means green waste resulting from the normal and incidental activities of residences.

“Residential recyclable materials” means recyclable materials resulting from the normal and incidental activities of residences.

“Residential solid waste” means garbage, rubbish, trash, food wastes, etc., resulting from the normal and incidental activities of residences. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-010.]

#### **4.50.020 Collection of household and green waste.**

(A) Unless otherwise provided herein, the City, its agent, or contractor shall collect, remove, and dispose of all household waste and residential green waste recyclable materials. All household waste and residential green waste recyclable materials shall be collected, removed, and disposed of with such frequency and in such manner as the City Council may from time to time establish by regulation or contract.

(B) Except as otherwise expressly permitted by this section, no household waste and green waste recyclable materials shall be removed or hauled away or transported upon the streets or public ways of the municipality except by the municipality, its agent, or contractor, and except by authorized persons hauling commercial green waste recyclable materials or household waste materials as hereinafter provided.

(C) Nothing contained in this section shall preclude persons from hauling their own green waste recyclable materials over the streets and rights-of-ways of the municipality.

(D) Except for those residences who have opted not to participate in the green waste recycling program in accordance with this chapter, or those residences who have not signed up for green waste collection services in accordance with this chapter, nothing in this section shall be construed as eliminating the charge made for residential solid waste and disposal services. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-020.]

#### **4.50.030 Service charge.**

(A) All residences within the municipality shall pay monthly service charges as more particularly set forth in the fee schedule as adopted by the City. The charges, rates, penalty fees for delinquency in payment, and other charges incidental shall be set forth in the fee schedule and may be amended from time to time by resolution of the City Council. An exception for green waste collection charges shall be made for those residences who have not signed up for green waste collection services in accordance with this chapter.

(B) The Mayor, with the consent of the City Council, may excuse needy persons who are not reasonably capable of paying the monthly charge for residential collection of solid waste, green waste and/or recyclable materials from the payment of the residential rate for such period of time as may be deemed proper or necessary.

(C) Participation in the City's green waste recycling program shall be on a voluntary basis. Residences desiring such service shall sign up in writing on forms provided by the City. Participants shall be required to participate in the program for at least six months. Green waste containers may be used for solid waste disposal and collection from December 1st through February 28th (or 29th in leap year) of every year. Green waste containers shall only be used for authorized green waste disposal and collection from March 1st through November 30th of each year. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-030.]

#### **4.50.040 Method of payment of service charges.**

The household waste and residential green waste recycling service charges above imposed by this chapter shall be added to the charge made for other utilities furnished through the municipality and shall be billed and collected in the same manner as those charges are billed and collected. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-040.]

#### 4.50.050 No accumulation of household and green waste.

It shall be unlawful for any person to accumulate household waste and green waste recyclable materials or cause said materials to be deposited upon any street or right-of-way. The City may permit the processing of green waste recyclable materials upon premises properly equipped and maintained so as to prevent the creation of a nuisance or a hazard to health or permit the depositing of ashes and other dry material for filling purposes at such places as the City may designate and under such restrictions as the City Council may by regulation impose.

Additionally, the City may grant to any person permission for sorting, bailing, and marketing trade waste upon premises properly equipped and maintained. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-050.]

#### 4.50.060 Containers.

(A) All residential household and green waste recyclable materials to be collected by the City, its agents or contractors from residential users shall be placed only in suitable and sufficient garbage receptacles with tight fitting lids. **Approved residential household and green waste containers shall consist of 90 - or 100- gallon recycling containers constructed from cross-linked, high-density polyethylene, or equivalent, designed specifically for automated collection equipped with wheels for easy movement by residential users and containing permanently attached, tight-fitting lids, or as approved by the City.**

**(B) Commercial Dumpsters larger than 100 gallons shall not be allowed in residential zones for normal residential waste collection. Exceptions to this policy may include:**

**(1) Dumpsters may be used on a temporary basis to remove extra household waste. The use shall not exceed fourteen days in a six-month period.**

**(2) Construction of new residential units or remodeling of existing home as approved with a building permit.**

(C) Title to containers furnished by the City, its agents or contractors, to residential users, whether the right to the use thereof is paid in a lump sum or on a monthly basis, shall be retained by the City and the payment made by residents therefor shall be rental for the use thereof.

