



## SYRACUSE CITY

### Syracuse City Council Work Session Agenda

**October 28, 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](mailto:cassieb@syracuseut.gov), by 4:00 p.m. on October 28, 2025. Comments submitted by the deadline will be read for the record of the meeting.)*
- c. Youth Court items:
  1. Annual Report from Youth Court Coordinator. (10 min.)
  2. Discussion regarding extension of Youth Court Coordinator agreement. (5 min.)
  3. Proposed repeal and reenactment of Syracuse Municipal Code (SMC) Section 2.10.190 pertaining to the establishment and governance of the Youth Court. (5 min.)
  4. Administer Oath of Office to new Youth Court members. (5 min.)
- d. Planning items:
  1. Proposed amendments to Syracuse Municipal Code (SMC) Section 5.35.060 prohibiting mobile businesses from locating in public rights of way. (10 min.)
- e. Public Works/Utilities items:
  1. Proposed amendments to Syracuse Municipal Code (SMC) Section 4.25.010 to allow the Public Works Director to extend the secondary water season for up to two weeks under certain circumstances. (10 min.)
  2. Proposal from Councilmember Savage to make green cans an opt out service for new utility accounts. (10 min.)
  3. Proposed amendments to Syracuse Municipal Code (SMC) Section 4.15 to allow for reduction of water bills in the event of an identified leak fixed by the property owner. (10 min.)
- f. Discussion regarding proposed amendments to the Syracuse City Personnel Policies and Procedures Manual. (15 min.)
- g. Discussion regarding term limits for Syracuse City Elected Officials. (10 min.)
- h. Discussion regarding updated Homeless Winter Response Services in Davis County – “Code Bue” Program. (10 min.)
- i. Promotion of “Davis Links” resource. (5 min.)
- j. Adjourn.

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In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

#### CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 23<sup>rd</sup> day of October 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 October 23, 2025.

CASSIE Z. BROWN, MMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

October 28, 2025

Submitted by Colin Winchester

## **Agenda Item “c”      Youth Court – Four Issues**

### ***Factual Summation***

The City operates a youth court to which minor offenders are referred by law enforcement officers and the Syracuse City Justice Court.

- #1 - Youth court coordinator Michelle Hicks will present a report explaining youth court operations, goals and needs.
- #2 – The youth court coordinator’s contract is scheduled to expire on October 31. The city attorney will request that the contract be extended for one year subject to the same terms and conditions.
- #3 – The city attorney will recommend that the current youth court ordinance (SMC 2.10.190) be repealed and re-enacted to more accurately identify those youth who can be referred to youth court and those youth who can serve as youth court volunteers.
- #4 – New Youth Court Volunteers will be sworn in by Deputy City Recorder Graham.

### ***Discussion Goals***

1. Receive the coordinator’s report.
2. Discuss the proposed contract extension and determine whether to place it on the next available business meeting agenda for action.
3. Discuss the proposed ordinance amendments and determine whether to place them on the next available business meeting agenda for action.
4. Swear in the new youth court volunteers.

## **PROFESSIONAL SERVICE AGREEMENT FOR YOUTH COURT COORDINATION SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between Syracuse City ("the City") and Michelle Hicks ("Ms. Hicks"), for the purpose of retaining Ms. Hicks's services as a coordinator for the Syracuse City Youth Court.

The City and Ms. Hicks agree as follows:

1. Ms. Hicks shall provide coordination services to the City youth court. These services include but are not limited to: maintaining calendars and files associated with youth court referents, communicating with youth court participants and their parents or guardians; communicating with youth court referents and their parents or guardians; collecting and accounting for fees and restitution; accounting for and keeping office expenditures within budgeted amounts; maintaining reports of referent progress and hours spent by participants, providing an annual report of referent progress and hours spent by participants to the Administrative Services Director on or before the thirty first (31<sup>st</sup>) day of July each year; setting up and taking-down of youth court equipment; participating with, supervising and transporting youth court participants for conferences and other training; directing and training youth court volunteers; communicating with City staff as necessary to facilitate the orderly functioning of youth court; and other duties related to youth court administration as are reasonably necessary.
2. Ms. Hicks shall provide all coordination for youth court activities in a timely manner. Generally, she shall attempt contact of the parent or guardian of referents who are initially referred to youth court within one week of the referral, unless court is not in session due to Summer or holiday breaks.
3. Youth Court is generally in session when school is in session. It is expected and understood that it will not be held due to conflicting holidays and school breaks. Ms. Hicks shall attend the annual training conference for youth court participants, except in cases of exigency or other emergency.
4. Ms. Hicks shall control her own calendar and perform these services as the need arises and in a reasonably professional manner. The City shall not require a specific accounting of hours worked or demand that Ms. Hicks make herself available during a specific time or day, with the exception of youth court hearings, which are held on Thursday evenings. Ms. Hicks shall have autonomy over her calendar and when she performs these services.
5. The City shall compensate Ms. Hicks a flat rate of \$7,500.00 annually for her services. Ms. Hicks shall submit monthly invoices to the City for \$625.00 each month, after completion of the month. It is understood and expected that Ms. Hicks will do substantially less work during the Summer months for youth court coordination. The uniform monthly invoices are for administrative convenience in compensating Ms. Hicks for her annual accomplishment of these services, rather than a reflection of actual hours worked during a specific month. The invoice need not tabulate hours completed during the invoiced month.
6. The term of this agreement is two (2) years, beginning November 1, 2023 and ending October 31, 2025. Thereafter, the agreement may be extended for additional one (1) year

extensions, upon the written agreement of the parties, without limit on the number of renewals. If the agreement is extended, the hour requirements and rate of compensation shall remain the same, unless the parties agree otherwise, in writing.

7. Ms. Hicks may terminate this Agreement for any reason or no reason by delivering a notice of her intention to withdraw from the Agreement, upon at least thirty (30) calendar days' notice. Upon receipt of Ms. Hicks's notice, the City shall be released from its obligations under this Agreement and may advertise for and/or award a contract to another individual. Payment shall not be provided for any time period that follows the date of termination.

