

Minutes of the Work Session meeting of the Syracuse City Council held on April 13, 2010, at 6:00 p.m., in the Council Work Session Room, 1979 West 1900 South, Syracuse City, Davis County, Utah.

Present: Councilmembers: Alan Clark  
Doug Hammond  
D. Matthew Kimmel  
Douglas Peterson  
Larry D. Shingleton

Mayor Jamie Nagle  
City Administrator Rodger Worthen  
City Recorder Cassie Z. Brown

City Employees Present:  
Public Works Director Mike Waite  
City Engineer Rick Hansen  
GIS Technician Troy Moyes  
Police Detective Corey Rowley

The purpose of the Work Session was for the Governing Body to review the agenda for the Regular Council Meeting to begin at 7:00 p.m., discuss potential water line exchange between Syracuse City and Hooper Water Improvement District, review proposed fee schedule for advertising in Syracuse City newsletter, discuss regular meeting agenda item nine – proposed City organization chart, and discuss Council Business.

#### Agenda

Councilmember Shingleton stated that Councilmember Kimmel recently attended the Utah League of Cities and Towns (ULCT) spring conference and he asked that an item be added to the next work session agenda to allow Councilmember Kimmel to provide the entire Council with a report regarding the conference.

Mayor Nagle stated that she would like to add an item to the next work session agenda to discuss the proposal to amend the Council's meeting schedule. She stated the proposal was advertised to the public in the April newsletter and they will have had nearly one month to provide feedback.

#### Potential water line exchange between Syracuse City and Hooper Water Improvement District.

City Administrator Worthen reported that the Hooper Water Improvement District requested a meeting with the City regarding their desire to install a new water line on 4500 West, which is a state road. He explained that he attended the meeting along with Public Works Director Waite and City Engineer Hansen. He explained that Mr. Waite and Mr. Hansen proposed an alternative to installing a new water line; the alternative would better benefit both entities as well as West Point City. He stated the City proposed to sell to the District a water line that currently encompasses the quarter section between 1200 South and 700 South and 4000 West and 4500 West. He explained that West Point City has annexed property into their City that was originally intended for annexation into Syracuse City. He further added that the Hooper Water Improvement District is obligated to provide water to West Point City. Mr. Worthen explained that the District could purchase the line from Syracuse City and install a new line for the City's use, which would travel from 4500 West to 4000 West. He stated he thinks the proposal would be beneficial and the most cost effective option for the City and the District. Mr. Waite agreed.

Councilmember Kimmel reviewed the map highlighting the potential water line transfer and he asked what the white and blue line on the map represents. Mr. Worthen explained the white and blue line represents culinary water lines. Councilmember Kimmel inquired as to what the red line represents, to which Mr. Waite responded municipal boundaries.

Mr. Worthen then reviewed the map and pointed out the parcel of land that was annexed into West Point City. He explained that Syracuse City protested the annexation, but the protest was unsuccessful.

Councilmember Hammond asked if the property owners that will be affected by the transfer of the water lines have been notified of the proposal. Mr. Worthen stated there are four residents in Syracuse City that would receive service from Hooper Water Improvement District if the proposal were finalized. Councilmember Hammond asked if residents will be inconvenienced by the installation of the new line by the District. Mr. Waite stated there may be some interruption of service when residents are connected to the new water line, but the inconvenience should not be too great.

#### Proposed fee schedule for advertising in Syracuse City newsletter.

City Recorder Brown explained that she had provided a memo to the Council regarding this proposal and he asked if any Councilmembers had any questions about the proposal.

Councilmember Peterson stated that the only thing that struck him was the note that Clearfield City no longer allows advertising in their monthly newsletter. He inquired as to what drove them to make that decision. Ms. Brown explained that

she contacted Clearfield City to get a copy of their newsletter and she was informed that they no longer allow advertising in their newsletter because they received complaints from citizens that there was not enough city content in the newsletter because it was being taken over by advertisements. Councilmember Peterson stated that makes sense to him. He stated that he would not want to wade through advertisements to get to the content about the City. Councilmember Kimmel stated that to address that issue the City would need to set a limit on the number of ads that can be included in each newsletter. Councilmember Clark asked if you would want to limit advertising to a number of ads or to a percentage of the total newsletter. Ms. Brown stated that it would be necessary to adopt a policy governing the practice of allowing advertising in the newsletter. Mayor Nagle added that she likes the idea of having some constraints on the advertising aspect of the newsletter to prevent the newsletter from being overrun with advertisements.