(D) Users renting containers furnished by the City, or having custody thereof, shall keep the container free from destructive or decorative markings, shall maintain the original color thereof, and shall keep the inside of said containers clean and free from build-up of fungus or bacteria or any other type of contaminant that causes odors or facilitates deterioration of the inside or outside of such container.

(E) Residential users shall report to the City, or authorized garbage hauler, any damage to or malfunctioning of containers that limit their usefulness for receipt of waste so that the same

may be returned to the supplier for repair or replacement pursuant to the supplier's warranty covering the same.

(F) Containers lost or missing through no fault of the user thereof shall be replaced by the City without charge, but users shall exercise due care to protect containers against loss through theft or misappropriation.

(G) Containers furnished by the City are issued to specific users by number and are nontransferable. Upon discontinuance of use by a resident, containers shall be returned to the City. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-060.]

#### **4.50.070 Closing of garbage containers required.**

Approved containers shall not be overfilled to the extent that the contents may be spilled during the process of pickup and dumping into the collection vehicle. All green waste materials not deposited for pickup shall be placed in approved containers and shall be tightly closed in such a manner as to prevent offensive odors or flies. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-070.]

#### **4.50.080 Time and place of pickup.**

(A) All household waste and green waste recyclable materials subject to collection by the City shall be placed on the edge of the street next to the driveway on the opposite side of the driveway approach from the mailbox, but in no event within 10 feet of the mailbox, and with the container's wheels as close to the curb as reasonably possible, with the hinge thereof to curbside and the lid opening facing toward the street. When snow or street construction prevents placing of the container against the curb, the container shall be placed not over two feet from the edge of said snow or construction and in a manner that will not obstruct traffic or unduly impede the snowplowing activities of the City.

(B) Containers shall not be placed or permitted to block driveways or through traffic.

(C) Until otherwise provided by regulation, containers must not be set out upon the street for collection prior to the evening of the day before collection and must be set out prior to 6:00 a.m. on the day of collection. Waste containers that have been emptied shall be removed from the street right-of-way within 24 hours after containers are emptied.

(D) It shall be unlawful to park a vehicle upon a public street within the City during the hours of solid waste and recycling service pickup on said street in a manner that interferes with access thereto by the solid waste, green waste, or recyclable materials collection vehicle. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-080.]

#### **4.50.090 Disposal of community waste.**

Green waste may be disposed of by business establishments, and residences that have not signed up for the City's green waste collection services, in vehicles provided by them subject to regulation by the City as to the places of disposal and as to the type of vehicle used to avoid spillage upon public ways of the municipality, hazards to safety, and the prevention of nuisances. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-090.]

#### **4.50.100 Burning of green waste prohibited.**

It shall be unlawful for any person to burn green waste in the open air or in any furnace or stove within the municipality unless expressly allowed by state regulations or county health and burning ordinances. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-010.]

#### **4.50.110 Dumping household, construction, and green waste prohibited.**

It shall be unlawful for any person to place, deposit, or dump household, construction, and green waste upon any lot within the municipality whether such lot is occupied or vacant and whether such person so placing, depositing or dumping such refuse is the owner, tenant, occupant or lessor thereof or has the same under his jurisdiction and control. This section shall not prevent property owners from composting their green waste materials on their property. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-011.]

#### **4.50.120 Limitations upon dumping.**

Dumping green waste recyclable materials shall be permitted only in such places as are designated by the City Council. Dumping shall be subject to such rules and regulations as may be formulated by the City Council. All processible waste generated within the City shall be delivered to the Wasatch Integrated Waste Management District facilities, as said district shall direct. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-012.]

#### **4.50.130 Regulations.**

The City Council may adopt such regulations as, in its opinion, are necessary to implement this chapter and its objectives. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-013.]



