

Minutes of the Work Session meeting of the Syracuse City Council held on November 10, 2009, at 6:30 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  
Police Chief Brian Wallace  
Police Lieutenant Tracy Jensen  
Detective Corey Bybee  
GIS Technician Troy Moyes  
Building Official Jason VanAusdal  
Building Inspector Tex Couch

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, and discuss Council Business.

#### Calendar

Councilmember Peterson reported that the Cook Elementary Community Council will now meet on the second Wednesday of every other month beginning this November. He reported that the meetings will begin at 4:00 p.m.

Councilmember Hammond reported that the West Point Elementary Community Council will meet once each quarter beginning in January 2010; the meetings will be held the second Tuesday of the month at 3:30 p.m.

#### Claim statement

Councilmember Shingleton stated that the claim statement includes two different charges in the culinary water operating fund for postage for utility bills. He asked why there are two charges rather than just one. Finance Director Holt explained that at the beginning of each month the majority of the City's utility bills are mailed to customers and then later in the month the notices to customers whose accounts are past due are mailed. He stated the postage for the latter notice is sometimes higher than postage on regular utility bills because notices are sealed in an envelope for privacy. Councilmember Hammond asked if the number of accounts that are past due on a monthly basis has increased over the past six months. Mr. Holt explained that number fluctuates from month to month, but he has not noticed an increase in past due accounts due to the economy. Mayor Panucci asked when utility shut-offs take place, to which Mr. Holt answered the third Wednesday of each month. Mayor Panucci stated that historically he has asked that utility shut-offs not take place during the month of December. City Administrator Worthen stated that utility shut-offs were performed last year in the month of December. Mayor Panucci stated he does not think that should be happening. Mr. Worthen disagreed and stated that the City should not be in the habit of treating some residents differently during the holiday season. Councilmember Clark asked how much warning a utility customer has before their water is shut off. Mr. Worthen stated those customers subject to shut-offs are two months behind in their payment to the City. Mr. Holt added that the actual shut-off notice is taped to the front door of the residence one week before the shut-off takes place.

#### Council Business

**Miscellaneous Council Business:** Mayor Panucci reported that he received an email from a resident regarding three boys that saw smoke coming out of a neighbor's house and they called the Fire Department to report the fire, which greatly reduced the damage to the home. He stated that the resident asked that the boys be recognized for their service and he provided a copy of the email to City Recorder Brown for her to coordinate a recognition item on the Council's next agenda. Mr. Worthen added that Boy Scouts that have recently completed their Eagle Scout project will be recognized at the next Council meeting as well.

Mayor Panucci reported that he was informed that there was a recent fire alarm at Syracuse High School and the City's Fire Department responded. He stated that someone in a home economics class burned a pot of rice, which caused someone to pull the fire alarm.

Mayor Panucci reported that he has asked that an item be included on the next Council agenda to allow the Council to convene in a Closed Executive Session to discuss property acquisition. He stated he wanted to invite Mayor-Elect Jamie Nagle and Councilmember-Elect Matt Kimmel to the meeting as well.

**Councilmember Assignments:** Mayor Panucci reported that there are assignments and positions currently held by Councilmember Knight that need to be filled rapidly. Ms. Brown distributed a list of the current assignments and positions held by the entire Council for review. Mayor Panucci stated that Councilmember Knight is currently serving on the ULCT legislative policy committee and it is important to replace him in that capacity so that the City has representation. Councilmember Clark stated he is currently serving in that capacity as well, as is Councilmember Hammond. Mayor Panucci added that Councilmember Knight is currently assigned as a Boardmember in the North Davis Sewer District (NDSB) and as an alternate member on the City's Employee Appeals Board. He stated both of those assignments need to be filled as soon as possible. Councilmember Knight stated it will be necessary for him to resign from the NDSB Board since his most recent appointment was for a four-year term, but it has only been two years. Mayor Panucci stated that the City's representative on that Board has always been an elected official. Councilmember Clark asked if everyone serving on the Board is an elected official, to which Councilmember Knight answered no. Mayor Panucci stated that Syracuse City's representative needs to be an elected official. He then stated that as soon as possible after Mayor-Elect Nagle Councilmember-Elect Kimmel are sworn in the Council should divide up the open assignments. Councilmember Peterson inquired as to when the NDSB Board holds its regular meetings, to which Councilmember Knight responded the second Thursday of every month. Councilmember Clark stated that the Council recently discussed appointing a Councilmember to be a liaison to the Arts Council and that appointment should be added when Councilmember Knight's current assignments are reassigned. Mayor Panucci stated this is something the Council should be prepared to do at their first meeting in 2010.

