



SYRACUSE CITY

Syracuse City Council Work Session Agenda

February 24, 2026 – 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: 889 2514 0071

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 February 24, 2026. Comments submitted by the deadline will be read for the record of the meeting.)*
- c. Planning items:
 1. Recommendation from Planning Commission: application for zone change for property located at approximately 2600 W. Quail Bluff Dr, Residential (R-1) to Professional Office (PO). (10 min.)
- d. Discussion/review of proposed lease agreement with Antelope BMX. (10 min.)
- e. Discussion regarding proposed amendments to Title Two of the Syracuse Municipal Code (SMC) pertaining to appointments to local districts. (10 min.)
- f. Discussion regarding proposed amendments to Title Two of the Syracuse Municipal Code (SMC) pertaining to government records retention. (5 min.)
- g. Discussion regarding proposed amendments to the Syracuse City Personnel Policies and Procedures Manual. (15 min.)
- h. Discussion/review of Syracuse City Mission and Vision Statements. (30 min.)
- i. Discussion and update regarding key bills in the 2026 Utah Legislative Session. (10 min.)
- j. Report from the Mayor regarding his attendance at the [Creating Epic Destinations – Economic and Tourism Development Workshop](#). (10 min.)
- k. 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 19<sup>th</sup> day of February 2026 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 February 19, 2026.

CASSIE Z. BROWN, MMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

February 24, 2026

## Proposed Rezone - R-1 to PO

### Agenda item "c.1"

#### *Summary*

The city has received a rezone application from Chris Lessig of Rake LLC for approximately 2.205 acres located approximately 2600 W Quail Bluff Drive. The request includes one parcel. The applicant provided the following reasons for the requested change:

*"We would like to build Professional Office space."*

#### *Context*

The property is located on the south side of Antelope on the new frontage road. The north edge of the property has access on the frontage road. The frontage road is named Quail Bluff Drive. The road is a continuation of Bluff Road that was re-routed when the West Davis Highway was constructed. In 2021, UDOT demolished three homes to make room for the widening of Antelope Drive. To the south of the property is single family residential and a detention basin. The east is vacant surplus UDOT property and single family. The West is additional vacant UDOT property, Bluff Road, and West Davis Corridor. To the North is Antelope Drive and north of that, is more vacant surplus UDOT and single family residential.

#### *Zoning*

The current zoning on the parcel is R-1. Zoning to the west is PO and R-1. Zoning to the south is R-1. Zoning to the east is R-2. Zoning to the north is commercial and R-1. The requested zoning is PO. The PO zone's purpose is *"to provide appropriate locations for the development, maintenance, and protection of professional and administrative establishments. The regulations of this zone shall promote a quiet environment for business administration, professional/medical, and government activities, free from the congestion and traffic of the usual commercial business district. The professional office zone is intended to provide a buffer or transition along minor or major collector streets adjoining residential neighborhoods. To this end, the regulations permit professional office buildings, medical, and appropriate non-automobile oriented financial facilities primarily for the service of the area residents. The intensity of development of such a district shall reflect its environmental setting with building height and coverage generally similar to and harmonious with those of neighboring residential districts."*

#### *General Plan*

The property is general planned for 'Commercial'. The PO zone is a permitted zone within the Commercial general plan designation and is therefore consistent with the General Plan. General Plan to the north of the property is Commercial and to the south is Low Density Residential. To the east is Low Density Residential, and to the west is Commercial.

### *Process*

As explained in 10.20.070 (D)(3-4), Planning Commission is the advisory body to the City Council for zoning and general plan map amendments. The Planning Commission is required to hold a public hearing and forward a recommendation to approve, approve with modifications, or deny the request. The City Council will then review the recommendation and make a decision. During the public meeting, the City Council can approve, approve with modifications, or deny the proposal. 10.20.070 (E) explains that amendments to the zoning map are matters of legislative discretion by the City Council after considering if the application would be harmonious with the overall character of the existing development, the extent to which it may adversely affect adjacent property, and the adequacy of facilities and services intended to serve the subject property, including but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection.

The Planning Commission held a public hearing on February 03, 2026 and is forwarding a recommendation for approval.

### *Attachments*

Vicinity Map

General Plan Map

Zoning Map

Zoning Ordinance

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Search

ID : 120910138

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**PROPERTY OWNERSHIP**

Owner

RAKE LLC

Mailing Address

2110 HAMPTON CIR

Mailing City

OGDEN

Mailing State

UT

Mailing Zip

84403

**GENERAL INFO**

ID

120910138

Site Address

Site City

Site Zip

Tax Legal Desc

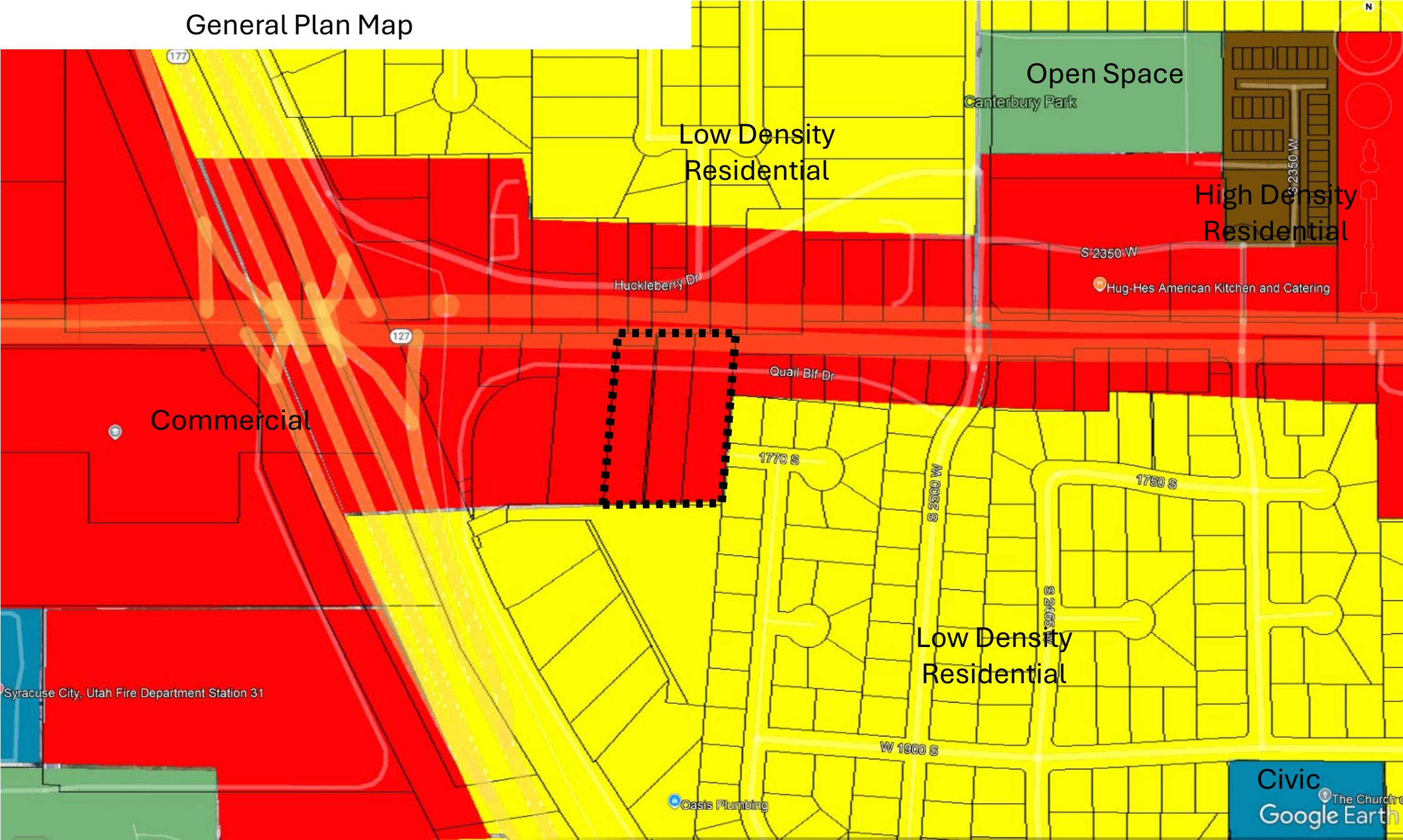
A TRACT OF LAND BEING PART OF UTAH DEPAR...