# COUNCIL AGENDA

## September 10, 2024

### Agenda Item #9

### Creation of the Post-Project Report Card Policy

#### ***Background***

Utah state law generally requires public agencies to select the "lowest responsible bidder" for public projects. This requirement is part of the state's procurement code, which is designed to ensure that public funds are used efficiently while also ensuring fair competition among contractors.

According to Utah Code Title 63G, Chapter 6a (Utah Procurement Code), public entities must award contracts to the "lowest responsive and responsible bidder". However, being the lowest bidder alone does not guarantee a contract award. The bidder must also be "responsible," meaning they must have the capability, integrity, and reliability to perform the contract requirements.

This means that public agencies in Utah are required to consider both the price and the bidder's ability to fulfill the contract effectively when awarding contracts. If a bidder is deemed not responsible, the agency may choose the next lowest responsible bidder.

If the city were to deem a bidder to be not responsible, it would need substantive reasons to withstand a challenge by the denied bidder. The attached proposed policy is aimed at assisting the city with evaluating bids, as well as provide good communication and feedback to contractors in order to improve performance and efficiency on projects.

#### ***Proposed Policy***

**Purpose:** The Contractor Post-Project Report Card (PPRC) Policy establishes a standardized process for evaluating contractor performance after project completion. Its primary aims are to ensure accountability, enhance service quality, and assist in future contractor selection.

**Scope:** This policy applies to contracts:

- Acquired through competitive bids or RFPs.
- Multi-year service agreements.
- Any contract over \$100,000.

**Responsibilities:**

- **City Manager:** Ensures policy compliance and that the policy meets the objectives of the city.
- **Assistant City Manager:** Manages the evaluation process and selects Evaluation Committee members if multiple departments are involved.
- **Assigned Project Manager:** Leads the evaluation for each project.
- **Department Heads:** Ensures staff follows through with evaluations, may participate in the Evaluation Committee, and selects committee members when only one department is involved.

**Evaluation Criteria:** Contractor performance is assessed on:

- Quality of Work
- Cost Control
- Safety
- Communication and Cooperation
- Compliance with Regulations

Grades are assigned based on a 1 to 5 scale, with overall performance resulting in a letter grade.

**Evaluation Process:** Evaluations are collected, compiled, and reviewed by the Evaluation Committee, leading to a final report card. This report is shared with relevant parties and filed for future reference.

**Impact on Future Contracts:** Report card grades influence future contract awards, with adjustments made to bid prices based on past performance. Poor performance may result in disqualification.

**Appeals:** Contractors can appeal their evaluations within 30 days, with the final decision made by the City Manager.

**Continuous Improvement:** The policy will be updated based on feedback to ensure its effectiveness.

### ***Action Item***

Vote on whether to authorize Administration to create and implement the contractor Post-Project Report Card (PPRC) Policy as outlined.

## RESOLUTION NO. R24-35

### **A RESOLUTION OF THE SYRACUSE CITY COUNCIL AUTHORIZING THE CREATION AND IMPLEMENTATION OF THE CONTRACTOR POST-PROJECT REPORT CARD POLICY.**

WHEREAS, Utah state law requires public agencies to select the "lowest responsible bidder" for public projects under the Utah Procurement Code, considering both the price and the bidder's ability to fulfill the contract effectively; and

WHEREAS, Syracuse City recognizes the need for a standardized process to evaluate contractor performance, ensure accountability, enhance service quality, and assist in future contractor selection; and

WHEREAS, the proposed Contractor Post-Project Report Card (PPRC) Policy aims to establish a consistent and transparent evaluation process for contractors working on city projects, thereby improving project outcomes and the efficient use of public funds; and

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

**Section 1. Authorization.** The City Council hereby authorizes the creation and implementation of the Contractor Post-Project Report Card (PPRC) Policy, which shall apply to:

- Contracts acquired through competitive bids or Requests for Proposals (RFPs).
- Multi-year service agreements.
- Any contract over \$100,000.

**Section 2. Evaluation Process.** Under the PPRC Policy, contractor performance will be assessed on criteria including Quality of Work, Cost Control, Safety, Communication and Cooperation, and Compliance with Regulations. Performance will be graded on a scale of 1 to 5, resulting in an overall letter grade that influences future contract awards.

