

Minutes of the Work Session meeting of the Syracuse City Council held on September 8, 2009, 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  
Lurlen A. Knight  
Douglas Peterson  
Larry D. Shingleton

Mayor Fred Panucci  
City Administrator Rodger Worthen  
City Recorder Cassie Z. Brown

City Employees Present:  
Finance Director LaMar Holt  
IT Director TJ Peace  
Detective Corey Rowley  
Administrative Assistant Judy Merrill

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., review the City Council Calendar, review the City Claim Statement, discuss the Community Development Director position vacancy, discuss the City budget, and discuss Council Business.

#### Regular Meeting Agenda

Councilmember Knight stated item seven on the agenda is a review of the draft request for proposal (RFP) for Human Resources services. He stated that when the Council discussed this issue recently it was decided that a committee would be formed to navigate this process and he asked if that committee has met. Mayor Panucci stated the committee will not meet until after the RFP is published and responses are received from vendors. Councilmember Clark asked if it would be wise to compare the services that were provided in-house to those that could potentially be provided by a vendor before distributing the RFP. Mayor Panucci stated that comparison should not be done until after the City is aware of what services can be provided by vendors. Councilmember Peterson stated the RFP includes a good description of what the City is looking for, but it does not say that the City does not need payroll services and he asked if that should be clarified. City Administrator Worthen stated he could add that information to the RFP. Mayor Panucci stated that is a good suggestion considering the fact that many companies provide payroll services while they do not provide many other HR services.

#### Calendar

Councilmember Clark reported he will be out of town September 11 through September 14.

Mr. Worthen reported that he will be out of town beginning this Friday, September 11 thru Monday, September 21. He added that he will also be taking vacation leave September 28 through October 2.

Councilmember Hammond stated he will also be out of town September 28 through October 2.

#### Claim Statement

Mayor Panucci stated the report includes a reference to dog license fees and he asked if the City is collecting those fees. Mr. Worthen reported that the City does collect dog license fees for Davis County and then forwards a check to the County for the amount collected.

Councilmember Hammond stated that he noticed that the City has paid the firm performing the City audit and he asked if the Council will have the opportunity to hear from the auditing firm in the near future. Finance Director Holt stated that the audit is just beginning and it should be completed by the end of October. Councilmember Hammond asked if the amount included in the claim statement is the total cost the City will pay for the audit, to which Mr. Holt answered no and explained that the total fee will be closer to \$15,000.

Mayor Panucci stated that he wanted to inform the Council that he and Mr. Worthen have been discussing the possibility of using a new bank; the City currently uses Barne's Bank and he and Mr. Worthen are considering transferring the City's business to Wells Fargo. Councilmember Knight inquired as to the reason for the change. Mayor Panucci stated that he and Mr. Worthen feel it is a prudent and convenient thing to do at this time.

Councilmember Knight asked how many City employees are currently receiving college tuition reimbursement from the City. Mr. Worthen stated that there are a couple of employees in the Police Department that are participating in the

program in addition to himself. He added that he is almost finished with school and will no longer be receiving tuition reimbursement from the City. Councilmember Knight asked how many Police Department employees are participating in the program. Mr. Worthen stated he knows there are a few Police Officers that are currently enrolled in school, but he does not know who they are. Councilmember Hammond asked Mr. Worthen when he will be completely finished with school. Mr. Worthen stated that his last assignment is due on September 25.

