

Minutes of the Work Session meeting of the Syracuse City Council held on November 24, 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

Mayor-Elect Jamie Nagle
Councilmember-Elect Matt Kimmel

City Employees Present:
GIS Technician Troy Moyes
IT Director TJ Peace
Finance Director LaMar Holt

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 a potential Fremont Park Joint Use Agreement between Syracuse City and Syracuse Arts Academy, discuss options for providing information to Syracuse City citizenry, review financial data for the Contract Postal Unit (CPU) located in City Hall, and discuss Council Business.

Agenda

Mayor Panucci stated that item 7a on tonight's regular meeting agenda is formal recognition of the WW Clyde Companies Group for the service they provided at Fremont Park. He asked who will be making the presentation. City Administrator Worthen stated that Public Works Director Waite will be in attendance to present information on both agenda items 7a and 7b.

Councilmember Peterson asked if the City is giving the companies a certificate, to which Mr. Worthen answered yes.

Mayor Panucci then inquired as to what work was done by WW Clyde. Mr. Worthen stated that they brought 12 pieces of heavy equipment to the site and they set the base grade at the park and crowned the areas where the soccer fields are to be located. He stated that the site is ready for final grade.

Councilmember Clark asked how long it will be until the finished product deteriorates and it becomes necessary to redo the work done by the WW Clyde companies. Mr. Worthen stated that vegetation will begin growing at the park during the coming spring months. He stated that vegetation will need to be mowed or scraped off, which will upset the crowing work done at the site. He stated that there is an item on this work session agenda to discuss a potential joint use agreement with the Syracuse Arts Academy Junior High under which the school could develop an area of the park for joint use between the school and the City. He stated that project would address the maintenance of a portion of the property, but if the rest of the site is not developed the work done by the WW Clyde companies will deteriorate. He stated that it is nice that the piles of dirt have been leveled and the debris has been removed from the site. Councilmember Knight stated there is still some debris at the site. Mr. Worthen stated that is correct and explained that a public works crew will be removing the debris from the site soon. He stated that the end result is that the City received approximately \$200,000 in free labor. He stated that the WW Clyde companies provided a starting point, but the City does not have the money to develop the park at this time.

Councilmember Peterson stated during the regular meeting the Council will be making a vote to clarify which benefits elected officials will no longer be eligible for. He stated he noticed that flex spending is included in the list of benefits that elected officials are eligible for and he asked if it is really necessary to discontinue offering that benefit to elected officials since it does not cost the City any money. Mr. Worthen stated it is correct that flex spending does not cost the City any money. Councilmember Peterson then asked for clarification of the 401K benefit. He asked if elected officials will still be allowed to direct some of their salary towards a 401K even though the City will not be matching those funds.

Councilmember Shingleton explained that he talked to the City's payroll administrator and she explained to him that the City is currently contributing a set dollar amount to a 401K account in lieu of making contributions to the Utah Retirement System (URS) for each elected official. He stated he believed that was the 401K benefit referred to in the staff memo. Mayor Panucci added that the URS was a topic of discussion at a recent Council of Governments (COG) meeting that he attended. Councilmember Knight commented that the URS is failing and the legislature will be forced to make some changes even though the solutions that have been proposed are not good options. He stated the City should plan on being required to make higher contributions into the URS for employees. Councilmember Peterson asked for an answer to his question regarding the flex spending benefit. Councilmember Shingleton stated he felt that the Council should vote to offer no benefits to elected officials.

Councilmember Clark stated that item eight on the agenda is a proposed Ordinance amending Title Ten of the City Code. He stated that the Council considered a similar Ordinance in October and he asked if the only change that has been made to the Ordinance is the inclusion of definitions for Home Owners Associations (HOAs) and Home Owners Associations – Active. GIS Technician Moyes stated that there are also some proposed changes to signage regulations included in the Ordinance.

Councilmember Knight stated that Section 10-6-050(C)(8)(c) refers to an HOA or similar organization and he inquired as to the reason for including the term 'similar organization' in the Ordinance. Mr. Moyes stated that the City is not sure if there are organizations similar to HOAs at this time, but including that term provides some flexibility. Mr. Worthen agreed and stated there could be some entity similar to a HOA with a different name and by including the term 'similar organization' this Ordinance will also apply to those groups.

Mayor Panucci stated that he likes the fact that signage regulations are being relaxed in order to assist businesses. Mr. Moyes agreed that the relaxed standards should be beneficial to new businesses especially.

Calendar

Councilmember Peterson asked if the Council will hold a meeting on December 22. City Recorder Brown stated there are currently no items on the calendar for a work session meeting or regular meeting on that date. Councilmember Clark suggested that the work session be cancelled and the regular meeting be held. Councilmember Knight stated that if there are no items on the calendar both meetings should be cancelled.

Mr. Worthen stated he was planning to conduct training for newly elected officials on December 3, but that training has been cancelled because the City Attorney is not able to attend. He stated the training will be rescheduled for some time after the first of the New Year.