**Section 3. Responsibilities.** The City Manager shall ensure policy compliance, the Assistant City Manager shall manage the evaluation process, and the Assigned Project Manager will lead evaluations for each project. Department Heads shall ensure staff compliance and may participate in evaluation committees.

**Section 4. Appeals and Continuous Improvement.** Contractors may appeal their evaluations within 30 days, with the final decision made by the City Manager. The policy shall be subject to updates based on feedback to ensure its continued effectiveness.

**Section 5. 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 6. Effective Date.** This resolution shall take effect immediately upon passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 10th DAY OF SEPTEMBER 2024.

SYRACUSE CITY

ATTEST:

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Cassie Z. Brown, City Recorder

By: \_\_\_\_\_  
Dave Maughan, Mayor

## Syracuse City

### Contractor Post-Project Report Card (PPRC) Policy and Procedure

#### 1. Purpose

The purpose of this policy is to establish a standardized process for evaluating the performance of contractors who have completed work for the City. The post-project report card aims to ensure accountability, improve the quality of services provided, and assist in future contractor selection.

#### 2. Scope

This policy applies to all departments within the City that engage contractors for various projects. It outlines the procedures for generating the report card, calculating grades, the criteria to be evaluated, and how the results are to be used by the City. This policy only applies to the following contracts:

- a. Contracts obtained through competitive sealed bids or RFPs according to the City's Purchasing Policy,
- b. Multi-year service contracts, and
- c. Any other contract with a value of greater than \$100,000.

#### 3. Responsibilities

- a. City Manager: Oversees compliance with this policy, ensures the outcomes of the policy meet the operational objectives of the City.
- b. Assistant City Manager: Coordinates with Department Heads and Assigned Project Manager to conduct and record post-project report cards across all departments. Analyzes results of report cards to identify trends and opportunities for improvement in City operations. Selects members of the Evaluation Committee if the project requires staffing from more than one department.
- c. Assigned Project Manager: Serves as the lead for the report card process for each assigned project, ensures compliance with the policy, and compiles final grades. Serves on the Evaluation Committee.
- d. Department Heads: Ensure that relevant staff complete evaluations. May serve on the Evaluation Committee. Selects members of the Evaluation Committee if the project requires staffing from only one department.
- e. Evaluation Committee: The Evaluation Committee consists of staff directly involved in the project. They are responsible for generating and reviewing evaluations of the contractor's performance. The committee must consist of at least two people

involved in the project, plus the assigned Project Manager, unless circumstances make it unfeasible as determined by the Assistant City Manager.

4. Applicability

The Report Card is only applicable to contracts outlined in Section 2 Scope above. For multi-year contracts, a report card will be issued after each year of the contract.

5. Evaluation Criteria

Contractors will be evaluated on the following criteria:

a. Quality of Work

- i. Adherence to specifications and standards
- ii. Workmanship and attention to detail
- iii. Durability and reliability of work completed
- iv. Timeliness and adherence to project schedules
- v. Responsiveness to delays and ability to catch up
- vi. Interruption to utilities resulting in unplanned outages
- vii. Performance Bond, if required is current and meets requirements. Bond status throughout the project remains secure and has not been called for a valid claim on performance.

b. Cost Control

- i. Adherence to budget
- ii. Management of cost overruns and savings
- iii. Payment request or invoice accuracy and processing
- iv. Payments to subcontractors and suppliers
- v. Payment Bond, if required is current and meets required limits. Bond status throughout the project remains secure and has not been called for a valid claim on payment.

c. Safety

- i. Compliance with safety regulations
  - 1. Traffic Safety
  - 2. OSHA Safety
- ii. Incidents and accident handling
- iii. Insurance coverage is current and meets requirements for limits of coverage and additional insured agencies, if necessary.

