



SYRACUSE CITY

Syracuse City Council Work Session Agenda

September 23, 2025 – 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: 850 3705 2284

Streamed on Syracuse City [YouTube Channel](#)

- a. Meeting called to order.
- b. 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 23, 2025. Comments submitted by the deadline will be read for the record of the meeting.)*
- c. Planning items:
 1. Continued discussion – proposed amendments to Syracuse Municipal Code Section 6.10 relating to property maintenance regulations, continued from the September 9, 2025 City Council meeting. (10 min.)
- d. Budget items:
 1. Discuss budget status for Fiscal Year (FY) ending June 30, 2025. (10 min.)
 2. Discuss proposed budget amendments for the Fiscal Year (FY) ending June 30, 2026. (10 min.)
- e. Discussion regarding possible amendments to Syracuse Municipal Code pertaining to the availability of cemetery plots. (10 min.)
- f. Consideration of proposed Legal Defender Agreement for Syracuse City Justice Court. (10 min.)
- g. Discussion regarding opportunities for increasing public involvement/volunteerism in City sponsored community service projects. (20 min.)
- h. Discussion regarding purpose of “Mayor/Council Announcements” agenda item listed on City Council business meeting agendas. (10 min.)
- i. Review Syracuse City Rules of Order and Procedure to Govern Public Meetings of the Legislative Body and Roberts Rules of Order pertaining to maintaining meeting decorum. (10 min.)
- j. Adjourn.

~~~~~

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 18<sup>th</sup> day of September 2025 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 18, 2025.

CASSIE Z. BROWN, MMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

September 23, 2025

Agenda item "c.1"

## Proposed Amendment to Chapter 6.10 Property Maintenance Regulations

### Summary

New commercial buildings are required to install landscaping when the building is constructed. City ordinance requires minimum percentage of landscaping depending on the zone. The GC zone requires 15% landscaping and the ID zone requires 10% for example. A landscape plan is required to be designed by an engineer or landscape architect and submitted with the project's site plan. Planning Commission is the land use authority for site plans. Once a project is completed, the ongoing maintenance of the property falls on the property owner and/or tenants depending on the lease arrangements.

### Applicable Ordinances

Chapter 6 in the Syracuse Municipal Ordinance concerning property maintenance says that weeds/grasses are required to be cut down to six inches. It also says that property owners are required to remove dead trees that are a hazard to public or private property. The city can abate only for those two reasons.

*6.10.030 Weed control. - (A) Premises. It is unlawful for any owner, occupant, agent, and/or lessee of real property in the City to fail to maintain the height of weeds and grasses, in the manner provided herein, on such property, or to fail to remove from the property any cuttings from such weeds or grasses. (C) Weed Control Specifications. (1) Except as otherwise provided in subsection (C)(2) of this section, weeds and grasses shall be maintained at a height of not more than six inches at all times,*

*6.10.060 Dead or diseased trees located on private property. - It shall be unlawful for the owner or occupant of any real property to keep dead or diseased trees that constitute a hazard to public or adjacent private property*

Chapter 10 includes many requirements about how landscaping needs to be installed upon completion of a new project. It says that improvements shall be maintained in a neat and attractive manner. Unfortunately, 'neat and attractive' is a bit of a subjective statement that is difficult to enforce.

*10.20.090 Site plan review. (2) All improvements shown on the approved site plan or amended site plan shall be maintained in a neat and attractive manner.*

The ordinance does not reference bark mulch replenishing, green grass, planting flowers, sprucing up, or making things look nice in general.

### Consolidated Fee Schedule

The code enforcement fine section of the consolidated fee schedule includes a \$100 noncompliance fee of \$100 per incident. It also allows for charging abatement contractor costs along with an additional administrative fee.

### Goals of Discussion

Review proposed ordinance amendment and decide if proposal would accomplish desired goals.

### History

City Council reviewed this item during their work meeting on July 22. They instructed staff to provide a recommended ordinance amendment that would strengthen the city's ability to hold the property owners to a higher standard of maintenance. The attached proposed amendment was discussed on 8/26/25. The proposed amendment was then forwarded to the 9/9/25 meeting where it was tabled.

### Attachments

-Recommended ordinance amendments

**ORDINANCE 25-XX**  
**AN ORDINANCE AMENDING SYRACUSE MUNICIPAL CODE SECTION 6.10 RELATING TO**  
**PROPERTY MAINTENANCE REGULATIONS**

**WHEREAS**, the City Council, finds that properties that are well kept and maintained preserves the health, safety, and welfare of residents ;

**WHEREAS**, the City Council, finds that the proposed amendments are appropriate and in the best interest of the City;

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

**Section 1.** Syracuse Municipal Code 6.10 is hereby amended to read as follows.

**Section 2.** Severability: If any section, part or provision of this Ordinance is held invalid or unenforceable, such invalidity of unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

**Section 3.** This Ordinance shall become effective 10 days after adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS  
9TH DAY OF SEPTEMBER, 2025.**

---

CASSIE Z. BROWN  
City Recorder

---

DAVE MAUGHAN  
Mayor

Voting by the Council:

AYE

NAY

Councilmember Carver

---

---

Councilmember Cragun

---

---

Councilmember Robertson

---

---

Councilmember Savage

---

---

Councilmember Watson

---

---

# Chapter 6.10

## PROPERTY MAINTENANCE REGULATIONS

Sections:

[6.10.010 Property maintenance responsibilities – Sidewalks and park strips.](#)

[6.10.020 Waste materials or junk prohibited on premises.](#)

[6.10.030 Weed control.](#)

[6.10.040 Noxious weeds.](#)

[6.10.050 Vegetation interfering with public ways or property.](#)

[6.10.060 Dead or diseased trees located on private property.](#)

[6.10.070 Empty buildings to be kept secured.](#)

[6.10.080 Inspectors authorized to enforce chapter.](#)

[6.10.090 Penalties and remedies for violations.](#)

### 6.10.010 Property maintenance responsibilities – Sidewalks and park strips.

(A) It shall be the duty of the owner, agent, occupant, and/or lessee of real property to keep their exterior property free of conditions which violate the provisions of this chapter.

(B) It shall be the duty of the owner, agent, occupant, and/or lessee of real property abutting and bordering on any public street in the City to keep the area between their property line and the curb or edge of the roadway free of conditions which violate the provisions of this chapter. Such area shall include sidewalks, park strips between streets and sidewalks, or other adjacent landscaped or open areas within a dedicated public right-of-way. [Ord. 10-09 § 1 (Exh. A); Ord. 10-06 § 1 (Exh. A); Code 1971 § 6-2-1.]

### 6.10.020 Waste materials or junk prohibited on premises.

(A) Prohibition. It is unlawful for any owner, occupant, agent, and/or lessee of real property within the City to allow, cause, or permit the following material or objects to be in or upon any yard, garden, lawn, or outdoor premises of such property:

- (1) Junk or salvage material;
- (2) Litter;
- (3) Any abandoned vehicle or inoperable vehicle.

(B) Exceptions. The prohibition in subsection (A) of this section shall not apply to:

- (1) Materials or objects used, kept, or maintained in connection with a business enterprise lawfully situated and licensed for the same and operating in conformance with the land use code or other provisions of this code; or
- (2) The outdoor storage of no more than one vehicle at a residence, as described in the definition of “Junk yard” in

(C) Prohibition on Park Strips, Sidewalks, Etc. It is unlawful for any owner, occupant, agent, and/or lessee of real property abutting and bordering on any public street in the City, for the distance such real property abuts and borders such street, to allow, cause, or permit litter, or junk or salvage material, to be in or upon the area from the property line to the curb line of the street or edge of the roadway. [Ord. 10-09 § 1 (Exh. A); Ord. 10-06 § 1 (Exh. A); Code 1971 § 6-2-2.]

## **6.10.030 Weed control.**

(A) Premises. It is unlawful for any owner, occupant, agent, and/or lessee of real property in the City to fail to maintain the height of weeds and grasses, in the manner provided herein, on such property, or to fail to remove from the property any cuttings from such weeds or grasses.

(B) Park Strips. It is unlawful for any owner, occupant, agent, and/or lessee of real property in the City abutting and bordering on any public street, for the distance such property abuts and borders the street, to fail to maintain the height of the weeds and grasses, in the manner provided herein, in the area from the property line to curb line of the street, or to fail to remove from such area any cuttings from such weeds or grasses.

(C) Weed Control Specifications.

(1) Except as otherwise provided in subsection (C)(2) of this section, weeds and grasses shall be maintained at a height of not more than six inches at all times, and the cuttings shall be promptly cleared and removed from the premises; provided, however, that this subsection shall not be applicable to any ornamental grass so long as it is used and maintained solely, or in combination with any other ornamental grass or grasses, as a supplement to an overall landscaping plan.

(2) Weeds and grasses shall be maintained at a height of not more than 12 inches at all times on any of the following properties, and the cuttings shall be promptly cleared and removed from the premises:

(a) Ditches, ditch rights-of-way, or railroad rights-of-way; and

(b) Undeveloped property or vacant lots with no buildings or structures located thereon.

(3) Weeds which are eradicated by chemicals must be done so before their height exceeds the height limits provided herein, or they must be cut at a level not exceeding such height limits.

(4) Weeds which are roto-tilled or removed by the root must be buried under the soil or removed from the property.

(5) When, in the opinion of the Fire Chief, or any Assistant Fire Chief, the large size or terrain of property makes the cutting of all weeds or grasses impractical, the Fire Chief, or any Assistant Fire Chief, may, by written order, allow and limit the required cutting of weeds and grasses to a firebreak of not less than 15 feet in width cut around the complete perimeter of the property and around any structures existing upon the property, unless the Fire Chief, or Assistant Fire Chief, determines that a firebreak of a lesser width will provide adequate protection against fire spread at the particular location.

(6) The Fire Chief may from time to time exempt from, or limit, in whole or in part, the required cutting of weeds and grasses for property established and maintained as a nature park or wetland mitigation area, if the Fire Chief, or Assistant Fire Chief, determines that such limitation or exemption will not present a potential fire hazard to adjacent properties. [Ord. 10-09 § 1 (Exh. A); Ord. 10-06 § 1 (Exh. A); Code 1971 § 6-2-3.]

#### **6.10.040 Noxious weeds.**

It shall be unlawful for the owner or occupant of any real property to allow to grow on such property any noxious weeds or other noxious vegetable growth determined by the county health department to be especially injurious to public health, crops, livestock, land, or other property. [Ord. 10-09 § 1 (Exh. A); Ord. 10-06 § 1 (Exh. A); Code 1971 § 6-2-4.]

#### **6.10.050 Vegetation interfering with public ways or property.**

It shall be unlawful for the owner or occupant of any real property to allow vegetation on the owner's or occupant's real property to grow to such an extent or in such a manner that, because of its proximity to public property or a public right-of-way, it interferes with the safe or lawful use of public property or the public right-of-way, or obstructs the vision of any posted uniform traffic control device. [Ord. 10-09 § 1 (Exh. A); Ord. 10-06 § 1 (Exh. A); Code 1971 § 6-2-5.]

#### **6.10.060 Dead or diseased trees located on private property.**

It shall be unlawful for the owner or occupant of any real property to keep dead or diseased trees that constitute a hazard to public or adjacent private property. Trees shall be considered dead once natural growth has ceased in more than 50 percent or more of the tree crown. Diseased trees shall be identified by a professional arborist to establish the hazard potential based on the disease found. Dead portions may be removed so long as the removal does not inhibit the structural integrity of the tree; otherwise, the entire tree shall be removed. Hazard areas constituted within this section shall include public rights-of-way, private or public buildings, occupied spaces such as parks or private play areas, and parking locations. [Ord. 10-09 § 1 (Exh. A); Code 1971 § 6-2-6.]