Mayor Panucci reminded the Council that they should discuss Councilmember assignments during their first meeting in January 2010.

Claim statement

Councilmember Hammond stated there is an expenditure for art instruction classes and tumbling instruction classes included in the claim statement and he asked if those classes are pretty well attended. Mr. Worthen stated that the tumbling classes are well attended, but he was not sure of the attendance numbers for the art classes.

Councilmember Knight stated that he received many calls from residents that were upset that the annual Turkey Trot 5K race was cancelled and he asked how much that race usually costs the City to host. Mr. Worthen stated that the main cost is personnel. Mayor Panucci stated that the race typically makes money for the City. Ms. Brown stated that no entry fee was charged for the race so it actually did not generate any revenue for the City.

Councilmember Peterson asked if the actual costs for the election were under budget. Ms. Brown stated that she has not received an invoice for the general election costs, but the actual costs for the primary election were well under the amount budgeted.

Mayor Panucci stated that the claim statement includes an expense for fleet lubrication services and he inquired as to what that is. Mr. Holt stated that all of the City's 10-wheelers were services in preparation for snow removal during the winter months.

Councilmember Hammond stated that gas prices have been increasing recently and he asked if the City will be required to pay Robinson Waste more for garbage collection as a result. Mr. Worthen stated that Robinson Waste will notify the City if they feel they are justified in increasing their rates due to increased gas prices.

Joint use agreement

Mr. Worthen introduced David Hall to the Council and stated that Mr. Hall is a representative of the Syracuse Arts Academy. He explained that Mr. Hall is proposing the City enter into a joint use agreement with the school under which the

school would landscape a portion of Fremont Park according to the City's specifications. He stated the school could then use the park for their events and to give students an area to play upon during recess or physical education classes. He stated that he would be in favor of entering into the joint use agreement. Mayor Panucci stated that it is imperative to ensure that the irrigation system is designed and installed according to the City's specifications. Mr. Worthen agreed. He added that the base grade has been completed and the ground is ready for final preparation.

Mr. Hall stated that the school currently has a joint use agreement for the grass area abutting their property and they want to execute a similar agreement for the development of a larger section of the park. He stated that now that there are two schools on the site they would like to separate the children attending the grade school from the children attending the junior high for a myriad of reasons. He stated that the development of the park would definitely meet the specifications of the City. He stated, however, that they have discovered that the water line that will provide service to the park is located on the west side of 3000 West and it would need to be tapped into and ran to the other side of the street. He stated that there is some urgency to the project in that they believe they can get it completed for approximately \$60,000 and they would like to get the sod laid as soon as possible.

Councilmember Knight inquired as to the size of the area that Mr. Hall wants to develop. Mr. Hall stated that the school would like to develop three acres, which would encompass two soccer fields.

Mayor Panucci stated that he understood that the plan was to irrigate Fremont Park using the Bluff Pond, but Mr. Hall has mentioned using the water line on 3000 West. Mr. Worthen stated there are three water sources that could be used to irrigate the park; the Bluff secondary water pond; a land drain line located on the north side of the trail underpass, and the line on 3000 West. He stated that at the onset of development it would make the most sense to tap the line on 3000 West rather than pump water from the pond or the land drain.

Councilmember Clark reviewed the map included in each Councilmember's packet and asked if Mr. Hall is proposing to complete option one or option two as defined on the map. Mr. Hall stated that the school would prefer to complete option one. He then added that in the event that the park development plans of the City change in the next 30 years, the school would like to be granted first right of refusal for purchase of the remaining park land. Mayor Panucci stated that may not be possible because the City may be required to solicit formal bids for the disposal of any City owned property. Mr. Hall stated it is something the school would be interested in if the City could execute such an agreement.

Councilmember Knight inquired as to the cost to tap into the line on 3000 West and run it across the street to the park. Mr. Worthen stated that the line will be four or six inches and the City's Public Works Department could complete the work in-house. Councilmember Knight stated he would like for the pipe to be extended as far as necessary before any landscaping begins so that it is not necessary to trench for irrigation lines in new landscaping. Mr. Worthen stated that he was not anticipating running the line to the furthest east boundary of the park; rather the line would be 'stubbed'. Councilmember Knight stated he felt it would be best to extend the line as far east as possible.

Councilmember Peterson asked if permanent soccer goal posts will be installed. Mr. Worthen stated that is in the City's plan, but not in the school's plan. Councilmember Peterson asked if the City or the school will maintain the newly developed park area. Mr. Hall stated that the school already maintains the other landscaped area near the school and they would anticipate maintaining this new section of park ground as well. Councilmember Peterson stated from his own personal experience he feels that these types of agreements are a great thing. Mayor Panucci agreed and stated that it is not unique for cities and schools to work together on these types of projects. Mr. Worthen added that the City has a similar master agreement with the Davis School District and it benefits both parties greatly.