- d. Communication and Cooperation
  - i. Responsiveness to municipal staff
  - ii. Clarity and frequency of communication
  - iii. Problem-solving and adaptability
  - iv. Project progress meetings
  - v. Decisions that affect time or cost are made in writing and include both the Project Manager and the contractor at a minimum.
- e. Compliance with Regulations
  - i. Agreements are signed by both parties.
  - ii. Adherence to contractual terms
  - iii. Environmental Quality
  - iv. Legal and labor law
  - v. Permit acquisition, compliance, and close-out.
  - vi. License and certifications that may be required by law to do the work are current.

## 6. Evaluation Process

- a. Distribution of Evaluation Forms
  - i. At the completion of a project, the project manager will distribute evaluation forms to all relevant municipal staff who worked directly with the contractor.
  - ii. Forms will include sections for each evaluation criterion, with a rating scale from 1 to 5 (1 being poor and 5 being excellent).
- b. Collection and Compilation of Evaluations
  - i. Staff will complete and return the evaluation forms within one week.
  - ii. The project manager will collect all forms and compile the scores.
- c. Evaluation Committee Review
  - i. The compiled evaluations will be reviewed by the Evaluation Committee.
  - ii. The committee will discuss any discrepancies and ensure a fair and balanced assessment.
- d. Grade Calculation
  - i. Each criterion will be weighted equally unless otherwise specified for particular projects, prior to the project starting.
  - ii. The average score for each criterion will be calculated, and an overall letter grade will be derived by averaging these scores. Point values are as follows:

|   | min | max  |
|---|-----|------|
| A | 4   | 5    |
| B | 3   | 3.99 |
| C | 2   | 2.99 |
| D | 1   | 1.99 |
| E | 0   | 0.99 |

e. Final Report Card Preparation

- i. The project manager will prepare the final report card, summarizing the scores and providing qualitative feedback from the evaluations.
- ii. The report card will be reviewed and approved by the Evaluation Committee before being finalized.

f. Distribution of Report Card

- iii. The final report card will be shared with the contractor, Assistant City Manager, and Department Heads of those departments that had staff involvement in the project.
- iv. A copy of the report card will be filed for future reference and contractor selection processes for 5 years, after which the report card will be destroyed as part of the city's record management procedures.

7. Use of Report Card on Future Projects

- a. When evaluating proposals or bids, the city may use report cards on a contractor for projects performed within the previous 10 years for city building construction projects and 5 years for all other projects/contracts to make the following considerations:

- i. If a project has an overall grade of B, the price on the submitted proposal or bid may be considered to be 5% higher for purposes of considering the lowest responsible bidder.
- ii. If a project has an overall grade of C, the price on the submitted proposal or bid may be considered to be 10% higher for purposes of considering the lowest responsible bidder.
- iii. If a project has an overall grade below a C, the city may consider disqualifying the contractor as not responsible.

- b. If there are more than one past project from a contractor that has received a grade and the grades are different for past projects, then a grade point average will be determined among the past projects:

For example, if a contractor has performed three past projects that scored A, B, and C, the three calculated scores would be averaged. If the calculated scores from each of the past projects were 4.6, 3.3, and 2.8, the average is  $10.7/3 = 3.57$  which would become a B.

8. Appeals Process

Contractors may request a review of their evaluation within 30 days of receiving the report card. The request must be submitted to the assigned Project Manager in writing, detailing the specific points of contention and including any documentation supporting the contractor's arguments. The City Manager will review the documentation submitted and provide a final decision within 30 days of the filed appeal.

9. Continuous Improvement

Feedback from staff and contractors on the evaluation process will be used to improve future project management practices and contractor performance standards. The policy will be reviewed and updated as necessary to ensure its effectiveness and relevance.

10. Effective Date

This policy is effective as of [Effective Date] and will remain in force until amended or rescinded.

11. Approval

Approved by: [Name], [Title]

Date: [Approval Date]



# COUNCIL AGENDA

## September 10, 2024

### Agenda Item #10

### Resolution Amending the Recruitment & Retention Policy Adjusting Wage Benchmark Schedules for City Departments

#### ***Background***

This agenda item is to vote on an amendment to the City's current schedule for benchmarking employee wages against other cities. The proposed adjustment aims to create a more balanced distribution of costs across the two-year cycle, thereby making it easier and more digestible to accommodate in the annual budget.