#### Community Development Director position vacancy

Mr. Worthen reported that Community Development Director LaBonty offered his resignation last week and his last day will be Friday, September 11. He stated that his recommendation would be that the position remain funded, but he would like to wait to advertise the position vacancy until after the first of next year in order to save some money in the general fund. He stated that he is planning to meet with Mr. LaBonty and his staff tomorrow to talk about the duties and responsibilities of his department. He stated that he felt that the bulk of the work could be handled by Mr. LaBonty's staff, but the large projects and responsibilities will likely be handled by himself. Mayor Panucci stated that Mr. Worthen has a tremendous background in planning and community development. He added that the development pace in the City is not as quick as it once was and it may be easier to keep up with the duties of the department. He stated that the Administrative Assistant for the department, Judy Merrill, has 'come a long way' and is very capable. Mr. Worthen stated that all planning will be reactive planning. Councilmember Knight stated that the planning of the City has been reactive for some time. He added that Mr. LaBonty was recently asked to assume grant writing duties and he asked if that duty will be picked up by someone else or if grant writing will simply be discontinued. Mr. Worthen stated it may be discontinued for the time being. Mayor Panucci stated that there are two different departments in the City that could assume some of the grant writing that Mr. LaBonty was doing. He stated the public safety Department Heads may be able to assume some of the grant writing duties as well as the Building Official, Jason VanAusdal. He stated that Mr. VanAusdal writes very well and he has an artistic flare that could be helpful in grant writing. Councilmember Clark asked if the employees being mentioned by Mayor Panucci have the sufficient time to complete additional tasks. Mr. Worthen stated that it may take a longer amount of time to get additional work done, but it will get done. Mayor Panucci added that the City's lobbyist, Tim Stewart, has also assisted the City in receiving grant funding. He reported that the City has previously been awarded STAG grant funding for waterlines, but Mr. Stewart recently told him that the federal government has developed a different 'pot' of grant money for water line projects in communities that are fronting the Great Salt Lake. He stated the opportunity for the City to receive funding from that program is excellent. He stated that one place in the City that is in desperate need of water line work is on Bluff Road from Jensen Park to the six-point roundabout. He stated the replacement of that water line would greatly improve water pressure in the City. Councilmember Knight asked if the funding could be used for culinary water line projects. Mayor Panucci stated the culinary water infrastructure in the City is in pretty good shape. Councilmember Knight stated the project to reconstruct 2700 South includes the replacement of the culinary water line under the road and he asked if the grant funding could be used for that project. Mr. Worthen stated that project would be eligible for STAG grant money, but he would prefer to use STAG money on smaller projects because the required matching funds end up being much less significant. He added that STAG money is being used for the replacement of the water line under Antelope Drive and there are three other small projects in the work that will be paid for with STAG money. Councilmember Knight asked if it would be better to complete the 2700 South water line project over a two year period to increase the amount of grant funding that could be used on the project. Mr. Worthen stated that the water line project needs to be completed at one time before the road is repaved to ensure that it is not necessary to cut into the new road once it is completed. Councilmember Knight stated that the entire project could be done in two phases. Mr. Worthen stated that he considered using STAG money for the project, but it makes sense to use the funding on smaller projects. Mayor Panucci added that if the City is awarded the grant funding he referenced earlier that award will not take place until the year 2010. Mr. Worthen reiterated that the secondary water infrastructure is in much worse shape than the culinary water infrastructure. Mayor Panucci stated that there is a choke-point at the roundabout that is making it impossible to use the water storage facility at Jensen Park to its full capacity. Councilmember Knight added that the water pumps are being overused and burned up. Mayor Panucci stated that it amazes him that the roundabout was constructed and the water line under the road was not replaced; instead the four-inch water line was left in place. Mr. Worthen added that it will be difficult to install a new water line around the roundabout; it will be necessary to use many joints and bend the pipe to be installed. He stated that he and Public Works Director Waite have talked about implementing an alternate watering schedule to be used next year; it will take some education and effort on behalf of the City and it will only be necessary if the City is unable to install a new water line. He stated that residents are currently watering their yards too much and the secondary water tank is nearly emptied every night. Councilmember Knight asked if water pressure will be decreased when the water is forced to flow through the bent joints to be installed under the roundabout. Mr. Worthen stated that the velocity may be decreased, but not the pressure. He stated it will be his goal to try to eliminate as many fittings as

