

Minutes of the Work Session meeting of the Syracuse City Council held on November 27, 2018 at 6:05 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Corinne N. Bolduc
Dave Maughan
Doug Peterson
Jordan Savage

Mayor Mike Gailey
City Manager Brody Bovero
City Recorder Cassie Z. Brown

City Employees Present:

Administrative Services Director Steve Marshall
City Attorney Paul Roberts
Public Works Director Robert Whiteley
Police Chief Garret Atkin
Fire Chief Aaron Byington
Parks and Recreation Director Kresta Robinson
Community and Economic Development Director Noah Steele
City Engineer Brian Bloemen
Streets Superintendent Mike Mathis
Water Superintendent Ryan Mills
Sewer Superintendent Darrel Webb

The purpose of the Work Session was to receive public comments; receive a report regarding the IBI Antelope Drive Land Use Study; discuss proposed Ordinance 18-22 amending Chapter 10.75 of the Syracuse City Municipal Code pertaining to the Planned Residential Development (PRD) Zone; review Syracuse City Code Section 10.35.040 pertaining to home occupation standards; discuss proposed amendments to Syracuse City Code Section 10.30.040 pertaining to animal regulations; review requested zone change from Agricultural (A-1) to Planned Residential Development (PRD) for property located at approximately 2955 S. Bluff Road; review of certified annexation petition submitted by C.W. Land for property located at approximately 2600 W. 3000 S.; review updated annexation petition submitted by David George for property located at approximately 3800 W. 3000 S.; review proposed amendments to Syracuse City Code Section 11.20.085 pertaining to parking by permit in specific areas; review proposed amendments to Syracuse City Code Section 11.10.105 pertaining to traffic control device placement regulations; discuss shelter project at Centennial Park; discuss special meeting agenda item #3: Information Technology (IT) Service Contract Award; participate in Public Works Department wages quadrennial review; review and discuss inspection and storm permit fees; hear public comments; and discuss future agenda items/Council announcements.

Mayor Gailey provided an invocation and Councilmember Bolduc led the audience in the Pledge of Allegiance.

Public comments

There were no public comments.

IBI Antelope Drive Land Use Study report.

A staff memo from the Community and Economic Development (CED) Department explained Syracuse City received a Transportation Land Use Connection (TLC) grant from the Wasatch Front Regional Council (W.F.R.C.). The TLC program provides technical assistance to local communities to help them achieve their goals and plan for growth. The program helps communities implement changes to the built environment that reduce traffic on roads and enable more people to easily walk, bike, and use transit. This approach is consistent with the Wasatch Choice Vision and helps residents living throughout the region enjoy a high quality of life through enhanced mobility, better air quality, and improved economic opportunities.

The City contracted with IBI to perform the study. The firm is a very qualified firm with a team of talented urban designers, landscape architects, planners, and mapping professionals. They also consulted with Zion's bank to provide a

market study and feasibility study. The planned West Davis Corridor will affect the City in many ways; it will surely bring a high demand for development within the City, increase traffic, and alter commuting patterns. Using this study will help to ensure that the City's planned land uses are feasible, realistic, and will help to capture the highest and best use of the land along this major thoroughfare.

City Manager Bovero reviewed the staff memo and provided a brief introduction to the study; he indicated that the study should not be viewed as a proposal from City staff or even from the consultant to adjust the City's General Plan; rather it is a study that is intended to communicate the reasons that certain designs and land uses would be suitable for the City from a market standpoint. He likened the study to an 'ingredient' in the process for discussing and considering potential amendments to the General Plan in the coming months and that process has actually been delayed in order for the study to be completed as it will be used to inform the process.

Lars Erickson, Planner/Landscape Architect for IBI Group, stated that he has been the Project Manager for this study; he introduced Ray Whitchurch, Principle in Charge for the study, and Ben Becker of Zion Public Finance. He reviewed the process that IBI followed to work with City staff and a sub-committee of the City Council to develop the Syracuse Town Center Vision Plan and Design Guidelines document. He then presented the draft version of the document and facilitated a high-level review and discussion of the information contained in the plan. The three over-arching goals for the City were used to inform the entire study process; those goals are: increase daytime population, capture tourism – become the destination, and improve mobility and safety. Guiding principles for the study were developed and these principles were used to develop a plan framework for the City's Town Center. He provided several renderings to illustrate changes that could occur in the City's Town Center to include alternate transit options along the Antelope Drive Corridor and the future West Davis Corridor route. He noted that the City's population is projected to double by the year 2060 and this projection was used to develop the economic impacts section of the study, which includes recommendations for accommodating growth; this includes higher density development and recommended commercial land uses intended for capturing retail revenue associated with the growth. He stated that the plan contemplates the development of three commercial nodes: West Gateway, Town Center, and East Gateway and he reviewed conceptual renderings to illustrate how those commercial nodes could develop based upon the recommendations of the study. This led to philosophical discussion and debate among the Council relative to the types of land uses that would be accepted by the City's residents and Mr. Erickson offered examples of developments in other communities that are similar to what has been recommended for the three commercial nodes along Antelope Drive. CED Director Steele interjected that the concepts included in the IBI Study are 'big ideas' for the future of the City and they are not intended to be interpreted as 'concrete' in nature or for immediate implementation. Councilmember Maughan stated he was hopeful the document would include executable suggestions, but most of the content would make the current layout of the City's Town Center dysfunctional in nature; he is concerned that the plan does not contemplate the current conditions and, instead, would replace all of the development that currently exists. Mr. Erickson contended that the majority of the recommendations contemplate the development that exists today, but noted that if the development was fully functional, it may not have been necessary to commission this type of study. He reiterated this is a plan for 25 years into the future. Councilmembers Maughan and Savage commented they were hopeful to receive a plan or study that could be implemented 'today'. Continued philosophical discussion and debate centered on the potential to achieve harmony between existing development and the recommendations for commercial development for three nodes along Antelope Drive, with Councilmember Maughan emphasizing that he is concerned that the study includes recommendations for high density housing, such as apartment complexes, in each of the three nodes. Mr. Steele stated that the study simply identifies that there is a market demand for high density housing, but the City is not being forced to proceed with allowing apartment complexes in its downtown/commercial areas. Mayor Gailey asked that the Council give the consultants the opportunity to present the remainder of the report and Mr. Erickson proceeded with his review of the conceptual plans for the recommended commercial nodes; he then moved to the section of the report detailing proposed design guidelines for the City to consider; this included optional architectural styles, signage and lighting standards, land use blending, building materials, streetscape design, and landscape standards.