#### ***Current Benchmarking Schedule***

As it stands, the city conducts wage benchmarking according to the following schedule:

- **Year 1:** Administration, Public Works, and Community & Economic Development (CED)
- **Year 2:** Fire, Police, and Parks & Recreation

The costs associated with these wage adjustments, based on recent data, were as follows:

- **Administration Adjustment:** \$81,262
- **CED Adjustment:** \$79,231
- **Public Works Adjustment:** \$64,363
- **Police Adjustment:** \$377,019
- **Fire Adjustment:** \$682,318
- **Parks & Recreation Adjustment:** \$148,992

#### ***Issue***

Under the current system, Year 2 incurs significantly higher costs due to the benchmarking of Police and Fire department wages, which are the most substantial adjustments. This creates a financial imbalance between the two years:

- **Year 1 Total Cost:** \$224,856
- **Year 2 Total Cost:** \$1,208,329

This uneven distribution of costs presents budgeting challenges and can create financial strain in Year 2, while Year 1 remains relatively light.

### ***Proposed Adjustment***

To address this imbalance, we propose the Council consider the following revised schedule for wage benchmarking:

- **Year 1:** Fire, Administration, and Public Works
- **Year 2:** Police, Parks & Recreation, and CED

Under this new schedule, the costs would be redistributed as follows, using the most recent data:

- **Year 1 Total Cost:** \$827,943
- **Year 2 Total Cost:** \$930,242

In order to make the transition, the upcoming year would include Fire, Administration, Public Works, and CED. The following year would begin the regular schedule to include Police, Parks & Recreation, and CED.

Using the most recent benchmarks as a reference, the upcoming year would be about \$566,000 with the 1-yr adjustment of Fire included (Admin, PW, CED, and Fire). This is about \$642,000 less than this last benchmark we just did. The following year, the estimate would be about \$890,626 (Police, Parks & Rec, CED), which again is \$317,000 less than this last year. From that point forward, the budget impact is expected to be roughly equal each year. Obviously, this can change again if there is another new dynamic in the labor markets.

### ***Benefits of the New Schedule***

The proposed schedule would create a more equitable financial impact each year by similar costs, thereby allowing for more predictable and stable budget planning.

### ***Action Item***

Vote on whether to approve the proposed adjustments to the wage benchmarking schedule in the City's Recruitment and Retention Policy.

## **RESOLUTION NO. R24-36**

### **A RESOLUTION OF THE SYRACUSE CITY COUNCIL AMENDING THE RECRUITMENT & RETENTION POLICY BY ADJUSTING THE WAGE BENCHMARK SCHEDULES FOR CITY DEPARTMENTS.**

WHEREAS, the Syracuse City Staff has reviewed and analyzed the current schedule for benchmarking employee wages against other cities and has recommended adjustments to create a more balanced distribution of costs across the two-year cycle; and

WHEREAS, the City Council desires to adopt the revised wage benchmark schedule to ensure a more predictable and stable budget planning process as recommended by Staff; and

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

Section 1. Amendment. The wage benchmark schedule in the City's Recruitment & Retention Policy is hereby updated and amended to redistribute the benchmarking schedule as follows:

- Year 1: Fire, Administration, and Public Works
- Year 2: Police, Parks & Recreation, and Community & Economic Development (CED)

Section 2. Implementation. The upcoming year shall include benchmarking for Fire, Administration, Public Works, and CED, followed by the revised schedule as outlined. This adjustment is expected to result in a more equitable financial impact each year, aiding in the predictability and stability of the City's budget planning.

Section 3. 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 4. Effective Date. The effective date of these changes shall be immediate upon passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 10th DAY OF SEPTEMBER 2024.

SYRACUSE CITY

ATTEST:

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

By:\_\_\_\_\_

Dave Maughan, Mayor



## RECRUITMENT & RETENTION POLICY

### 1) PURPOSE

- A. The purpose of this policy is to establish a planned approach to ensure that Syracuse City attracts the best talent possible, and motivates and retains that talent for the overall benefit of the citizens.
- B. It is essential that Syracuse City recruits and retains the best talent possible to ensure the most efficient use of City resources. Excessive turnover and any lack of direction provided by City leadership will produce inefficiencies that waste City resources, and will degrade the quality of service provided to the citizenry.