8. The City may discontinue Ms. Hicks's services for any reason or no reason upon at least sixty (60) calendar days' notice. Upon notice of cessation of services, Ms. Hicks may terminate her services immediately or continue working during the sixty-day time period.

9. Upon termination, whether under Sections 7 or 8 of this Agreement, Ms. Hicks agrees that the City shall not be responsible for payment of the entire annual compensation identified in Section 5 of this Agreement. Rather, the annual compensation shall be reduced by the remaining whole months in the year, multiplied by \$625.

10. Ms. Hicks shall generally be available to communicate with City officials, referents and participants in a reasonable manner. It is understood that Ms. Hicks is employed during business hours in another capacity and will not always be immediately available. In such cases, she shall return phone calls or other communications in a reasonably timely manner.

11. Ms. Hicks agrees that she shall conduct herself with professionalism and civility. All participants, referents, City employees, parents or guardians, and City employees shall be treated with respect and Ms. Hicks may not discriminate against any individual on the basis of sex, gender, race, ethnic background, disability, sexual orientation, gender identity, religious affiliation, age, veteran status, or any other status protected by the United States constitution or Utah laws. She shall intervene and report to the City any discriminatory language or behavior occurs among youth court participants or referents.

12. Ms. Hicks shall ensure that she is not left alone with any juvenile youth court participant or referent; she shall be diligent in interrupting and reporting any suspicious or inappropriate behavior on the part of any volunteer, parent, guardian, participant or referent. Ms. Hicks shall ensure that no adult volunteer, parent, guardian, participant or referent is left alone with any juvenile youth court participant or in the case of necessity that any one-on-one interaction is easily observable by others. Ms. Hicks shall ensure that any meetings with minors shall be in open rooms with the door open. If Ms. Hicks observes or suspects the abuse of any juvenile youth court participant or a juvenile youth court participant discloses abuse to Ms. Hicks, Ms. Hicks shall report the allegation immediately to the local law enforcement agency.

13. The City shall provide access to certain city information technology necessary for the function of youth court, as well as access to City facilities and supplies. Ms. Hicks shall safeguard any keys, computers or other equipment from damage or external access, and shall immediately report any such damage or suspicious activity on the equipment to the City. At the termination of this Agreement, any equipment, keys or other materials provided by the City shall be returned to the City within five (5) business days following the termination.

14. The relationship of Ms. Hicks to the City under this Agreement is that of “independent contractor.” No relationship of employee, agent or servant of the City is created by this agreement. Accordingly, no additional benefits, such as insurance coverage, or retirement and pension contributions are connected with this agreement. No Internal Revenue Service withholdings shall be made by City from payments made for Ms. Hicks’s services.

15. This agreement is governed by the laws of Utah and is the entire agreement of the parties. It may not be modified except in writing, signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

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Michelle Hicks

SYRACUSE CITY

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David Maughan, Mayor

Attest:

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Cassie Brown, City Recorder

Approved as to form:

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**FIRST EXTENSION OF PROFESSIONAL SERVICE AGREEMENT  
FOR YOUTH COURT COORDINATION SERVICES**

Pursuant to Section 6 of the Professional Service Agreement for Youth Court Coordination Services dated November 16, 2023 (the “Contract”), the Contract is hereby extended for one year through October 31, 2026, subject to the same terms and conditions as the Contract.

The effective date of this extension is November 1, 2025.

DATED this \_\_\_\_\_ day of November, 2025.

SYRACUSE CITY:

YOUTH COURT COORDINATOR:

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

\_\_\_\_\_  
Michelle Hicks

Attest:

\_\_\_\_\_  
Cassie Brown, City Recorder

## Proposed Repeal and Re-enactment of SMC 2.10.190

### 2.10.190 Youth Court.

~~(A) — The City may establish a Youth Court as a tool for restorative justice and education, in accordance with Utah law.~~

~~(B) — Any interested high school age student who resides within Syracuse shall be permitted to participate in the Youth Court. Adult advisors shall participate on a volunteer basis, and undergo a City volunteer screening process, including a criminal background check.~~

~~(C) — Referral to Youth Court is subject to the discretion of investigating police officers, and participation is voluntary for the person being referred. Youth may be referred to the program if they are high school age students and admit to the charge. Sentencing in Youth Court shall be guided by principles of restorative justice and accountability.~~

~~(D) — Youth Court shall meet regularly as necessary to conduct business and shall keep a record of its proceedings. Records of Youth Court proceedings are designated as private pursuant to Utah records law.~~

(A) — There is hereby established a youth court as a tool for restorative justice and education, in accordance with Utah Code Title 80, Chapter 6, Part 9.

(B) — As used in this Section:

“Adult Advisor” means an adult appointed by the Coordinator to assist the Coordinator in the operation and administration of the youth court.

“Coordinator” means the adult with whom the City has a written contract to oversee the operation and administration of the youth court.

“Participant” means a person who has been referred to youth court by a law enforcement officer or by the Syracuse City Justice Court.

“Youth Volunteer” means a person appointed by the Coordinator to serve in the role of youth court judge, juror, lawyer, bailiff, clerk or other court officer.

(C) — The Coordinator, adult advisors, and youth volunteers age 18 or older, must timely complete the City’s volunteer screening process, including a criminal background check, and thereafter timely complete all required training and background checks required by Utah law or City policy.

(D) — Youth volunteers must: be a resident of the City; or attend one of the following schools: West Point Junior High School, Syracuse Junior High School, Legacy Junior High School, Syracuse

Arts Academy Junior High School, or Syracuse High School; or attend Clearfield High School after having participated as a youth volunteer while attending West Point Junior High School.