#### **6.10.065 Commercial, Office, and Industrial Property Maintenance**

It shall be unlawful for the owner or occupant of any real commercial, office, or industrial property to not maintain all elements of the the site plan as approved by Planning Commission, minus normal wear and tear. Maintenance includes replacing dead or dying vegetation with the same or equal plant as originally installed. Maintenance also includes mowing, watering, treating, fertilizing, edging, pruning, trimming, and/or dead heading all grass, flowers, trees, shrubs, and/or hedges. Maintenance also includes continued up-keep of all site plan elements as originally installed, including but not limited to wood or rock mulch, weed barrier, pavers, walls, sidewalks, railings, planters, driveways, parking lots, signage, and/or exterior lighting. Maintenance also includes continued up-keep of all architectural site plan elements as originally installed, including but not limited to awnings, paint, windows, trim elements, roofing, siding, masonry, light fixtures, and/or exterior cladding. No element of an approved site plan shall be changed or modified without first obtaining approval of an amended site plan as provided in 10.20.090 (K).



## 6.10.070 Empty buildings to be kept secured.

It shall be unlawful for the owners or agents or persons in charge of unoccupied buildings or structures within the City to fail to keep such buildings and structures closed and securely locked or otherwise secured against entry. [Ord. 10-09 § 1 (Exh. A); Ord. 10-06 § 1 (Exh. A); Code 1971 § 6-2-7.]

## 6.10.080 Inspectors authorized to enforce chapter.

(A) The City shall employ Inspectors who are authorized to enforce the provisions of this chapter.

(B) Powers and Duties.

(1) An Inspector is authorized and directed to inspect and examine real property situated within the City for the purpose of determining whether a property maintenance violation exists.

(2) All matters involving health shall be pursued in coordination with the county health department. All matters involving weeds or other fire hazards shall be pursued in coordination with the Fire Department. All matters involving the boarding of dangerous buildings shall be pursued in coordination with the Building Official. All matters involving the lawful use of land under the land use code shall be pursued in coordination with the Community Development Director, or the Director's designee.

(3) The City Manager or designee may assign primary responsibility in those areas of overlapping jurisdiction. [Ord. 24-28 § 1; Ord. 10-09 § 1 (Exh. A); Ord. 10-06 § 1 (Exh. A); Code 1971 § 6-2-8.]

## 6.10.090 Penalties and remedies for violations.

(A) Misdemeanor. ~~Owners, agents, occupants, and/or lessees who fail to pay civil penalties according to established time frame(s) and/or prohibit the abatement after the notice period shall be cited a Class B misdemeanor and upon conviction shall be punished according to law.~~

**It shall be unlawful for any person to fail to timely pay civil penalties imposed by this Chapter or to interfere with or prohibit abatement undertaken pursuant to the Title.**

(B) City Abatement and Associated Penalties. Litter or other unlawful accumulations or conditions not removed from private property, or adjacent sidewalks, park strips, or other adjacent areas for which the person is responsible under the provisions of this chapter, may be removed by the City pursuant to Chapter [6.15](#) SMC, with costs and expenses for such cleaning or removal, administrative fees and civil penalties to be assessed in accordance with the provisions of such chapter and the Syracuse City consolidated fee schedule.

(C) Civil Penalties. Owners, agents, occupants, and/or lessees who fail to correct a violation of the provisions of this chapter after notice of violation and expiration of the warning period shall be subject to the following civil penalties:

(1) The first civil citation issued after expiration of the warning period shall subject the responsible party to the initial penalty of \$125.00.

(2) The second civil citation issued after expiration of the warning period and the prior imposition of the initial penalty shall subject the responsible party to the intermediate penalty of \$250.00.

(3) Any subsequent civil citation issued after expiration of the warning period and the prior imposition of the intermediate penalty, or any recurring violation of this code, shall subject the responsible party to the maximum penalty of \$500.00.

(D) Other Remedies. This chapter may also be enforced by injunction, mandamus, judicial abatement, or any other appropriate action in law or equity.

(E) Daily Violations. Each day that any violation of this chapter continues shall be considered a separate offense for the purposes of the penalties and remedies available to the City.

(F) Compliance. Accumulation of penalties for violations, but not the obligation for payment of penalties already accrued, shall stop on correction of the violation.

(G) Cumulative. Any one, all, or any combination of the foregoing penalties and remedies may be used to enforce the provisions of this title. [Ord. 10-09 § 1 (Exh. A); Ord. 10-06 § 1 (Exh. A); Code 1971 § 6-2-9.]

(H – Option 1) No civil penalty shall exceed \$500 unless approved by the City Council.

(H – Option 2) No civil penalty shall exceed \$3000.00.



# COUNCIL AGENDA

September 23, 2025

Agenda Item “d.1”      Discuss budget status for Fiscal Year ending June 30, 2025.

## ***Factual Summation***

- Any questions about this agenda item may be directed at Assistant City Manager, Stephen Marshall.

## ***Background***

- As the council requested, we are providing a financial summary of the 2025 fiscal year, which ran from July 2024 to June 2025.
- **General Fund – Fiscal Year 2025**
  - Budgeted a deficit of \$1,094,000
  - Actual projected deficit of \$350,000
  - Difference of \$744,000 to the positive
- **General Fund Balance Reserve**
  - A city’s general fund balance must be between 5% - 35% of city’s fund projected revenue.
  - Our fund balance on June 30, 2024, was 37.2% or \$10,011,135.
  - Our projected fund balance on June 30, 2025, is \$8,581,000 or 30.7%
  - Each percentage of fund balance is approximately \$279,500.
  - The \$350,000 deficit decreased our fund balance approximately 1.25%
  - Most of the decrease came from spending our Class C Road funds down from \$3,185,608 to \$1,214,706 or a 7% decrease. This was a planned spenddown of money for capital project improvements.
- **General Fund Budget – Fiscal Year 2026**
  - Budgeted a \$523,875 budget deficit
  - This would reduce our fund balance reserve by 1.9% for a net total of 28.8%.
  - Based on previous years, we have been able to save \$500,000 to \$1,000,000.

## ***Discussion Goals***

The following items outline the goals of this discussion:

1. Review fiscal year 2025 budget summary with city council.



# COUNCIL AGENDA

September 23, 2025

Agenda Item “d.2”      Discuss budget opening for Fiscal Year ending June 30, 2026.

## ***Factual Summation***

- Any questions about this agenda item may be directed at Assistant City Manager Stephen Marshall.

Please review the following attachments:

- a. FY2026 Budget Adjustments PDF.
- b. Capital Projects Revised project list.
- c. Capital Project Original project list.
- d. Vehicle and capital listing – capital project fund.

## ***Background***

- Please review the detailed **capital projects** listing attached with this document for recommended changes. In this budget opening, we are carryover of projects from prior year that weren't completed and updates to approved projects as follows:

- Carryover – 500 West Widening - \$1,220,500
- Carryover – Additional pumps at new secondary reservoir - \$500,000
- Carryover – New Secondary Reservoir land purchase - \$670,000
- Carryover – Park Maintenance Facility equipment - \$270,610
- Carryover – BMX Course land acquisition - \$1,065,000
- Carryover – Fremont Park Pavilion and restroom - \$110,000
- Carryover – 700 South overlay - \$400,000
- Carryover – 700 South 4000 West roundabout - \$1,200,000
- Carryover – 3000 West Round improvements - \$450,000
- Carryover – 2500 West and SR-193 intersection - \$1,100,000
- Carryover – Kristalyn Gardens - \$1,113,400
- New – 3000 West waterline replacement - \$423,000
- Carryover – 4000 West safety sidewalk - \$235,550
- Carryover – Storm Drain Impr public works / SAA - \$107,000

- Carryover – HAFB 2MG Tank Emergency Overflow - \$60,000
  - Carryover – Roundabout realignment on 3000 west - \$285,000
  - Carryover – Trail connection to new SAA school - \$69,000
  - Carryover – WDC Betterment Project - \$800,000
  - Carryover – Precast concrete wall at public works - \$128,000
  - Revision – 2026 surface treatments - \$429,000
  - Revision – West Branch Irrigation Feed - \$530,000
  - Revision – 3300 West closure - \$727,000
  - Carryover – Antelope Drive Trail Phase 2 - \$192,700
  - Revision – 2026 Utility Project Bluff Drive - \$2,370,000
  - Carryover – Gas line at Jensen visitor - \$68,000
  - Carryover – Founders Park booster pump - \$120,500
  - Carryover – Regional Park Phase 1 Const. and Eng. - \$8,177,500
- Changes to **operational budgets**:

**General Fund – major changes**

- \$36,636 – Remove VAWA Grant and Expense
- \$9,000 and \$7,500 – sale of stage and stage rental

**All Other Funds – Significant Changes**

- Park Maint. Fund - \$90,000 – purchase of dump truck
- Transportation Impact Fund - \$1,510,000 impact fee for Costco
- Secondary Water impact Fee Plan Updates – 25k each.
- Storm water fund – New storm water fine and training \$5,000
- Sewer Fund – Updated revenues and expense with \$2.50 NDSD increase or \$315,000.
- Garbage fund – separated recycling revenue from waste revenue to be able to track program revenues and expenses.
- IT Fund – Capital Projects carryover - \$50,265
- CDA Fund – added budget for design and installation of artwork at 3000 west roundabout - \$500,000
- RDA Fund – added 30k to budget to design 1000 west realignment.
- Capital Projects Fund – purchase of backup fire apparatus – 40k.

***Discussion Goals***

The following items outline the goals of this discussion:

1. Evaluate capital project listing and timing of projects
2. Review operational budget changes.
3. Place on October 14<sup>th</sup> business meeting for action with any suggest changes from council discussion.

# Syracuse City

## FY2026 October Budget Opening



|                                                                       | Original Budget  | Amended Budget | Increase / (Decrease) |
|-----------------------------------------------------------------------|------------------|----------------|-----------------------|
| <b>General Fund:</b>                                                  |                  |                |                       |
| <u>REVENUE ADJUSTMENTS:</u>                                           |                  |                |                       |
| Victim Advocate Grant<br>(Did not receive VAWA Grant)                 | 106,365.00       | 74,400.00      | (31,965.00)           |
| Sale of Capital Assets<br>(Sale of Stage)                             | -                | 9,000.00       | 9,000.00              |
|                                                                       |                  |                | <u>(22,965.00)</u>    |
| <u>EXPENDITURE ADJUSTMENTS:</u>                                       |                  |                |                       |
| <b>Victim Services</b>                                                |                  |                |                       |
| Salary, Wages, & Benefits                                             | 142,289.00       | 108,674.00     | (33,615.00)           |
| Travel and Training                                                   | 1,355.00         | 675.00         | (680.00)              |
| Office Supplies                                                       | 2,360.00         | 660.00         | (1,700.00)            |
| Communications<br>(Did not receive VAWA Grant)                        | 1,181.00         | 540.00         | (641.00)              |
| <b>Administration</b>                                                 |                  |                |                       |
| Insurance                                                             | 366,271.00       | 372,000.00     | 5,729.00              |
| <b>Parks &amp; Recreation</b>                                         |                  |                |                       |
| Special Dept Materials and Supplies<br>(Stage Rental - Heritage Days) | 23,300.00        | 30,800.00      | 7,500.00              |
|                                                                       | Revenue          | Expenses       |                       |
| General Fund net change                                               | (22,965.00)      | (23,407.00)    | 442.00                |
| Beginning fund shortage                                               |                  |                | (523,875.00)          |
|                                                                       |                  |                | <u>(523,433.00)</u>   |
| Overall fund surplus to be added to fund balance                      |                  |                | (523,433.00)          |
| <b>Estimated Ending Fund Balance</b>                                  | <b>5,932,757</b> |                |                       |

## RAP Tax Fund

|                                                                       |                   |              |                     |
|-----------------------------------------------------------------------|-------------------|--------------|---------------------|
| <u>EXPENSE ADJUSTMENTS:</u>                                           |                   |              |                     |
| Capital Outlay<br>(Various Carryover projects - see park 5 year plan) | 525,000.00        | 635,000.00   | (110,000.00)        |
|                                                                       |                   |              | <u>(110,000.00)</u> |
|                                                                       | Revenue           | Expenses     |                     |
| RAP Fund net change                                                   | -                 | (110,000.00) | (110,000.00)        |
| Beginning fund shortage                                               |                   |              | (116,845.00)        |
|                                                                       |                   |              | <u>(226,845.00)</u> |
| Overall Change                                                        |                   |              | (226,845.00)        |
| <b>Estimated Ending Fund Balance</b>                                  | <b>521,306.00</b> |              |                     |

## Parks Impact Fee Fund

### EXPENSE ADJUSTMENTS:

|                                                     |                    |                 |                 |
|-----------------------------------------------------|--------------------|-----------------|-----------------|
| Capital Outlay                                      | 12,772,000.00      | 10,854,110.00   | 1,917,890.00    |
| (Various Carryover projects - see park 5 year plan) |                    |                 | 1,917,890.00    |
|                                                     |                    |                 |                 |
|                                                     | <u>Revenue</u>     | <u>Expenses</u> |                 |
| PIF Fund net change                                 | -                  | 1,917,890.00    | 1,917,890.00    |
| Beginning fund shortage                             |                    |                 | (11,837,000.00) |
|                                                     |                    |                 |                 |
| Overall Change                                      |                    |                 | (9,919,110.00)  |
| <b>Estimated Ending Fund Balance</b>                | <b>(4,182,364)</b> |                 |                 |

## Public Safety Impact Fee Fund

### EXPENSE ADJUSTMENTS:

|                                      |                |                 |                |
|--------------------------------------|----------------|-----------------|----------------|
| Capital Outlay                       | -              | 1,475,000.00    | (1,475,000.00) |
|                                      |                |                 | (1,475,000.00) |
|                                      |                |                 |                |
|                                      | <u>Revenue</u> | <u>Expenses</u> |                |
| PIF Fund net change                  | -              | (1,475,000.00)  | (1,475,000.00) |
| Beginning fund shortage              |                |                 | (179,800.00)   |
|                                      |                |                 |                |
| Overall Change                       |                |                 | (1,654,800.00) |
| <b>Estimated Ending Fund Balance</b> | <b>144,305</b> |                 |                |

## Parks Maintenance Fund

### EXPENSE ADJUSTMENTS:

|                                                                    |                |                 |              |
|--------------------------------------------------------------------|----------------|-----------------|--------------|
| Capital Outlay                                                     | 569,200.00     | 744,200.00      | (175,000.00) |
| (Various Carryover projects - see park 5 year plan and dump truck) |                |                 | (175,000.00) |
|                                                                    |                |                 |              |
|                                                                    | <u>Revenue</u> | <u>Expenses</u> |              |
| PMF Fund net change                                                | -              | (175,000.00)    | (175,000.00) |
| Beginning fund shortage                                            |                |                 | (317,235.00) |
|                                                                    |                |                 |              |
| Overall Change                                                     |                |                 | (492,235.00) |
| <b>Estimated Ending Fund Balance</b>                               | <b>82,287</b>  |                 |              |

## Transportation Fund

### EXPENDITURE ADJUSTMENTS:

|                                                     |                |                 |                |
|-----------------------------------------------------|----------------|-----------------|----------------|
| Capital Projects                                    | 2,350,000.00   | 3,463,750.00    | 1,113,750.00   |
| (Various Carryover projects - see park 5 year plan) |                |                 | 1,113,750.00   |
|                                                     |                |                 |                |
|                                                     | <u>Revenue</u> | <u>Expenses</u> |                |
| Trans. Fund net change                              | -              | 1,113,750.00    | (1,113,750.00) |
| Beginning fund overage                              |                |                 | 24,536.00      |
|                                                     |                |                 |                |
| Overall Change                                      |                |                 | (1,089,214.00) |
| <b>Estimated Ending Fund Balance</b>                | <b>125,492</b> |                 |                |

## Transportation Impact Fee Fund

### REVENUE ADJUSTMENTS:

|                           |            |              |                     |
|---------------------------|------------|--------------|---------------------|
| Trans. Impact Fee Revenue | 774,600.00 | 2,284,600.00 | 1,510,000.00        |
|                           |            |              | <u>1,510,000.00</u> |

### EXPENDITURE ADJUSTMENTS:

|                         |              |              |                     |
|-------------------------|--------------|--------------|---------------------|
| Capital Outlay          | 2,200,000.00 | 5,915,550.00 | 3,715,550.00        |
| (Carryover of projects) |              |              | <u>3,715,550.00</u> |

|                               |                |                 |                |
|-------------------------------|----------------|-----------------|----------------|
|                               | <u>Revenue</u> | <u>Expenses</u> |                |
| Trans. Impact Fund net change | 1,510,000.00   | 3,715,550.00    | (2,205,550.00) |
| Beginning fund shortage       |                |                 | (279,400.00)   |

|                |  |  |                       |
|----------------|--|--|-----------------------|
| Overall Change |  |  | <u>(2,484,950.00)</u> |
|----------------|--|--|-----------------------|

**Estimated Ending Fund Balance 1,243,115**

## Secondary Water Fund:

### EXPENDITURE ADJUSTMENTS:

|                               |                |                |                     |
|-------------------------------|----------------|----------------|---------------------|
| Capital Outlay                | 8,850,000.00   | 9,228,500.00   | 378,500.00          |
| (Carryover of projects)       |                |                |                     |
| Move Capital to Balance Sheet | (8,850,000.00) | (9,228,500.00) | <u>(378,500.00)</u> |
|                               |                |                | <u>-</u>            |

|                            |                |                 |              |
|----------------------------|----------------|-----------------|--------------|
|                            | <u>Revenue</u> | <u>Expenses</u> |              |
| Sec. Water Fund net change | -              | -               | -            |
| Beginning fund overage     |                |                 | 6,924,100.00 |

|                |  |  |                     |
|----------------|--|--|---------------------|
| Overall Change |  |  | <u>6,924,100.00</u> |
|----------------|--|--|---------------------|

**Estimated Ending Cash Balance \$369,668**

## Secondary Water Impact Fund:

### EXPENDITURE ADJUSTMENTS:

|                          |            |              |                     |
|--------------------------|------------|--------------|---------------------|
| Professional & Technical | -          | 25,000.00    | 25,000.00           |
| (Impact Plan Update)     |            |              |                     |
| Capital Outlay           | 215,000.00 | 1,500,000.00 | 1,285,000.00        |
| (Carryover of projects)  |            |              | <u>1,310,000.00</u> |

|                                   |                |                 |                |
|-----------------------------------|----------------|-----------------|----------------|
|                                   | <u>Revenue</u> | <u>Expenses</u> |                |
| Sec. Water Impact Fund net change | -              | 1,310,000.00    | (1,310,000.00) |
| Beginning fund shortage           |                |                 | (214,938.00)   |

|                |  |  |                       |
|----------------|--|--|-----------------------|
| Overall Change |  |  | <u>(1,524,938.00)</u> |
|----------------|--|--|-----------------------|

**Estimated Ending Cash Balance 557,786**



## Storm Water Fund:

### EXPENDITURE ADJUSTMENTS:

|                               |              |              |              |
|-------------------------------|--------------|--------------|--------------|
| Capital Outlay                | 280,000.00   | 312,500.00   | 32,500.00    |
| (Carryover of projects)       |              |              |              |
| Move Capital to Balance Sheet | (280,000.00) | (312,500.00) | (32,500.00)  |
|                               |              |              | -            |
|                               |              |              |              |
|                               | Revenue      | Expenses     |              |
| Storm Water Fund net change   | -            | -            | -            |
| Beginning fund shortage       |              |              | (227,505.00) |
|                               |              |              |              |
| Overall Change                |              |              | (227,505.00) |

**Estimated Ending Cash Balance \$13,548**

## Storm Water Impact Fund:

### REVENUE ADJUSTMENTS:

|                                                |   |          |          |
|------------------------------------------------|---|----------|----------|
| Storm Water Fines                              | - | 5,000.00 | 5,000.00 |
| (New requirement to track separately by State) |   |          | 5,000.00 |

### EXPENDITURE ADJUSTMENTS:

|                                                |              |              |              |
|------------------------------------------------|--------------|--------------|--------------|
| Public Outreach and Education                  | -            | 5,000.00     | 5,000.00     |
| (New requirement to track separately by State) |              |              |              |
| Capital Outlay                                 | 1,198,935.00 | 1,452,335.00 | 253,400.00   |
| (Carryover of projects)                        |              |              | 258,400.00   |
|                                                |              |              |              |
|                                                | Revenue      | Expenses     |              |
| Storm Water Impact Fund net change             | 5,000.00     | 258,400.00   | (253,400.00) |
| Beginning fund shortage                        |              |              | (628,935.00) |
|                                                |              |              |              |
| Overall fund deficit to come from fund balance |              |              | (882,335.00) |

**Estimated Ending Cash Balance 2,886,206**

## Culinary Water Fund:

### EXPENDITURE ADJUSTMENTS:

|                                                 |                |                |              |
|-------------------------------------------------|----------------|----------------|--------------|
| Capital Projects                                | 1,557,000.00   | 2,434,500.00   | 877,500.00   |
| (Carryover of projects)                         |                |                |              |
| Move Capital To Balance Sheet                   | (1,557,000.00) | (2,434,500.00) | (877,500.00) |
|                                                 |                |                | -            |
|                                                 |                |                |              |
|                                                 | Revenue        | Expenses       |              |
| Culinary Water Fund net change                  | -              | -              | -            |
| Beginning fund overage                          |                |                | 411,522.00   |
|                                                 |                |                |              |
| Overall fund shortage to come from fund balance |                |                | 411,522.00   |

**Estimated Ending Cash Balance \$227,889**

## Culinary Water Impact Fund:

### EXPENDITURE ADJUSTMENTS:

|                                                        |                     |                 |                    |
|--------------------------------------------------------|---------------------|-----------------|--------------------|
| Professional & Technical<br>(Impact Fee Report Update) | -                   | 25,000.00       | 25,000.00          |
|                                                        |                     |                 | <u>25,000.00</u>   |
|                                                        | <u>Revenue</u>      | <u>Expenses</u> |                    |
| Cul Water Impact Fund net change                       | -                   | 25,000.00       | (25,000.00)        |
| Beginning fund shortage                                |                     |                 | (13,088.00)        |
| Overall Change                                         |                     |                 | <u>(38,088.00)</u> |
| <b>Estimated Ending Cash Balance</b>                   | <b>2,464,334.00</b> |                 |                    |

## Sewer Fund:

### REVENUE ADJUSTMENTS:

|                                                |                  |                 |                     |
|------------------------------------------------|------------------|-----------------|---------------------|
| Sewer Revenue                                  | 4,017,834.00     | 4,332,000.00    | 314,166.00          |
| <u>EXPENDITURE ADJUSTMENTS:</u>                |                  |                 |                     |
| Sewer Disposal Fees                            | 2,771,448.00     | 3,156,000.00    | 384,552.00          |
| Capital Outlay<br>(Carryover of projects)      | 350,000.00       | 869,000.00      | 519,000.00          |
| Move Capital to Balance Sheet                  | (350,000.00)     | (869,000.00)    | (519,000.00)        |
|                                                |                  |                 | <u>384,552.00</u>   |
|                                                | <u>Revenue</u>   | <u>Expenses</u> |                     |
| Sewer Fund net change                          | 314,166.00       | 384,552.00      | (70,386.00)         |
| Beginning fund shortage                        |                  |                 | (316,042.00)        |
| Overall fund deficit to come from fund balance |                  |                 | <u>(386,428.00)</u> |
| <b>Estimated Ending Cash Balance</b>           | <b>\$302,407</b> |                 |                     |

## Garbage Fund:

### REVENUE ADJUSTMENTS:

|                                                                     |                  |                 |                    |
|---------------------------------------------------------------------|------------------|-----------------|--------------------|
| Waste Collection Revenue                                            | 2,750,562.00     | 2,228,000.00    | (522,562.00)       |
| Recycling Revenue<br>(Track this separately information separately) | -                | 498,000.00      | 498,000.00         |
|                                                                     |                  |                 | <u>(24,562.00)</u> |
|                                                                     | <u>Revenue</u>   | <u>Expenses</u> |                    |
| Garbage Fund net change                                             | (24,562.00)      | -               | (24,562.00)        |
| Beginning fund overage                                              |                  |                 | 89,840.00          |
| Overall fund deficit to come from fund balance                      |                  |                 | <u>65,278.00</u>   |
| <b>Estimated Ending Cash Balance</b>                                | <b>89,840.00</b> |                 |                    |

## IT Fund

### EXPENDITURE ADJUSTMENTS:

|                                                |                |                 |                    |