### 2) COMPONENTS OF THE POLICY

#### A. Leadership & Responsibility

##### Executive/Administration

As the Executive/Administrative branch of Syracuse City, the leadership and responsibility for creating an environment that breeds productive, dedicated, and engaged employees lies primarily with the City Manager, and ultimately with the Mayor, with the support of the department heads and the City Council.

##### City Council

The City Council will be tasked with reviewing programs and policies proposed by the City Manager and/or Mayor, and adopting policies that align with the purpose of this policy.

##### Employees

Employees are responsible for bringing a positive, constructive approach to the workplace. Issues affecting recruitment and retention are to be addressed by employees in a professional and constructive manner.

## **B. Employee Compensation Policy**

It is the general policy of Syracuse City that it will compensate its employees on a merit-based system in a manner that is competitive with the market, for wages and benefits. Overcompensating does not ensure the best service and undercompensating erodes the City's ability to attract and retain quality employees.

## **C. Administration of the Policy**

### **1. Comparison Market**

#### **(a) Benchmarking of Comparison Entities**

##### **(i) Wage scales for all positions will be benchmarked against the following core cities:**

1. Roy
2. Clinton
3. Clearfield
4. Layton
5. Kaysville
6. Farmington
7. West Point

##### **(ii) In addition to the core cities, the following cities/entities will be benchmarked in these respective departments:**

1. Public Works: Maintenance Workers, Crew Leaders, and Superintendents
  - a. North Davis Sewer District
  - b. Central Davis Sewer District
  - c. Weber Basin Water Conservancy District
  - d. Davis & Weber Canal Company
  - e. Roy Water District
2. Fire Department
  - a. North Davis Fire District

- b. South Davis Metro Fire District
- c. Weber Fire District
- d. North View Fire District

(iii) Subject to consent by the City Council, a city/entity that is not included in the core lists above may be added to the benchmark list for any given position if all of the following parameters are met:

- 1. The population, customers served, number of employees, or size of service area are similar (within 30%) to that of Syracuse City.
- 2. The job duties and/or level of responsibility of the comparable position is arguably the same or more similar to Syracuse City than a city/entity in the core list.
- 3. The comparable city/entity is located within either Davis or Weber counties.

(iv) Subject to consent by the City Council, a benchmark city/entity may be removed from the core lists above if any of the following parameters are met:

- 1. The job duties and/or level of responsibility of the comparable position is substantially different than the same position in Syracuse City.
- 2. The wage scale data published by the city/entity is older than 6 months, and more updated numbers cannot be obtained.
- 3. The wage scale data published by the city/entity differs from their advertised job announcements without a reasonable explanation.

(b) Gathering Benchmark Data from Comparison Cities/Entities

- (i) The wage benchmarking process will happen once per year, typically in February, and in preparation for the annual budget.
- (ii) The City will primarily rely on the Technet system, or other similar cooperative data sharing platform to gather wages scales from other cities and entities. At the discretion of the City Council, a third-party contractor may be used to gather the data instead of Technet.
- (iii) The benchmarking data for each position will be verified with the official wage scales of each city. City administration will check for errors, inconsistencies, or other flaws. City administration will make any necessary corrections, and conduct any additional research needed to ensure the integrity of the data.

(c) Periodic Market Adjustments

- (i) Every two years, the wage scales for each department will be reviewed and adjusted to comply with the policy's level of compensation outlined below. This process will occur during the annual preparation of the budget, with associated wage adjustments becoming effective the first pay period of July. Wages will be adjusted commensurate with the wage scale, unless otherwise determined by the City Council. Where possible, these reviews should coincide with the regularly scheduled in-depth review of each department's operations conducted by the City Council.
- (ii) The departments will receive their wage scale review in the following order:
  - 1. Year 1: Public Works, Admin Services, Courts/Records, Fire
  - 2. Year 2: Police, Parks & Recreation, CED

## 2. Level of Compensation

### (a) Setting Wage Scales

- (i) Coinciding with the Periodic Market Adjustments for each department, the wage scales for each position will be set at the average of the top three cities/entities, however each position's wage scale will be at least 10% higher than the position below.
- (ii) At any time, the City Council may adjust a position's wage scales to be different than the policy standard above to address competitiveness and labor market issues.