Acreage

2.205

View Parcel Detail

General Plan Map



## **ORDINANCE NO. 26-XX**

### **AN ORDINANCE AMENDING THE SYRACUSE CITY ZONING MAP FOR APPROXIMATELY 2.205 ACRES OF REAL PROPERTY LOCATED AT APPROXIMATELY 2600 W QUAIL BLUFF DR. FROM R-1 TO PO**

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

**WHEREAS**, the City received an application for an amendment to the zoning map from Chris Lessig of Rake LLC, proposing that property located at approximately 2600 W. Quail Bluff Dr. be changed from R-1 to PO; and

**WHEREAS**, the Planning Commission reviewed the application for the proposed amendment and conducted a properly noticed public hearing on Feb. 03, 2026; and

**WHEREAS**, the Planning Commission forwarded a recommendation to the City Council to approve the proposed zoning map amendment; and

**WHEREAS**, the City Council, having reviewed the Planning Commission's recommendation and the proposed zoning map amendment, found it in the best interest of the City to approve the requested zoning; and

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

**Section 1.      Amendment.** The zoning map of Syracuse City is hereby amended, changing the zoning for property located at approximately 2600 W Quail Bluff Dr. from R-1 to PO, as more particularly depicted in Exhibit A.

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

**Section 3.      Effective Date.** This Ordinance shall become effective ten days after adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS  
10TH DAY OF MARCH, 2026.**

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CASSIE Z. BROWN  
City Recorder

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DAVE MAUGHAN  
Mayor

Voting by the Council:

AYE

NAY

Councilmember Brown

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Councilmember Cragun

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Councilmember Robertson

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Councilmember Pollard

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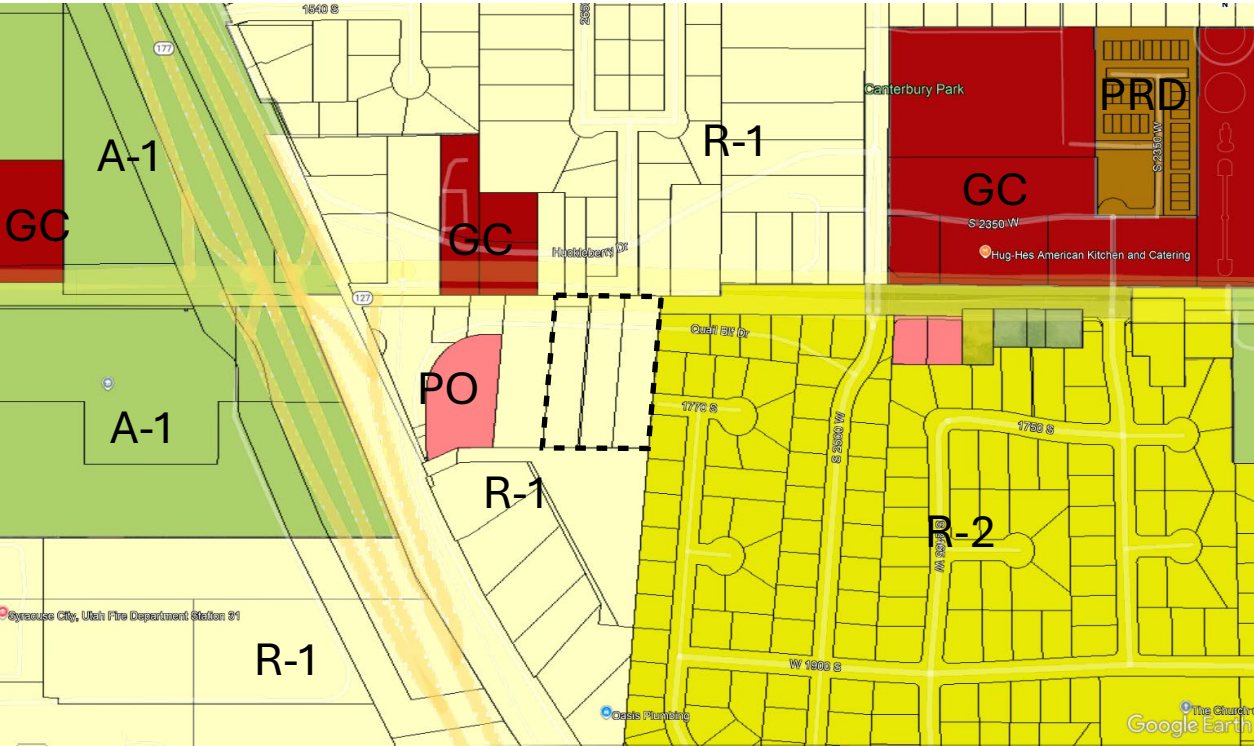
Councilmember Watson