|------------------------------------------------|----------------|-----------------|--------------------|
| Capital Outlay                                 | 55,500.00      | 105,765.00      | 50,265.00          |
| (Carryover of Capital Projects)                |                |                 | -                  |
|                                                |                |                 | <u>50,265.00</u>   |
|                                                | <u>Revenue</u> | <u>Expenses</u> |                    |
| IT Fund net change                             | -              | 50,265.00       | (50,265.00)        |
| Beginning fund overage                         |                |                 | 915.00             |
|                                                |                |                 | <u>(49,350.00)</u> |
| Overall fund deficit to come from fund balance |                |                 |                    |
| <b>Estimated Ending Cash Balance</b>           | <b>47,868</b>  |                 |                    |

## CDA Fund

### EXPENDITURE ADJUSTMENTS:

|                                                |                   |                 |                   |
|------------------------------------------------|-------------------|-----------------|-------------------|
| Professional & Technical                       |                   | 50,000.00       | 50,000.00         |
| Capital Projects                               | -                 | 450,000.00      | 450,000.00        |
| (3000 West Roundabout Artwork)                 |                   |                 |                   |
|                                                |                   |                 | <u>500,000.00</u> |
|                                                | <u>Revenue</u>    | <u>Expenses</u> |                   |
| CDA Fund net change                            | -                 | 500,000.00      | (500,000.00)      |
| Beginning fund overage                         |                   |                 | 510,895.00        |
|                                                |                   |                 | <u>10,895.00</u>  |
| Overall fund deficit to come from fund balance |                   |                 |                   |
| <b>Estimated Ending Cash Balance</b>           | <b>980,422.00</b> |                 |                   |

## RDA Fund

### EXPENDITURE ADJUSTMENTS:

|                                                |                     |                 |                  |
|------------------------------------------------|---------------------|-----------------|------------------|
| Professional & Technical                       | 2,500.00            | 32,500.00       | 30,000.00        |
| (Design for 1000 West realignment)             |                     |                 |                  |
|                                                |                     |                 | <u>30,000.00</u> |
|                                                | <u>Revenue</u>      | <u>Expenses</u> |                  |
| CDA Fund net change                            | -                   | 30,000.00       | (30,000.00)      |
| Beginning fund overage                         |                     |                 | 74,253.00        |
|                                                |                     |                 | <u>44,253.00</u> |
| Overall fund deficit to come from fund balance |                     |                 |                  |
| <b>Estimated Ending Cash Balance</b>           | <b>2,937,240.00</b> |                 |                  |

## Capital Improvement Fund

### REVENUE ADJUSTMENTS:

|                                                                            |            |            |                   |
|----------------------------------------------------------------------------|------------|------------|-------------------|
| State Grants                                                               | 143,927.00 | 868,000.00 | 724,073.00        |
| (Utah Office of Energ Development and State for WDC Asethetic Improvements |            |            |                   |
| Sundry Revenue                                                             | -          | 17,000.00  | 17,000.00         |
| Sale of Capital Assets                                                     | -          | 72,600.00  | 72,600.00         |
| (UDOT aquired easement through fields development)                         |            |            | <u>813,673.00</u> |

### EXPENDITURE ADJUSTMENTS:

|                                                               |            |              |                   |
|---------------------------------------------------------------|------------|--------------|-------------------|
| Capital Equipment                                             | 633,250.00 | 673,250.00   | 40,000.00         |
| (Purchase of 1996 Pierce Fire Engine as backup at station 32) |            |              |                   |
| Capital Projects                                              | 619,000.00 | 1,463,500.00 | 844,500.00        |
| (Carryover of projects)                                       |            |              | <u>884,500.00</u> |

|                        |                |                 |             |
|------------------------|----------------|-----------------|-------------|
|                        | <u>Revenue</u> | <u>Expenses</u> |             |
| CIP Fund net change    | 813,673.00     | 884,500.00      | (70,827.00) |
| Beginning fund overage |                |                 | 9,732.00    |

|                                                |  |  |                    |
|------------------------------------------------|--|--|--------------------|
| Overall fund deficit to come from fund balance |  |  | <u>(61,095.00)</u> |
|------------------------------------------------|--|--|--------------------|

**Estimated Ending Cash Balance      3,444,568**

CAPITAL PROJECTS PROPOSED BUDGET SUMMARY FOR FISCAL YEAR 2026

| Project                                                                 | Class C Capital<br>204070 | Culinary<br>501670 | Secondary<br>301670 | Storm Drain<br>401670 | Sewer Capital<br>531670 | Road Impact<br>Fee 21-40-70 | Culinary<br>Impact Fee<br>51-40-70 | Secondary<br>Impact Fee<br>31-40-70 | Storm Drain<br>Impact Fee<br>41-40-70 | Recreation,<br>Arts, & Parks<br>Tax 11-40-70 | Parks, Trails, &<br>Rec Impact Fee<br>12-40-70 | Capital Fund<br>80-40-71 | Project Total |
|-------------------------------------------------------------------------|---------------------------|--------------------|---------------------|-----------------------|-------------------------|-----------------------------|------------------------------------|-------------------------------------|---------------------------------------|----------------------------------------------|------------------------------------------------|--------------------------|---------------|
| 2026 Culinary Radio Conversion                                          | -                         | \$200,000          | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$200,000     |
| Bond Payment 3 MG Culinary Tank                                         | -                         | \$222,000          | -                   | -                     | -                       | -                           | \$445,000                          | -                                   | -                                     | -                                            | -                                              | -                        | \$667,000     |
| Bond Payment Secondary Reservoir                                        | -                         | -                  | \$238,000           | -                     | -                       | -                           | -                                  | \$442,000                           | -                                     | -                                            | -                                              | -                        | \$680,000     |
| Loan Payment Secondary Meters                                           | -                         | -                  | \$220,000           | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$220,000     |
| 2026 Surface Treatments/Grant Match (if awarded)                        | \$650,000                 | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$650,000     |
| Infrastructure Improvements around Costco                               | -                         | -                  | -                   | -                     | -                       | \$1,100,000                 | -                                  | -                                   | \$1,093,935                           | -                                            | -                                              | -                        | \$2,193,935   |
| 700 South Asphalt Replacement (St Andrews to 4000 W) - W/ West Point    | \$200,000                 | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$200,000     |
| 4000 West Ditch Piping Wetland/Stream Alt Permitting (1700 S to 2700 S) | -                         | -                  | -                   | \$45,000              | -                       | -                           | -                                  | -                                   | \$105,000                             | -                                            | -                                              | -                        | \$150,000     |
| SR-193/2500 W Intersection                                              | -                         | -                  | \$20,000            | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$20,000      |
| 500 West Culinary & Secondary Abandonment                               | -                         | \$10,000           | \$10,000            | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$20,000      |
| Hammon Lane Waterline Abandonment                                       | -                         | \$50,000           | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$50,000      |
| Syracuse Reservoir West Branch Feed                                     | \$50,000                  | -                  | -                   | -                     | -                       | -                           | -                                  | \$215,000                           | -                                     | -                                            | -                                              | -                        | \$265,000     |
| 3300 West Closure/Antelope Drive Trail Phase 1                          | \$250,000                 | \$300,000          | \$80,000            | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$630,000     |
| Harmony Bluff Overlay                                                   | \$100,000                 | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$100,000     |
| 2026 Utility Project Bluff Drive Subdivision                            | \$700,000                 | \$1,000,000        | \$240,000           | \$150,000             | \$400,000               |                             |                                    |                                     |                                       | -                                            | -                                              | -                        | \$2,490,000   |
| Antelope Drive Trail Phase 2 Design/ROW                                 | \$200,000                 | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$200,000     |
| 2700 S 3000 W Roundabout Design/ROW/Permitting                          | -                         | -                  | -                   | -                     | -                       | \$300,000                   | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$300,000     |
| 4000 W/700 S Roundabout Design/ROW/Construction (50% West Point)        | -                         | -                  | -                   | -                     | -                       | \$800,000                   | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$800,000     |
| New/Restriping/Signage For Two New Elementary Schools                   | \$200,000                 | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | -                        | \$200,000     |
| Seconary Meter Conversion Project                                       |                           |                    | \$8,500,000         |                       |                         |                             |                                    |                                     |                                       |                                              |                                                |                          | \$8,500,000   |
| 1000 W/2700 S Roundabout Improvement                                    |                           |                    |                     |                       |                         |                             |                                    |                                     |                                       |                                              |                                                | \$120,000                | \$120,000     |
| Gentile Roundabout sign                                                 | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | \$30,000                 | \$30,000      |
| Gas line to Jensen Visitor Center                                       | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | \$21,000                 | \$21,000      |
| City Hall Parking Lot Light conversion to LED, Ph 1                     | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | \$144,000                | \$144,000     |
| Parking Expansion @ Fremont Park                                        | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | \$450,000                                      | -                        | \$450,000     |
| Cemetery Improvements                                                   | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | \$176,000                | \$176,000     |
| Trail Along Antelope Dr and 3000 West - Costco                          | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | \$122,000                                      | -                        | \$122,000     |
| Founders Park Improvements (Booster Pump)                               | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | -                                              | \$128,000                | \$128,000     |
| Founders Park Four Plex Renovation (tower, sidewalks)                   | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | \$400,000                                    | -                                              | -                        | \$400,000     |
| Founders Park Lighting                                                  | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | \$700,000                                      | -                        | \$700,000     |
| Linda Vista Playground Replacement                                      | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | \$125,000                                    | -                                              | -                        | \$125,000     |
| Regional Park Phase 1 Construction                                      | -                         | -                  | -                   | -                     | -                       | -                           | -                                  | -                                   | -                                     | -                                            | \$11,500,000                                   | -                        | \$11,500,000  |
|                                                                         |                           |                    |                     |                       |                         |                             |                                    |                                     |                                       |                                              |                                                |                          |               |
| Total Fiscal Year 2026 Projects                                         | \$2,350,000               | \$1,782,000        | \$9,308,000         | \$195,000             | \$400,000               | \$2,200,000                 | \$445,000                          | \$657,000                           | \$1,198,935                           | \$525,000                                    | \$12,772,000                                   | \$619,000                | \$32,451,935  |

CAPITAL PROJECTS PROPOSED BUDGET SUMMARY FOR FISCAL YEAR 2026

|                                                                         |                           |                    |                     |                       |                         |                             | Culinary               | Secondary              | Storm Drain            | Recreation,                   | Parks, Trails, &           | Capital Fund |               |
|-------------------------------------------------------------------------|---------------------------|--------------------|---------------------|-----------------------|-------------------------|-----------------------------|------------------------|------------------------|------------------------|-------------------------------|----------------------------|--------------|---------------|
| Project                                                                 | Class C Capital<br>204070 | Culinary<br>501670 | Secondary<br>301670 | Storm Drain<br>401670 | Sewer Capital<br>531670 | Road Impact<br>Fee 21-40-70 | Impact Fee<br>51-40-70 | Impact Fee<br>31-40-70 | Impact Fee<br>41-40-70 | Arts, & Parks<br>Tax 11-40-70 | Rec Impact Fee<br>12-40-70 | 80-40-71     | Project Total |
| 500 West Widening (2150 S to 2700 S) - 7% of \$3.9 million WFRC Grant   |                           |                    |                     |                       | \$90,000                | \$1,130,550                 |                        |                        |                        |                               |                            |              | \$1,220,550   |
| Additional Pumps at new secondary reservoir                             |                           |                    |                     |                       |                         |                             |                        | \$500,000              |                        |                               |                            |              | \$500,000     |
| New Secondary Reservoir Property Acquisition                            |                           |                    |                     |                       |                         |                             |                        | \$670,000              |                        |                               |                            |              | \$670,000     |
| Park Maintenance Facility including equipment                           |                           |                    |                     |                       |                         |                             |                        |                        |                        |                               | \$270,610                  |              | \$270,610     |
| BMX Course and pump track                                               |                           |                    |                     |                       |                         |                             |                        |                        |                        |                               | \$1,065,000                |              | \$1,065,000   |
| Fremont Park Pavilion Replacement                                       |                           |                    |                     |                       |                         |                             |                        |                        |                        | \$60,000                      |                            |              | \$60,000      |
| Fremont Park Restroom Renovation                                        |                           |                    |                     |                       |                         |                             |                        |                        |                        | \$50,000                      |                            |              | \$50,000      |
| 700 South Overlay (3000 West to St Andrews)                             | \$400,000                 |                    |                     |                       |                         |                             |                        |                        |                        |                               |                            |              | \$400,000     |