Councilmember Hammond stated that he obtained a copy of the current issue of the Clearfield City newsletter and there is an advertisement in the newsletter. Ms. Brown stated she was surprised to hear that because she just spoke to the Clearfield City Recorder last week and was told that they no longer allow advertising in the newsletter. Councilmember Hammond stated there is only one advertisement in the entire newsletter. Councilmember Peterson read the ad and noted that the advertisement benefits the fire department in Clearfield City, which may be the reason that it was included in the newsletter.

Mayor Nagle pointed out that Syracuse City is in a different position financially than Clearfield City and it is important to send a strong message to the business community that the City is trying to do everything possible to make the citizens aware that the businesses are here and of the importance of shopping in the City. She added that it is also important to get the word out to the citizens about what is happening in the City. She stated that allowing advertising in the newsletter may only be a temporary solution while the City's budget situation is so troubling.

Councilmember Kimmel asked if anyone has reviewed the layout and formatting of the newsletter. Ms. Brown stated that a local resident, Ruth Bagley, has volunteered to review and make changes to the format of the newsletter. She stated that Ms. Bagley will present a couple of different options and the City can select one of those options for future use. She added that she is aware that there have been some conversations with the UPS Store about having them perform all the printing of future newsletters. She stated that there has been some discussion about whether to resume the practice of mailing a monthly newsletter or only mailing the newsletter to residents every other month. She stated she needed to get some direction from the Council on how to proceed with the proposal. She stated that will help her to write a draft policy to be presented to the Council at their next regular meeting. She stated she is aware that Mayor Nagle would like this proposal to be fast-tracked so that a paper newsletter could be mailed to residents as early as May. She stated that a primitive fee schedule could be adopted on April 27 in order to govern advertising to be included in the May newsletter and the remainder of the policy could be formalized throughout the month of May.

Councilmember Hammond stated that if the newsletter is only going to be mailed every other month he believes the advertising rates need to be adjusted accordingly. Ms. Brown stated that the per issue cost could stay the same, but the annual cost would obviously be reduced based on the business only advertising in six newsletters. She explained that in her current proposal businesses would essentially receive two months of free advertising if they paid for an entire year of advertising up front. She stated that if the Council decided to only send six newsletters each year she would recommend giving businesses one month of free advertising if they pay for all advertising up front. Councilmember Hammond stated that to encourage businesses to sign a contract for an entire year of advertising the City could offer a 10 percent reduction in the advertising rate. Ms. Brown stated that businesses would already be given a discount by receiving two months of free advertising when they contract for an entire year. Councilmember Hammond stated that he would recommend offering a 10 percent reduction on top of the already proposed incentive. Councilmember Hammond stated the Council could still look at having the newsletter be self sufficient; that would be his top priority.

Councilmember Shingleton stated that one of the things that he would recommend is amending the fee schedule to incentivize businesses to purchase the large ad spaces. He stated that the recommended cost for a half page ad is \$250 and a full page ad is \$500. He stated that rather than doubling the cost when the ad size doubles he would recommend offering a slight break in price for the larger ads. He recommended charging \$225 for a half page and \$400 for a full page to encourage businesses to purchase larger ad spaces. Mayor Nagle stated that the City may not want to encourage businesses to purchase the larger ads. Councilmember Kimmel stated that if the Council chooses to limit the advertising space to 40 percent of the total newsletter space the City may not want to encourage larger ad spaces.