(E) Youth court participants must:

(1) be under 18 years old or be 18 years old and attending high school at the time of referral;

(2) be referred to youth court by a law enforcement officer or by the City Justice Court;

(3) volunteer in writing, along with a parent, guardian or custodian, to participate in youth court;

(4) agree in writing, along with a parent, guardian or custodian, to abide by the decisions of the youth court;

(5) have committed a referable offense within the City; and

(6) be a resident of the City; or attend one of the following schools: any elementary school located within the City; West Point Junior High School; Syracuse Junior High School; Legacy Junior High School; Syracuse Arts Academy Junior High School; Syracuse High School; Clearfield High School.

(F) Youth court resolutions shall be guided by principals of restorative justice and accountability.

(G) Youth court shall meet regularly as necessary to conduct business and shall keep a record of its proceedings. Records of youth court proceedings are classified as private.





# COUNCIL AGENDA

October 28, 2025

Submitted by Colin Winchester

## **Agenda Item “d.1”      ORD 25-XX – MOBILE BUSINESSES – PROHIBITED LOCATIONS**

### ***Factual Summation***

- Throughout the summer, mobile businesses have been setting up in the northwest corner of the six-way roundabout at 2000 W 2700 South
- The six-way roundabout is a public right-of-way without designated ownership
- Roundabouts are ill-suited for standing, stopping and parking
- The attached ordinance proposes to prohibit mobile businesses in public rights-of-way without written permission from the highway authority having jurisdiction over the right-of-way
- The attached ordinance also cleans up existing language without substantive changes

### ***Discussion Goals***

Discuss and determine whether to advance the attached ordinance to the next available business meeting for action.

**5.35.060 Prohibited locations — ~~Exception for roadway construction zones and government property.~~**

(A) Mobile businesses may not locate ~~their vehicle or trailer on the~~ in or on a roadway, or in such a manner as to encourage the congregation of customers in the roadway. Customers may congregate on public sidewalks, ~~unless they are impeding the regular pedestrian traffic in the area.~~

(B) Food trucks may only locate in zones that also permit food establishments or restaurants, except food trucks falling under the criteria of SMC [5.35.040](#)(A)(1) and (2).

(C) Notwithstanding other provisions of this section, a mobile business may locate within ~~the~~ right-of-way ~~within of~~ a roadway construction zone, if:

(1) The ~~portion of the~~ right-of-way where the mobile business is located is closed to non-construction traffic and pedestrians;

(2) The entity responsible for the construction zone approves the mobile business's location; and

(3) ~~The mobile business does not locate in a manner that may impede traffic within lanes of travel that are open, including areas where customers congregate. Neither the mobile business nor its customers locate or congregate in a manner that impedes open lanes of travel.~~

(D) Mobile businesses may ~~not~~ locate on property owned by ~~a government agencies and agency or~~ political subdivisions ~~of the state of Utah, if they obtain~~ without the written permission of the agency or subdivision.

~~(E) Mobile businesses may not locate within a public right-of-way without the written permission of the highway authority having jurisdiction over the right-of-way.~~



# COUNCIL AGENDA

October 28, 2025

Agenda Item “e.1”      **Proposed amendments to Syracuse Municipal Code Section 4.25.010 to allow the Public Works Director to extend the secondary water season for up to two weeks under certain circumstances**

***Factual Summation***

- This season the 30-day forecast on September 22<sup>nd</sup> indicated hot temperatures and no rain. To offset the anticipated need, the season was extended to October 10<sup>th</sup>. Heavy rainfall occurred October 4<sup>th</sup> with follow up rainstorms afterward. The 30-day forecast did not acknowledge the large storm (13 days beforehand) and is not as accurate as a short-range forecast.
- Decisions to extend the season are best made with a more accurate forecast, which are generally short-range. To streamline the service, an ordinance update is proposed to extend the secondary water season based upon water availability and weather conditions.

***Current ordinance:***

**4.25.010 Schedule, rates and charges.**

Secondary water season begins May 1st and ends October 1st each year unless City Council extends or reduces the dates based upon the watershed conditions, delivery limitations from suppliers, or the City’s water system limitations.

The City Council shall, by resolution, establish such rates for the provision of pressure irrigation services as appropriate and necessary.

The pressure irrigation water service shall not be used to irrigate any area exceeding one acre.

***Draft Amendment:***

**4.25.010    Schedule, rates and charges.**

**A. Season Schedule.**

The secondary water season begins May 1st and ends October 1st each year unless:

- (1) The City Council extends or reduces the dates based upon watershed conditions, delivery limitations from suppliers, or the city's water system limitations; or
- (2) The public works director, upon determining that sufficient water supply remains available within the city's pressure-irrigation system and prevailing temperatures and short-term weather forecasts indicate relatively warm and dry conditions, may extend the irrigation season beyond October 1st, up to but not later than October 15th of the same year.

**B. Rates and Charges.**

The City Council shall, by resolution, establish such rates for the provision of pressure-irrigation services as appropriate and necessary.

**C. Acreage Limitation.**

The pressure-irrigation water service shall not be used to irrigate any area exceeding one (1) acre.

***Discussion Goals***

After a determination each autumn of water availability and weather forecast, will this proposed change accomplish the council's desire to streamline the decision to extend the water season beyond the baseline end date of October 1<sup>st</sup>?

This is simply a draft, are there other ideas that can be considered?



# CITY COUNCIL AGENDA

October 28, 2025

Agenda Item “e.2”      Discussion regarding green waste can services

***Factual Summation***

- Councilmember Savage requested a discussion of the idea of making the City’s green waste can service an ‘opt-out’ service for new utility customers. Any questions regarding the topic can be directed at him.



# CITY COUNCIL AGENDA

October 28, 2025

Agenda Item “e.3”

**Proposed amendments to Syracuse Municipal Code (SMC) Section 4.15 to allow for reduction of water bills in the event of an identified leak fixed by the property owner.**

## ***Factual Summation***

- The Administrative Services Department oversees utility billing for all utility services provided by the City.
- It has been the practice for several years that the Utility Billing Manager will work with customers in the event they receive a high-water bill due to a water leak on their own property. However, there is no formal rule or policy in place that allows for the reduction of a water bill.
- The Administrative Services Director proposes a formal regulation in Section 4.15 of the Syracuse Municipal Code that would give the Utility Billing Manager authority to waive or reduce a water charge that was associated with a leak. Components of the regulation would include the following:
  - The Administrative Services Director will create a formal application that customers can use to apply for the adjustment.
  - The property owner will be responsible to fix any leak on their side of the water meter before applying for a bill adjustment.
  - The property must provide proof of the leak and proof of the repair.
  - One-time or periodic relief of a water bill; other utility providers allow for an adjustment once every three years.

