

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

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

Public Works Director Whiteley reviewed his staff memo and explained that the Syracuse reservoir was put into service on July 27, 2024. The reservoir was built to have a total of eight pumps and there are currently two pumps installed. 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 a few months to receive the pumps. Funding for the pumps is eligible to come out of the impact fees budget.

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

Discuss Halloween branding for Syracuse City

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

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

Discuss proposal to create "Post-Project Report Card Policy"

A staff memo from Administration explained 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 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.

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

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

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

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

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

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

The meeting adjourned at 8:11 p.m.

Dave Maughan
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: September 10, 2024