In conclusion, Mr. Becker expressed he believes the study report provides the Council with the reality of the City's economic condition, which includes a major corridor that leads to a major tourist destination (Antelope Island), and that corridor is completely underutilized. The current condition of the roadway does not allow for the use types that are needed to increase property values. The City is aware that dramatic population increases are coming, and that growth will not be accommodated strictly by third or half acre lots; at some point it will be necessary to identify a way to accommodate that population increase and he believes that this plan would meet the least amount of resistance from residents because it focuses higher density land uses in a key area. The opportunities available to the City due to the intersection of the West Davis Corridor and Antelope Drive are great because it will set the City up to locate office and retail uses there and focus the majority of the higher density housing development to that area, which will limit traffic on other arterial streets and

residential neighborhoods. The plan provides for concentration of those land uses that are necessary, but may be considered as less than desirable by other residents. He then emphasized that the study has identified the fact that 65 percent of the City's sales tax revenue is coming from two sources: R.C. Willey and Wal-Mart; that is very dangerous given that R.C. Willey has indicated plans to eventually close their Syracuse location and that Wal-Mart's current position is somewhat precarious. The plan communicates the number of roof-tops needed to revitalize the City's commercial areas and attract larger, more stable retailers. These are retailers that residents are currently shopping at, but they are travelling outside the City to do so. The plan gives a 20-year projection for increasing roof-tops and diversifying the sales tax base. He suggested that the Council look at an aerial photograph of Farmington, Utah from 15 years ago in order to understand the dramatic changes that have occurred in that city and the fact that they have been successful in implementing many of the recommendations that are present in the IBI Study for Syracuse. He stated that he knows that the Council may want something that can be implemented immediately, but it is important to recognize that incremental changes are more realistic and sustainable. He added that the City is not required to offer public incentives for high density residential developments; alternatively, the City has the ability to enforce strict design standards for those types of land uses to ensure high quality development that is in harmony with the high quality commercial and retail uses recommended for the City's main thoroughfare.

Mr. Erickson concluded that it has been a privilege to work with Syracuse on this project and he hopes the Council will continue to scrutinize the information included in the report to determine what type of development and redevelopment will result in the greatest outcome for the City. Mr. Whitchurch added that the City has a fair number of economic tools at its disposal that can be used to attract businesses and developments to the community in order to holistically or strategically implement the determined vision for Syracuse. Mayor Gailey thanked Mr. Erickson, Mr. Whitchurch, and Mr. Becker for the insight provided tonight and within the study report.

Continued discussion of proposed Ordinance 18-22 amending Chapter 10.75 of the Syracuse City Municipal Code pertaining to the Planned Residential Development (PRD) Zone.

A staff memo from the Community and Economic Development (CED) Department explained the City has received an application from developer Mike Bastian to amend the text of Syracuse City Code Section 10.75 - Planned Residential Development. The Planning Commission (PC) has completed a very detailed review of the ordinance. This issue was discussed over several meetings and the major points of discussion involve:

1. Allowing increased density from 6 to 12 and 16 units per acre if certain qualifiers are met
2. Increasing attached units from 4 to 6
3. Allowing an in lieu of fee to 'buy out' of required common space landscaping
4. Adjusting the maximum building height
5. Increasing the architectural standards
6. Removing the minimum acreage requirement
7. Allowing private driveways longer than 150 feet
8. Adjusting the garage and visitor parking requirements
9. Changing the approval process to require a concept plan up front with the general plan request.

The PC was not able to reach a consensus on all nine items; in order to forward a more detailed recommendation, the PC has broken their recommendation down by item:

1. The PC voted (4-3) against the recommended density increases and to include limits of 6,8, and 10 units per acre instead.
2. The PC voted (4-3) against an increase in the allowed number of attached units.
3. The PC voted (4-3) against allowing a fee in lieu of open space.
4. The PC voted (5-2) to allow three stories and building heights of 40 feet.
5. The PC voted (7-0) to increase architectural standards.
6. The PC voted (4-3) in favor of eliminating the minimum acreage requirements.
7. The PC voted (4-3) against allowing driveways over 150 feet, but in favor of deferring to the fire code.
8. The PC voted (4-3) in favor of required additional off-street parking but in opposition of reducing the garage requirements.
9. The PC voted (4-3) in opposition to the change in the approval process for PRD developments.

The memo concluded the PC also recommended a 10th item for consideration to eliminate accessory structures from being allowed on lots with attached units. The vote for this item was unanimous (7-0).

Mr. Steele reviewed his staff memo and facilitated discussion among the City Council regarding the recommendations submitted by the Planning Commission; there was a focus on the number of units per acre allowed in the PRD zone, the minimum acreage requirement, open space percentage requirements and the provision of amenities that fit within open space, and opportunities for amending a concept plan that is the basis of granting the PRD zone designation once a rezone application has been approved. Councilmember Maughan stated he feels that the changes that are being recommended for the PRD zone would essentially create an entirely new zone that would replace the PRD zone. He asked if there is a reasonable use for the PRD zone as it presently reads. Mr. Steele stated that the current PRD zone ordinance provides for the development of single-family patio homes with shared open space. Councilmember Maughan asked if there is a demand for that type of use in the City, to which Mr. Steele answered yes. Councilmember Maughan stated that if that is the case, the PRD zone should not be dramatically changed because that use will no longer be an option. Councilmember Savage stated that his greatest concern is the recommendation to eliminate the minimum acreage requirement. Councilmember Maughan agreed and stated he feels the minimum acreage should be no less than eight acres; otherwise, applicants will seek to locate PRD zoning on parcels that are on or two acres in the middle of single-family residential neighborhoods. This led to continued philosophical discussion regarding the minimum acreage requirements, with the entire Council concluding that a minimum acreage requirement must be included in the PRD zone ordinance, but that there may be an opportunity for varying the minimum acreage requirement based upon the density sought by the applicant. The focus shifted to the maximum density allowed in the PRD zone and the areas of the City that may be appropriate for PRD zoning, specifically smaller pieces of 'infill' parcels that would be suitable for a transitional version of the PRD zoning designation. Upon the expiration of the time allotted for the agenda item, the Council concluded more discussion is needed and directed staff to include an item on the next work session agenda to continue that discussion. They asked that the proposed ordinance include a recommendation regarding minimum acreage for a PRD development as well as an adjustment of the allowed densities.

Review Syracuse City Code Section 10.35.040 pertaining to home occupation standards.