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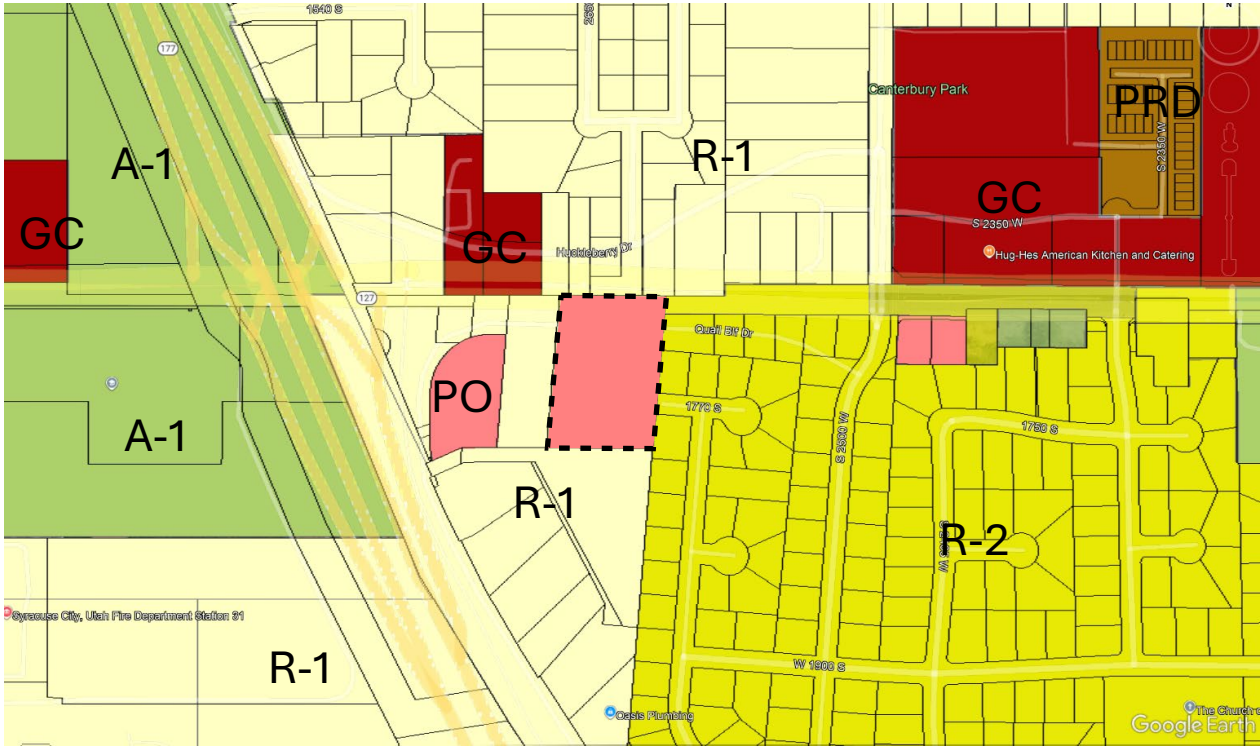
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Exhibit A

Current Zoning



Proposed Zoning



## Chapter 10.85

### PO – PROFESSIONAL OFFICE ZONE

Sections:

**10.85.010 Purpose.**

**10.85.020 Permitted uses.**

**10.85.030 Conditional uses.**

**10.85.040 Minimum lot standards.**

**10.85.050 Distance between buildings.**

**10.85.060 Off-street parking and loading.**

**10.85.070 Signs.**

**10.85.080 Special provisions.**

#### **10.85.010 Purpose.**

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

#### **10.85.020 Permitted uses.**

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

(A) Administrative and executive [offices](#).

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

#### **10.85.030 Conditional uses.**

The following may be permitted as [conditional uses](#) after application and approval as specified in SMC [10.20.080](#).

- (A) Accessory [buildings](#) (200 square feet or greater) (minor).
- (B) [Animal hospitals](#) (major).
- (C) Churches or religious service [buildings](#) (major).
- (D) [Dwellings](#), limited to one unit per property. Occupancy of the unit shall be limited to the business owner or employee and their [family](#) (major).
- (E) Optical shops (minor).
- (F) [Public](#) and quasi-public [buildings](#) (major).
- (G) [Temporary commercial uses](#) (see SMC [10.35.050](#)) (minor). [Ord. 20-28 § 1 (Exh. A); Ord. 11-10 § 10; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-030.]

#### **10.85.040 Minimum lot standards.**

All lots developed and all [structures](#) and [uses](#) placed on lots shall be in accordance with the following standards. Lot [area](#) for properties in this [zone](#) shall front existing minor or major collector streets of the City and include all property as described on the most recent plat of record.

(A) Lot area: minimum of one-half acre to maximum of 10 acres.

(B) Lot width: 100 feet.

(C) Front yard: 15 feet.

(D) Side yards: as required by [site plan](#) review.

(E) Rear yard: as required by [site plan](#) review.

(F) [Building](#) height: the height of [buildings](#) over 35 feet may be equal to the horizontal distance from the nearest [zone](#) boundary line. [Buildings](#) 35 feet high or less may be located within 10 feet of the [zone](#) boundary line. In determining height, exclude [uses](#) not for human occupancy, such as chimneys, flagpoles, [church](#) towers, and similar [structures](#). [Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-040.]

#### **10.85.050 Distance between buildings.**

In this [zone](#), where there is more than one [office](#) building constructed on a site, there shall be a minimum distance between [structures](#) of at least 20 feet. [Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-050.]

#### **10.85.060 Off-street parking and loading.**

Off-street parking and loading shall be provided as specified in Chapter [10.40](#) SMC. [Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-060.]

#### **10.85.070 Signs.**

[Signs](#) permitted in this [zone](#) shall be those allowed in [professional office](#) zones by Chapter [10.45](#) SMC. [Ord. 12-05 § 2; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-070.]

#### **10.85.080 Special provisions.**

(A) [Landscaping](#). In this [zone](#), the following [landscaping](#) requirements shall include:

(1) Ten feet of [landscaping](#) along [frontage](#) areas not occupied by drive accesses.

(2) A sprinkling system and plantings with substantial live plant material for the purpose of buffering, screening, and beautifying the site (plant maturity [landscaping](#) should represent, as a minimum standard, compatibility with surrounding developed properties and [uses](#) with permanent maintenance by the owner or occupants).

(3) A minimum buffer of 10 feet adjacent to residential zoning.

(4) A landscaped [area](#) of five feet adjacent to off-street parking within required [yard](#) areas providing it does not abut residential zoning or [uses](#) (landscaping in [areas](#) adjacent to residential [uses](#) shall be according to buffering requirements per Chapter [10.30](#) SMC).

(5) [Landscaping](#) installed in all [parkstrips](#) to the same standards as other on-site [landscaping](#) as well as a minimum of two trees per every 50 feet of [frontage](#) (asphalt, paving stones, or brick or concrete paving in place of [landscaping](#) between the sidewalk and curb is prohibited).