| 700 South 4000 West Roundabout (50% West Point/50% Syracuse)            |                           |                    |                     |                       |                         | \$1,200,000                 |                        |                        |                        |                               |                            |              | \$1,200,000   |
| 3000 West Road Improvements (Antelope to Fremont/Church)                | \$450,000                 |                    |                     |                       |                         |                             |                        |                        |                        |                               |                            |              | \$450,000     |
| 2500 West/SR-193 Intersection                                           |                           |                    |                     |                       |                         | \$1,100,000                 |                        |                        |                        |                               |                            |              | \$1,100,000   |
| Kristalyn Gardens                                                       | \$135,500                 | \$246,500          | \$199,500           |                       | \$353,000               |                             |                        |                        | \$178,900              |                               |                            |              | \$1,113,400   |
| 3000 West Culinary and Secondary Waterline Realignment                  |                           | \$244,000          | \$179,000           |                       |                         |                             |                        |                        |                        |                               |                            |              | \$423,000     |
| 4000 West Safety Sidewalk Project (For New Elementary)                  | \$135,550                 | \$100,000          |                     |                       |                         |                             |                        |                        |                        |                               |                            |              | \$235,550     |
| Storm Drain Improvements - Public works / SAA school                    |                           |                    |                     | \$32,500              |                         |                             |                        |                        | \$74,500               |                               |                            |              | \$107,000     |
| HAFB 2MG Emergency Overflow Update                                      |                           | \$60,000           |                     |                       |                         |                             |                        |                        |                        |                               |                            |              | \$60,000      |
| Round-a-bout and Fire Station realignment on 3000 West                  |                           |                    |                     |                       |                         | \$285,000                   |                        |                        |                        |                               |                            |              | \$285,000     |
| Trail Connection from new SAA school to 2000 West                       |                           |                    |                     |                       |                         |                             |                        |                        |                        |                               | \$69,000                   |              | \$69,000      |
| WDC Betterment Project                                                  |                           |                    |                     |                       |                         |                             |                        |                        |                        |                               |                            | \$800,000    | \$800,000     |
| Precast concrete fence on east side of public works                     |                           |                    |                     |                       |                         |                             |                        |                        |                        |                               |                            | \$128,000    | \$128,000     |
| 2026 Culinary Radio Conversion                                          | -                         | \$200,000          | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$200,000     |
| Bond Payment 3 MG Culinary Tank                                         | -                         | \$222,000          | -                   | -                     | -                       | -                           | \$445,000              | -                      | -                      | -                             | -                          | -            | \$667,000     |
| Bond Payment Secondary Reservoir                                        | -                         | -                  | \$238,000           | -                     | -                       | -                           | -                      | \$442,000              | -                      | -                             | -                          | -            | \$680,000     |
| Loan Payment Secondary Meters                                           | -                         | -                  | \$220,000           | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$220,000     |
| 2026 Surface Treatments/Grant Match (if awarded)                        | \$429,000                 | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$429,000     |
| Infrastructure Improvements around Costco                               | -                         | -                  | -                   | -                     | -                       | \$1,100,000                 | -                      | -                      | \$1,093,935            | -                             | -                          | -            | \$2,193,935   |
| 700 South Asphalt Replacement (St Andrews to 4000 W) - W/ West Point    | \$200,000                 | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$200,000     |
| 4000 West Ditch Piping Wetland/Stream Alt Permitting (1700 S to 2700 S) | -                         | -                  | -                   | \$45,000              | -                       | -                           | -                      | -                      | \$105,000              | -                             | -                          | -            | \$150,000     |
| SR-193/2500 W Intersection                                              | -                         | -                  | \$20,000            | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$20,000      |
| 500 West Culinary & Secondary Abandonment                               | -                         | \$10,000           | \$10,000            | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$20,000      |
| Hammon Lane Waterline Abandonment                                       | -                         | \$50,000           | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$50,000      |
| Syracuse Reservoir West Branch Feed                                     | \$200,000                 | -                  | -                   | -                     | -                       | -                           | -                      | \$330,000              | -                      | -                             | -                          | -            | \$530,000     |
| 3300 West Closure/Antelope Drive Trail Phase 1                          | \$321,000                 | \$300,000          | \$80,000            | -                     | \$26,000                | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$727,000     |
| Harmony Bluff Overlay                                                   | \$100,000                 | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$100,000     |
| 2026 Utility Project Bluff Drive Subdivision                            | \$700,000                 | \$880,000          | \$240,000           | \$150,000             | \$400,000               |                             |                        |                        |                        | -                             | -                          | -            | \$2,370,000   |
| Antelope Drive Trail Phase 2 Design/ROW                                 | \$192,700                 | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$192,700     |
| 2700 S 3000 W Roundabout Design/ROW/Permitting                          | -                         | -                  | -                   | -                     | -                       | \$300,000                   | -                      | -                      | -                      | -                             | -                          | -            | \$300,000     |
| 4000 W/700 S Roundabout Design/ROW/Construction (50% West Point)        | -                         | -                  | -                   | -                     | -                       | \$800,000                   | -                      | -                      | -                      | -                             | -                          | -            | \$800,000     |
| New/Restriping/Signage For Two New Elementary Schools                   | \$200,000                 | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | -            | \$200,000     |
| Seconary Meter Conversion Projects                                      |                           |                    | \$8,500,000         |                       |                         |                             |                        |                        |                        |                               |                            |              | \$8,500,000   |
| 1000 W/2700 S Roundabout Improvement                                    |                           |                    |                     |                       |                         |                             |                        |                        |                        |                               |                            | \$120,000    | \$120,000     |
| Gentile Roundabout sign                                                 | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | \$30,000     | \$30,000      |
| Gas line to Jensen Visitor Center                                       | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | \$21,000     | \$21,000      |
| City Hall Parking Lot Light conversion to LED, Ph 1                     | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | \$68,000     | \$68,000      |
| Parking Expansion @ Fremont Park                                        | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | \$450,000                  | -            | \$450,000     |
| Cemetery Improvements                                                   | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | \$176,000    | \$176,000     |
| Trail Along Antelope Dr and 3000 West - Costco                          | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | \$122,000                  | -            | \$122,000     |
| Founders Park Improvements (Booster Pump)                               | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | -                          | \$120,500    | \$120,500     |
| Founders Park Four Plex Renovation (tower, sidewalks)                   | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | \$400,000                     | -                          | -            | \$400,000     |
| Founders Park Lighting                                                  | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      |                               | \$700,000                  | -            | \$700,000     |
| Linda Vista Playground Replacement                                      | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | \$125,000                     | -                          | -            | \$125,000     |
| Regional Park Engineering and Const. Oversight                          |                           |                    |                     |                       |                         |                             |                        |                        |                        |                               | \$177,500                  |              | \$177,500     |
| Regional Park Phase 1 Construction                                      | -                         | -                  | -                   | -                     | -                       | -                           | -                      | -                      | -                      | -                             | \$8,000,000                | -            | \$8,000,000   |
|                                                                         |                           |                    |                     |                       |                         |                             |                        |                        |                        |                               |                            |              |               |
| Total Fiscal Year 2026 Projects                                         | \$3,463,750               | \$2,312,500        | \$9,686,500         | \$227,500             | \$869,000               | \$5,915,550                 | \$445,000              | \$1,942,000            | \$1,452,335            | \$635,000                     | \$10,854,110               | \$1,463,500  | \$39,266,745  |

**CAPITAL IMPROVEMENT FUND**  
**Fiscal Year Ending June 30, 2026**  
**Line Item Detail**

|                                                     |                                                        | <b>Requested</b> | <b>City Manager/Council<br/>Recommendation</b> | <b>Adopted<br/>Budget</b> |
|-----------------------------------------------------|--------------------------------------------------------|------------------|------------------------------------------------|---------------------------|
| <b>80-40-70 Capital equipment</b>                   |                                                        |                  |                                                |                           |
| Prior year budget, as modified                      |                                                        |                  |                                                | \$ 1,283,400              |
| Current estimates:                                  |                                                        |                  |                                                |                           |
| Public Works                                        | Eng Tech truck Replacement                             | 55,000           | 55,000                                         | 55,000                    |
| Fire                                                | Ford F550 Brush Truck (B2)                             | 300,000          | 300,000                                        | 300,000                   |
| Fire                                                | Video Camera for BC Vehicle                            | 5,000            | -                                              | -                         |
| Fire                                                | Nozzle Replacement                                     | 12,000           | -                                              | -                         |
| Fire                                                | New Hire PPE (9)                                       | 72,000           | -                                              | -                         |
| Fire                                                | FEMA AFG Grant (90/10)                                 | 108,250          | 108,250                                        | 108,250                   |
| Poice                                               | Police Vehicle                                         | 85,000           | 85,000                                         | 85,000                    |
| Poice                                               | Police Vehicle                                         | 85,000           | 85,000                                         | 85,000                    |
| Parks                                               | Plow Mount and Salt Spreader for C.C./Library/Centenni | 7,000            | -                                              |                           |
| Fire                                                | 1996 Pierce Pumper Fire Engine                         |                  |                                                | 40,000                    |
| Total budget for account                            |                                                        | \$ 729,250       | \$ 633,250                                     | \$ 673,250                |
| Amount changed from request                         |                                                        |                  |                                                | \$ (56,000)               |
| Increase/(decrease) from prior year modified budget |                                                        | \$ (554,150)     | \$ (650,150)                                   | \$ (610,150)              |

|                                                     |                                                     |                |                |                |
|-----------------------------------------------------|-----------------------------------------------------|----------------|----------------|----------------|
| <b>80-40-71 Capital projects</b>                    |                                                     |                |                |                |
| Prior year budget, as modified                      |                                                     |                |                | \$ 2,660,065   |
| Current estimates:                                  |                                                     |                |                |                |
| Parks & Rec                                         | 1000 W/2700 S Roundabout Improvement                | \$ 120,000     | \$ 120,000     | \$ 120,000     |
| Public Works                                        | Gentile Roundabout sign                             | 30,000         | 30,000         | 30,000         |
| Parks & Rec                                         | Gas line to Jensen Visitor Center                   | 21,000         | 21,000         | 21,000         |
| Parks & Rec                                         | Cemetery Improvements                               | 176,000        | 176,000        | 176,000        |
| Parks & Rec                                         | Founders Park Improvements (Booster Pump)           | 128,000        | 128,000        | 120,500        |
| Public Works                                        | City Hall Parking Lot Light conversion to LED, Ph 1 | 150,000        | 144,000        | 68,000         |
| Public Works                                        | Precast concrete fence on east side of public works | 143,000        | -              | 128,000        |
| Admin                                               | WDC Aesthetic Improvements                          |                |                | 800,000        |
| Police                                              | Workplace Improvements (Carpet/Paint/Furniture)     | 200,000        | -              | -              |
| Total budget for account                            |                                                     | \$ 968,000     | \$ 619,000     | \$ 1,463,500   |
| Amount changed from request                         |                                                     |                |                | \$ 495,500     |
| Increase/(decrease) from prior year modified budget |                                                     | \$ (1,692,065) | \$ (2,041,065) | \$ (1,196,565) |



# COUNCIL AGENDA

September 23, 2025

Agenda Item “e”

## Cemetery Plot Discussion

### *Factual Summation*

- **Any questions regarding this agenda item may be directed at Kresta Robinson, Parks and Recreation Director.**
- As staff has previously reported, available cemetery plots are becoming limited. There are currently 64 plots available for sale. Of these, there are only 4 plots that are paired together, while the remainder are available as single plots. In addition, we are in the process of reclaiming approximately 80+ plots.
- To ensure we preserve availability for our community, we are requesting a temporary amendment to the ordinance. Until the cemetery expansion is complete, plots will only be available to:
  - Current residents at the time of their passing. We will not sell to Non-residents.
  - Plots will not be available for advanced purchase until the expansion is complete.
- This temporary measure will allow us to responsibly manage our limited resources while ensuring the immediate needs of our community are met.