A staff memo from the Community and Economic Development (CED) Department explained that a local business owner recently addressed the City Council during a public comment period to request an ordinance amendment to the parking limitations for home businesses. The individual is in violation of the standards for allowed truck parking as he has too many work trucks associated with a local food truck company. The City received a complaint about the signage and size of the trucks parked in the home's yard. The standard exists to prevent potential nuisances and safety problems that can stem from having large trucks in neighborhood environments such as blocked views, casting of shade, and restricted views for automobile while children are playing in front yards. The request is to look at the requirements and decide if it would be appropriate to relax the standards when the home occupation is located in a more commercial environment such as along major roadways.

Mr. Steele reviewed the staff memo and facilitated discussion among the Council regarding the ordinance amendments requested by the resident; there was a focus on opportunities for considering an exception to certain home occupation regulations when specific conditions are present and they directed staff to craft an ordinance that would provide for parking of business related vehicles when a property meets certain size and setback criteria and is located on an arterial street. The ordinance should also prohibit commercial vehicle parking in the front setback.

Discuss proposed amendments to Syracuse City Code Section 10.30.040 pertaining to animal regulations.

A staff memo from the Community and Economic Development (CED) Department explained that during the public comment period on September 11, 2018, a citizen requested that the City Council review the Dog Kennel Ordinance. City council decided to look at it more closely in the work meeting. According to Davis County regulations, if a resident owns four dogs, they must obtain a kennel license; Syracuse City requires a kennel license for three or more dogs. In an effort to be consistent with Davis County, it is proposed that the City's ordinance mirror the County's. The item was referred to the Planning Commission and that body has made a recommendation to adjust the ordinance as requested by the resident.

Mr. Steele reviewed the staff memo; the Council indicated they are comfortable with the proposed ordinance and directed that an action item be included on the consent agenda for the next business meeting in order to formalize the amendment.

Review requested zone change from Agricultural (A-1) to Planned Residential Development (PRD) for property located at approximately 2955 S. Bluff Road.

A staff memo from the Community and Economic Development (CED) Department provided the following information regarding the subject property:

Location: 3500 South Bluff Road
Current Zoning: A-1
Current General Plan: PRD
Requested Zoning: PRD
Property Area: 13.527 acres

The applicant is requesting that the current zoning map be amended on three parcels to be changed from an A-1 zoning designation to PRD. Proximity to Bluff Road (a Minor Arterial Road), the planned West Davis Corridor, and proximity to a similar housing product type has been cited by the applicant as reasoning to allow the PRD Zoning. The City Council voted to approve the general plan amendment from R-1 to PRD for the subject property on October 9, 2018 with a vote of 3-2. Prior, the Planning Commission had put forth much effort in considering the general plan map amendment application from June until September, after which, essentially a stale mate vote was forwarded to the Council.

The applicant has drafted several layouts for the property. The allowed density in the zone is six units per gross acre but the applicant is finding that his draft designs will be at or below five units per acre. Concept plans are not required for a General Plan change and have not been included in this report. If this project moves forward with zoning approval, the details of subdivision design will be reviewed with the concept, preliminary, and final plat applications and will be cemented with a development agreement consummated at the preliminary plat stage. The developer is calling this project 'Edgewater'.

Mr. Steele reviewed the staff memo and emphasized that the applicant understands that the project they are seeking approval of would fall under the current PRD zone standards; if the PRD zone is adjusted, the applicant would need to resubmit an approval application. The applicant has indicated they desire a density of five units per acre and they have consented to entering into a development agreement defining those terms. The Council engaged in philosophical discussion and debate regarding the timing of the application; Councilmember Maughan stated he feels that it may be appropriate to delay action on this application until after the process to consider amendments to the City's General Plan is complete. Councilmember Bolduc argued that the applicant has submitted their application with an understanding of the current PRD regulations and they have adjusted their plans to address the concerns that have been expressed by the residents in the Trailside development. She stated she believes a vote on the application is appropriate at this time. Debate centered on these two differing points of view, after which Mayor Gailey invited input from the applicant.

The applicant, no name given, stated that the General Plan has already been amended for the subject property and there is no need to delay this application for further discussion. He stated he is now seeking approval of the rezone application and indicated the zone will mirror the General Plan designation for the property. He stated that he has no plans to receive approval of the PRD zone designation with the intent to amend his application to fit any potential future adjustments to the PRD zone. He stated he is committed to developing the property according to the current PRD standards with no more than five units per acre; there are three separate parcels of property that make up the area to be developed and the owners of those properties are willing sellers. He stated that he is under contract to purchase the property and will proceed with that acquisition if the property is rezoned. He stated he is committed to building a high-quality community; before tonight's meeting he drove through the Trailside community, which is also very nice and does not feel like a high-density community. He stated the same will be true for his project; it will be equally as nice, if not nicer. He stated that he is listened to the residents of Trailside and has responded to their concerns and he declared the City will not find a more cooperative developer than himself and his partners. He asked for support of the rezone application.

Councilmember Savage referenced the development plan and asked what will become of the triangle shaped parcels that are highlighted in yellow. The applicant indicated those parcels are owned by the Utah Department of Transportation (UDOT) and he is unsure of their plans for the property other than that they are currently slated as needed for support of the West Davis Corridor project.

The Council concluded to continue discussion and consideration of the application during the special meeting following the work session.

Review of certified annexation petition submitted by C.W. Land for property located at approximately 2600 W. 3000 S.

This item was removed from the agenda per the applicant's request.

Review updated annexation petition submitted by David George for property located at approximately 3800 W. 3000 S.

A staff memo from the Community and Economic Development (CED) Department explained the original annexation application for the subject property of 57 acres was filed by David George on July 2, 2014; the Planning Commission initially recommended denial because of utility infrastructure availability, wetlands concerns, and access issues. The City Council tabled the action until the concerns could be addressed by the applicant. In 2017, the application acreage was amended to increase the property size to 117 acres and to address previous concerns; however, the Council tabled the annexation in order to wait for the final record of decision relating to the West Davis Corridor project to understand how that project could impact developed of the property slated for annexation. Since that time, the applicant has communicated that the Utah Department of Transportation (UDOT) needs 59 acres of the subject property, which will leave 58 acres of property. The developers would like to resume annexation of the remaining property after working with UDOT and develop using the R-1 Cluster zone, which is not consistent with the General Plan designation for the property. The General Plan calls for the A-1 zoning designation and some of the initial concerns remain among staff concerning the suitability of development on the property. It is recommended that the nine criteria for annexation found in the City's adopted annexation policy plan be considered. Staff has concerns about criteria three, six, and seven:

3. Systematic Growth: the closest subdivision to the east is one mile away, there is no development south or west. Tuscany meadows in north east of the property. This will create a peninsula.