(6) [Landscaping](#) covering at least 15 percent of the development site. [Landscaping](#) shall be installed within four months of occupancy and maintained in good condition.

(a) [Turfgrass](#) is not to exceed 15 percent of the total landscaped [area](#).

(b) No [turfgrass](#) in [parkstrips](#) or [areas](#) with widths less than eight feet.

(c) Drip irrigation only in landscape [areas](#) less than eight feet wide.

(B) Fencing. Where the site abuts a residential [zone](#), a six-foot-high decorative texture solid [masonry](#) wall shall be located along the property line. All fencing must comply with Chapter [10.30](#) SMC.

(C) Trash Storage. A screened or otherwise enclosed [area](#), or outside [area](#) designated for a trash dumpster or other trash-control device, shall be an integral part of the on-site [buildings](#) to keep the trash out of [public](#) view and prevent litter from scattering throughout the [area](#). The [building](#) materials for dumpster enclosures shall be similar to those of the primary [use](#) building.

(D) Lighting. The following provisions shall apply to installation, maintenance, and operation of outdoor lighting in this zone:

(1) All lights shall have shields to direct all light toward the earth's surface and away from reflective surfaces.

(2) Light fixtures or lamps shall have shields or shades to direct incident rays away from all adjacent property.

- (3) Lights on poles shall not be taller than the [building](#) whose [area](#) they illuminate nor taller than 15 feet, whichever is shorter.
- (4) Any facilities requiring floodlights may not arrange the light(s) in such a way that it will shine towards roadways, onto adjacent residential property or residential [use](#) property, or into the night sky.
- (5) The placement of any light fixture shall be in such a manner that no light-emitting surface is visible from any residential [area](#) when viewed at ground level.
- (6) The level of lighting shall not exceed one-half foot-candle at any residential property line or one foot-candle at any nonresidential property line.
- (7) Any canopy [structure](#) used at a business [office](#) location must have recessed lights with diffusers that do not extend below the surface of the canopy.
- (8) Any luminaire on a pole, stand, or mounted on a [building](#) must have a shield, an adjustable reflector, and a nonprotruding diffusor. [Ord. 22-08 § 1 (Exh. A); Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-080.]

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The Syracuse Municipal Code is current through Ordinance 25-41, passed November 18, 2025.

Disclaimer: The city clerk's office has the official version of the Syracuse Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://syracuseut.gov/>

City Telephone: (801) 614-9633

Codification services provided by [General Code](#)



# COUNCIL AGENDA

## February 24, 2026

### Agenda Item “d” Proposed lease agreement with Antelope BMX

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

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

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

Our initial memorandum of understanding with Antelope BMX included design, specifications, location, and features for the BMX park and pump track. It also included responsibilities for the city as well as Antelope BMX for ongoing use and maintenance. In the initial agreement it stated:

*The BMX Track will be owned and operated as a private recreational use that occupies publicly owned land. In consideration for the use of such land, Antelope BMX shall lease the property from the City through a separate lease agreement. It is anticipated that the annual lease-rate will be negotiated at a later time, and that the initial lease period shall be ten (10) years in length.*

The proposed lease agreement determines the lease rate, start date, escalation in price for future years, and a 10-year initial lease term limit. We will collect the current year and next year's lease payment on March 1<sup>st</sup> and then payment will be due at the beginning of the lease year the following March 1<sup>st</sup>. We are proposing a base lease of \$1,200 with a 3% annual escalator. Here are some comparative lease rates at other BMX tracks:

Santa Clara BMX in Santa Clara- Pays \$1200 per year, or \$100 a month to Santa Clara city.

Virgin BMX in Virgin- Pays \$1 per year to the Bureau of Land Management.

Rad Canyon BMX in South Jordan- Pays \$1 per year to Salt Lake County.

Deseret Peak BMX in Tooele- Pays \$1000 per year to Tooele County.

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

The following items outline the goals of this discussion:

- Review proposed lease agreement and make any necessary changes. Move for approval on the March 10<sup>th</sup> meeting.

**LEASE AGREEMENT FOR SYRACUSE BMX PARK  
ANTELOPE BMX INC**

**LEASE AGREEMENT** (“Agreement”) dated March 1, 2026, by and between Syracuse City, a political subdivision of the State of Utah (“City”), and Antelope BMX Inc, a domestic nonprofit corporation (“Lessee”). City and Lessee are collectively referred to as the Parties.

1. Premises. City hereby leases to Lessee, and Lessee hereby leases from City, the BMX portion of City-owned property located east of the Syracuse Equestrian Center (the “Premises”), for the operation and maintenance of a USA BMX sanctioned bicycle motocross course and related improvements (“BMX Track”).

2. Term. The initial term of this Agreement is ten years, commencing on March 1, 2026, and ending on March 1, 2036, unless terminated earlier as provided herein. The Parties may mutually agree in writing to renew or extend this Agreement.

3. Rent. Lessee shall pay City annual rental as follows, which includes an annual 3% increase:

| Year | Period                    | Due Date | Amount  |
|------|---------------------------|----------|---------|
| Past | Pre 3/1/2026              | 3/1/2026 | \$1,200 |
| 1    | 3/1/2026 through 3/1/2027 | 3/1/2026 | \$1,200 |
| 2    | 3/1/2027 through 3/1/2028 | 3/1/2027 | \$1,236 |
| 3    | 3/1/2028 through 3/1/2029 | 3/1/2028 | \$1,273 |
| 4    | 3/1/2029 through 3/1/2030 | 3/1/2029 | \$1,311 |
| 5    | 3/1/2030 through 3/1/2031 | 3/1/2030 | \$1,351 |
| 6    | 3/1/2031 through 3/1/2032 | 3/1/2031 | \$1,391 |
| 7    | 3/1/2032 through 3/1/2033 | 3/1/2032 | \$1,433 |
| 8    | 3/1/2033 through 3/1/2034 | 3/1/2033 | \$1,476 |
| 9    | 3/1/2034 through 3/1/2035 | 3/1/2034 | \$1,520 |
| 10   | 3/1/2035 through 3/1/2036 | 3/1/2035 | \$1,566 |

4. Ownership of Improvements. All BMX Track improvements, including the racing surface, fencing, announcer’s booth, registration building, sheds, bleachers, and other BMX-related facilities, shall be owned by Lessee. At the expiration or termination of this Agreement, Lessee may remove such improvements at its expense within 90 days, provided the Premises is restored to a safe and usable condition acceptable to City. Any improvements not removed within such time shall become property of City.

5. Use of Premises. Lessee shall: (a) operate the BMX Track as a USA BMX sanctioned facility, providing public access to practices and races consistent with sanctioning requirements; (b) ensure compliance with all applicable laws, ordinances, and regulations; (c) permit public spectating of practices and races subject to USA BMX rules and event fees; and (d) use the Premises exclusively for BMX related purposes unless otherwise approved in writing by City.