Ms. Brown stated that one thing for the Council to consider as well is that as the size of the newsletter increases so will the cost to print and mail it. She explained that if the City sold four full page ads in the newsletter that would generate \$2,000 based on the proposed fee schedule. She stated that would cover the cost that City was previously paying to print and mail the newsletter to every household, but it may not cover the cost of a newsletter that is increased by two pages. Councilmember Shingleton stated that it may be in the best interest of the City to not allow full page ad spaces; thus, the largest ad space available would be a half page. Ms. Brown stated she is simply trying to explain that if the Council wants the newsletter to be totally paid for by advertising dollars it will be necessary for the City to sell a defined amount of ad space to do so. Councilmember Clark asked if the propose rate of \$500 per issue for a full page ad covers the additional cost of

printing and mailing when that full page is added to the newsletter. Ms. Brown stated that she did not know the answer to that question. Councilmember Shingleton stated that he would assume that \$500 for a full page would cover the cost of adding that page to the newsletter. He stated that the City was previously paying approximately \$1,600 per month to print and mail the newsletter to each household. Ms. Brown stated she believed the monthly cost was closer to \$1,800.

Visitor Gary Pratt stated that he would like to offer some comments as a representative of the Syracuse Business Organization Strategic Support (SBOSS) group. He stated the members of that organization are already paying fees to be part of SBOSS and they will be asked to pay fees to maintain the SBOSS website and to create discount cards. He stated he would suggest that the largest ad size allowed in the newsletter only be a quarter-page ad and also refer residents to the SBOSS website. He stated he feels the City's proposal is somewhat out of control; he does not believe that businesses will pay their SBOSS fees and then also spend money to advertise in the City's newsletter. He added that advertising space should be controlled by a lottery system to provide fair opportunities to all businesses in the City to advertise. Mayor Nagle stated that she thinks that there will be businesses that will take advantage of the opportunity to advertise in the newsletter based on the fact that the newsletter is delivered to every single household in the City. She stated that there is no better and less expansive advertising option available to the businesses. Mr. Pratt stated that he believes that the newsletter should include the link to the SBOSS website so that all businesses are exposed. Mayor Nagle stated that she believes that the newsletter and SBOSS are mutually exclusive of each other; they will both have very distinctive advantages and both will be very useful, but she does not believe that the SBOSS website will replace the newsletter and she does not believe that the newsletter will replace the SBOSS website. Mr. Pratt stated that is not what he is asking; rather the two should be companions to one another. He stated that it could be required that any business ad included in the newsletter must have some mention of SBOSS since all businesses of the City will be members of SBOSS. Mayor Nagle stated that she is uncomfortable with that suggestion because the City wants to make SBOSS an option for businesses rather than a mandatory thing. She stated she does not want the businesses to feel that the City is forcing them to participate in something. Councilmember Shingleton stated that the businesses would have the option of mentioning SBOSS in their ads, but they should not be required to do so. GIS Technician Moyes interjected that SBOSS is going to be its own entity and the newsletter is a tool for the City to get information out to the residents. He stated that he did not believe that every home based business in the City would join SBOSS and the advertising in the newsletter may be an option for them to secure affordable advertising opportunities and get their name out to the residents of the City. He stated that SBOSS may even want to purchase a half-page ad space in the newsletter. He stated that he would recommend that SBOSS be considered a separate entity.

Ms. Brown asked for direction as to what the largest ad size allowed should be. Councilmember Kimmel stated that his recommendation would be that the size of the newsletter be reviewed and a decision made as to how large the newsletter including advertising should be. He stated that once that decision is made he would recommend that a mixture of ad sizes be permitted with most of the ad spaces being quarter-page ads. He stated he would recommend allowing one full page ad, two half-page ads, and the rest quarter-page and eight-page ads. Councilmember Clark stated that would be approximately one-third of the total newsletter size. He asked if that should be the limit.

Visitor TJ Jensen stated that he has worked in the newspaper industry and they dictate the amount of space that will be dedicated to advertising and the amount of space that will be dedicated to print. He added that he would also recommend that the price to advertise on the back page of the newsletter be higher than the price for the same size ad elsewhere in the newsletter. Ms. Brown explained there are a lot of cities that charge a higher rate for advertisements located on the back page of the newsletter. Mayor Nagle stated she likes that idea.

Councilmember Clark stated that if he were to send a letter to every household in the City the cost would be approximately \$2,300. He stated it would be much more cost effective to advertise in the newsletter. Ms. Brown stated that she feels that the advertising opportunity will be attractive to smaller home based businesses that might not have the means to pay for more expensive advertising.