7. Financial requisites for municipal services: 2700 S is a two-lane country road without sidewalk or curb and gutter. Taking over, widening and sidewalk costs could be significant.

The memo concluded that given this application has been active since 2014, it is recommended that timely action be taken by the Council.

Mr. Steele reviewed the staff memo and the history of the annexation petition. He also facilitated discussion among the Council regarding the adjustments that have been made to the annexation as well as the actions available to the Council at this time.

Applicant, Stevan Vasic, reviewed the concept plan to illustrate the development plans, after which the focus of the Council and staff discussion centered on the availability of infrastructure utility service to the subject property. City Recorder Brown suggested that the Council give direction to staff to facilitate the review process among staff and the special service districts that provide service to the property in order for the Council to make an informed decision regarding the next step in the annexation process for this property. The Council stated they would like a recommendation from City staff as well as other utility providers, specifically the North Davis Sewer District, regarding whether the property can be serviced if annexed and developed. Co-Applicant, David George, stated that the property that is needed by UDOT would not be part included in the area to be annexed as that property will be used for wetland mitigation.

In conclusion, the concept plan was superimposed on an aerial photograph to orient the Council to the manner in which the development would lay out on the subject property.

Mayor Gailey recessed the work session at 8:11 p.m. to allow the Council to convene in the special meeting to take action on agenda item two. The meeting reconvened at 8:13 p.m.

Review of proposed amendments to Syracuse City Code Section 11.20.085 pertaining to parking by permit in specific areas.

A staff memo from the City Attorney explained that in response to the reportedly excessive daytime parking on roads near the high school last Spring, the Council and Mayor discussed options to alleviate the concern. It implemented a parking ban in one neighborhood, during school hours, on dates when school is generally in session. It also red-curbed areas in which parking would always be prohibited.

The action was met with trepidation by some residents; others enjoyed the tranquility that resulted. After taking additional public input about the problem and the City's efforts, it was determined that we should consider an ordinance involving parking permits for abutting residents.

Permitted parking comes at an administrative cost – and thus arose the question of whether residents should be required to pay for the privilege of parking on public streets in their own neighborhood. The administration is proposing that permits be inexpensive and easy for the City to produce. Given the small scope of the designated areas, the administration anticipates that the cost will be minimal, and thus the City can produce initial permits for residents at no cost. The permits will not include measures used to detect fraudulent permits (which account for much of the expense for other permits), such as watermarks, plastic materials, multi-colored years of issuance, and so forth. In fact, the City will inform permit holders that they are free to reproduce their permits, if they wish. The permit will be associated with an address, rather than a specific vehicle.

Each residence will have a specific permit number associated with it, and the ordinance has a cap of no more than 5 vehicles being permitted to use a residence's permit at any given time. Those who need more for an extensive gathering will need to converse with neighbors and solicit the use of their permits. Those who violate the permit maximum may have their permits revoked.

This approach may be seen as naïve, but we hope that our residents will neither exploit nor game the system that is designed to improve their community. Of course, it is possible that someone who thrives on exploiting what they see as legal loopholes will take advantage of the system to frustrate its underlying purpose. If our hopes are dashed by such individuals, then the City may always revisit the policy on issuing permits without cost, the number of allowed permits at a given time, or the permitting ordinance generally.

The accompanying ordinance will authorize Robert to make permit-only designations in streets near the high school. It preserves absolute parking prohibitions related to snow removal, garbage, hydrants, etc.

Mr. Roberts reviewed his staff memo. Councilmember Maughan stated he feels that each resident should have the burden of obtaining their permit from the City rather than the City simply mailing permits to all residents living near the high school. Councilmember Savage agreed and added he feels that five permits per residence is too high and he would limit it to two or three. This led to debate of the appropriate number of permits per home, with the Council ultimately settling on three permits. Councilmember Savage added that he feels that any residence found selling their permits to allow people to park in front of their home should have their permits revoked. Mr. Roberts stated that is not specified in the ordinance at this time, but if it is found that the ordinance is being abused, it can be adjusted accordingly. The Council ultimately settled on including an action item on the consent agenda for the next business meeting so long as the ordinance is adjusted to allow for three permits per residence.

Review of proposed amendments to Syracuse City Code Section 11.10.105 pertaining to traffic control device placement regulations.

A staff memo from the City Attorney explained City Administration is proposing a new section that gives policy guidance to Public Works on when to perform a traffic control device review. The proposed ordinance mandates reviews under three circumstances:

- (1) After capital projects are complete
- (2) When development has changed traffic patterns (due to an increase in drivers using the roads, the introduction of new public roads that may alleviate congestion in a specific area, etc.)
- (3) Upon public request, along with payment of a fee

After completing a review, the Traffic Engineer may make changes in conformity with the MUTCD. This is already within his power, as provided in section 11.10.090.

As traffic engineer, Robert is empowered to study any intersection or stretch of road that he believes to be worthy of attention, even if none of the three triggering events in this ordinance takes place. This ordinance signals when the Council expects him to undertake a study of traffic control devices.

If this ordinance is adopted, then the Consolidated Fee Schedule should be updated to include an appropriate fee, the amount of which would be considered by the Council at that time.

Mr. Roberts and Mr. Whiteley reviewed the memo and facilitated discussion among the Council regarding the proposed policy. There was a focus on the amount of the fee that an applicant would need to pay for a traffic study, ultimately deciding upon \$300. The Council directed staff to include an item on the consent agenda for the next business meeting to allow adoption of the policy with the stipulation that a \$300 fee be included in the fee schedule.

Discussion regarding shelter project at Centennial Park

A staff memo from the Parks and Recreation Director explained that several months ago, Parks staff removed the old playground at Centennial Park, due to safety concerns. Staff recommended replacing the playground with a shade structure. At that time, Council instructed staff to hold off on putting anything in its place. Councilmember Savage visited the site and saw a need for a shade structure, or something similar, to be placed in the empty pad. On October 9th, this item was placed on the agenda for discussion. After discussion from the council, Councilmen Peterson recommended the Parks Advisory Committee be given the opportunity to give their recommendation to the council. On November 15th, the Parks Advisory Committee met and discussed options for the empty site. Their recommendation to the council is a 30x30 square shade structure with picnic tables.