## ***Discussion Goals***

Discuss and determine whether to advance the proposed amendments to the next available business meeting for action.



# COUNCIL AGENDA

## October 28, 2025

### Agenda Item "F" Personnel Policy and Procedures Manual Proposed Updates

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

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

#### ***Discussion Items***

Periodically City Administration and Department Heads propose changes to the personnel policies and procedures manual. Please read through and review the red line edits. This will be on the November 18<sup>th</sup> meeting for approval. Here is a summary of edits:

#### **Summary of Redline Edits:**

**3.170** – Clarified that employees rehiring with the City within 1 year will only maintain their same anniversary date if they are being re-employed under the same status.

**4.050** – changed wording to calendar days rather than workdays. Since everyone's work schedules are different, it can be difficult to figure out approval and when approval is needed by going off just workdays.

**5.040** - Policy accidentally removed during one of the edits. Revised policy to clarify that the wage increase is "per fiscal year and if budgetary resources allow".

**5.080 (e)** – changed wording to specify that the effective day of advancements will be on the first pay period after the final approval date of the advancement.

**5.120** – updated the on-call pay policy, increase the on-call pay to align with benchmark cities, and adjusted procedure to better define compensation for work performed while on-call.

**6.040** – Changed language to match our practice of rounding to the nearest 15-minute increments for time keeping.

**6.040 (b)** – added a section that non-exempt employees shall not respond to afterhours emails or teams messages unless authorized and/or required to by their supervisor or department head. And that employees are expected to respond to work-related after-hours phone calls or text messages

**7.130** – Fixing a referenced code to the Utah Code and a misspelled word.

**8.090** – Changing the Juneteenth holiday to be observed the same time as the state observes it.

**21.050** – Took out a sentence where we say an employee should use their best judgement when taking calls and emails to ensure they don't work unreasonable overtime.

**Chapter 22** – added a new chapter for a new AI policy.

**Appendix** – Appendixes removed due to having the QR code and link that directs employees to the most up to date forms on our website. Language throughout policy manual is updates to reference the forms is found at the Employee Forms Library

#### ***Discussion Goals***

The following items outline the goals of this discussion:

1. Review proposed edits and make any necessary changes. Move for approval on the November 18<sup>th</sup> meeting.

### **3.170 Rehires.**

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

### **4.050. Light Duty Status.**

Employees that incur a medical condition and are recommended by a medical doctor to only be involved in "light duty" activity may be assigned work in accordance with light duty operations and functions as approved by the Human Resources Manager in cooperation with the Department Head. Light duty assignments will be temporary and short term in nature, usually not exceeding thirty (30) workdays/calendar days. Each case will be reviewed independently and will only be extended for extenuating circumstances. Light duty assignments over thirty (30) days must be approved by the City

### **5.040. Pay Progression.**

Progression within the salary and wage scale shall follow the city's recruitment and retention policy. In order to address issues such as retention of an employee or wage compression, the City Manager may approve minor salary, and wage increases up to five percent (5%) per fiscal year if budgetary resources allow. No salary or wage increase above five percent (5%) may be approved without the review and consent of the City Council.

### **5.080 Position Adjustments**

(e) Advancements. An Advancement is defined as an extra pay increase that recognizes an employee's improved skill, knowledge, or capability. Some advancements also include a change in title to a higher position in the wage scale, but typically does not include a significant increase in the employee's responsibilities or supervisory duties (e.g., Maintenance Worker I to a Maintenance Worker II). Frontline (non-supervisory) employees who meet the requirements for an advancement established in each department will receive an automatic 5% wage increase. Employees that also move to a higher titled position will receive at least the minimum of the wage scale of the new position. Each employee in a frontline position is eligible for a maximum of two advancements, if the position allows. The wage increase becomes effective on the first pay period following the final approved date of eligible the advancement-date.



## 5.120. On-Call Pay.]

Non-exempt employees who are assigned to on-call status will be issued a City communication device. Employees on-call must carry the device, be available to respond to calls or messages as soon as possible, and must report to work within thirty (30) minutes if deemed necessary. Failure to respond in a timely manner or to report when required may result in disciplinary action up to and including termination.

(a) On-Call Pay. Employees assigned to on-call status will receive a stipend of thirty dollars (\$30) per calendar day while on-call. On-call days must be recorded on the employees' timecard during the applicable pay period.

(b) Compensation for Work Performed While On-Call.

a. Physical Dispatch:

i. If an employee is required to report physically to a City worksite while on-call, a two (2) hour minimum of worktime will be paid.

ii. If multiple dispatches occur within the same on-call period and the total actual work time does not exceed two hours, the two-hour minimum still applies.

iii. Once total work time exceeds two hours, all additional time shall be paid based on actual time worked in accordance with normal timekeeping procedures.

b. Phone Calls:

i. Time spent responding to phone calls while on-call will be compensated as hours worked and recorded in 15-minute increments on the employee's timecard.

c. Routine Maintenance Checks:

i. Routine maintenance checks or other predictable tasks are considered part of the employees' regularly scheduled work hours and not on-call time. Time spent on these tasks will be compensated as hours worked and recorded in 15-minute increments on the employee's timecard.

ii. For example, an employee on-call over a weekend will receive the \$30 per day on-call stipend but will record any time spent performing scheduled maintenance (e.g., checking pumps) as regular or overtime hours worked, as applicable.