6. Lessee's Maintenance and Repair Responsibilities. Lessee shall be solely responsible for the operation, maintenance, and repair of the BMX Track, including its racing surface, structures, fencing, spectator seating, restrooms during events, litter removal, and utilities serving BMX improvements.

7. City's Maintenance and Repair Responsibilities. City shall maintain surrounding park property, including parking lots, landscaping, irrigation, and permanent restroom facilities.

8. Access to Premises. City may access the Premises at any time for any reason. Lessee may secure access to the Premises by use of lock(s), but must give City a key or the combination to the lock(s).

9. Insurance and Indemnification. Lessee shall maintain commercial general liability insurance with minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, naming City as an additional insured. Proof of insurance shall be provided to City upon request and at least annually. Lessee shall indemnify, defend, and hold harmless City, its officers, employees, and agents from all claims, damages, or liabilities arising out of Lessee's use or occupancy of the Premises, except to the extent caused by City's sole negligence.

10. Assignment and Subleasing. Lessee shall not assign or sublease any portion of the Premises without City's prior written consent.

11. Default and Termination. Either Party may terminate this Agreement for cause upon 30 days' written notice to the other Party if the other Party materially breaches its obligations and fails to cure within such period. Either Party may terminate without cause upon 180 days' written notice to the other Party. Upon termination, Lessee shall vacate the Premises and restore Premises as provided in Paragraph 4.

12. Compliance with USA BMX Standards. Lessee shall ensure that all operations comply with USA BMX sanctioning requirements and safety standards, including event insurance provisions.

13. Notices. Any notices required under this Agreement shall be delivered personally or by certified mail to the addresses listed below:

To City:  
Assistant Syracuse City Manager  
1979 West 1900 South  
Syracuse, UT 84075

To Lessee:  
Zach Randall  
306 S Sweet Apricot Cove  
Layton, UT 84040

14. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Utah, and venue shall lie in the Second Judicial District Court in and for Davis County, State of Utah.

15. Entire Agreement. This Agreement constitutes the entire agreement between the Parties concerning the BMX Track and supersedes all prior or contemporaneous discussions, representations or agreements.

16. Modifications. This Agreement may only be modified by mutual written agreement of the Parties.

SYRACUSE CITY:

ANTELOPE BMX INC:

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Dave Maughan  
Mayor

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Zach Randall  
Title: \_\_\_\_\_

ATTEST:

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Cassie Z. Brown  
Recorder



# COUNCIL AGENDA

February 24, 2026

Submitted by Colin Winchester

## Agenda Item “e”

### **ORD 26-06 Amending SMC 2.45.060 (Appointment Process for Special District Boards)**

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

- The process for appointing persons to special district boards (such as the mosquito abatement district board, the sewer district board, and the waste management district board) currently requires a work meeting and a public hearing before the Council may consider/appoint a person to fill the vacancy.
- The Council recently indicated its desire to streamline the process and to provide for nomination by the Mayor followed by advice and consent of the Council.
- It is proposed that SMC Section 2.45.060 be amended to eliminate the work session discussion, eliminate the public hearing, and provide for nomination by the Mayor followed by advice and consent of the Council.

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

Discuss and determine whether to advance the proposed ordinance to the next available Council business meeting.

**ORDINANCE 26-06**  
**AN ORDINANCE AMENDING SYRACUSE MUNICIPAL CODE SECTION**  
**2.45.060 RE APPOINTMENTS TO SPECIAL DISTRICT BOARDS**

**WHEREAS**, current Syracuse Municipal Code Section 2.45.060 requires a work meeting discussion and a public hearing before the City Council can appoint a person to a special district board; and

**WHEREAS**, the City Council desires to streamline the current process by providing for nominations by the Mayor followed by advice and consent by the Council;

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

Section 1. Syracuse Municipal Code Section 2.45.060 is amended to read as attached hereto.

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 ten days after adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 10TH DAY OF MARCH, 2026.**

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CASSIE Z. BROWN  
City Recorder

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DAVE MAUGHAN  
Mayor

Voting by the Council:

AYE

NAY

Councilmember Brown

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Councilmember Cragun

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Councilmember Pollard

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Councilmember Robertson

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Councilmember Watson

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2.45.060 Appointments ~~to local districts~~ special district boards.

~~(A) Prior to appointing individuals to any local district, the Council shall discuss the appointment in a work meeting, and schedule a public hearing to consider the issue at its next regular Council meeting or a special meeting.~~

~~(B) After conducting a public hearing, the Mayor shall open the issue to discussion among Council Members. At the conclusion of discussion, the appointment shall be made by motion, which must be supported by a majority vote. The Mayor may participate in the appointment action as a voting member.~~

~~(C) In the case of a vacancy in both an elected position and an appointed position which was previously filled by that elected official, the Council shall fill the vacancy in the elected seat, as provided in SMC 2.45.040, prior to appointing an individual to fill the appointed position.~~

(A) The Mayor shall submit a nominee who is a member of the Council to the Council for its approval during a regular or special meeting, which approval or denial shall proceed by motion supported by a majority vote.

(B) If the Council approves the nominee, the individual shall be appointed by resolution.

(C) If the Council denies the nominee, the Mayor shall submit another nominee who is a member of the Council, following the procedure set forth in this Section.

(D) If a vacancy exists in both the Council and a special district board, the Council shall fill the vacancy in the Council before filling the vacancy on the special district board.



# COUNCIL AGENDA

February 24, 2026

Submitted by Colin Winchester

## **Agenda Item “f”                      Proposed Ordinance 26-05 Amending SMC 2.40.020 (Retention Schedules)**

### ***Factual Summation***

- Local governments are required by state law to adopt retention schedules. Retention schedules dictate the length of time the local government must retain a record before it can destroy the record.
- Syracuse has, with one exception to date, adopted the retention schedules promulgated by the State’s Division of Archives and Records (“Archives”). See SMC 2.40.020; at this time, the Administrative Services Director/City Recorder proposes to eliminate that exception, which calls for permanent retention of audio recordings of City Council meetings. The State retention schedule indicates recordings should be retained for three years following the approval of the written minutes of a meeting, but in 2012, the City Council determined to retain audio recordings permanently. The issue with permanent retention is the amount of storage space the City will need to retain these large files on a permanent basis, the usefulness of the record (audio recordings are rarely accessed after meeting minutes are approved), and it may be difficult to ensure that the audio files are always usable given regular changes in technology.
- Additionally, Archives’ retention schedule for prosecution files for all non-felony court cases is 10 years after the court case is closed. It is proposed that Syracuse adopt a much shorter retention schedule for infraction cases – 2 years after case closure rather than 10 years after case closure. FYI, infractions are Utah’s lowest level of criminal offenses and consist mostly of minor traffic offenses.
- Archives does not have a retention schedule for non-felony offenses that are declined for prosecution by a prosecutor. It is proposed that Syracuse adopt a retention schedule of 2 years after declination for non-felony cases that are declined for prosecution.
- Both of these proposals have been vetted by Archives and tentatively approved for adoption by the Syracuse City Council.