Ms. Robinson reviewed her memo and reviewed an aerial photograph of the park to orient the Council to the location of the empty pad. The Council discussed other amenities at the park and the manner in which the shade structure will relate to those amenities, ultimately concluding to support the recommendation for a square structure. Ms. Robinson stated that the cost for the structure should be between \$50,000 and \$55,000. Administrative Services Director Marshall then discussed funding options available to the Council and the body concluded to utilize Recreation, Arts, Park (RAP) tax revenues for the project.

Discussion regarding special meeting agenda item #3: Information Technology (IT) Service Contract Award.

A staff memo from Administrative Services Director Marshall explained City Administration advertised a request for proposals (RFP) for IT contract services and for the development of a comprehensive IT plan. This RFP was published on September 24, 2018 for a period of three weeks. All bids were due by October 15, 2018 at 4:00 PM. The requirements of the RFP allow for a combined bid or bids on individual proposal. A total of six bids were submitted and City Administration scored each proposal based on price, responsiveness of proposal, technical experience of the firm, and qualifications of staff. They were scored on a 100-point scale. The high score and recommended company for award was Executech for both proposals. Below is a summary of the scores:

- Executech – 95 Points
- Computech – 80 Points
- Janadhi & Company – 75 points
- Les Olsen – 65 points
- V-Tech Solutions – 0 points – Price prohibitive.
- No Name – did not submit proposal in time

The memo provided the following evaluation summary.

- One firm did not submit in time and was disqualified.
- **V-Tech solutions** - pricing was 3 times in cost of all other firms and was disqualified based on price.
- **Janadhi & Company and Les Olsen** – had no city experience with IT solutions and very limited single service government experience. Also, the price for Les Olsen was higher than Executech.
- **Computech** – was \$17,000 higher in price than Executech. It is a smaller firm with less resources.
- **Executech** – most experienced firm based on list of companies served and staff experience, competitive pricing, and they are our current vendor and have proven they are knowledgeable and capable of doing the job. Also, if they are award both bids, they will do the comprehensive IT plan at no additional cost.

This item was initially presented to the Council on November 13, 2018 and the award was tabled; since that time, a task force met to evaluate the bids in more detail. The task force agreed that Executech was the top choice, however, the decision was made to compile a list of additional questions concerning credentials, level service agreements, experience with different technologies, and recommendations on IT replacement plans. This questionnaire was sent to Executech and was completed yesterday. The responses submitted by Executech have been provided to the Council.

Mr. Marshall reviewed his staff memo.

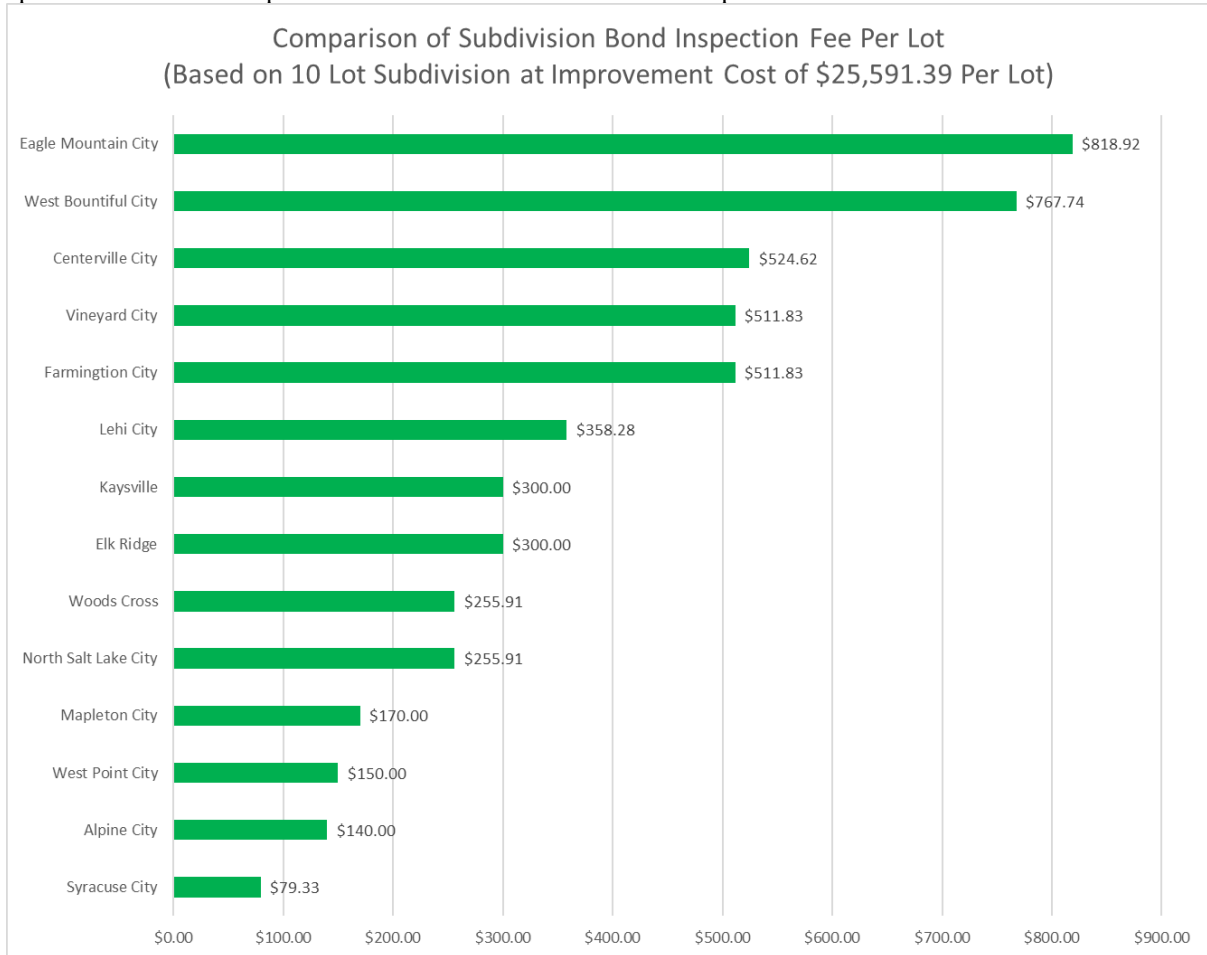
Councilmember Maughan stated that the questionnaire exposed two issues with Executech: first is that they primarily service cloud-based phone systems, which the City has not utilized in the past at a great cost savings over several years. Second is that the firm has no experience with the City's basic network switching operation structure, but it is a common enough structure that it should be possible for Executech to become familiar with it. He stated that his greatest concern was that Executech would be promoting other systems, such as a cloud-based phone system or a different network

system and so long as City Administration is prepared to respond to that type of activity, he is comfortable proceeding with the contract award.