### *Goals of Discussion*

- The following items outline the goals of this discussion:
  - Whether the council would like to temporarily amend the cemetery ordinance to only sell to residents and for individuals at time of their passing.





# COUNCIL AGENDA

September 23, 2025

Submitted by Colin Winchester

## **Agenda Item “F”      Public Defender Agreement**

### ***Factual Summation***

- The federal and state constitutions require the City to provide legal representation to certain indigent persons who are subject to the jurisdiction of the Syracuse City Justice Court
- For many years, the Murphy & Murphy law firm (the “Murphy firm”) has provided those services (apparently pursuant to an informal oral agreement)
- It is in both the City’s best interest and the Murphy firm’s best interest to formalize their agreement in writing
- The proposed agreement sets forth the parties’ obligations and establishes pay rates for the current fiscal year and the next two fiscal years

### ***Discussion Goals***

Discuss and determine whether to advance the proposed agreement to the next available business meeting for approval.

## **LEGAL DEFENDER AGREEMENT SYRACUSE CITY JUSTICE COURT - 2025**

**AGREEMENT** dated July 1, 2025 ("Effective Date"), by and between Syracuse City Corporation, a political subdivision of the State of Utah ("City") and the law firm of Murphy & Murphy Law LLC, a domestic limited liability company ("Legal Defender").

**WHEREAS**, City is obligated to provide legal counsel for certain indigent persons who are subject to the jurisdiction of the Syracuse City Justice Court ("Justice Court"); and

**WHEREAS**, Legal Defender has been providing such services for many years and desires to continue to provide such services; and

**WHEREAS**, it is in the parties' best interests to memorialize their respective obligations in a written contract;

**NOW, THEREFORE**, City and Legal Defender hereby mutually agree as follows:

1. IDENTITY OF LEGAL DEFENDER. Legal Defender is a law firm and limited liability corporation consisting of attorneys at law, each of whom is duly licensed by the Utah State Bar to practice law in the State of Utah. Legal Defender is an independent contractor and is not a City employee.
2. LEGAL DEFENDER'S DUTIES. Legal Defender shall represent all persons who are indigent and who are entitled to be appointed legal counsel pursuant to the constitution and laws of Utah and the Constitution of the United States, as determined by the Justice Court Judge. Legal Defender shall provide competent legal services in accordance with law and the Utah Rules of Professional Conduct. Legal Defender shall be available and prepared to handle cases at times designated by the Justice Court. Legal Defender shall, when possible, meet with clients in person or by phone in preparation for regularly scheduled court days. After a new client is assigned to Legal Defender, Legal Defender shall file an Appearance of Counsel and, when appropriate, a Request for Discovery. Legal Defender shall file and prosecute appeals to the District Court upon client request. Legal Defender has no obligation to file or prosecute appeals beyond the District Court.
3. DISCOVERY. Upon receipt of a Request for Discovery from Legal Defender, City shall provide discovery to Legal Defender via email at no charge. Legal Defender shall maintain an email account that is capable of receiving large discovery files. City shall supplement discovery as required by law.

4. COMPENSATION. City shall pay Legal Defender the following flat fees upon invoice from Legal Defender:

|                                                                                                                  | 7/1/25 to<br>6/30/26 | 7/1/26 to<br>6/30/27 | 7/1/27 to<br>6/30/28 |
|------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|
| Newly Assigned Case                                                                                              | \$135                | \$160                | \$185                |
| Order to Show Cause Hearing (OSC)                                                                                | \$50                 | \$50                 | \$50                 |
| Hearings or trials requiring less than 2 hours of combined preparation and appearance time                       | \$0                  | \$0                  | \$0                  |
| Hearings or trials requiring more than 2 hours but less than 4 hours of combined preparation and appearance time | \$300                | \$300                | \$300                |
| Hearings or trials requiring more than 4 hours of preparation and appearance time                                | \$600                | \$600                | \$600                |

5. CONFLICTS OF INTEREST. The parties recognize that occasions may arise when Legal Defender is disqualified from representing a particular person due to a conflict of interest. In such situations, Legal Defender shall disclose the conflict to the Justice Court Judge. If the Justice Court Judge determines that the conflict prevents the Legal Defender from proceeding, the Justice Court Judge shall assign a substitute legal defender, who shall be paid by the City pursuant to the above table.

6. COSTS. City shall pay all court costs associated with the representation of Legal Defender's clients. If any cost is expected to exceed \$250, Legal Defender shall obtain approval from the City Attorney before incurring such cost. If the City Attorney does not agree to the proposed cost, Legal Defender may file a motion with the court in which the matter is pending seeking judicial resolution of the cost dispute.

7. STANDING WITH UTAH STATE BAR AND CONTINUING LEGAL EDUCATION. Each attorney who performs services pursuant to this Agreement shall maintain "active" and "good standing" status with the Utah State Bar and shall annually acquire continuing legal education hours that focus on subjects relevant to the scope of this Agreement.

8. REPORTING REQUIREMENTS. Legal Defender shall cooperate with City by providing required data and reports to City upon request.
9. FILES. Upon termination of this Agreement, Legal Defender shall turn over all active files to the successor legal defender.
10. TERM. This Agreement shall commence on the Effective Date and shall continue through June 30, 2028. This Agreement may be terminated in writing by either party upon 30-days written notice to the other party.
11. NON-ASSIGNABILITY. This Agreement is not assignable by either party without the prior written consent of the other party. Assignees, if any, shall assume and comply with the rights and obligations of the party making the assignment.
12. NON-DISCRIMINATION. Legal Defender shall not discriminate against any client on the basis of any legally-recognized protected class.
13. TERMINATION OF PREVIOUS CONTRACTS. All previous agreements between the parties regarding the same or substantially similar scope of work are terminated as of the Effective Date.
14. ENTIRE AGREEMENT. This Agreement constitutes the entire Agreement with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter.
15. MODIFICATION. This Agreement may not be amended or modified except by mutual written agreement of the Parties.
16. SEVERABILITY. If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions of this Agreement shall remain in full force and effect.
17. CAPTIONS. Captions used in this Agreement are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.
18. NO WAIVER. Delay or failure to exercise any right or remedy hereunder shall not impair such right or remedy or be construed as a waiver thereof. The single or partial exercise of any right or remedy does not preclude any other or further exercise of any right or remedy.
19. GOVERNING LAW. This Agreement shall be governed and construed in accordance with the laws of the State of Utah. Venue for all disputes arising from this Agreement shall be in Davis County, Utah.

20. NOTICES. All notices required by this Agreement shall be deemed delivered when directed to the following via hand-delivery, postage-prepaid first-class mail, or email:

SYRACUSE CITY CORPORATION  
City Attorney  
1979 West 1900 South  
Syracuse, UT 84075

MURPHY & MURPHY LAW LLC  
Daniel Murphy  
13 N Main Street  
Kaysville, UT 84037

**SYRACUSE CITY CORPORATION:**

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

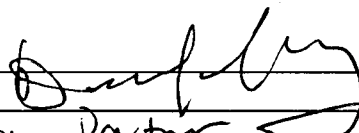
Attest:

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

**MURPHY & MURPHY LAW LLC:**

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

Title: \_\_\_\_\_

  
Partner



# COUNCIL AGENDA

## August 26, 2025

### Agenda Item “g”      Increasing Public Involvement in Community Service Projects

#### Background

Recent public comments and outreach, including statements on social media, indicate a growing perception that Syracuse lacks regular, citywide service opportunities. While service is occurring, often highlighted in the Manager’s Report, citizens are comparing our efforts to neighboring cities that more visibly promote large-scale volunteer projects. The mayor has noted that residents are asking why Syracuse appears to be missing these opportunities and has expressed a desire to address this concern in conjunction with the upcoming 9/11 Day of Service or a similar event.

For reference, see the community service involvement below for what has occurred recently in the City, and what is scheduled:

1. Overall documented community service hours is currently at 213 hours.
2. Examples from earlier this year:
  - a. Volunteers helped stuff over 30,000 eggs for the Easter Egg Hunt.
  - b. Local 4H Club cleaned up flower beds at the Community Center.
  - c. A corporate service project from a homebuilder replaced mulch, removed tree stumps, laid sod, and pulled weeds at the Community Center.
  - d. Lions Club planted trees in Founders Park, and fingerprinting.
3. Upcoming service projects:
  - a. Syracuse High classes and youth group are scheduled for service projects.
  - b. Many volunteers are scheduled to help with picking and carving pumpkins for the Pumpkin Walk.

## Issue

The concern is not that service is absent, but that it is not being recognized, organized or promoted in a way that reflects positively on the city as a whole. Neighboring cities are holding successful, highly visible service initiatives, and it appears residents want Syracuse to do the same. The challenge has been a hesitation around logistics, quality of work from volunteers, and volunteer turnout. However, these challenges must not be seen as barriers as other cities seem to be succeeding.

## Options

Below are some possible ideas on how to turn citizen interest into a positive reflection on Syracuse:

### **1. Adopt an Anchor Service Event**

- Align with national observances such as the 9/11 Day of Service or Earth Day.
- Commit annually to a larger-scale, city-sponsored project (e.g., tree planting, underpass landscaping, park cleanups, etc).

### **2. Provide Structured Opportunities**

- Identify projects that are impactful yet manageable by volunteers with varying skill levels.
- Partner with community groups, schools, and local businesses to provide leadership and supplies.

### **3. Promote Visibility and Engagement**

- Publicize projects well in advance through city communication channels, social media, and partnerships.
- Recognize volunteer contributions through public acknowledgment at council meetings, city newsletters, or certificates of appreciation.

### **4. Develop a Volunteer Coordination Framework**

- Create a citizen committee, which could include elected officials and staff members, to oversee volunteer events.
- Establish sign-up systems that allow for coordination and tracking of volunteer hours.

## **Purpose of the Discussion**

Discuss ways the City can institute a community service event or events in an organized fashion to increase public involvement in city projects in a way that builds civic pride and sense of ownership in the city.





# COUNCIL AGENDA

## September 23, 2025

Agenda Item “h”

Discussion on Mayor/Council Announcements  
Agenda Item on Business Meeting Agendas

### Background

The “Mayor/Council Announcements” item has been a standing element on the City Council’s business agenda. Historically, its purpose was to provide councilmembers with an opportunity to present updates and reports from their respective committee and board assignments (see attached). These reports were intended to serve as a communication channel, keeping the full council informed of matters being addressed by outside boards and committees where councilmembers serve as representatives.

Over time, the scope of this agenda item has broadened somewhat. In addition to assignment reports, councilmembers have used this time to highlight city-related events, bring issues forward for future agendas, or other city-related announcements.

### Current Considerations

The question has been asked regarding how the agenda item is being used, and how it should be used. Key points for discussion include:

**Original Intent:** The item was instituted specifically for reporting on committee and board assignments. These updates do not necessarily need to occur every month, as some assignments generate information more frequently than others.

**Alternative Avenues for Reporting:** Such reports could be shared in writing via email or presented in a public meeting, depending on the nature of the information and whether public visibility is necessary. Both avenues have been used recently.

**Appropriate Use:** The announcements item was never intended to serve as an open forum or “soapbox” for general commentary. If it continues to be used in this way, it may no longer serve its intended function and could warrant removal from the agenda.

## **Purpose of the Discussion**

Consider the follow items and provide direction to the Administration accordingly:

1. Should the “Mayor/Council Announcements” item be used solely for committee/board assignment reports?
2. Should the Council establish clearer guidelines for what may be shared under this agenda item?
3. Is it more effective to provide committee reports only via email unless a matter requires public discussion?
4. If the item continues to be used primarily for general announcements, should it be removed from the agenda to preserve meeting efficiency and purpose?

## **RESOLUTION R25-06**

### **A RESOLUTION OF THE SYRACUSE CITY COUNCIL APPOINTING THE MAYOR AND CITY COUNCILMEMBERS TO VARIOUS COMMITTEE POSITIONS AND ASSIGNMENTS.**

**WHEREAS** Syracuse City Councilmembers are desirous of being appointed to and serving on various community committees and boards; and

**WHEREAS** there are also internal City positions, such as Mayor Pro-Tem, that Councilmembers are desirous of being appointed to; and

**WHEREAS** the Syracuse City Council discussed committee appointments and assignments during their Work Session Meeting of January 28, 2025; the Mayor and Council determined to break assignments into five different groups and to assign each Councilmember to a defined number of positions in each group.