### (b) Career Progression

- (i) Advancements: An Advancement is defined as an extra pay increase that recognizes an employee's improved skill, knowledge, or capability. Some advancements also include a change in title to a higher position in the wage scale, but typically does not include a significant increase in the employee's responsibilities or supervisory duties (e.g. Maintenance Worker 1 to a Maintenance Worker 2). Frontline (non-supervisory) employees who meet the requirements for an advancement established in each department will receive an automatic 5% wage increase. Employees that also move to a higher titled position will receive at least the minimum of the wage scale of the new position. Each employee in a frontline position is eligible for a maximum of two advancements, if the position allows.
- (ii) Promotions are defined as a movement to a higher position that significantly increases the employee's responsibilities and/or supervisory duties. An employee who is promoted will receive an increase to the minimum wage of the entering wage scale, but at least a 10% increase.

(c) Annual Merit Increases

(i) Syracuse City has adopted a “pay for performance” ethic, and therefore does not use programmed step increases or cost of living increases based on time of service. A merit-based system is created to encourage continuous improvement of employees, for the overall benefit of the City. Commensurate with employee performance and improvement, the City Manager will administer a system that provides a path for employees to progress through the salary and wage scale for each position

(ii) In order to determine the budgeted amount for merit increases, the Council will:

(a) Calculate the moving average of wage increases for the last 3 years of benchmark cities/companies; and

(iii) If the calculated average wage increase of benchmark cities in a given year is greater than 150% of the average of the previous two years, the Council will discuss the situation to determine if a special adjustment can be approved in order to stay competitive with a rapidly changing market. Each department will be allotted a proportional share of the budgeted merit increase dollars based on the following formula:

Dept Share of Budgeted Merit Increase Dollars= (Average merit increase approved by the City Council) X Total payroll of the department

Note: Department heads will be considered a separate pool for these purposes.

(iv) For each department, the average evaluation score will be calculated. The average score will be targeted to receive the average merit increase. Scores above the average evaluation will be provided a higher merit increase, and scores below the average will be provided a lower merit increase. Nevertheless, in no case shall the highest merit increase be higher than 50% above the average, unless approved by the City Council. Any score below a 3 will not be eligible for a merit increase. Employees who were hired within the evaluation year will receive a pro-rated merit increase based on the number of months of service, as outlined in the City’s employee policy manual.

3. Competitive Benefits Policy

(b) Every four years, the City’s benefits package will be reviewed with the City Council to determine if adjustments need to be made.

(c) Methodology: Benefit levels will be comparable with the benchmark cities/entities. In addition, the City will evaluate the feasibility of other benefits that may set the City apart from the others for recruitment and retention purposes.

4. Reviewing Effectiveness of the Policy

- (b) Every two years, the City will conduct an internal survey of employees for the purpose of gathering input on the City's recruitment and retention efforts.
- (c) Every four years, the City Council and Administration will conduct a comprehensive review of this policy to evaluate its effectiveness in achieving its purpose.

5. Communication of the Policy

- (b) The Administration will produce materials and information that outlines the predictable and stable nature of career progression outlined in this policy in a way that employees will be able to reasonably understand and envision a future with the City.
- (c) The Administration will produce materials and information for employees that clearly outlines the level of compensation outlined in this policy.
- (d) The City will utilize the following venues and outlets for communication of the policy:
  - (iv) Written material during the on-boarding process.
  - (v) Electronic information accessible to the employee through intranet or similar means.
  - (vi) Periodic presentation of the policy in all-employee meetings or open enrollment meetings.
  - (vii) Written and electronic material available to potential candidates through the website or other similar means.