Mayor Nagle asked the Council if they are comfortable directing Ms. Brown to work with the community involvement committee to draft a proposal regarding the advertising fee schedule. Councilmember Clark stated he simply wanted to ensure that the amount charged for a full page ad will cover the increased cost of printing and mailing the newsletter. Councilmember Shingleton stated he feels the amount charged needs to generate some revenue rather than just cover the cost of the ad itself. Councilmember Clark stated he initially wants to ensure that costs will be covered by the advertising fees. He then stated he would like to know who will manage the advertising aspect of the newsletter. He stated he wanted to make sure that there is not too heavy of a burden placed on the staff. Ms. Brown stated that the billing aspect of allowing advertising will be a duty that will need to be assigned to someone. She stated that there is currently a staff member that formats the electronic newsletter; that staff member would still likely be responsible for preparing and formatting the newsletter and it can then be sent out for printing. She stated the contracting and billing aspect of allowing advertising in the newsletter will be a new duty. Councilmember Clark stated that he would like to dictate that those wishing to purchase advertising space must pay for that space before the newsletter is formatted; a deadline can be set and if payment is not received by that deadline, the ad should be pulled from the newsletter.

Mayor Nagle asked what Ms. Bagley has volunteered to do for the City. She asked if Ms. Bagley had offered to provide formatting suggestions or if she had offered to manage the newsletter on a monthly basis. Councilmember Peterson stated that she has mentioned that she would like to volunteer to work on the newsletter and his understanding was that she would be willing to do that on a long term basis.

Councilmember Hammond asked if the newsletter should be printed every other month or monthly. Mayor Nagle stated that she would prefer to have the newsletter printed on a monthly basis. Councilmember Clark asked if it is necessary to print a monthly newsletter. He stated that there are some months where nothing is happening in the City and there are other months that are very busy. Mayor Nagle stated that she feels that all months are critical; there is always an opportunity to get a message out to the citizens of the City. Councilmember Peterson agreed and stated that some topics in the newsletter could possibly be expanded upon. He stated that sometimes he feels that he does not get enough information about certain issues.

Councilmember Kimmel asked why someone would choose to advertise in the newsletter versus other advertising venues, such as the Hometown Values magazine. Ms. Brown stated the cost to advertise in the newsletter will be much lower than the cost to advertise in a publication such as Hometown Values. Councilmember Kimmel stated that allowing advertising in the City newsletter will place the City in the private market wherein the City will be competing against private companies. He stated that he is not comfortable with that. He stated he does not think that government should be in the business of competing with the private market. Ms. Brown stated allowing advertising in the newsletter is the alternative to using tax payer money to print and mail the newsletter. Councilmember Kimmel stated he understands that he will simply want to consider that issue further before any final decision is made.

Mr. Pratt asked if there will be any stipulations regarding the content of the ads allowed in the newsletter. He stated that most advertising venues have some restrictions. Mayor Nagle asked Ms. Brown to get a copy of the policies and regulations used in other cities regarding advertising in their newsletters. Ms. Brown encouraged Mr. Pratt to send her an email with his suggestions regarding the proposed newsletter advertising policy.

Councilmember Peterson asked if election or campaign advertisements would be allowed in the newsletter. Ms. Brown stated she would be opposed to any political advertisements. All Councilmembers agreed.

Mayor Nagle stated she agreed with Councilmember Kimmel's comment about competing with private businesses, but she does feel that if the City does not educate the citizens to start using the businesses in Syracuse City it is going to be necessary to increase their taxes. She stated she sees this opportunity as an investment in marketing the City. She stated she hopes that the City will not always be in the position where it seems necessary to bribe the citizens to participate in the City, but it is important now to encourage everyone to spend their money in the City. Councilmember Hammond stated that Mayor Nagle could touch on those points during her Mayor's message in an upcoming newsletter. Councilmember Kimmel stated he understands the conundrum. He stated that the City is broke and it may be necessary to readjust. He stated that he is simply saying that the issue may not be as 'black and white' as it seems and there are may be a lot of other options. He stated he is fully supportive of the creation of an organization such as SBOSS; local government has spearheaded a movement to bring local businesses together. He stated he does not have any alternatives to advertising in the newsletter to suggest, but he does not feel that the City must allow advertising in order to begin printing the newsletter again. Councilmember Clark stated he was in office when the decision was made to discontinue printing of the newsletter and only provide the newsletter to residents electronically. He stated that he has seen the impact that has had on the citizens. Councilmember Kimmel asked where to draw the line; what responsibility does local government have to force people to be aware of and involved in things happening in the City. Councilmember Clark stated that is not the issue. He stated that some of the cities programs are suffering because people are not informed of registration opportunities. He stated those programs are revenue generators that have likely been impacted because people are not informed. Councilmember Shingleton stated that he offered the idea of allowing advertising in the newsletter over a year ago. He stated that the decision was made to provide the newsletter to citizens in an electronic format rather than allowing advertising in order to continue to print the newsletter. He stated he often talks to citizens that still are not aware that the City has an electronic newsletter.