### ***Discussion Goals***

Discuss and determine whether to advance the proposed ordinance to the next available Council business meeting.



# COUNCIL AGENDA

February 24, 2026

Submitted by Colin Winchester & Cassie Brown

## Agenda Item “f”                      ORD 26-05 Amending SMC 2.40.020 (Retention Schedules)

### *Factual Summation*

- Local governments are required by state law to adopt retention schedules. Retention schedules dictate the length of time the local government must retain a record before it can destroy the record.
- Syracuse has, with one exception to date, adopted the retention schedules promulgated by the State’s Division of Archives and Records (“Archives”). See SMC 2.40.020. That exception relates to the retention of audio recordings of Council meetings; in 2012 the City Council amended the Code to call for permanent retention of audio recordings, but staff now feels that requirement is onerous and should be eliminated. The Administrative Services Director/City Recorder feels that relying upon the State of Utah General Retention Schedule (GRS) of three years for audio recordings is sufficient. Audio recording are rarely accessed after the written minutes of a meeting are approved and requiring retention of the recordings permanently is taking a significant amount of file storage space on the City’s servers. Additionally, there is no way to ensure migration of the records in a format that will always be accessible. Any questions regarding this recommendation can be referred to Administrative Services Director/City Recorder Brown.
- Additionally, Archives’ retention schedule for prosecution files for all non-felony court cases is 10 years after the court case is closed. It is proposed that Syracuse adopt a much shorter retention schedule for infraction cases – 2 years after case closure rather than 10 years after case closure. FYI, infractions are Utah’s lowest level of criminal offenses and consist mostly of minor traffic offenses.
- Archives does not have a retention schedule for non-felony offenses that are declined for prosecution by a prosecutor. It is proposed that Syracuse adopt a retention schedule of 2 years after declination for non-felony cases that are declined for prosecution.
- Both of these proposals have been vetted by Archives and tentatively approved for adoption by the Syracuse City Council. Any questions regarding these two recommendations can be referred to City Attorney Winchester.

### *Discussion Goals*

Discuss and determine whether to advance the proposed ordinance to the next available Council business meeting.

**ORDINANCE 26-05**  
**AN ORDINANCE AMENDING SYRACUSE MUNICIPAL CODE**  
**SECTION 2.40.020 REGARDING RETENTION SCHEDULES**

**WHEREAS**, local governments are required by state law to adopt retention schedules that dictate the length of time the local government must retain a record before it can destroy the record; and

**WHEREAS**, Syracuse City has, with one exception to date, adopted the retention schedules promulgated by the Utah Division of Archives and Records Service (“Archives”); and

**WHEREAS**, City Administration proposes to eliminate that exception pertaining to the permanent retention of audio recordings of City Council meetings and default to the three-year retention period included in the State of Utah General Retention Schedule (GRS); and

**WHEREAS**, Archives’ retention schedule for prosecution files for all non-felony court cases is 10 years after the court case is closed; and

**WHEREAS**, the City Attorney recommends that Syracuse City adopt a 2-year retention schedule for infraction cases; and

**WHEREAS**, Archives does not have a retention schedule for non-felony offenses that are declined for prosecution by a prosecutor; and

**WHEREAS**, the City Attorney recommends that Syracuse City adopt a 2-year retention schedule for non-felony cases that are declined for prosecution; and

**WHEREAS**, both recommendations have been vetted by Archives and tentatively approved for adoption by the Syracuse City Council; and

**WHEREAS**, the Syracuse City Council desires to adopt both recommendations;

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

Section 1. Syracuse Municipal Code Section 2.40.020 is amended to read as attached hereto.

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 ten days after adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH,  
THIS 10TH DAY OF MARCH, 2026.**

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CASSIE Z. BROWN  
City Recorder

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DAVE MAUGHAN  
Mayor

Voting by the Council:

AYE

NAY

Councilmember Brown

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Councilmember Cragun

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Councilmember Pollard

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Councilmember Robertson

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Councilmember Watson

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## **2.40.020 Retention schedule.**

~~All government records of the City shall be retained in accordance with the Utah Municipal General Records Retention Schedule (1998), as updated, which is hereby adopted by reference as the Syracuse City records retention schedule, except that audio recordings of the meetings of the City Council shall be kept permanently rather than the two years identified by the retention schedule.~~

(A) Except as provided in this Section, all records of the City shall be retained in accordance with the General Retention Schedules adopted by the Utah Division of Archives and Records Service.

(B) Prosecution files for infraction court cases shall be retained for two years after the court case is closed.

(C) Prosecution files for non-felony cases that have been declined for prosecution shall be retained for two years after declination.



# COUNCIL AGENDA

## February 24, 2026

Agenda Item “g”                      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. We have a few proposed amendments to our personnel policy. Please read through and review the red line edits. This will be on the March 10<sup>th</sup> meeting for approval. Here is a summary of edits:

Summary of Redline Edits:

5.080 (e) – Added that an employee is not eligible to advance if they have received a disciplinary suspension within the last 6 months or if they are currently on disciplinary suspension.

7.080 (d) – added the Roth 401(k) plan account as an option under the retirement program policy that the city may match to. Since the URS is adding the Roth 401(k) plans to their program.

### ***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 March 10<sup>th</sup> meeting.

#### **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. Employees are not eligible for an advancement if they have received disciplinary suspension within the last six (6) months or are currently on disciplinary probation. The wage increase becomes effective on the first pay period following the final approved date of the advancement.

#### **7.080. Retirement Program.**

(d) Deferred Compensation Plan. Eligible employees shall be allowed to contribute to the deferred compensation plans provided by the Utah Retirement Systems. The City may match, dollar for dollar, up to four percent (4%) of an employee's base wages that the employee contributes to his or her deferred compensation plan(s), for qualifying and eligible employees. Such City contributions shall not exceed a total of four percent (4%) of the employee's base wages and shall be contributed directly into a URS 401(k) or Roth 401(k) plan account. The determination as to whether or not the City will match deferred compensation contributions will be based on the availability of funds and will be re-evaluated on an "as needed" basis.



# COUNCIL AGENDA

## February 24, 2026

Agenda Item “h”      Discuss Proposed Amendments to the City Mission/Vision Statements, and KPIs.