possible. He then reported that the culinary water line to be installed under 2700 South will be paid for with impact fee monies. He added that the estimate for the project was low and after the City receives bids and awards the project it may be necessary to increase the amount budgeted for the project. He also reported that the project will be delayed until the spring of 2010 and that is because the fiscal year (FY) 2009-2010 budget was not approved until very recently and staff did not feel there was sufficient time to bid the project and lay asphalt before the winter season arrives. Councilmember Knight asked how early in the spring the contractor will be able to lay asphalt. Mr. Worthen reported that plants start producing asphalt in mid-April. He then stated a significant issue related to the project will be the traffic control near R.C. Willey. He stated he will work with them to create a traffic routing plan that they can agree upon. He stated that the only negative aspect of delaying the project until the spring is trying to keep the road held together during the winter months. Councilmember Knight stated that will especially be true if the water line breaks. Mr. Worthen stated that the water line will break; the only question to be answered is when that will happen.

#### Budget discussion

Mr. Worthen explained that he and the Department Heads are working on creating a priority list of items that could be reduced or eliminated from the budget in the event that sales tax revenues continue to decrease over the next several months. He distributed a copy of a list created by Police Chief Wallace of the programs that are managed by his department. He stated that Chief Wallace has prioritized his programs and he provided the cost associated with each program and the number of employees involved in the programs. He stated it should be possible to create a similar list for each department to determine what programs are offered, the cost of those programs, and the personnel associated with the programs. He stated that if revenues continue to decrease it may be necessary to discontinue programs, which could also mean the elimination of employment positions. He stated he will try to create a priority list including the programs from all departments in the City and then it can be reviewed by the Governing Body. He stated that there may be some leeway in the budget due to vacancy of the HR Director and Community Development Director positions.

Mayor Panucci reviewed the list provided by the Police Department and stated that all programs are indispensable with the exception of the City's participation in the metro-narcotics program. He stated that the City is currently short one Police Officer and if the metro-narcotics officer were to be reassigned it would not be necessary to hire another Officer, which would mean the City would realize a cost savings of approximately \$26,000. He stated the City would still need to pay an annual assessment cost of \$9,400, but the benefit would be realized of being able to put that metro-narcotics officer back on the street. He stated if the City were to continue its participation on the metro-narcotics program and fill the vacant Police Officer position the net cost would be \$9,400. Mr. Worthen stated the question will need to be answered of whether the City needs the officer on the street more than he is needed in the metro-narcotics program. Councilmember Knight inquired as to what the advantage would be to maintaining the City's participation in the metro-narcotics program. Mr. Worthen stated he intended for this to be a very broad discussion; the point he was trying to make is that any program or service costs the City money and at some point it may be necessary to rank the importance of the various programs maintained by the City. Councilmember Clark stated he would also like to clearly understand the negative aspects of discontinuing any program. Mayor Panucci stated that the good thing is that the Governing Body will have the opportunity to thoroughly review the recommendations of the administrative staff before making any decisions. Mr. Worthen stated he will try to get the list of programs and associated costs to the Council by the end of October.

Mr. Holt then reported that he has received the sales tax revenue figures for June. He distributed a handout and explained that at the end of the 2008-2009 FY the City's shortfall was \$135,000. He stated that the handout also compared the 2008-2009 FY revenues with the revenues received by the City in the previous FY. He stated that the City collected \$100,000 less in 2008-2009 than in the previous FY. Mayor Panucci asked if the lion share of that shortfall is due to reductions in state-wide sales tax revenues, to which Mr. Holt answered yes. Mayor Panucci stated that means that point of sales revenues have likely increased, but the state-wide sales tax revenues have decreased. Councilmember Knight added that economic indicators are worsening; he attended a Utah League of Cities and Towns (ULCT) meeting today and seven of the eight economic indicators were classified as red. He stated that has worsened since last month. Mr. Holt then stated that the City has budgeted to receive \$2.7 million in revenues over the next FY. He stated that in order to meet that budgeted amount the City must receive at least \$135,000 more than was received in the past FY, which is a five percent increase. Councilmember Knight inquired as to what the state of the budget would be if the City experienced a five percent decrease in sales tax revenues. Mr. Holt stated that would mean that the City would be short \$270,000 at the end of the FY. Mr. Worthen stated that is one reason he wants to delay hiring a new Community Development Director until the City can get an idea of what is going to happen with sales tax. Mayor Panucci stated that everything will hinge on what happens with the economy state-wide. He stated that he does not anticipate that any large retailers will locate in the community over the next 12 months, unless a large business decides to locate in the Shadow Point Shopping Center. Councilmember Knight stated the