Non-Exempt employees who are required to be assigned to on-call status will be issued a city communication device. Employees who are on-call shall carry a communication device, respond within thirty (30) minutes if contacted, and shall be expected to report to work if deemed necessary. Time responding to a call or reporting to work will be considered as hours worked and shall be recorded in thirty (30) minute increments on the employee's timecard. Employees who do not respond in a timely manner or do not report to work when deemed necessary may be subject to discipline up to and including termination.

On-call employees shall be paid \$25 per calendar day and shall record on-call days on his or her timecard during that pay period.

#### 6.040. Time Keeping.

Employees shall be responsible for accurately recording their hours of work. Federal and State regulations require the City to keep an accurate record of time worked in order to calculate employee compensation, benefits, taxes, and other relevant information. Time worked is time actually spent on the job performing assigned duties unless an exception is authorized under a timekeeping method approved by the City Manager. Nonexempt employees shall be required to accurately fill out City-approved time sheets for each day of work. Hours of work shall be recorded into the nearest fifteen (15) minute increments. The City's rounding practice is intended to be neutral and to ensure employees are fully compensated for all time worked. Rounding must not be applied in a manner that consistently favors the City over the employee. Employees are responsible for tracking their actual start and stop times, and any work performed outside of scheduled hours must be reported. All completed time sheets shall be signed and verified as to accuracy by the employee and submitted to the employee's department head or supervisor for signature and verification. Department heads are responsible for reviewing, verifying, and submitting them to the Human Resources Department no later than 9:00 a.m. on the Monday following the completion of the pay period.

(a) Time Reporting. All employees shall complete and sign a biweekly time record that accurately reflects the hours actually worked to include approved and unapproved overtime, on-call time, approved leave time (holiday, sick, vacation, compensatory time, etc.). An employee who fails to accurately record time may be disciplined.

~~(b) (b) After Hours Work. Non-exempt employees shall not respond to after hour emails or Teams messages unless authorized and/or required by their supervisor or department head. Employees are expected to respond to work-related after-hours phone calls or text messages. Non-exempt employees are generally not expected to perform work outside of their regular schedule. However, employees are required to respond to urgent work-related after-hours phone calls or text messages when contacted. Employees may also be directed by their supervisor or department head to respond to after-hours emails or Teams messages as needed.~~

For purposes of this policy, "urgent work-related communication" means a situation requiring immediate attention in order to: (1) maintain public safety or essential City operations; (2) address an emergency that cannot reasonably wait until the next scheduled workday; or (3) provide time-sensitive information required by supervisor, department head or co-worker.

All time spent responding to work-related communication after-hours – whether by phone, text, email or other methods – must be accurately recorded on the employee's timesheet and will be compensated in accordance with the Fair Labor Standards Act (FLSA). Performing after-hours work without authorization, other than responding to urgent calls or texts as described above, may result in disciplinary action, up to and including termination.

In limited circumstances, insubstantial or insignificant periods of time (generally less than seven minutes) that cannot practically be tracked may be considered *de minimis* and are not recorded. However, recurring or regular after-hours work, regardless of the length of time, must be recorded and will be compensated.

#### 7.130. Employee Assistance Program.

The City provides an Employee Assistance Program (EAP) where employees and family members living in the same household may receive professional counseling in legal, ~~marital~~marital, financial, alcohol, or drug related problems. The counseling is completely confidential.

The City provides mental health services to first responders, the spouse, and children of first responders, surviving spouses of first responders whose death is classified as line-of-duty, and first responders who have retired from Syracuse City, as per Utah Code Section 53-201-102. All mental health counseling is completely confidential.



## **8.090 Holiday Leave.**

Full-time employees not involved in bona fide law enforcement and fire protection activities shall receive eight (8) hours of holiday pay for each of those days defined herein as legal holidays of the City. Full-Time fire fighters working 24-hour shifts shall accrue 5.60 hours of holiday leave every two (2) weeks in lieu of holiday time off and may accumulate and carry forward a maximum of one hundred and forty-five (145) hours of holiday leave. Sworn police officers shall accrue 4 hours of holiday leave every two (2) weeks in lieu of holiday time off and may accumulate and carry forward a maximum of one hundred and four (104) hours of holiday leave. Any unused, accrued holiday leave in excess of these accrual maximums will be forfeited on the employee's anniversary date each year. The employee's anniversary date is their Full-Time hire date. Full-time employees who are in leave without pay status for the workday before or after the applicable holiday will not be eligible for holiday pay or leave accrual. Except for Juneteenth, -if any designated holiday falls on a Saturday, the preceding Friday shall be the holiday. If any designated holiday falls on a Sunday, the following Monday shall be the holiday. Designated and observed City holidays are as follows:

- |     |                                      |                                                                                                                                                                                                                                                              |
|-----|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | New Year's Day                       | January 1 <sup>st</sup>                                                                                                                                                                                                                                      |
| (b) | Martin Luther King Jr. Day           | 3 <sup>rd</sup> Monday in January                                                                                                                                                                                                                            |
| (c) | President's Day                      | 3 <sup>rd</sup> Monday in February                                                                                                                                                                                                                           |
| (d) | Memorial Day                         | Last Monday in May                                                                                                                                                                                                                                           |
| (e) | Juneteenth National Independence Day | June 19 <sup>th</sup> <u>or if June 19<sup>th</sup> falls on a Tuesday, Wednesday, Thursday, or Friday, the preceding Monday is the observed holiday. If June 19<sup>th</sup> falls on Saturday or Sunday, the following Monday is the observed holiday.</u> |
| (f) | Independence Day                     | July 4 <sup>th</sup>                                                                                                                                                                                                                                         |
| (g) | Pioneer Day                          | July 24 <sup>th</sup>                                                                                                                                                                                                                                        |