### ***Background***

Mayor Maughan previously asked the Council whether amendments are desired for the Mission and Vision Statements for the city. This discussion is meant to find consensus on any desired changes.

### ***Proposed Amendments***

Prior to the work session the following amendments were proposed by Councilmember Brown:

#### **Amend to Community & Economic Development Vision Statement #3:**

**Vision Statement:** The Community & Economic Development Department takes active steps to recruit and grow the business sector of the community.

#### **Key Results:**

- The city has a business-friendly environment.
- The city proactively engages with potential businesses.
- The city proactively engages with existing businesses.

#### **KPIs:**

- % increase in business-related tax revenue.
- Number of new jobs annually
- Number of outreach events and discussions with business leads.
- Number of outreach events and discussions with existing businesses.
- Resources (staff time & budget) allocated to business development.

### **Amendment to City-Wide Vision Statement #3:**

**Vision Statement:** We foster a strong sense of community pride, involvement, and public safety through improvements, events, and services.

#### **Key Results:**

- Overall safety in the community remains high.
- The city produces and sponsors events and programs that improve the sense of community in the city.
- The city seeks out and actively recruits and communicates with residents willing to volunteer skills and talents toward city initiatives/goals.

#### **KPIs**

- Crime rate per 1,000 residents
- # of emergency preparedness classes, educational messages, trainings conducted annually
- Number of volunteers engaged in city events, programs, civic bodies
- Number of “lead” volunteer positions created.
- Social media engagement rates
- % positive ratings on citizen feedback surveys for events and customer-based services

### ***Other Proposed Changes***

Councilmember Cragun listed the following goals to discuss, however there was discussion on whether these items should be addressed differently than through the Mission and Vision Statements.

#### **Fiscal Stability & Structural Issues**

1. Restore structural balance to the General Fund
2. Ensure sustainable funding for Fire Station 32
3. Establish short-term and long-term funding for emergency dispatch services
4. Stabilize utility funds
5. Implement fair cost allocation across funds

#### **Planning & Growth Management**

6. Align capital projects with operating capacity
7. Prioritize economic development that expands the tax base
8. Develop a recruitment and retention strategy
9. Conduct a citywide staffing needs assessment

#### **Budget Process Improvements**

10. Provide budget scenarios (no tax increase vs tax increase)
11. Develop a rolling five-year financial forecast

***Next Steps***

No formal action is requested at this meeting. The Mayor is requesting direction from the Council on any changes to the Mission/Vision document.



## Key Results and Performance Indicators

### Mission of the City

To provide quality, affordable services for its citizens, while promoting community pride, fostering economic development, and preparing for the future.

### City-Wide Vision Statements

- 1. We are a city with well-maintained infrastructure and efficient services that meet the needs of residents and businesses.**

#### Key Results:

- City infrastructure is reliable with zero or very few unplanned service interruptions.
- City department staffing levels are competitively efficient compared to similar cities.
- Overall public satisfaction of the city remains high.

#### KPIs

- # of unplanned service outages per year (utilities, road, IT)
  - % of capital improvements in 5-yr plan with projected funding
  - # of employees per capita (or other relevant unit) vs similar cities
  - % positive ratings on customer-based services
-

## **2. We are a financially stable city that balances service quality with cost-effectiveness.**

### **Key Results:**

- Overall city debt per capita remains low compared to similar cities.
- The city's "rainy day" funding level targets are met or exceeded.
- The total cost of city government per capita is competitive with nearby cities.
- 3-Year projected expenses align with projected revenue

### **KPIs**

- Debt per capita rate vs similar cities
  - Debt service as a percentage of total revenue
  - Bond credit rating from rating agencies
  - General Fund reserve (rainy day fund) level
  - Total city budget and department budgets per capita vs nearby cities
  - % of projected expenses with projected funding (3-yr projection)
- 

## **3. We foster a strong sense of community pride and public safety through improvements, events, and services.**

### **Key Results:**

- Overall safety in the community remains high.
- The City produces and sponsors events and programs that improve the sense of community in the city.

### **KPIs**

- Crime rate per 1,000 residents
  - # of emergency preparedness classes, educational messages, trainings conducted annually
  - Number of volunteers engaged in city events, programs, civic bodies
  - Social media engagement rates
  - % positive ratings on citizen feedback surveys for events and customer-based services
-

## Police

**1. The Syracuse Police Department is a professional, well-trained, and community-oriented force that responds effectively to crime and public concerns.**

### Key Results:

- Officers exceed state-mandated training requirements.
- The department is engaged in proactive community outreach.
- Response times meet established targets.
- A performance measurement tool ensures effective patrols

### KPIs:

- % of officers exceeding training requirements.
  - # of hours of supervisors receiving supervisory training vs minimum standard.
  - Average years of service of officers in the department.
  - % of urgent calls responded to within target timeframe. (Refinement needed on data available)
  - % of cases assigned to investigators resolved within target timeframe.
- 

**2. Officers are courteous, service-driven, and respected by the community.**

### Key Results:

- The department maintains a positive public image.
- Officers receive service and courtesy training.
- The police department is active in building a positive relationship with the community.

### KPIs:

- # of sustained complaints from the community regarding officer behavior per 1,000 population.
  - % of officers with current crisis intervention training certification.
  - # of community relationship actions taken by police officers.
  - # of city-sponsored events with visible participation of police officers.
- 

**3. Department staffing levels are guided by clear city policies aimed at effective policing.**

**Key Results:**

- Staffing levels align with targets agreed upon by City Council .
- Retention efforts reduce officer turnover.

**KPIs:**

- % of staffing level compared to target.
- Officer turnover rate (within three years vs after three years).
- % of days minimum staffing levels were at risk.

## **Fire/EMS**

### **1. Syracuse Fire and EMS personnel are professional, well-trained, and respond quickly to emergencies with effective equipment.**

**Key Results:**

- Personnel training exceeds state requirements.
- Response times meet or exceed NFPA (National Fire Protection Association) standards.
- Equipment is consistently maintained and available for service.

**KPIs:**

- # of training hours completed compared to minimum standard.
- # of hours of supervisory training vs minimum standard.
- Average years of service of firefighters in the department.
- % of emergency calls meeting response time standards.
- % of major equipment receiving regular maintenance.
- Ratio of mutual and automatic aid given vs mutual and automatic aid received.
- # of days that major equipment is out of service
- % of capital equipment projected to be funded in 5-year replacement schedule.

---

### **2. The Fire Department is part of the community and is respected by the public.**

**Key Results:**

- Public satisfaction with fire services remains high.
- Fire safety and emergency readiness education is provided in schools and to adults.

- The department is visible in city-sponsored events.