Mayor Gailey recessed the work session at 8:33 p.m. to allow the Council to convene in their special meeting to take action on agenda item three.

Review and discussion of inspection and storm permit fees.

A staff memo from the Public Works Director explained inspection fees for new developments are currently charged at \$15 per lot and a lineal foot measurement of infrastructure. The past three high growth years have amounted to an average of \$79.19 per lot collected for inspection fees. This is the lowest rate in comparison to other benchmark cities.



Increasing the inspection fee to an amount comparable to other cities would simplify the fee calculations by eliminating the ‘per lineal foot’ final offsite inspection fees as well as cover the cost of a full-time inspector. This would also ensure that new development is paying for the inspection costs of new development. Below is an example of the potential result of this recommendation:

- \$350/lot * 300 lots/year = \$105,000
- \$350/lot * 200 lots/year = \$70,000

To maintain high efficiency, the inspector would pick up locations of the City infrastructure with GPS equipment and work under the direction of the City Engineer. This would improve mapping by keeping it current and accurate for Blue Stakes inspections and for future developments and capital projects. The estimated cost of the proposal includes:

- \$65,000 Salary + Benefits (annual)
- \$40,000 Vehicle (approx. 12-year life)

- \$30,000 GPS Equipment (approx. 8-year life)

The memo then addressed the storm water activity permit fee, which is currently \$50 per development. With approximately 30 developments per year, this amounts to approximately \$1,500/year. Storm water inspections take one full week each month, or 480 hours per year, which translates to \$3.13 per hour. If the Storm Water Activity Permit fee were changed to \$50 per lot, it would have no effect on single lot developments. However, there would be an increase on multiple lot subdivisions. For example, a 10-lot subdivision would pay \$450 more for a permit. Assuming the average of 300 lots per year and using the same inspection hours, the inspection would amount to \$31.25 per hour, or \$15,000 per year.

Mr. Whiteley reviewed his staff memo and facilitated discussion among the Council regarding the implications of the proposal, which is basically to cover the cost of providing the inspection services. There was a focus on what would happen to the inspector position given an economic downturn that results in reduction of the demand for these types of inspections. Mr. Whiteley indicated that the inspector would be cross trained to perform other functions in his Department, but the City would have the option of laying the new employee off if the demand for services is dramatically reduced or eliminated. The Council ultimately conclude to support the proposals and indicated they were comfortable voting on the fee adjustments at the next business meeting.

Public Works Department biennial review.

A staff memo from the City Manager explained that per City policy, the City will examine the market changes in compensation for each position every four years. It has been decided that the market review will be conducted on one department at a time. As part of the review, the City will examine and compare the wage scales of benchmark cities for each position. The details for all positions are included in the Council’s Dropbox separately. Per City policy, the discussion will be focused on the appropriate action needed to ensure the City’s compensation rate remains competitive with benchmark cities so that quality employees are retained. Public Works Inspector is a new position on the wage scale. The market review shows the Public Works Inspector wage scale as follows:

- Public Works Inspector 1 \$20.92 to \$30.41
 - Grouped with pay grade 323 \$20.83 to \$30.21
- Public Works Inspector 2 \$21.97 to \$31.93
- Public Works Inspector 3 \$23.07 to \$33.53

The market review shows the following approximate changes in wage scales:

- Public Works Director: +12%
- City Engineer: +16%
- Superintendent +7.9%
- Maintenance Worker 1 +9.9%
- Maintenance Worker 2 +10.5%
- Maintenance Worker 3 +9.1%
- Facilities Maintenance Technician +9.1%
- Admin Professional +8.2%
- Admin Asst. +4.4%

Based on the market changes, an equivalent adjustment in wages would result in a **\$107,635.84** change to the budget. This change would not take effect until July 1, 2019.

The memo discussed efficiency of the Public Works Department, which is operating with the highest ratio of staff per miles of infrastructure. Adding six full time equivalent (FTE) positions would put the City equal with the next most efficient cities. Adding 12 FTEs would rank Syracuse among average efficiency. Department Administration is proposing a low-cost solution of adding three FTEs (one inspector and two water) and a wage increase for efficiency. Efficiency was evaluated for each division in public works based upon miles of infrastructure per full time employee as illustrated below.

	Miles/FTE	Average	Efficiency	Increase
Water	55.67	27.93	1.99	5.0%
Street	18.75	13.47	1.39	2.0%
Sewer	27.14	15.8	1.72	3.6%

Based on the market changes, an equivalent adjustment in wages for efficiency for maintenance workers and their superintendents would result in a **\$24,490.56** change to the budget. This change would not take effect until July 1, 2019. Adding three FTE’s and an efficiency increase to maintenance workers and their superintendents amounts to (\$65k + \$130k + \$25k) \$220k. Rather than hiring six FTE (\$390k), this is about \$170k annual savings. It is proposed that the inspector’s

salary would be generated from an increase in inspection fees. The salary for water maintenance workers would require a utility rate increase of \$0.65 on both the culinary and secondary utilities. A vehicle would be needed at \$65k, which could also be equipped for snowplow.