## **21.050. Cellular Telephones.**

Only those employees authorized by their department head and/or the City Manager are authorized to have a City-issued cell phone. The level of monthly service for such City-issued cell phone shall be commensurate with the amount of City business conducted and needed by the employee. The primary purpose of all City-issued cell phones shall be to facilitate City business. The City will allow limited personal use of City-issued cell phones, though personal use of City cell phones shall not be excessive and shall not interfere with the performance of job duties. The City reserves the right to monitor the billing and use of all City-issued cell phones. By accepting the use of a City-issued cell phone, the employee also understands that excessive use of the cell phone that hinders job performance may result in disciplinary action. Cellular transmissions can be overheard by others. Discretion should be used in discussing confidential information on a cell phone. Employees, who are authorized to use a City-issued cell phone shall agree to be readily available to take calls, respond to e-mails and text messages during working hours, during on-call hours and as reasonably expected as outlined in the employee's job description. Employees shall use best judgment when taking calls, responding to e-mails and text messages outside of his or her working hours to ensure that he or she is not working unreasonable or unapproved overtime. Employees may not use their City phones for work purposes during periods of unpaid leave. Employees are responsible for taking reasonable precautions to prevent theft and/or vandalism of cellular equipment. An employee who violates the conditions of these policies relating to cell phones and usage will be subject to having the use of his or her City-issued cell phone terminated. In addition, employees may be subject to disciplinary action, up to and including termination, for any violation of these policies.

## ARTIFICIAL INTELLIGENCE

### **22.010. Introduction.**

### **22.020. Purpose and Applicability.**

### **22.030. Policy.**

### **22.040. Definitions.**

### **22.050. Conduct.**

### **22.060. Protection of Confidential Information.**

### **22.070. Access Control and Authorization.**

### **22.080. Approved IT Tools.**

### **22.090. Approval Process.**

### **22.100. General Security.**

### **22.010 Introduction.**

Artificial Intelligence (AI) tools are revolutionizing how we work, offering innovative ways to enhance productivity and streamline operations within organizations. For Syracuse City, AI technology has the potential to transform public services, improve decision-making, and provide valuable insights into city management. However, AI technology can present risks to both individuals and the City by making information such as tactics, techniques, proprietary information, confidential information, and security procedures accessible to the public. In addition, without safeguards in place, AI technology can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

### **22.020 Purpose and Applicability.**

The purpose of this policy is to allow Syracuse City and its employees to benefit from the exploration of AI tools while ensuring that AI tools are used in a secure, responsible, and confidential manner.

This policy applies to all Syracuse City employees, officials, contractors, volunteers, and third-party vendors who develop, procure, or use AI systems on behalf of the City.

### **22.030 Policy.**

It is the policy of Syracuse City to develop, implement, and use AI tools ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below. City employees may utilize approved AI tools while performing work for the City to increase the quality, productivity, and efficiency of their work.

This policy also outlines the requirements employees must follow when utilizing AI tools, including assessing potential security risks and safeguarding confidential information.

### **22.040 Definitions.**

- 1) **Artificial Intelligence (AI):** Refers to systems that perform tasks requiring human-like capabilities, such as learning, reasoning, or decision-making, without being explicitly programmed for every situation. This includes machine learning, generative AI, and other adaptive technologies, but excludes simple tools like rule-based automation scripts.
- 2) **AI Tools:** Models and software that generate outputs through the use of Artificial Intelligence.
- 3) **Approved AI Tools:** AI tools that have been reviewed by the Information Technology Manager and approved by the City Manager or designee for use in City work.

- 4) **Confidential Information:** Any data or material not publicly available that pertains to Syracuse City's operations, strategies, or regulatory information. Confidential information also refers to personally identifiable information of employees, residents, and those who do business with the City.
- 5) **Generative artificial intelligence (GenAI):** A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.
- 6) **Personally Identifiable Information:** Any information that can be used to distinguish or trace a person's identity. Examples of personally identifiable information (PII) include:
  - a) Social security number, passport number, driver's license number, taxpayer identification number, and financial account or credit card number
  - b) Personal address and phone number
  - c) Biometric records such as photographic images (especially of face or other distinguishing characteristics) and fingerprints.
  - d) Information that, when combined with other information like that listed above, can then be used collaboratively to identify a specific individual. For example, date of birth, place of birth, race, religion, geographical indicators, employment information, medical information, education information, and financial information.
- 7) **Proprietary Information:** A type of confidential Information owned by Syracuse City or owned by an outside entity but entrusted to Syracuse City, such as trade secrets, strategies, or any sensitive business data.

#### **22.050 Conduct.**

The use of AI tools shall be limited to official work-related purposes, and employees shall only access and use approved AI tools. Approved and licensed AI tools that will not use employee-provided data to train the model may be used to handle confidential information.

Employees should use AI-generated content as an informational tool and not as a substitute for human judgment or decision-making. If questioned, employees shall disclose whether AI tools were used to generate the content of their work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed before use. When applicable, before relying on AI-generated content, members should:

- 1) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.
- 2) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable.

Any function carried out by an employee of the City using AI tools is subject to the same laws, rules, and policies as if carried out without the use of AI tools. The use of AI tools does not permit any law, rule, or policy to be bypassed or ignored.

#### **22.060 Protection of Confidential Information.**

Employees are prohibited from uploading or sharing confidential, proprietary, or regulated

information with any AI tool without prior approval from the appropriate Department Head. This includes:

- 1) Data related to residents, employees, or partners of Syracuse City.
- 2) Any confidential information governed by privacy regulations.
- 3) Any content that could identify individuals, compromise security, or violate compliance standards.
- 4) Personally identifiable information.

Only approved AI tools that are hosted in closed, secure environments may be considered for handling confidential information. Any confidential information uploaded using an approved AI tool must be encrypted or otherwise protected in accordance with the City's security protocols.

If an employee is uncertain about privacy and protection laws, they must seek advice from the Department Head or designee. The Department Head or designee may seek advice from the Information Technology Manager and/or the City's Legal Department before authorizing the entry of confidential information into an approved AI tool.

#### **22.070 Access Control and Authorization.**

AI tools must not be shared outside Syracuse City without prior approval. Employees must:

- 1) Limit access to authorized personnel only.
- 2) Keep login credentials or other sensitive access information confidential.
- 3) Ensure that access is granted only for official City purposes and meets compliance requirements.