Regular meeting agenda item nine – proposed City organization chart.

Mayor Nagle stated that during this discussion she would also like the Council to direct any questions regarding agenda item 10, the proposed resolution to amend the wage scale for seasonal employees, to Public Works Director Waite. She reported that Mr. Waite is unable to attend the regular meeting and she would like for him to have the opportunity to answer any questions about that issue.

Councilmember Clark asked if the building inspector positions working in the Building Department should be included in the organization chart under the space designated for Building Official Jason VanAusdal. Mayor Nagle stated that may have been an oversight and Mr. VanAusdal's support staff can be added to the organization chart. She then highlighted the significant amendments to the organization chart. She explained that the position of Assistant City Administrator is being added in place of the Community Development Director position and the position of GIS Technician will be changed to City Planner and Mr. Moyes will assume the duties of that position.

Mr. Worthen explained that the reporting structure in the organization chart is being somewhat changed. He stated that many of the day-to-day activities that he is currently responsible for are prohibiting him from working on strategic planning for the City. He stated that the new reporting structure as well as the addition of the Assistant City Administrator position will rid him of some of those duties. Mayor Nagle stated that one of her primary objectives was to create some redundancy in the City. She stated that if any one of the City's Department Heads were rendered incapacitated tomorrow the City would be in a difficult situation. She stated that there are no employees trained or available to step into many of the Department Head roles. She stated that puts the City in a precarious situation. She stated she has asked Mr. Worthen to work on building redundancy for Department Heads and allow them to train their replacements. She stated that would provide good career progression and it is a good investment in the City's employees. She stated that is the main purpose behind the creation of the Assistant City Administrator position. She explained that employee will be trained to provide back up support for Mr. Worthen if he suddenly becomes unavailable to the City.

Mr. Pratt asked if the Planning Commission should be included on the organization chart since they report to the City Council. Mr. Worthen stated that it could be possible to include every position in the City on an organization chart, but this is the high level organization chart for the City. Mayor Nagle added that this organization chart deals with employees and the Planning Commission is a recommending body made up of volunteers.

Mayor Nagle then asked if any Councilmembers had questions about the wage scale amendments being recommended for seasonal employees. Mr. Waite explained that he feels the current wage scale is very restrictive to the Departments of the City that hire seasonal employees. He stated that there is one pay range assigned to all seasonal employees; the entry level wage is \$11.88 and the top step of the scale is \$14.26. He stated that he feels the wages included in the range are somewhat out of line. He explained that the proposed amendments would give him more flexibility in hiring seasonal employees and, in turn, save the City money. He stated that his preference is to better align the wages with actual job titles describing what the seasonal employees will be doing.

Councilmember Peterson asked Mr. Waite if he will be able to hire more seasonal employees given the lower wage range. Mr. Waite stated that if the number of seasonal employees remains the same as last year the City will realize approximately \$19,000 in savings. He stated that he would take direction from the Council to hire additional seasonal employees with those savings.

Councilmember Clark stated that grade level 104 does not include steps eight and nine and he asked if that is Mr. Waite's actual proposal. Mr. Waite stated that he did not see a need to have more than seven steps in grade 104.

Councilmember Hammond asked if these wages will be used for part-time employees or seasonal employees. Mr. Waite stated the wage ranges could be assigned to employees in both categories.