**KPIs:**

- #of elementary schools receiving annual fire safety education vs total elementary schools in the city.
- % of city-sponsored events with fire department participation.
- Total estimated reach of safety education from social media and events.
- # of citizen emergency readiness trainings, educational outreach campaigns, and CERT classes offered.

## **Public Works/Utilities**

### **1. City utilities are affordable and financially sustainable.**

**Key Results:**

- Utility rates remain competitive and below state benchmarks.
- City has funding for operations and capital projects.

**KPIs:**

- Utility rates comparison to nearby cities.
- % of 5-year utility project budget funded for each utility.
- % of annual operations and capital project costs funded with utility rate and General Fund revenue.
- Rate increases vs CPI over previous 5 years
- # of hardship applications approved annually

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### **2. Public Works employees prioritize customer service and proactive infrastructure maintenance.**

**Key Results:**

- The department quickly acknowledges and resolves public service requests.
- Department services are convenient to the public.

**KPIs:**

- % of service requests acknowledged and resolved within targeted timeframes (multiple SLAs).

- Number of customer accounts with unplanned infrastructure service disruptions lasting 24 hours or more.
  - Number of online/automated applications performed annually for excavation permits and storm permits and Bluestakes requests.
  - % of snow events that snow plowing service met city standard.
- 

### **3. The city has a strategic maintenance plan that ensures reliable infrastructure systems.**

#### **Key Results:**

- Infrastructure improvements follow short term (current fiscal year) and long-term (five year) plans.
- Planned projects are completed on schedule.
- All state-required management plans are followed.

#### **KPIs:**

- % of capital projects in the approved budget completed within targeted timeframes.
- % of Infrastructure master plans that are updated every 10 years.
- # of non-compliance violations according to state-required regulations for drinking water, sewer, and stormwater where the city is directly accountable.

## **Parks & Recreation**

### **1. Syracuse City offers well-maintained parks and facilities that accommodate diverse recreational needs.**

#### **Key Results:**

- Park conditions consistently meet high standards.
- The City strives to provide recreational opportunities for all age groups

#### **KPIs:**

- % of parks and facilities rated "good" or better in internal inspections.
- Maintenance budget allocation per 10 acres of maintained space.
- Staffing per acreage of maintained space compared to national standard.
- # of new programs and new recreational amenities investigated for feasibility per year.

- # of recreation program participants in the following age groups: Pre-K, Youth, Adult, Senior.
- 

## **2. The Parks & Recreation Department provides financially sustainable recreation programs.**

### **Key Results:**

- Programs generate sufficient revenue to cover direct costs of overall programming.

### **KPIs:**

- % of recreation programs meeting or exceeding direct costs.
  - % of overall recreation program direct costs covered by all programming revenue.
- 

## **3. The city has a comprehensive improvement plan that ensures the upkeep and enhancement of park facilities.**

### **Key Results:**

- Park and Community Center improvements align with the city's park master plan.
- Projects are completed within acceptable timeframes.

### **KPIs:**

- Developed park acreage per 1,000 residents vs park master plan goal
- % of park projects completed on schedule per year.
- Park IFFP (Impact Fee Facilities Plan) updated every 5-10 years.
- % of park projects in 5-year plan with projected adequate funding.

## **Community & Economic Development**

### **1. Syracuse City has an effective strategic plan to support community and business development.**

#### **Key Results:**

- The city follows a strategic growth strategy.
- Business development is actively supported.

#### **KPIs:**

- % increase in sales tax revenue.
- % increase in population growth.

- Number of new businesses established annually.
  - Number of total businesses in the city.
- 

**2. The Community & Economic Development Department staff is knowledgeable, responsive, and provides effective communication with citizens and businesses.**

**Key Results:**

- Staff is well-trained and informed about regulatory changes.
- Service requests and inspections are handled efficiently.

**KPIs:**

- % of inspections completed within target timeframes.
  - % of permit applications processed on schedule.
  - % of city notices meeting legal requirements.
  - % of online service requests responded to and resolved with targeted timeframes.
  - Avg # of training hours per employee in the department annually.
  - # of applications or requests processed online.
- 

**3. The Community & Economic Development Department takes active steps to recruit and grow the business sector of the community.**

**Key Results:**

- The city has a business-friendly environment.
- The city proactively engages with potential businesses.

**KPIs:**

- % increase in business-related tax revenue.
- Number of new jobs annually
- Number of outreach events and discussions with business leads.
- Resources (staff time & budget) allocated to business development.

## **Administration**

## **1. Administration employees are knowledgeable, courteous, and transparent in their operations.**

### **Key Results:**

- Employees receive regular training and pursue specialized education.
- Employees provide courteous service with minimal public complaints.
- City records and actions are accessible and responsive to the public.

### **KPIs:**

- % of employees receiving training annually.
  - Average years of experience in the department.
  - % of employees with higher or specialized education.
  - % positive ratings for customer-based services.
  - % of employees receiving customer service training.
  - % of GRAMA (Government Records Access and Management Act) requests fulfilled on time.
  - % of key documents available and updated online.
  - % of city council and planning commission meetings available online.
- 

## **2. Syracuse City leverages technology to enhance communication and staff productivity, focusing on user-friendly services.**

### **Key Results:**

- Processes and communications are increasingly online and efficient.
- New technologies improve productivity and user experience.
- Residents benefit from digital city services.

### **KPIs:**

- % of requests/applications available online.
- Number of technology trainings provided annually.
- Estimated time and cost savings from digital improvements.
- % of residents using online services (utility billing, passports, court, records requests).
- Number of days with unplanned IT system downtime.
- % of IT tickets resolved within standard timeframes.
- % of employees receiving cybersecurity training.

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### **3. The justice court provides fair and efficient legal services to meet the City's needs.**

#### **Key Results:**

- The court complies with all state legal standards.
- Court services are accessible and understandable to residents.
- Regular collaboration occurs between the Justice Court and City Council.

#### **KPIs:**

- % of court documents and processes available online in english and spanish.
- % compliance with state legal standards for justice court recertification.
- At least one annual meeting is held between the Justice Court Judge and City Council to discuss city needs.



# COUNCIL AGENDA

## February 24, 2026

Agenda Item “i”

Discussion and update regarding key bills in the 2026 Utah Legislative Session.

### ***Background***

Mayor Maughan added this item to the agenda to provide the Council an opportunity to discuss key legislative items moving through the 2026 Legislative Session.



# COUNCIL AGENDA

February 24, 2026

Agenda Item “j”

Report from the Mayor regarding his attendance at the [Creating Epic Destinations – Economic and Tourism Development Workshop](#).

## ***Background***

Mayor Maughan attended the Creating Epic Destinations – Economic and Tourism Development Workshop the week of February 16. The purpose of this agenda item is to allow him to report on the information he learned during the workshop.