

Minutes of the City Council Work Session of the Syracuse City Council, held on October 28, 2025 at 6:00 p.m., in a hybrid in-person/electronic format via Zoom, meeting ID 847 3785 8116, in-person in the City Council Conference Room at 1979 W. 1900 S., and streamed on the Syracuse City YouTube Channel in accordance with House Bill 5002, Open and Public Meetings Act Amendments, signed into law on June 25, 2020.

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

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

City Employees Present:  
Assistant City Manager Stephen Marshall  
City Attorney Colin Winchester  
Fire Chief Aaron Byington  
Police Chief Alex Davis  
Public Works Director Robert Whiteley  
Community and Economic Development Director Noah Steele  
Communications Specialist Kara Finley

The purpose of the Work Session was to receive public comments; receive report from Youth Court Coordinator; discuss the proposed extension of Youth Court Coordinator agreement; discuss proposed repeal and reenactment of Syracuse Municipal Code (SMC) Section 2.10.190 pertaining to the establishment and governance of the Youth Court; administer Oath of Office to the new Youth Court members; discuss proposed amendments to Syracuse Municipal Code (SMC) Section 5.35.060 prohibiting mobile businesses from locating in public rights of way; discuss 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; discuss proposal from Councilmember Savage to make green cans an opt out service for new utility accounts; discuss 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; discussion regarding proposed amendments to the Syracuse City Personnel Policies and Procedures Manual; discussion regarding term limits for Syracuse City Elected Officials; discussion regarding updated homeless Winter Response Services in Davis County “Code Blue” Program; and review promotion of “Davis Links” resource.

#### **Public comments**

There were no public comments.

#### **Youth Court item C1: Annual report from Youth Court Coordinator.**

A staff memo from the City Attorney Winchester explained that Michelle Hicks will present a report explaining Youth Court operations, goals, and needs.

The Mayor invited Michelle Hicks to give a report to the Council regarding the Youth Court program. Ms. Hicks explained that Youth Court runs through the school calendar year and they are currently working through 2025-2026. However, she noted the statistics included in her report reference the 2024-2025 school year, but that she would provide 2025-2026 data to date to the Council via email at the end of the current calendar year. Ms. Hicks then explained that her contract includes West Point City as well, but most of the cases handled by the Youth Court are Syracuse related. In the 2024-2025 school year the Youth Court took 96 traffic cases and 44 delinquency cases. Youth Court is a restorative justice program that gives youth the option to receive guidance and mentorship instead of going through the Justice Court.

The Mayor and Council thanked Ms. Hicks for her report and the work she does for Youth Court.

#### **Youth Court item C2: Discussion regarding extension of Youth Court Coordinator agreement.**

A staff memo from the City Attorney Winchester explained that Youth Courts coordinator’s contract is scheduled to expire on October 31.

Mr. Winchester explained he is proposing to renew the Youth Court coordinator’s contract under the same terms and conditions for an additional year. The Council showed support for this, and the Mayor concluded that this item would move forward to the consent agenda at the next business meeting for the Council to take action on.

**Youth Court item C3: Proposed repeal and reenactment of Syracuse Municipal Code (SMC) Section 2.10.190 pertaining to the establishment and governance of the Youth Court.**

A staff memo from the City Attorney Winchester explained that 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.

Mayor Maughan reviewed the staff memo and explained that the City Attorney is proposing to repeal and reenact the Syracuse Municipal Code pertaining to the governance of the Youth Court and he explained the changes are included in the packet. The Council showed support for this item and the Mayor concluded this item will be on the November 18 business meeting consent agenda for the Council to take action on.

**Youth Court item C4: Administer Oath of Office to new Youth Court members.**

Deputy City Recorder Graham administered the Oath of Office for the new Youth Court members.

**Planning item D1: Proposed amendments to Syracuse Municipal Code (SMC) Section 5.35.060 prohibiting mobile businesses from locating in public rights of way.**

A staff memo from the City Attorney explained that throughout the summer, mobile businesses have been setting up in the northwest corner of the six-way roundabout at 2000 W. 2700 S. The six-way roundabout is a public right-of-way without designated ownership. Roundabouts are ill-suited for standing, stopping and parking.

Mayor Maughan and Community and Economic Development (CED) Director Steele reviewed the staff memo and engaged in discussion with the Council regarding proposed code amendments that would address the concern identified in the City Attorney's staff memo. Mr. Steele explained the proposed language will make it clear that a business cannot conduct business in a right-of-way without a business license or written permission, and businesses cannot conduct business in roundabouts. Mayor Maughan recommended impounding property for people who do not have a business license or are trespassing, but the Council did not show support for impounding property. The Council discussed asking businesses to provide proof of licensure and written permission from the property owner in order to conduct business and if they are out of compliance they can be asked to leave. The Mayor concluded these amendments will move forward to the next business meeting for a vote.

**Public Works/Utilities items E1: 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.**

A staff memo from the Public Works Director explained that this year, the 30-day forecast on September 22, 2025 indicated hot temperatures and no rain. To offset the anticipated need for irrigation water, the secondary water season was extended to October 10. Heavy rainfall occurred October 4, 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)."

The Mayor reviewed the staff memo and facilitated discussion among the Council regarding the proposal. The Council expressed support for this item and the Mayor indicated that this item would move forward to the consent agenda at the November 18 business meeting.

**Public Works/Utilities item E2: Proposal from Councilmember Savage to make green cans an opt out services for new utility accounts.**

A staff memo from Administration explained Councilmember Savage requested a discussion of the idea of making the City's green waste an opt-out service for new utility customers.