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

#### **Section 1. Appointment.**

Group A - School Point of contacts (2 each council member)

- Community Council, Bluff Ridge Elementary – **Councilmember Watson**
- Community Council, Buffalo Point – **Councilmember Carver**
- Community Council, Clearfield High School – **Councilmember Robertson**
- Community Council, Cook Elementary – **Councilmember Savage**
- Community Council, Legacy Junior High – **Councilmember Watson**
- Community Council, Syracuse Elementary – **Councilmember Savage**
- Community Council, Syracuse High School – **Councilmember Carver**
- Community Council, Syracuse Junior High School – **Councilmember Cragun**
- Liaison to Syracuse Arts Academy (counts as 2 covering all 3 campuses) **Councilmember Robertson**

Group B – One employee board and one ULCT assignment per Councilmember (ULCT assignments handled by City employees if not enough Councilmembers are available for legislative policy meetings).

- Employee Appeals Board alternate member (2) – **Councilmembers Cragun and Robertson**
- Employee Appeals Board member (2) – **Councilmembers Carver and Savage**

- Voting member of the Utah League of Cities and Towns (ULCT) Legislative Policy Committee (3) – **Councilmember Robertson, Mayor Maughan, and City Manager Bovero**
- Non-voting member of the Utah League of Cities and Towns (ULCT) Legislative Policy Committee (traditionally a City employee) (2) – **City Attorney Winchester**

Group C- two assignments per Councilmember and Mayor to the following public citizen advisory boards/committees:

- Architectural Review Board – **Councilmember Cragun**
- Arts Council Liaison – **Mayor Maughan**
- Davis Chamber of Commerce Liaison – **Councilmember Cragun**
- Disaster Preparedness Committee Liaison – **Councilmember Savage**
- Museum Board Advisor – **Councilmember Carver**
- North Davis Communities that Care (CTC) Coalition City representative – **Councilmember Robertson**
- Parks Advisory Committee Liaison – **Councilmember Savage**
- Planning Commission Liaison – **Councilmember Watson**
- Youth Court Liaison – **Councilmember Robertson**
- Miss Syracuse Pageant Liaison – **Councilmember Carver**

Group D – Major Public Facing Events (one assignment per Councilmember)

- Pumpkin Walk Liaison – **Councilmember Savage**
- Heritage Days Liaison – **Councilmembers Cragun and Watson**
- National Night Out – **Councilmembers Carver and Robertson**

Group E

- Mayor Pro-Tem – **Councilmember Savage**
- Mayor Pro-Tem, Second – **Councilmember Watson**
- Mayor Pro-Tem, Third – **Councilmember Robertson**

**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 11<sup>th</sup> DAY OF FEBRUARY, 2025.**

**SYRACUSE CITY**

ATTEST:

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

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



# COUNCIL AGENDA

September 23, 2025

Submitted by Colin Winchester

## **Agenda Item “I”**

## **Maintaining Order in Council Meetings**

A review by the City Attorney of various provisions from the Syracuse Municipal Code, the Council’s Rules of Order and Procedure to Govern Public Meetings of the Legislative Body, Robert’s Rules of Order, and the Utah Code.

## Maintaining Order in Council Meetings

Colin Winchester  
September 18, 2025

I include below pertinent provisions from the Syracuse Municipal Code, the Council's Rules of Order and Procedure to Govern Public Meetings of the Legislative Body, Robert's Rules of Order, and the Utah Code.

### **A. Syracuse Municipal Code**

#### **2.10.120**

Except as otherwise provided by law, the City Council may determine and shall publish its own rules of procedure or the proper conduct of its meetings. In general, the City Council refers to Robert's Rules of Order as a guide for the conduct of its business. The Council may further adopt norms and/or a code of conduct to establish practices and procedures, at its discretion.

#### **2.10.150**

(A) The City Council may fine or expel any members of the Governing Body from a meeting for disorderly conduct during that meeting, upon an affirmative majority vote of those members present. The City Council may also, upon an affirmative majority vote of those members present, expel any person who is disorderly during any regular, study, or special meeting of the City Council.

(B) The removal of members of City Council shall be done in accordance with Utah law.

#### **2.15.020**

The Mayor shall be the Chief Executive Officer and preside at the meetings of the City Council. However, the Mayor shall not vote at meetings of the City Council, except in the case of a tie vote of the City Council, the appointment or removal of the City Manager or Assistant City Manager, or as otherwise provided by law. Furthermore, the Mayor shall have no power to veto any act of the City Council unless otherwise specifically authorized by statute.

### **B. Rules of Order and Procedure to Govern Public Meetings of the Legislative Body**

#### **Rule 2.B.viii.**

The Mayor is responsible "to maintain order at meetings of the Council."

#### **Rule 3.D.**

A Councilmember may be fined or expelled from a meeting for disorderly conduct upon a two-thirds (2/3) vote of all members. [*Note: This conflicts with SMC 2.10.150, which requires a majority vote of the members present.*]

**Rule 3.F.**

Members of the Governing Body shall not engage in personal attacks and shall restrict comments to issues before the body. Violations of decorum or conduct of Councilmembers shall be addressed by the Mayor who may declare a Councilmember out of order.

**Rule 4.K.**

Any person [other than a member of the governing body] who disrupts the meeting by exceeding a time limit, discussing irrelevant issues, or otherwise, may be removed at the direction of the Mayor.

**Rule 5.I.**

A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.

**Rule 5.J.**

A motion to adjourn the meeting shall be made at the end of each City Council meeting. The motion requires a second and is not debatable.

**C. Robert's Rules of Order****Rule 58 (excepts from a very lengthy rule)**

The presiding officer ... is ordinarily called the Chairman ...

His duties are generally as follows: ... to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly ...

In case of fire, riot, or very serious disorder, or other great emergency, the chair has the right and the duty to declare the assembly adjourned to some other time (and place if necessary), if it is impracticable to take a vote, or in his opinion, dangerous to delay for a vote.

**73. Right of an Assembly to Eject any one from its Place of Meeting.**

Every deliberative assembly has the right to decide who may be present during its session; and when the assembly, either by a rule or by a vote, decides that a certain person shall not remain in the room, it is the duty of the chairman to enforce the rule of order, using whatever force is necessary to eject the party.

The chairman can detail members to remove the person, without calling upon the police. If, however, in enforcing the order, any one uses harsher measures than is necessary to remove the person, the courts have held that he, and he alone, is liable for damages, just the same as a policeman would be under similar circumstances. However badly the man may be abused while being removed from the room, neither the chairman nor the society is liable for damages, as, in ordering his removal, they did not exceed their legal rights.

**D. Utah Code**

**10-3b-302(1)**

The mayor in a municipality operating under a six-member council form of municipal government ... (c) is the chair of the council and presides at all council meetings;



SYRACUSE CITY COUNCIL  
**RULES OF ORDER AND PROCEDURE TO GOVERN PUBLIC  
MEETINGS OF THE LEGISLATIVE BODY**

**1. PURPOSE.**

These policies and procedures are designed and adopted for the purpose of providing guidelines for the members of the Syracuse City Council in the performance of their duties and conducting their meetings. The City Council shall be governed by the provisions of all applicable State Statutes, City Ordinances, and these rules. Nothing in these rules shall be interpreted to provide independent basis for invalidating or in any way altering a final decision of the Council unless otherwise provided by City ordinance, or State Law. Nor shall anything herein be construed so as to provide or create an independent cause of action for any person or action.

**2. ORGANIZATION**

A. **Mayor.** The Mayor is the Chief Executive and Administrative Officer of the City. Except as otherwise provided herein, he/she shall sign his/her name officially for and in behalf of the City, and shall sign all deeds, bonds, bills, notes, obligations, and other agreements, documents, and papers to which the City is legally a party and shall perform such other duties as may be provided by law or ordinance. During his/her temporary absence or disability the City Council shall elect a Councilmember to act as Mayor pro tem, who, during such absence or disability, shall possess the power of Mayor.

B. **Duties of the Mayor.**

- i. To preside at all meetings of the Council and shall provide general direction for the meetings;
- ii. To call the Council to order, and proceed with the order of business;
- iii. To announce the business before the Council in the order in which it is to be acted upon;
- iv. To receive and submit in the proper manner all motions and propositions presented by the members of the Council;
- v. To put to vote all questions which are properly moved, or necessarily arise in the course of proceedings and to announce the result thereof;
- vi. To inform the Council, when necessary, or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty, the Mayor shall have the right to call upon Legal Counsel for advice;
- vii. To authenticate by signature, when necessary, or when directed by the Council, all acts, orders, and proceedings of the Council;
- viii. To maintain order at meetings of the Council;

- ix. To move the agenda along, hold down redundancy, reference handouts and procedures in a sensitive way during meetings;
- x. Recognize speakers and Councilmembers prior to receiving comments and presentation of physical evidence, i.e., plans and pictures; and
- xi. The Mayor will not participate in the voting procedures unless authorized to do so by provisions of State law or City Ordinance.

C. **Duties of Mayor Pro Tem.** In the absence of the Mayor, a Mayor pro tem is appointed. This appointment is made via resolution adopted by the Council at the beginning of each calendar year. The Council will assign the position of Mayor pro tem, second Mayor pro tem, and third Mayor pro tem to three different Councilmembers. The assignment of the Mayor pro tem positions will remain unchanged until a subsequent vote of the Council. The Mayor pro tem, during the absence of the Mayor, shall have and perform all the duties and function of the Mayor.

D. **City Recorder.** The City Recorder shall serve as the secretary of the Council. The City Recorder shall have the following duties:

- i. To give notice of all City Council meetings;
- ii. To keep and record the minutes of the proceedings of the City Council;
- iii. To keep and maintain a permanent record file of all vital documents and papers pertaining to the work of the Council;
- iv. Is authorized to sign the meeting minutes after said minutes have been approved by the City Council; and
- v. To perform such other duties as may be required.

### 3. **DUTIES OF COUNCILMEMBERS.**

A. **Meeting Attendance.** Every member of the Council shall attend the sessions of the Council unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the City Recorder. The City Recorder shall call the same to the attention of the Mayor.

B. **Conflict of Interest.** A Councilmember to whom some private benefit may come as a result of a Councilmember action shall not participate in the action.

- i. The private benefit may be direct or indirect; create a material or personal gain; or provide an advantage to relations, friends, or to groups and associations which hold some share of the person's loyalty. However, membership itself in a group or organization shall not be considered a conflict of interest as to Council action concerning such group or unless a reasonable person would conclude that such membership in itself would prevent an objective consideration of the matter.

- ii. A Councilmember experiencing, in their opinion, a conflict of interest, shall declare that interest publicly, abstain from voting on the action, and be excused from the room during consideration of the action. That Councilmember shall not discuss the matter privately with any other Councilmember.
- iii. A conflict of interest may exist under these rules although a Councilmember may not believe an actual conflict does exist; therefore, a Councilmember who has any questions as to whether a conflict of interest exists under these rules shall raise the matter with the remaining Councilmembers and the City Attorney in order that a determination may be made as to whether a conflict of interest exists.
- iv. No Councilmember shall engage in any transaction in which the Councilmember has a financial interest, direct or indirect, with the agency or jurisdiction that the official serves unless the transaction is disclosed publicly and determined to be lawful.
- v. The requirements of Section 10-3-1301 et. Seq. of the Utah Code, known as the “Municipal Officers’ and Employees’ Ethics Act”, shall be adhered to. If a conflict exists between these policies, State law, or City ordinance, the most strict shall apply.

**C. Gifts and Favors.** Gifts, favors, or advantages must not be accepted if they are offered because the receiver holds a position of public responsibility. It is very important that Councilmembers be fair and impartial in their dealings with the public and that they serve all citizens equally. It is not enough to avoid favoritism; Councilmembers should strive to avoid even the appearance of giving preference to one citizen or business over another.

- i. The value of a gift or advantage and the relation of the giver to public business should be considered in determining acceptability. Small gifts that come in the form of business lunches, calendars, or office bric-a-brac are often, but not always, acceptable. In cases of doubt, Councilmembers should refuse.