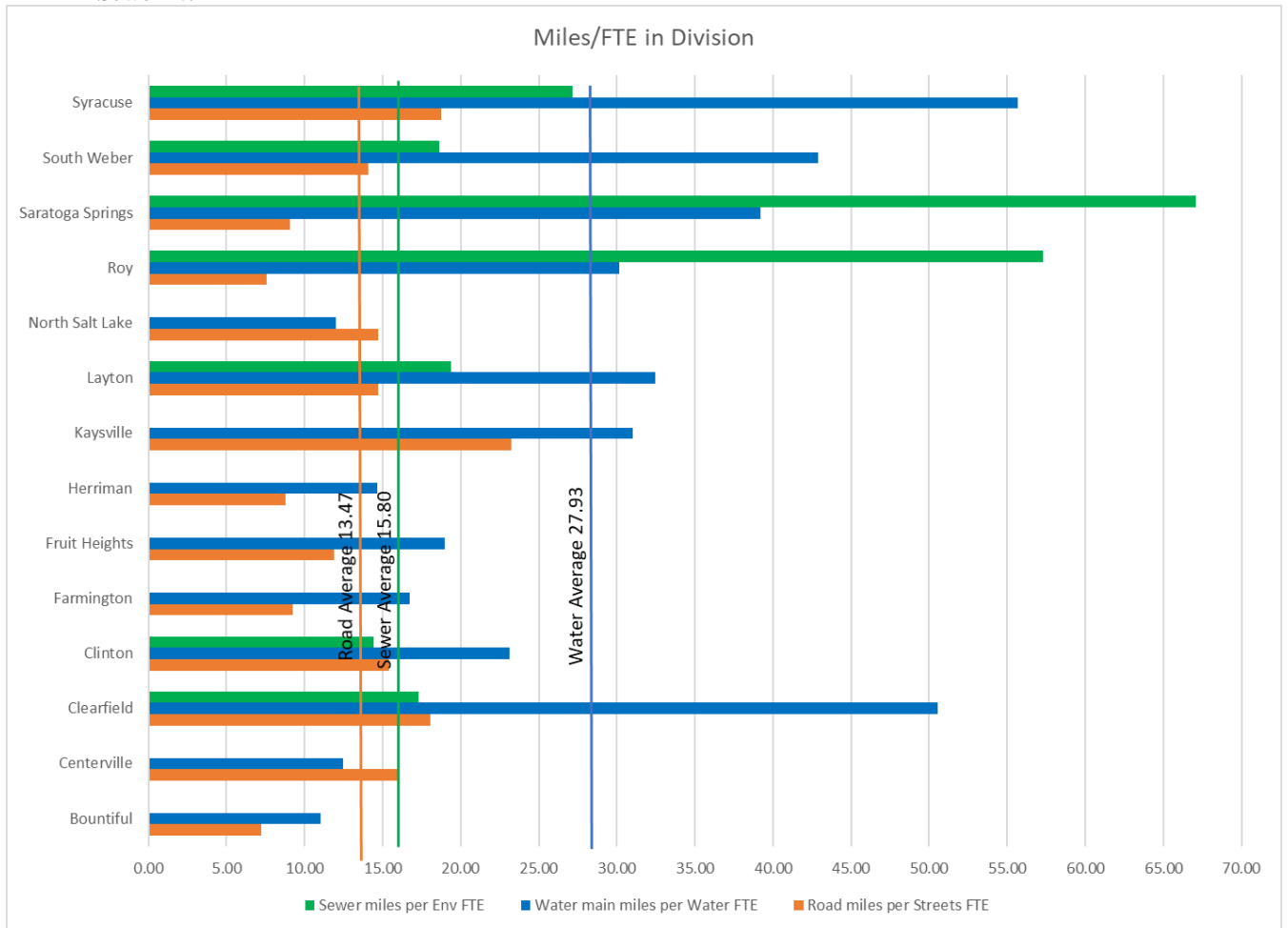
Current

Efficiency rates

Water 1.99

Street 1.39

Sewer 1.72



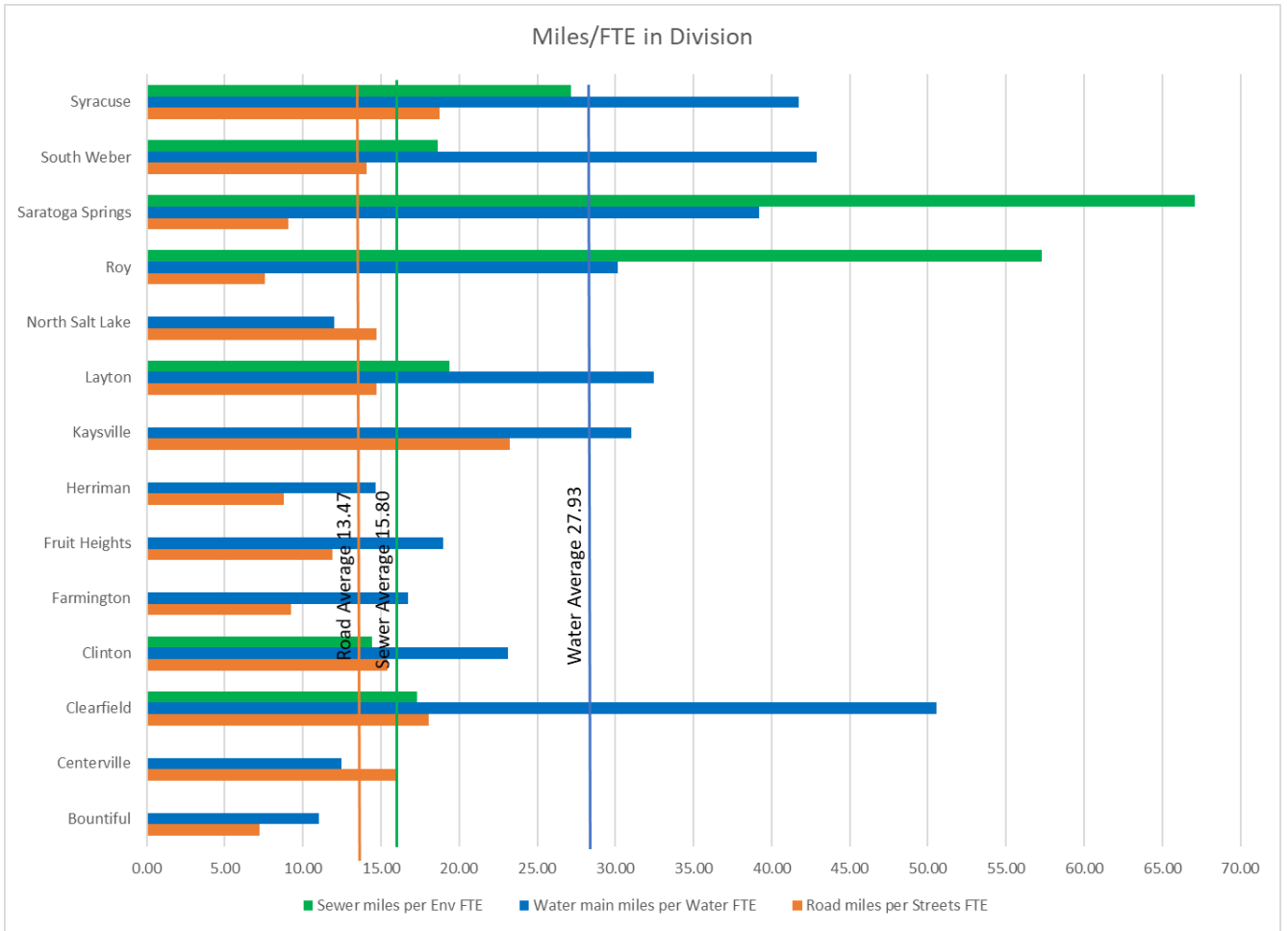
Two water FTE added

Efficiency rates

Water 1.55

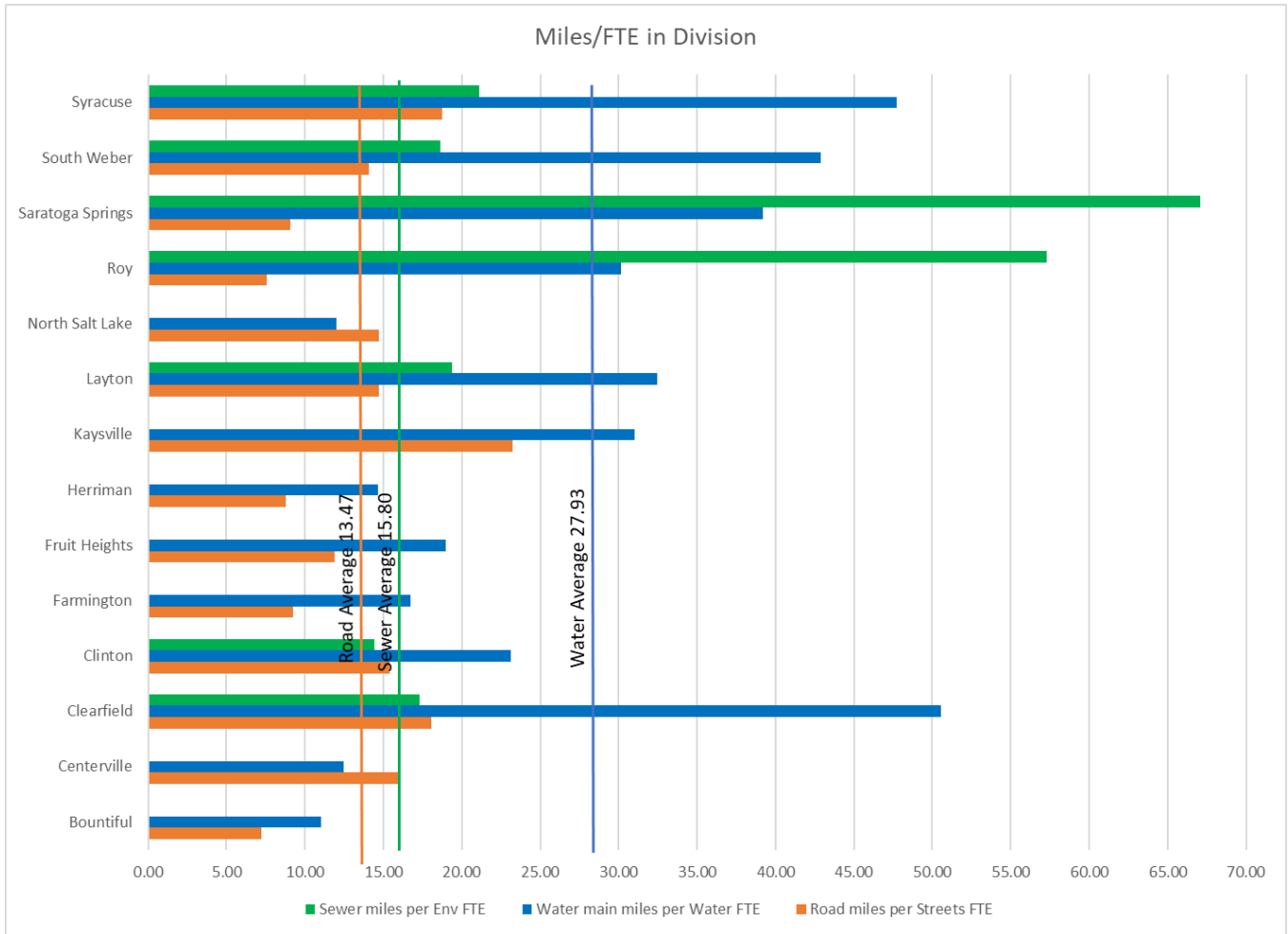
Street 1.39

Sewer 1.72



Alternate option
 One water FTE added
 One sewer FTE added

Efficiency rates
 Water 1.74
 Street 1.39
 Sewer 1.37



Mr. Bovero and Mr. Whiteley reviewed the staff memo and facilitated high level discussion among the Council regarding the benchmark data for the Public Works Department, with a heavy focus on the proposal to consider an efficiency bonus for the Department’s employees. The Council expressed concerns about the potential for other Departments to seek a similar compensation if the efficiency bonus is given to Public Works Department employees, with Mr. Bovero noting that could potentially happen, but he would focus on any Department’s ability to document extreme efficiency measures that employees have taken in order for such a request to be considered. There was also discussion about the funding source for the proposed efficiency bonus, with the Council expressing concern about the potential impact to the City’s enterprise funds and utility rates; Mr. Bovero noted that 30 percent of the proposed market adjustment will be funded by the General Fund, not enterprise funds. It is important for residents to understand that extremely low staffing levels create a risk for the City; if a mistake is made in the City’s water system, it could result in health and safety risks and can also be very costly for the City, which translates to increased costs for residents. The Council thanked Mr. Bovero and Whiteley for the information provided and indicated that the market adjustments and proposed efficiency bonuses will be considered throughout the budget process for the next Fiscal Year (FY).