City needs to have a meeting with local businesses. He stated that he watched cars leave the Balloon Festival, which was held over the past weekend, and none of them stopped to patronize local businesses because most of the businesses were closed. Mayor Panucci reported that Don's Meats contacted him about hosting a chili cook-off event and he told them that it would be best to hold that type of event during the Heritage Days celebration. Councilmember Knight stated the event could be held during the Pumpkin Walk. All Councilmembers agreed that a chili cook-off would work well during the Pumpkin Walk, with Mayor Panucci stating that he would talk to Don's Meats about that option. Councilmember Clark asked the manager of the Ace Hardware store how the Antelope Drive road widening project is affecting them and they told him that the project had negatively impacted them. Councilmember Shingleton stated that he also talked to them and they told him that their store in Syracuse is doing better than their store in Layton. Councilmember Clark stated that he heard the opposite of that remark. Mr. Worthen stated this is a good discussion, but the bottom line is that the City needs sustained economic development. Councilmember Shingleton asked if local businesses and restaurants were made aware of the Balloon Festival dates and times. Mr. Worthen stated that information was not distributed by the City. City Recorder Brown stated that she believed the Standard-Examiner, one of the sponsors of the event, had distributed fliers and information about the event to local businesses. Mayor Panucci stated that the City needs to assume responsibility for informing businesses of these types of events. Councilmember Knight added that the City should encourage vendors to participate in those types of events. Councilmember Clark stated there were several vendors at the event, but there were none from Syracuse. Councilmember Shingleton reported that after a recreation football game on a recent Saturday his family went to Arby's and there were three people working there and many customers waiting for service. He stated that they were not prepared for the rush of business. Mayor Panucci stated that the local businesses need to be 'plugged in' to what is happening locally. Mayor Panucci asked Councilmember Hammond to ask Syracuse High School to provide the City with a schedule of the school's football games that the City could distribute to local businesses.

Councilmember Knight then asked if anyone from the City has talked to Hawes Neider development about the installation of the movie theater's sign. Mr. Worthen stated that he and Mayor Panucci have discussed possibly amending the redevelopment agency (RDA) plan for that area to allow the use of some RDA funding for the installation of the sign. Mayor Panucci stated he liked the idea of doing that and he added that it would be devastating if the theater failed due to lack of advertising.

Mayor Panucci asked when seasonal employees are released from their employment for the winter. Mr. Worthen stated they are usually finished working for the City after the secondary water is turned off.

Councilmember Hammond asked if the Council could help distribute information about a business summit to local businesses. Mayor Panucci stated it would be a good idea to divide the invitations among the Governing Body to be delivered. Councilmember Shingleton stated that he has talked to a couple of businesses about a possible business summit and they all thought it was a wonderful idea. Mr. Worthen stated that staff simply needs to work on setting a date. Councilmember Clark stated the Governing Body had talked about holding the event during the first week of November.

Councilmember Hammond stated that he attended the Little Caesars grand opening event and he talked to someone from the Davis/Weber tourism bureau and they told him that they had not promoted the Balloon Festival event in Syracuse. He stated that he talked to the managers of Little Caesars and he asked them if they were prepared for how busy they could be during the Balloon Festival event and they told him they knew nothing about the event. The Council then briefly discussed the event and its success over the past couple of years, with Councilmember Clark stating that there were many people at the event, even though it was windy and the balloons were not allowed to take-off at the scheduled time. Councilmember Knight asked when the Buffalo Roundup event will be held. Councilmember Clark stated he believed the event was scheduled to take place at the end of October. Councilmember Knight stated that event usually attracts quite a few people. He stated that the City could encourage businesses to increase their advertising during those types of events or possibly cater to event participants. Mr. Worthen stated it is difficult for City staff to do those types of things with limited time and resources. Ms. Brown suggested that upcoming events be advertised in the newsletter or that the City send an email to all businesses informing them of upcoming events.