- ii. Councilmembers should not accept gifts from outside agencies which may be competing or applying for City business, permits, or development decisions. Accepting gifts not only gives the appearance of favoritism, but may create an embarrassing and possibly unlawful position for the City. Items of small value such as calendars, pencils, etc. with advertising or logos are acceptable, but large items such as clothing, equipment for personal use, etc. should be declined.

**D. Councilmember Removal.**

A Councilmember may be fined or expelled from a meeting for disorderly conduct upon a two-thirds (2/3) vote of all members.

- E. Treatment of Information.** It is important to discriminate between Council information that belongs to the public and Council information that does not.
- i. Generally, final reports and official records of City Departments must be open on an equal basis to all inquiries.
  - ii. Information considered private, controlled, or protected that is learned in the course of performing Council duties must be treated in confidence if specifically requested by the applicant, or as dictated by State law. Such information becomes public when an application for official action is submitted.
  - iii. Information contained in studies that are in progress should not be divulged except in accordance with established City policies on the release of its studies.
- F. Decorum.**
- i. Members of the Governing Body shall not engage in personal attacks and shall restrict comments to issues before the body. Violations of decorum or conduct of Councilmembers shall be addressed by the Mayor who may declare a Councilmember out of order.
  - ii. Governing Body members should avoid engaging in private discourse or committing any other act, such as text messaging, which may tend to distract the attention of the Council or the audience from business before the Council, or which might interfere with any person's right to be heard after recognition by the Mayor.
- G. Training Opportunities.** Each annual fiscal year (FY) budget adopted by the City Council includes funding for training opportunities that are available to all Councilmembers; however, throughout the year, training opportunities for individual Councilmembers may arise. In these instances, electronic communication will be sent to the entire City Council regarding the training opportunity and if one member of the Council is opposed to the training opportunity, an item will be included on the next regularly scheduled City Council meeting agenda to give the entire Council the ability to discuss the matter further and offer their approval or disapproval of an expense from the City Council budget for such training opportunity.

#### **4. MEETINGS.**

- A. Place.** All meetings of the City Council shall be held in the City Council Chambers of City Hall, 1979 W. 1900 S., Syracuse, Utah, or at such other place as the Syracuse City Council may designate.

- B. **Business Meetings.** Business meetings of the City Council shall be held on the second Tuesday of each month beginning at 7:00 p.m.
- C. **Work Sessions.** Work sessions may be held on the fourth Tuesday of each month beginning at 6:00 p.m. Work sessions are informal in nature and designed to facilitate open discussion and problem-solving among participants. The Mayor facilitates discussion and recognizes speakers, such as City staff, consultants, and members of the public who have been invited to provide input to the Council.
- D. **Special Meetings.** Special meetings may be ordered by the Mayor or by any two (2) members of the Council if the business of the City requires it. Special Council meetings shall be properly noticed at least 24 hours in advance of the meeting.
- E. **Emergency Meetings.** Emergency meetings may be called by the Mayor or by two (2) members of the Council for urgent matters. An attempt will be made to notify all Councilmembers of the meeting. In accordance with 10-3-502 et. Seq. of the Utah Code, a majority of the Council must vote to hold the Emergency Meeting.
- F. **Closed Meetings.** Closed meetings may be held to consider certain sensitive matters as allowed by 52-4-205 et. Seq. of the Utah Code. A majority of the Council must vote to convene a closed meeting.
- G. **Electronic Meetings.** The procedures to be followed at the electronic meeting shall be the same as those followed by the City Council in a non-electronic open and public meeting of the City Council.
  - i. When connected remotely, councilmembers are considered “present” for purposes of forming a quorum, voting and any other council business.
  - ii. Unless a meeting is entirely virtual, Councilmembers shall attend City Council Meetings in person if they are in town and physically well enough to attend. It is understood that extenuating circumstances reasonably may prevent or delay attendance.
  - iii. All City Council meetings shall permit remote participation by the public, applicants, staff and councilmembers.

- a. Failure of remote participation technology does not require the meeting to end or be postponed, unless there is no longer a quorum present.
- b. Councilmembers shall enable their video-camera throughout the meeting unless it is not feasible to do so.
- c. Individuals who have not been specifically recognized by the Mayor to speak may have their microphones muted by staff or a virtual meeting host.
- d. Individuals who interrupt proceedings, who repeatedly turn on their microphones without being recognized, or who disrupt proceedings may be disconnected from the meeting at the Mayor's direction, unless that individual is a Councilmember. Councilmembers may only be disconnected pursuant to a vote under subsection 3(D) of these Rules.
- iv. There is no requirement that a certain number of councilmembers be present at an anchor location.
- v. A meeting that is intended to be entirely virtual will so indicate on the agenda, and an anchor location for the public's use will be provided unless otherwise excused by Utah law.
- vi. If an electronic meeting is closed, the following applies:
  - a. All participants of the closed meeting must be alone within a room with a closed door.
  - b. All participants must utilize headphones or other means to prevent others in their proximity from listening to the proceedings.
  - c. Participants are prohibited from recording the proceedings, except the City Recorder or a designee.
  - d. Participants or Councilmembers shall be held personally responsible for their disclosure or leak of confidential, protected or private information that is discussed or shown during a closed session, even if the dissemination was unintentional. Knowing dissemination of such records is criminally punishable.

**H. Public Hearings.** Public hearings are generally part of a scheduled and noticed business meeting agenda and shall consist of those items for which the Council is legally required to hold a hearing or for those items for which the Council would like to receive public input. Public hearings will be held after providing proper notice as required by state law or City ordinance for the particular subject matter to be addressed. Such hearings shall include, but not be limited to, those matters for which a public hearing is required by state law or City ordinance. Matters for which state law or City ordinance requires a public hearing will be automatically scheduled by

City administration. By majority vote, the Council can direct City administration to schedule a public hearing on any other topic.

- i. When a public hearing is held, a member of the City staff having knowledge about the issue will first present information on the issue and answer questions.
- ii. The Mayor will then declare the public hearing as opened or convened.
- iii. At that point, all parties interested in addressing the issue are invited to speak before any discussion is held by the Council or before any motion is made. The Mayor may provide a time limit for those addressing the Council during a public hearing.
- iv. Each individual who speaks will state his or her name and address before proceeding.
- v. After all individuals who desire to speak have spoken, or after an amount of time determined to be sufficient, the Mayor will announce the potential closure of a public hearing two times before declaring the public hearing closed.
- vi. The Council may vote to continue a public hearing to a future specified date, time, and location if there is insufficient time to take all public comment during a particular Council meeting.
- vii. A public hearing can be reopened only upon a showing of exceptional circumstances and a two-thirds vote of the Council.
- viii. After the public hearing is closed the Council may proceed with discussion on the matter at hand. When discussion by the Council is finished, a motion and second may occur concerning the item and the Council will subsequently vote.

- I. **Quorum.** Three (3) members of the Council shall constitute a quorum thereof for the transaction of all business except where otherwise required.
- J. **Content.** Discussions in the meetings are to be limited to agenda items and issues reasonably related thereto. Comments or presentation by the public are to be limited to relevant issues. In order to ensure that the meetings proceed timely and orderly, the Mayor may impose a time limit on those desiring to address the Council.
- K. **Public Comment.** Individuals addressing the Council during the public comment period of the meeting or during a public hearing shall be given a time limit of not less than three minutes. Public comment periods will be included at the beginning and end of business meeting agendas and at the beginning of extended work session agendas; the Council may also accept public input for each item listed on an extended work session agenda as discussion of each item warrants. Any person who disrupts the meeting by

exceeding a time limit, discussing irrelevant issues, or otherwise, may be removed at the direction of the Mayor.

- L. Comments Submitted by Public.** Members of the public may submit comments to be presented during the meeting, including for an item set for public hearing, by sending them to the Mayor or City Recorder at least six (6) hours before the meeting, subject to the following requirements:
- i. The written comment must specifically state that the sender is requesting that it be read during the meeting; an email to a Councilmember or staff member without such a statement will not be read during the meeting or made a part of the record.
  - ii. The submitter's name and city of residence must be attached to the comment and read as part of the submission. No anonymous comments will be accepted into the record or read.
  - iii. A staff member will read the submitted comment for no longer than three (3) minutes. A comment that exceeds that amount will remain in the record but will not be read in its entirety during the meeting.
  - iv. A person who has had a comment read into the meeting may not also provide oral comment during the comment or hearing period.
  - v. If the comments relate to a specific agenda item for which an applicant is requesting action, then the comments will be forwarded to the applicant at least one (1) hour before the meeting.
  - vi. If multiple copies of the same correspondence are submitted, such as through a form letter or petition, the comment will only be read once, with the reader indicating the names of the individuals who signed the letters or petition.
- M. Time.** If a meeting has not adjourned by 10:00 p.m., the Council shall hold a vote on whether to adjourn the meeting or set a later time for adjournment. Items on the agenda that are not heard as a result of this rule shall be placed on the next agenda.
- N. Additional Guidelines.** In addition to these policies and procedures, the Council may invoke additional guidelines as necessary to address issues as they arise so long as they are consistent with the nature and intent with content herein.

## **5. MOTIONS.**



- A. **Making of Motions.** Any Councilmember except for the Mayor may make or second a motion. Motions should state findings for denial or approval within the motion:
- i. Findings should be included in the beginning of the motion.
  - ii. Staff reports should be in sufficient enough detail to assist the Council in stating findings.
  - iii. All motions should be repeated at the direction of the Mayor.
- B. **Second Required.** Each motion of the City Council must be seconded by a member of the Governing Body; the Mayor is not allowed to second a motion. A motion that is not seconded is considered failed or dead.
- C. **Withdrawing a Motion.** After a motion is stated by the Mayor or read by the City Recorder, it shall be deemed in the possession of the Council, but may be withdrawn at any time before decision or amendment by the unanimous consent of the Council.
- D. **Motion to Table.** A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter and, whenever possible, a specific date to rehear the matter should be scheduled.
- E. **Amending Motions.** When a motion is pending before the Council any member may suggest an amendment; the amendment requires a second with a voice vote on the proposed amendment. After voting upon the amendment motion the Council will vote on the initial motion, if necessary.
- F. **Amending Amendments to Motions.** An amendment to a motion may be amended, no second required, at any time prior to the Mayor calling for a vote on the motion. The amendment to the amendment must be accepted by the author and the member making the second in order for the stated motion to be amended. The author and the member making the second may choose not to accept the additional amendment.
- G. **Substitute Motions.** A substitute motion, which shall replace the original motion, may be made prior to a vote on the original motion.
- H. **To Reconsider a Motion.** To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Councilmember who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Council. Motions to reconsider a previous motion must take place during the same meeting the motion was made or when the minutes containing that particular item are approved.

- I. **Motion to Recess.** A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.
- J. **Motion to Adjourn.** A motion to adjourn the meeting shall be made at the end of each City Council meeting. The motion requires a second and is not debatable.

## 6. VOTING.

Except as otherwise specifically provided in these rules, a majority vote of the Council shall be required and shall be sufficient to transact any business before the City Council.

- A. **Changing a Vote.** No member shall be permitted to change his/her vote after the decision is announced by the Mayor.
- B. **Tie Votes.** Tie votes shall be broken by the Mayor casting a vote.
- C. **Conflict of Interest/Disqualification.** Any member declaring a conflict of interest shall be disqualified and shall leave the bench and sit in the audience and shall not participate in the discussion and vote pertaining to that particular matter.
- D. **Minimum Votes Required.** Unless otherwise provided herein, a minimum of three (3) affirmative votes are required to make a determination on any item presented to the City Council.
- E. **Method of Voting.** For all ordinances, resolutions, and actions that would create liability for the City, or at the request of any Councilmember, a roll call vote shall be taken with either a “yes” or “no” vote. All votes shall be recorded. Voting on all other actions may be done by voice vote or other effective method. The result of those votes shall also be recorded.

## 7. AMENDMENTS.

These rules may be amended at any business meeting of the City Council by an affirmative vote of the Council, provided that such amendment has been presented in writing to each member of the Council at least 48 hours preceding the meeting at which the vote is taken. Proposals to amend said rules shall also be properly advertised on the business meeting agenda.