Councilmember Knight suggested that the agreement include a schedule of school events so that there are not scheduling conflicts at the park. Mayor Panucci stated it would be a good idea for the school to present the City with an annual schedule of events. Councilmember Peterson stated that the agreement that his school operates under simply says that the school has the rights to use the park during the day and the City has the rights to use it after school hours.

Mr. Worthen asked the Council if they were comfortable with him pursuing a draft agreement with Mr. Hall. All Councilmembers answered yes.

Discuss options for providing information to Syracuse City citizenry.

Mr. Worthen stated this item is a result of a discussion he had with Councilmembers Clark and Shingleton regarding funding ways to improve the City's communication with residents. He stated it will be difficult to find funding in the current budget to increase communication measures. He reminded the Council that a paper newsletter was printed until last summer and it used to cost approximately \$20,000 annually to distribute a paper copy of the newsletter to each household. He stated that he discussed some options with staff and one recommendation was to apply a subscription rate to the newsletter, but that may not be the best approach because only a portion of residents would pay a subscription and the City would lose its bulk mailing rate that is applied when mailing a newsletter to each household rather than specific houses. He stated that IT

Director Peace is currently working to update the City's website to provide more flexible site navigation; the website is a great way to communicate with residents and the City has not done the best job of having a user friendly website in the past. He stated the marquis is a great communication tool, but it is in the wrong location; it should be located near the pump house on Antelope Drive east of 1000 West in order to reach the most residents. He stated the cost to relocate the marquis would be approximately \$4,000. He stated the cost to purchase a new and improved marquis is much more than that. He stated staff has discussed the idea of possibly circulating a paper copy of the newsletter on a quarterly basis and allow businesses to advertise in the newsletter to offset some of the costs associated with printing and distributing it. Mayor Panucci asked how that practice would affect the City's tax status. Mr. Worthen stated he was not sure it would affect the City's tax status; several other cities charge businesses to advertise in their newsletter. Mayor Panucci stated that the question about the City's tax status needs to be answered before the Council can consider charging businesses to advertise in the newsletter. Mr. Worthen stated that allowing for advertising would add management duties to someone on City staff. Councilmember Knight stated that the newsletter is already being created and it should not take much more effort to print it. Mr. Worthen stated he was referring to allowing businesses to advertise in the newsletter; a staff member would need to oversee that process.

Councilmember Clark inquired as to the cost difference to place utility bills in envelopes to be mailed versus mailing a post card utility bill. Mayor Panucci inquired as to the difference in cost between mailing the regular newsletter or the newsletter plus an insert. Mr. Holt stated the printing costs would increase by approximately 50 percent, but the postage cost would remain the same. Mr. Worthen stated that the bottom line is that the City currently has not money to commit to any new programs. Councilmember Knight stated that people have complained to him about no longer receiving a paper newsletter. He stated that the attendance numbers for the pumpkin walk were much lower this year than they have been in years past and he wondered if that was due to the fact that residents are no longer receiving a paper newsletter. He stated it might be a good idea to distribute a newsletter prior to a City event. Ms. Brown suggested sending a survey to residents asking them questions about the newsletter and asking them to provide the City with their email address so that they can receive an electronic copy of the newsletter. Councilmember Clark stated the City could also place an advertisement in a local coupon magazine asking citizens to submit their email address to the City.

Mayor Panucci stated that if the City is going to entertain the idea of distributing paper copies of the newsletter, it should initially be done on a quarterly basis. He stated it might be a good idea to have this item on the next work session agenda as well for further discussion.

Council Business

Mr. Worthen reported that there was a recent sewer back-up near Dahl Lane; the resident affected has filed a claim that has been submitted to the Utah Local Governments Trust. He stated that the Public Works Department responded quickly and only one home was impacted. He stated the crew found two pieces of broken PVC pipe from a service lateral that was four inches in diameter. He stated that the crew will 'camera' the sewer line next week to try to tell where the broken pipe came from.

Mayor Panucci asked if all orange berg pipe on the north side of Antelope Drive will be removed in conjunction with the road construction, to which Mr. Worthen answered yes. Mayor Panucci stated he thought those were the only utility lines located in that area. GIS Technician Moyes stated that there is actually an old 10-inch culinary water line on that side of Antelope Drive as well. Mayor Panucci stated he thought that line had been abandoned. Mr. Moyes stated he did not think that was the case.

Councilmember Knight asked how the City responds to someone pushing broken PVC pipe into the sewer line. He asked if the City can file a claim with the homeowners insurance to recoup any costs related to the back-up. Mr. Worthen stated that the damage was not significant, but he was not sure if the City could recoup any costs from a homeowner's insurance company.

Mayor Panucci inquired as to the last time the sewer line was cleaned. Mr. Worthen stated all sewer lines in the City were cleaned this year.

Councilmember Knight asked if the City has sold the old sewer truck. Mr. Worthen stated it has not been sold yet, but it will be disposed of soon.

The meeting adjourned at 6:55 p.m.

City Council Work Session
November 24, 2009

Fred Panucci
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: December 8, 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)