Councilmember Shingleton stated he feels the wage ranges are more appropriate than the previous range. Mayor Nagle agreed and stated that she likes the fact that the new wage ranges will give Mr. Waite more latitude.

Councilmember Kimmel asked Mr. Waite if he is saying that he would like for the realized savings to be given to his Department so that he can hire additional employees. Mr. Waite stated he would like for that to happen eventually. He stated that last year his Department received more complaints than in any other year regarding the condition of City park property. He stated that he and his employees take that very personally. He stated that the Parks Superintendent needs proper support to get his job done in the manner that the public desires. Mayor Nagle stated it is her understanding that the number of seasonal parks employees was decreased by five last year and she understands Mr. Waite's desire to increase staffing levels to traditional levels.

Councilmember Kimmel asked Mr. Waite if he has done an analysis detailing the number of seasonal employees he needs to hire. Mr. Waite stated he has prepared such an analysis and he provided it to each Councilmember during their recent retreat. Councilmember Kimmel asked if the jobs being included in the wage scale will satisfy or exceed his needs. Mr. Waite stated he will not fill all positions identified in the wage scale; rather, he included all the positions in the wage scale because he feels that in the future the City will need to increase staffing levels and adding the positions now prevents the need to do so in the future when funding is available. Councilmember Kimmel stated that he likes the idea being recommended by Mr. Waite, but he is concerned that Mr. Waite may feel that he must spend the \$19,000 in realized savings. Mr. Waite stated that his recommendation is not based on saving money to be used elsewhere in his Department. He stated he proposed the changes to the wage scale to create better alignment.

Councilmember Shingleton asked Mr. Waite what grading work is being done at Jensen Nature Park. Mr. Waite stated that the City is receiving free dirt from Geneva Rock. He stated he made an arrangement with Geneva whereby they are required to level any dirt they dump at the site so that it is possible for him and his crews to maintain the site.

Councilmember Hammond stated that he noticed in a recent claim statement that some people employed last year as seasonal employees were receiving unemployment benefits. Mayor Nagle stated that is correct and it is a result of the type of work they perform. Mr. Waite stated that all seasonal employees employed by the City last year have applied for rehire. Councilmember Hammond stated that it is likely that all of those employees were paid the wage assigned to step one in the current wage scale and he asked what wage they will be paid this year if they are rehired. Mr. Waite stated that depends on what positions they have applied for and what their skills and qualifications are. He stated that he has authorization to offer

an applicant the mid-range wage without Council approval. Councilmember Kimmel asked if those applicants will accept a job with the City even though the wage will be paid may be less than they were paid last year. Mr. Waite stated he has informed all applicants of the proposed changes and all have said they are comfortable with being offered a lower wage.

Council business.

**Fee waiver request:** Mayor Nagle stated that Ms. Brown sent an email to the entire Governing Body regarding a request she had received to waive the rental fee for the Jensen Nature Park visitor's center for a youth group that would like to complete a service project at the park. She stated that Mr. Waite also weighed in on the issue expressing his concerns regarding the precedent that could be set if the Council agreed to waive the fee. She stated that she can see some pros and cons to waiving the fee. She stated that she loves to see people that are committed to the City and willing to perform service projects, but on the other hand she recognizes the liability the City could assume by waiving the rental fee. She stated that she hates to discourage volunteerism and she feels that if the youth group intends to perform service at the park they should receive some consideration in return. Mr. Waite stated that if that is the intent of the Council it will simply be necessary to set some guidelines that he and other staff can follow. He stated that it may be appropriate to define the number of service hours that a group must provide in order to be eligible for such considerations. He stated he would also like some direction on whether he should collect a cleaning deposit for the building. Councilmember Clark stated that he felt that a cleaning deposit should be required even if the rental fee is being waived. Mayor Nagle stated she would like for Mr. Waite to write a proposed policy for dealing with this situation. She then stated that she would like to authorize Mr. Waite to work with the group requesting the fee waiver. She stated this situation could be used as a test case in drafting a permanent policy to be used in the future.