#### **22.080 Approved AI Tools.**

The City will maintain an approved AI tool inventory and will make the inventory available to all employees.

#### **22.090 Approval Process.**

Before using any AI tool in connection with an official work-related purpose, employees must obtain formal authorization to ensure security and compliance with Syracuse City policies. The following steps must be followed:

##### **a. Requests**

1. Submit an AI Tool Request form. This form is provided by the City (See Employee Forms Library) and must include:
  - i. The name and provider of the AI tool.
  - ii. A description of the intended use.
  - iii. A description of the types of data to be processed.
  - iv. A justification for using the AI tool.

##### **b. Security Review**

1. The IT Division will assess the tool's:
  - i. Data handling and storage practices.
  - ii. Privacy policy and terms of service.
  - iii. Compliance with Syracuse City's cybersecurity standards.
- c. Approval
  1. The request must be reviewed and approved by:
    - i. The employee's Department Head, and
    - ii. The City's IT Technology Manager or designee.
  - b. If there is a disagreement between the Department Head and the IT Technology Manager regarding approval, the City Manager will make the final decision.
- d. Documentation and Recordkeeping
  1. All approved tools will be recorded in the City's AI tool inventory.
  2. The IT Division will maintain the AI tool inventory.
- e. Ongoing Monitoring
  1. Authorized AI tools may be subject to periodic audits.
  2. Employees must report any performance concerns or data breaches immediately to the IT Technology Manager or designee.

#### **22.100 General Security.**

Employees must adhere to all other applicable Syracuse City security policies, including:

- 1) Using strong passwords for all accounts.
- 2) Keeping software and tools updated to the latest versions.
- 3) Following data retention and disposal procedures to ensure that data is handled in line with City policies.

By following these practices, employees will help protect Syracuse City's digital infrastructure and safeguard data from potential security risks.

Violations of this policy may result in disciplinary action up to and including termination.

#### APPENDIX-EMPLOYEE FORMS

All printable forms can be found by scanning the QR code or going to the following website and going to the employee forms library:



<https://www.syracuseut.gov/173/Human-Resources>





# CITY COUNCIL AGENDA

October 28, 2025

Agenda Item “g”

Discussion regarding term limits for Syracuse City  
Elected Officials.

***Factual Summation***

- Councilmember Savage requested a discussion of the idea of imposing term limits for Syracuse City Elected Officials.
- City Attorney Winchester has drafted a memo regarding the topic; any questions regarding the matter can be directed to him or Councilmember Savage.

## TERM LIMITS

Colin Winchester, Syracuse City Attorney  
September 23, 2025

**1. Introduction.** Councilmember Savage plans to introduce an ordinance to establish term limits for the City Council and/or Mayor.

This Memo: (1) is limited to term limits for Utah local governments; (2) addresses legal issues related to term limits; and (3) includes a summary of actions taken by Utah municipalities that have recently addressed term limits.<sup>1</sup>

This Memo does not: (1) address term limits for federal elected officials, state elected officials, or local elected officials in other states; or (2) take a position for or against term limits.

**2. Constitutional Law.** Term limits *do not violate* the Federal or State constitutions. Per my search, there is nothing in the Federal or State constitutions that expressly authorizes or expressly prohibits term limits for local elected offices.

**3. State Law.** Term limits *might violate* state law. This is the position advanced by the Utah League of Cities and Towns. The League's position is:

a. Utah Code Section 20A-9-203 sets forth the requirements to become a candidate for municipal office. That section only requires that each candidate: (1) be a registered voter; (2) be a resident of the municipality for at least 12 consecutive months immediately before the date of the election; (3) if elected from a district, be a resident of the council district from which the candidate is elected; and (4) if a mentally incompetent individual, an individual convicted of a felony, or an individual convicted of treason or a crime against the elective franchise, have had his/her right to hold elective office restored; and

b. Municipalities cannot add additional requirements (such as term limits).

The League's position has not been challenged in any judicial proceeding and has apparently been dismissed by the Utah municipalities that have proposed or adopted term limits (see below).

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<sup>1</sup> There may be additional Utah municipalities that have addressed or adopted term limits. The municipalities noted below are the municipalities known to me as of the date of this Memo.

#### **4. Utah Municipalities that have Proposed or Adopted Term Limits.**

**Hurricane.** In March 2025, the Hurricane Mayor and others sponsored an initiative to place a term limits ordinance on the November 2025 ballot. Sponsors failed to obtain a sufficient number of signatures and the initiative process failed. In May 2025, the City Council discussed a proposed term limits ordinance but failed to reach a consensus. The proposed ordinance was tabled without date and, per the city attorney, is unlikely to be reconsidered.

**Fruit Heights.** In April 2024, Fruit Heights adopted term limits for the mayor and city council members. See below. There have been no challenges to the ordinance (i.e., no referendum and no litigation).

*2A.01.180 Terms of City Council Members.*

*No person shall serve more than twelve (12) consecutive years on the City Council. In applying this section, service of the City Council resulting from an election prior to January 1, 2024, or service of less than two years by a person elected or appointed after the effective date of this section to complete the term of another person, shall be counted.*

*2A.02.080 Limitation of Terms of the Mayor.*

*No person shall serve more than eight (8) years as the Fruit Heights City Mayor in any sixteen (16) year period or four (4) years after serving more than four (4) years as a City Council member. In applying this section, service as the Mayor resulting from an election prior to January 1, 2024, or service of less than two years by a person elected or appointed after the effective date of this section to complete the term of another person, shall be counted.*

**Clinton.** In May 2025, Clinton adopted term limits for the mayor, city council members, planning commission members, and RAP Tax committee members. See below. There have been no challenges to the ordinance (i.e., no referendum and no litigation).