**Benefits for elected officials:** Ms. Brown stated that she needed clarification on an issue that the Council voted upon during their last regular meeting. She stated that the Council recently voted to discontinue the practice of offering benefits to elected leaders effective January 1. She stated that she needed clarification as to which benefits should be discontinued. Councilmember Shingleton stated his intent was to discontinue all benefits that elected leaders are currently eligible for. Ms. Brown stated that she would add an item to the next agenda to allow the Council to clarify their vote on that issue.

**Contract Postal Unit Agreement:** Councilmember Knight stated that at an upcoming meeting he would like to review the contract between the City and the United States Postal Service (USPS) regarding the Contract Postal Unit (CPU) at City Hall to see if the CPU has been cost effective for the City and if the operation of the CPU should be continued. Councilmember Hammond asked if the USPS has approached the City and requested a review of the contract, to which Mr. Worthen answered no and explained that the contract's term is indefinite. Mayor Panucci then stated that the CPU is doing very well and it is not costing the City any money to operate it. He stated that City employees are used to staff the CPU during staffing gaps, but other than that the CPU is self-sufficient. Mr. Holt stated that over the last 12-month period the revenue generated by the CPU was approximately \$38,000 and the operation costs were approximately \$25,000. He stated operational costs include payroll and supply purchases. Councilmember Knight stated that when GJ LaBonty left his employment with the City he informed the Council that the CPU was costing the City approximately \$1,500 a month, which included soft costs as well as hard costs. Mr. Holt stated that soft costs are not constant from month to month; they fluctuate depending on what is happening in the CPU. Councilmember Clark stated that when the City originally negotiated the contract the Council decided to review the contract after one year of operating to determine if the CPU should remain open. Councilmember Knight stated that he remembered the Council making that decision as well. He added that a representative from the USPS also thought that it would be a good idea to review the contract after one year of operation. Mayor Panucci stated that as long as the CPU is operating in a self-sufficient manner he does not see the need to review the contract at this time. Mr. Worthen added that he did not think that the USPS would be willing to renegotiate the terms of the agreement since his understanding was that the current percentage of revenues that the City is receiving was the USPS's best offer. Mayor Panucci added that the CPU was not intended to be a revenue generating operation; rather it was meant to provide a much requested service to residents. He stated that he recently heard that the Syracuse CPU is second in terms of top selling CPU's in the State. Councilmember Knight stated he would still like to see the figures regarding the CPU. Mr. Holt asked Councilmember Knight what figures he was referencing. Councilmember Knight reiterated that when Mr. LaBonty left his employment with the City he told the Council that the CPU was costing the City money and he wanted to review the numbers to determine if that is still the case. Councilmember Clark stated that Mr. LaBonty was referencing soft costs, which were likely estimated. He stated that the only firm figures that Mr. Holt would be able to provide were hard costs. Mayor Panucci

then stated that the CPU has been highly successful and it is used by a large number of the citizenry of the City. Councilmember Clark asked how the actual revenues generated by the CPU compare to the USPS revenue estimates. Mr. Worthen stated he has not reviewed the estimate provided by the USPS; therefore, he could not answer that question. Mayor Panucci stated that he suspected that the CPU is exceeding the estimates since it was ranked as the number two CPU in the state in terms of sales. Councilmember Clark asked if it will be necessary to provide additional staffing in the CPU during the month of December, to which Mr. Worthen answered yes. Mr. Holt added that during the holiday season of the last Fiscal Year (FY) the CPU generated an additional \$4,000 in revenue for the City. Mr. Worthen added that revenue generation slows immediately following Christmas. Mr. Holt added that the total budgeted revenue for the CPU for this FY was \$40,000. Mayor Panucci stated that, at worst, the CPU has been revenue neutral and it has provided a good service to residents. He stated he did not think it necessary for the Council to review the contract. Mr. Worthen stated that if Councilmember Knight still wanted figures regarding the operations at the CPU he could provide some information via email. Mr. Holt added that if the CPU were to be closed the City would be losing \$1,000 per month in cash. Councilmember Peterson stated that if Mr. Worthen is going to email the figures to Councilmember Knight, he would like to see the numbers as well. Councilmember Peterson stated he would like information regarding how the actual revenues are comparing to the estimate provided by the USPS. All Councilmembers agreed they would like to see that information. Mr. Worthen closed the discussion by stating that in the realms of delivering public service, it is much easier to implement a new service than to eliminate one. All Councilmembers agreed.

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: November 24, 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)