Councilmember Hammond stated that there is a family in his neighborhood that is very much in need of money due to recent medical issues. He stated that his neighborhood wants to conduct a fundraiser at the Community Center to raise money for the family. He stated that he would like to request that the group be allowed to use the meeting rooms at the Community center at no cost. Mayor Nagle stated that she feels this is a different situation. She stated that most government entities do not allow their facilities to be used for charitable events. She stated that 501C3 entities are typically allowed to rent space at a reduced rate, but the rental fees are not waived. Mr. Worthen agreed and stated that allowing one group to use the Center for free for a fundraiser will set a precedent. He added that there are many variables to consider.

Mayor Nagle then stated that the citizens of the City are paying for the City buildings and the Council should make it as easy as possible for the citizens to use them. She stated that she feels strongly about this issue, especially following the situation where candidates from one political party were allowed to use the City building. She stated when she contacted the representative of the group to inform them that the City's policy if that candidates from both parties need to be invited to all political events she was told that Syracuse City is the only City that hesitated to let them use City facilities. She stated this is an issue that the Council may want to consider during recodification.

Councilmember Kimmel stated that regardless of what policy is defined for facility usage, he feels that the City must always require people using City facilities to sign a liability waiver form.

Councilmember Hammond stated that he likes the idea of offering a reduced rental rate for charitable groups.

Mayor Nagle asked the Council if they were comfortable directing Mr. Waite to work the volunteer group regarding their request to use the visitors center at no cost. She added that Mr. Waite could then work with the Recreation Department to develop a proposal for dealing with future requests. All Councilmembers agreed they were comfortable with that direction. Councilmember Hammond asked Mr. Waite to inform the Council of the decision made regarding the current request.

**Memorial Day celebration:** Councilmember Clark asked if the City will be holding a Memorial Day celebration this year. Mr. Worthen stated that he recently sent the Council an email about this issue. He stated that in the past the City has delivered chairs to the cemetery and the Lions Club would set up the chairs and prepare for the event. He stated that practice was discontinued for some reason and he would like for the Lions Club to assume ownership of the celebration again. Councilmember Clark stated that last year Councilmembers coordinated the event and he was not sure that the Lions Club was even in attendance. Councilmember Hammond stated that the Lions Club erected the flags for the celebration. Councilmember Clark asked what the City will be recommending this year. He stated Memorial Day is quickly approaching.

Mayor Nagle inquired as to what events took place during past celebrations. Councilmember Clark stated there is a flag ceremony and there are usually a couple of speakers. Councilmember Peterson added that since he has been on the Council each member of the Governing Body has been assigned to complete a task for the celebration; those tasks include securing speakers, Boy Scout Troops, or bands. Councilmember Shingleton stated that it has historically been a community event and he feels it should be organized by the community. He stated he feels the direction to take is to encourage the Lions Club to assume responsibility for the event. Mayor Nagle asked Mr. Worthen if he could ask Recreation Director Robinson to coordinate with the Lions Club to determine if they are willing to assume responsibility for the event. She stated that since there is not much time until the event Ms. Robinson may not be able to get a commitment from the Lions Club and the City may again be responsible for the event. Councilmember Clark stated that the Council needs to know who will be responsible

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for the event no later than April 27. He stated that if the Council is going to be responsible to secure speakers, scouts, and a band again this year they need to start working on it soon. He stated that the Clearfield High School band played last year and there was some discussion about alternating between the Clearfield High and Syracuse High bands.

The meeting adjourned at 6:55 p.m.

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Jamie Nagle  
Mayor

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Cassie Z. Brown, CMC  
City Recorder

Date approved: April 27, 2010

Governing Body/Administration Assignment List

- Mayor Nagle asked Mr. Worthen to research Council questions regarding setting precedent by allowing a past member of the Governing Body to continue his/her service with an outside entity. (01-12-10)
- A temporary solution to the deficiencies identified in the FY 2008-2009 audit report will be implemented within two weeks of the date of this meeting; a permanent solution will be implemented within 45-days. (01-26-10)
- City Recorder Brown will draft a fee schedule and proposed policies for advertising in the City newsletter to be considered during the April 27 Council meeting. (04-13-10)
- Public Works Director Waite and Recreation Director Robinson will draft a proposed policy for handling requests for fee waivers for rental of City facilities. (04-13-10)