##### *SECTION 1. Title*

*This ordinance shall be known as the Clinton City Term Limits Ordinance.*

##### *SECTION 2. Definitions*

*For the purposes of this ordinance:*

- Elected Official: The Mayor and members of the City Council of Clinton City.*
- Appointed Official: Members appointed to the Clinton City Planning Commission and RAP Tax Committee.*

- *Term:*
- *For Mayor and Council members: A four-year period of elected service.*
- *For Planning Commissioners and RAP Tax Committee Members: A three-year period of appointed service.*
- *Consecutive Terms: Terms served without a full term break in service.*
- *Partial Term: Appointment or election to serve more than half of a standard term.*
- *Appointed Service (for Mayor/Council): Any time served by appointment before election shall not count toward the term limit.*

### *SECTION 3. Term Limits*

#### *3.1 Mayor*

*No person shall serve more than two (2) elected four-year terms as Mayor. Time served by appointment shall not apply toward this limit.*

#### *3.2 City Council Member*

*No person shall serve more than two (2) elected four-year terms as a Councilmember. Time served by appointment shall not apply toward this limit.*

#### *3.3 Planning Commission Member*

*No person shall serve more than three (3) appointed three-year terms as a Planning Commissioner.*

#### *3.4 RAP Tax Committee Member*

*No person shall serve more than three (3) appointed three-year terms as a member of the RAP Tax Committee.*

#### *3.5 Partial Terms*

*A "partial term" is defined as any term to which an individual is appointed or elected to fill a vacancy before the natural expiration of the original term. Service in a partial term shall not count toward the term limit restrictions of this ordinance.*

### *SECTION 4. Applicability*

*This ordinance shall apply to anyone currently elected or appointed to the aforementioned positions as of the effective date. This ordinance shall apply to any future elected or appointed officials.*

**Saratoga Springs.** In May 2025, Saratoga Springs adopted term limits for the mayor and city council members. See below. A referendum process failed to obtain sufficient signatures. There has been no litigation as of this date.

*1. Term Limits for Elected Officials.*

*a. No elected official may serve more than three consecutive terms in the same position. Any individual who completes three consecutive terms in one position must wait at least one municipal cycle (two years) before running for that same position again.*

*b. A mid-term appointment shall count towards an elected official's term limit if the official served greater than one-half of the term length. Otherwise, a mid-term appointment shall not count towards the term limit.*

*2. Effective Date and Retroactivity. This Section shall have an effective date of December 31, 2025, and shall not apply retroactively. In other words, prior or current terms or years of service of elected officials who are in office as of the effective date shall not be used in determining term limits.*

**5. Voting on Term Limits Ordinances.**

If the Council determines to vote on term limits ordinances, I suggest that the Council follow the process used by Fruit Heights. Fruit Heights split the ordinances – one ordinance for the mayor, and a separate ordinance for the council. In a six-member council form of government (the same form we have in Syracuse), the mayor does not generally vote. However, the mayor does vote when the proposed ordinance would enlarge or restrict the mayor's powers, duties or functions. Fruit Heights determined that term limits on the mayor would restrict the mayor's powers, duties or functions, and that the mayor could therefore vote on that ordinance. I agree with Fruit Heights' position on this issue.



# CITY COUNCIL AGENDA

October 28, 2025

Agenda Item “h”      Discussion regarding updated Homeless Winter Response Services in Davis County – “Code Blue” program

### ***Factual Summation***

- Any question regarding this agenda item may be directed at Mayor Maughan.
- The State of Utah has changed the requirements for cities and counties regarding Code Blue Winter Response requirements each of the last 4 years. There are significant changes this year and it affects us as a city. As a reminder Code Blue is a service provided in counties during the winter to offer a warming center on nights where the temperature is expected to drop below freezing for those displaced by homelessness.
- Changes:
  - County is in the process of purchasing a building in Clearfield that will be the home of Code Blue response this winter and likely beyond.
  - The building being purchased is the previous home to Talia Event Center at 22 East 200 South in Clearfield.
  - The center will have an employee but will mostly be staffed by volunteers over 3 shifts of 4 hours each. The center needs 3 volunteers per shift. Shifts posted are 7:30pm to 11:30pm; 11:30pm to 3:30am; 3:30am to 7:30am.
  - Volunteers can sign up for shifts on the county website, but will only know if the center is open that day depending on the forecasted temperature.
  - Collectively the Mayors of the county are encouraging citizens to volunteer to help share the burden of staffing this center.

### ***Action item:***

This is not up for a vote on an action. We are asking all council members to encourage residents to support this service.

### ***Future actions:***

- There is planned a future support drive to gather gently used winter clothing, warming items, basic supplies.
- There will be a “MOVE” planned where bodies are needed to move beds, cots, and supplies from the location used last year currently located in Kaysville to the new location on or around Nov. 1<sup>st</sup>.

- There will be a training for volunteers scheduled before the season begins.



# COUNCIL AGENDA

October 28, 2025

## Agenda Item “i”

## Promotion of “Davis Links” resource

### ***Factual Summation***

Davis County has launched a new website to help community members find local resources. The Davis Links Resource Directory, located at [davislinks.org](https://davislinks.org), is free to use and designed to be a comprehensive one-stop resource, featuring over 2,000 programs and services to meet the needs of all stages of life.

Davis Links was established to connect Davis County residents with trusted resources and local support through an efficient and reliable network. Users can search privately without requiring an account. Those who want to save or return to their search later can create a free account. The website is available in more than 130 languages.

To use the website, Davis County residents would enter their zip code and a keyword related to their specific need. Users can access resources for food, housing, goods, transit, healthcare, behavioral health, financial support, family support, education, work, legal aid, overall well-being, and other essential needs. Many free and low-cost programs are included, including holiday resource programs.

### ***Discussion Goals***

- Introduction to the new Davis Links resource accessible to Davis County residents.
- Determine city-level promotions, such as utilizing social media and placing a link on the website.





# davislinks.org

Trusted Resources. For Everyone.

## Transportation



## Food



## Healthcare/Dental



## Parks/Recreation



## Education



## Employment/Work



Looking for resources in Davis County? Get help today! Access over 2,000 programs, many of which are free and low-cost.