Councilmember Savage explained that the City has had a great response to the recycling program and 7.1 percent of the waste is being diverted due to participation in the recycling program. Councilmember Savage explained he is recommending having all new sign-ups for utilities in the City automatically enrolling in a green waste can and they can opt out if they do not have a need for the green waste service.

Councilmember Watson stated he likes the recycling program because almost everyone has recyclable materials, but not everyone has green waste. The Council discussed recent development trends, with an increase in multi-family projects and developments managed by Homeowners Associations (HOAs) and concluded many areas of the City do not need green waste recycling services. They were not supportive of making green cans an opt-out service for new utility accounts. The Mayor concluded this item would not move forward due to lack of support from the Council.

**Public Works/Utilities item E3: 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.**

A staff memo from the Administrative Services Director explained that 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 the 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 the 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 for fixing 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.

Mayor Maughan reviewed the staff memo and explained this would allow a reduction of the utility bill once a homeowner has fixed a leak and shows proof of fixing the leak at their property. The Council briefly discussed this matter and showed support for the proposed amendments. The Mayor concluded that the proposed amendments would move forward to the November 18 business meeting for the Council to vote on.

**Discussion regarding proposed amendments to the Syracuse City Personnel Policies and Procedures Manual.**

A staff memo from the Assistant City Manager Marshall explained that 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 at 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 found at the Employee Forms Library.

Assistant City Manager Marshall briefly reviewed the proposed amendments, and the Council expressed support for the proposal. Mayor Maughan concluded that this item will move forward to the next business meeting for the Council to take action on.

### **Discussion regarding term limits for Syracuse City Elected Officials.**

A staff memo from Administration explained that Councilmember Savage has requested a discussion regarding the idea of imposing term limits for Syracuse City Elected Officials.

Councilmember Savage read a statement regarding this matter for the record:

“Term limits are popular among the voters but not popular among those already in office. It's very rare for someone in power to potentially limit themselves or vote themselves out. Some claim there aren't enough qualified people to serve or the pool of candidates will become too small, I disagree. If we can't find six people to be elected officials out of 40,000 residents, we have much bigger issues than term limits. It doesn't take years to learn how to be an effective mayor or council member. I personally have seen the talents and expertise of many individuals in our community who could step up tomorrow and make a difference in these positions when openings come available. In the 2024 general election, 95% of incumbents nationwide who ran for re-election won their bids. That statistic includes congressional, state and local offices in over 50 states. We must therefore conclude that the US Congress has the most qualified people available, right? I simply do not believe this to be true, given the current state of affairs in the nation, but it does illustrate the power of incumbency. This is why many great people don't throw their hats in the ring. The incumbent has an advantage. Term limits will open the gates for many amazing people to run for office, campaign, and actually have a chance at winning. This isn't about fixing a problem we have but rather preventing the problems we see playing out in other locations from ever occurring in the first place.”

Councilmember Savage then engaged in philosophical discussion with the Mayor and Council regarding the concept of term limits; Councilmember Watson expressed concern regarding term limits and explained he had City Recorder Brown provide election data for the last 20 years, which shows that Syracuse City has not had a candidate run for any office for three consecutive terms. He stated he does not believe the Council should limit a citizen's right to run for office.

The Mayor stated that the Utah League of Cities and Towns (ULCT) has indicated that they do not believe this would be legal for cities to do; however, some cities have implemented term limits and have not been challenged yet.

Councilmember Cragun stated he agrees with Councilmember Watson that there needs to be a reason to set term limits, and he does not see the need currently.

Mayor Maughan concluded that there were three Councilmembers opposing setting term limits and indicated that this can be brought up again if needed but there was not enough support to move this item forward currently.

### **Discussion regarding updated Homeless Winter Response Services in Davis County – “Code Blue” Program.**

A staff memo from Administration explained that 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 the 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:**

- The 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.

The Mayor reviewed the staff memo and stated this item is informational and the Council does not need to act on anything. The Mayor explained that the County purchased a building in Clearfield City as a warming center, and this center would be staffed by volunteers. The Council is asking for assistance in promoting this service and recruiting volunteers to support the center. An additional change to the program is that there will not be a shuttle bus picking up citizens and taking them to the warming center.

Councilmember Carver asked the Council if they felt comfortable allowing Syracuse City police to transport citizens to the warming center. The Council and Police Chief showed support for transporting citizens to the warming center. The Mayor encouraged the Council to spread the word about the warming center and the resources available.

### **Promotion of “Davis Links” resource.**

A staff memo from Administration explained that Davis County has launched a new website to help community members find local resources. The Davis Links Resource Directory, located at [davislinks.org](http://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 needs. Users can access resources for food, housing, goods, transit, healthcare, behavioral health, financial support, family support, education, work, legal aid, overall wellbeing, and other essential needs. Many free and low-cost programs are included, including holiday resource programs.

Public Information Specialist Finley reviewed the staff memo and explained the County is providing a program called “Davis Links” as a resource to citizens. Ms. Finley stated she is recommending promoting this at a City level if the Council feels comfortable. Mayor Maughan recommended encouraging local businesses to use the website and take advantage of the resources available. Councilmember Savage asked if a flyer could be placed at City Hall regarding the Davis Links resources and the Mayor and Council felt comfortable with placing a flyer at City Hall. The Mayor concluded that staff would promote the Davis Links resource on social media and periodically through the digital newsletter.

The meeting adjourned at 6:56 p.m.

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Dave Maughan  
Mayor

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Cassie Z. Brown, MMC  
City Recorder

Date approved: November 18, 2025