

Minutes of the City Council Work Session of the Syracuse City Council, held on February 24, 2026 at 6:00 p.m., in a hybrid in-person/electronic format via Zoom, meeting ID 889 2514 0071 , 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: Andrea Brown
Brett Cragun
Paul Watson
Julie Robertson
Abraham Pollard

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

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

The purpose of the Work Session was to receive public comments; review 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); discussion regarding proposed lease agreement with Antelope BMX; discussion regarding proposed amendments to Title Two of the Syracuse Municipal Code (SMC) pertaining to appointments to local districts; discuss proposed amendments to Title Two of the Syracuse Municipal Code (SMC) pertaining to government records retention; discussion regarding proposed amendments to the Syracuse City Personnel Policies and Procedures Manual; discussion and review of Syracuse City Mission and Vision Statements; discussion and update regarding key bills in the 2026 Utah Legislative Session; and receive report from the Mayor regarding his attendance at the Creating Epic Destinations – Economic and Tourism Development Workshop.

Public comments

There were no public comments.

Planning item C1: 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).

A staff memo from the Community and Economic Development (CED) Director explained 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." 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, Utah Department of Transportation (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. The current zoning on the parcel is Residential (R-1). Zoning to the west is Professional Office (PO) and Residential (R-1). Zoning to the south is Residential (R-1). Zoning to the east is Residential (R-2). Zoning to the north is commercial and Residential (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." 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. The Planning Commission held a public hearing on February 03, 2026 and is forwarding a recommendation for approval.

The Mayor and Council briefly discussed the proposed application for a zone change and the Council showed support for this item. The Mayor concluded that this item would move forward to the consent agenda at the March 10 business meeting.

Discussion/review of proposed lease agreement with Antelope BMX.

A staff memo from Assistant City Manager Marshall explained that the 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 1st and then payment will be due at the beginning of the lease year the following March 1st. 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.

Mayor Maughan reviewed the staff memo and facilitated discussion regarding the proposed lease agreement with the Council. Councilmember Watson asked who put in the infrastructure at the BMX park? City Manager Bovero answered and stated the City put in the electrical, water, and drainage and Antelope BMX put in the tracks at the BMX park.

Ultimately the Council felt comfortable with the proposed lease agreement and the Mayor stated this item would move forward to March 10 business meeting.

Discussion regarding proposed amendments to Title Two of the Syracuse Municipal Code (SMC) pertaining to appointments to local districts.

A staff memo from City Attorney Winchester explained that 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.

The Mayor reviewed the staff memo and explained he is proposing to have all appointments for local districts be uniform and consistent. He explained that this proposal would provide for a nomination by the Mayor and then allow for consent from the Council. The Council felt comfortable with the proposed amendment and the Mayor indicated that this item would be on the consent agenda at the next business meeting for the Council to take action on.

Discussion regarding proposed amendments to Title Two of the Syracuse Municipal Code (SMC) pertaining to government records retention.

A staff memo from City Attorney Winchester explained that 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"). 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 do 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.

City Attorney Winchester reviewed his staff memo and explained that he is proposing the retention schedule be changed for all non-felony infraction cases to two years after the case closes rather than 10 years after case closure. Mr. Winchester explained he has already contacted the State Archives Department, and they have agreed to the proposed changes. He explained that after the City approves these changes, he will submit the information to the State Archives Department for final approval. Mr. Winchester explained that the cases that get filed with the Justice Court remain with the Justice Court for their retention schedule and traffic citations are retained by the Police Department for two years. Additionally, City Recorder Brown is recommending following the States retention schedule for audio recordings of City Council meetings and they would be retained for three years following the approval of the written minutes of the meeting instead of retaining them permanently.

The Council briefly discussed the proposed amendments and showed support for this item. The Mayor concluded that this item would be on the consent agenda at the March 10 business meeting.

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 March 10th 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.

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

Discussion/review of Syracuse City Mission and Vision Statements.

A staff memo from Administration explained that 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 procedures 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

Mayor Maughan reviewed the staff memo and explained he previously asked the Council if anyone wanted to make changes to the Mission and Vision Statements for the City. Councilmember Cragun stated he submitted questions that are included in the packet; he asked if his item regarding questions related to the budget could be added to a future agenda for the Council to discuss. The Mayor stated that Councilmember Cragun’s budget questions could be added to the next agenda.

Councilmember Brown submitted some changes to the Mission and Vision Statements and the Council felt comfortable with the proposed changes. The Mayor concluded that the amendments outlined would move forward to the next business meeting for the Council to take action on.

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

A staff memo from Administration explained that 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.

Mayor Maughan discussed Senate Bill 203 and explained that this bill would help fund a second firefighter shift and continue to provide emergency services to Antelope Island. The Mayor explained that this bill hasn’t received much support and he encouraged the Council to call or email the members of the committee on Senate Bill 203.

Mayor Maughan discussed House Bill 501 and explained that it would require the citizens to pay higher taxes towards special service districts. The Mayor explained that if this passed the City would have to collect this fee for the other districts on the City bill.

The Mayor concluded that this item was just to provide the Council with information.

Report from the Mayor regarding his attendance at the Creating Epic Destinations – Economic and Tourism Development Workshop.

A staff memo from Administration explained 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.

The Mayor gave a brief report of his attendance at the Creating Epic Destinations – Economic and Tourism Development Workshop. He facilitated discussion among the Council to determine days that he could meet with them individually to go over ideas from his conference.

City Council Work Session

February 24, 2026

The meeting adjourned at 6:56 p.m.

Dave Maughan
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: April 14, 2026