### Council business

Councilmember Clark reported that he attended the recent Wasatch Integrated Waste Management District (WIWMD) meeting and Director Nathan Rich asked if any cities were interested in participating in a green recycling program. He stated that customers would be charged \$6.30 per can per month during the growing season. He stated that Fruit Heights participated in the program and the WIWMD paid for the recycling cans. He asked how much residents in the City currently pay for garbage collection. Mr. Holt stated that residents pay \$6.70 per month for a single can. Councilmember Clark stated that he believed that green waste would be collected on the same day as a resident's garbage, but collection would only happen twice each month. He stated that Fruit Heights has had 600 residents sign up for the

program; the benefits are that grass would not longer be burned in the incinerator, helping the incinerator to be more efficient. He added that less green waste would be sent to the landfill, which would help to lengthen the life of the landfill. He stated that there would be no cost to the City and he simply wanted to ask the Council if they felt residents would be interested in paying the monthly fee to participate. He stated that there would need to be a sufficient number of enrollees to justify the program. He asked the Council if they would like to receive a presentation from the WIWMD. Councilmember Hammond asked how many people would need to participate in the program in order to justify it. Councilmember Clark stated he would imagine that the collection company would require participation from 50 percent of the residents, but he is not positive that is correct. Mayor Panucci stated he felt it would be good to ask the WIWMD to come and make a presentation to the Council to discuss the details of the program. He stated that many residents have asked about recycling, though they have been more interested in curb-side collection rather than green waste recycling. He added that there will be information in next month's newsletter regarding two different private companies that offer curb-side recycling in Syracuse. He stated that residents can sign up for that service on their own if they are interested. Councilmember Clark added that the WIWMD is in the process of building a recycling center outside the gates of the landfill so that residents can deliver their recyclables at any time during the day.

Councilmember Hammond asked if the Antelope Drive project will be completed in November. Mr. Worthen stated the scheduled completion date is actually in December, but he felt the project would likely not be completed until early spring 2010. Mayor Panucci asked if the entire intersection of 2000 West and Antelope will be constructed of concrete, to which Mr. Worthen answered yes.

The meeting adjourned at 6:55 p.m.

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Fred Panucci  
Mayor

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Cassie Z. Brown, CMC  
City Recorder

Date approved: September 22, 2009

Governing Body/Administration Assignment List

- Mayor Panucci and members of City Administration will attend a County Commission meeting to discuss sharing Senior Citizen Program resources. (01-08-08)
- City Administrator Worthen and Finance Director Holt will work on developing a proposal regarding a Fleet Replacement Program. (01-08-08)
- Administration will advertise the creation of an audit committee and solicit community involvement. Once a member of the community has been selected, a resolution will be drafted to create the committee and appoint the members. (02-26-08)
- Councilmember Clark suggested the creation of a distribution list that people could add their name to in order to receive electronic copies of agenda, newsletters, etc. City Administrator Worthen will work with staff on that issue. (02-26-08)
- Human Resources Director Alldredge will research the options for including a “commitment clause” in the City’s tuition reimbursement policy. (05-27-08)
- City Recorder Brown will research the rates that other cities are charging to allow businesses to advertise in their newsletter. (06-10-08) (10-28-08)
- Administration will research the contract between the LDS Church and the City regarding the donation of the Founders Park land. (06-10-08)
- Council will revisit the proposal to create the positions of HR Generalist and Treasurer after the implementation of the electronic time keeping system. (10-14-08)
- Mr. Worthen will research EPA guidelines to determine when the City will be required to install a de-silting station. (10-28-08)
- Councilmember Clark will gather information from the WIWMD regarding participation in pilot recycling programs and report back to the Council. (01-13-09)