Public comments

There were no public comments.

Discussion of future agenda items/Council announcements

Councilmembers reported on the activities and meetings in which they have participated over the past several weeks as well as upcoming special events.

Councilmember Maughan requested a future work session agenda item to provide the Council with a review of the City's Residential R-1 Cluster zoning designation. Councilmember Savage stated he would also like to discuss mixed use zoning in advance of the process to consider comprehensive updates to the City's General Plan.

Mayor Gailey reported he was contacted by a Davis County Commissioner and Antelope Island Administration regarding the issue the Island is encountering relating to people shooting high powered rifles west of the North Davis Sewer District (NDSD) plant. These entities and the Division of Wildlife Resources (DWR) would like to find a way to restrict shooting in that area, which is federal land, and they have asked the City to consider annexing the property in order to enforce laws prohibiting discharge of firearms in the City. He asked the Council to be considering this issue for a future detailed discussion about the proposal. Councilmember Savage stated he is willing to explore the issue, but he would like input from the City's Police Department regarding the potential impact of annexing the property.

Mr. Bovero provided an overview of the agenda for the special meeting scheduled for November 30 to discuss the City's Vision and Mission statements.

The meeting adjourned at 9:15 p.m.

Mike Gailey
Mayor

Cassie Z. Brown, MMC
City Recorder

Date approved: January 8, 2019