

Minutes of the Work Session meeting of the Syracuse City Council held on December 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

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 options for providing information to Syracuse City citizenry, review financial data for the Contract Postal Unit (CPU) located in City Hall, review proposals for Human Resources consultation services, and discuss Council Business.

Agenda

Councilmember Knight stated there is an item on tonight's regular meeting agenda to consider declaring a parcel of property in the Rock Creek Park subdivision as surplus property and he asked if all owners of property adjacent to the parcel had been contacted by the City. Mr. Worthen stated there is one property owner he has been unable to contact. Councilmember Knight asked Mr. Worthen if he will contact the property owner before finalizing the sale of the property, to which Mr. Worthen answered yes and added that the property owner would need to sign the plat before it is recorded.

Calendar

Mr. Worthen stated he is still trying to coordinate a training session for newly elected officials. He stated he would like to tentatively propose January 14, 2010 at 6:00 p.m. He stated he will confirm that the newly elected officials will be available on this date and time.

Councilmember Clark reported that the Wasatch Integrated Waste Management District (WIWMD) will hold its annual retreat on February 19 and 20, 2010.

Mayor Panucci reported that he interviewed six citizens interested in being appointed to the vacant seat on the Planning Commission. He stated there is still one applicant to interview and following that interview he will make a recommendation regarding the appointment to the Council. He then reminded the Council that during their first January 2010 meeting they need to fill all Councilmember assignments and positions being vacated by Councilmember Knight. Councilmember Hammond inquired as to the qualifications needed to fill Councilmember Knight's position on the North Davis Sewer District (NDSD) Board. Councilmember Knight stated that the NDSD simply wants people on the Board that are going to be involved. He stated that the Board holds regular meetings on the first Thursday of each month, but there are often other random meetings held, sometimes during business hours.

Discuss options for providing information to Syracuse City citizenry.

Mr. Worthen stated that the Council briefly discussed this item during their last work session meeting. He stated that the City currently sends the newsletter in an electronic format to approximately 1,250 citizens that have submitted their email addresses. He stated that he has been thinking about sending one more paper announcement to each household regarding the opportunity for residents to receive the newsletter via email. He reminded the Council of a presentation that they received in the past from a company named Qualtronix regarding surveys they conduct for various governmental entities. He stated it would be interesting to conduct a survey to determine how many residents actually read the newsletter

when it is delivered to them. Mayor Panucci stated it would be safe to say that there would be more people reading the paper version of the newsletter than the electronic version.

Councilmember Clark suggested sending a flier to residents through the local schools. He stated that the flier would not reach every household in the City, but it would reach many. Councilmember Hammond added that an advertisement of the opportunity to sign up to receive an electronic version of the newsletter could be posted in the Post Office as well.

Mayor Panucci stated there was a recent suggestion that the City use local Boy Scout Troops to deliver the newsletter. Mr. Worthen stated that would take much coordination from City staff and he would prefer that a flier be sent home with students attending the local schools. He stated that it would be difficult to coordinate deliver with a Boy Scout Troop every month and consistency would be a challenge.

Mayor Panucci asked the Council how they felt about delivering a paper copy of the newsletter on a quarterly basis. Councilmember Clark stated he could not justify the additional expense to deliver a paper copy of the newsletter. Councilmember Shingleton inquired as to the monthly cost to print and mail the newsletter. Finance Director Holt stated that the monthly cost for printing and mailing is approximately \$2,800. Mayor Panucci stated that cost would only be incurred four times a year if the newsletter were mailed on a quarterly basis. Councilmember Peterson stated that the newsletter would cover events to be held over a three month period, but he did not feel that residents would retain the newsletter for three months to be reminded of those events. Councilmember Knight suggested sending a newsletter prior to a big City event. Councilmember Clark stated that may be helpful and he explained that he missed the Junior Jazz sign-up period because he was not reminded of it by the newsletter.

Councilmember Knight then stated that he drives up 300 North in West Point on a regular basis and he reads the advertisements of City events on West Point's marquee. He stated that the City's marquee is in the wrong place. Mr. Worthen agreed, but added there is no extra money available to address these issues. Councilmember Knight asked if the City could relocate the sign by using existing staff and resources. Mr. Worthen stated that there would be some costs incurred to mount the sign in its new location. Councilmember Clark asked if that could be part of an Eagle Scout project. Councilmember Hammond added that another Eagle Scout project could be a study about the best ways to get the newsletter to all residents. Councilmember Knight stated that many residents drive on 2000 West on a regular basis and they read the Syracuse High School marquee. He suggested that the City approach the school and request the opportunity to advertise some City events on their marquee. Councilmember Peterson added that the Sparetime Family Fun Center marquee is also in a good location and they may also let the City advertise events. Mayor Panucci stated that if the City were going to strictly rely on signs for the dissemination of information, it would be necessary to have three signs; one at the intersection of Bluff Road and Gentile Street; one on Antelope Drive above 1000 West; and one near the Syracuse High School. Councilmember Peterson stated that Sparetime might be willing to advertise events like the Pumpkin Walk and Heritage Days because both of those events may help their business. Councilmember Clark suggested the City approach Black Island Farms and ask that they assist in the advertisement of the Pumpkin Walk.

Mayor Panucci asked the Council how they felt about allowing private businesses to advertise in the newsletter. Councilmember Clark stated that his concern is the staff time that would be spent to manage advertisements. He stated that he was in charge of advertisements in his high school newspaper and it took a lot of time. Councilmember Shingleton stated that the Council has discussed holding a business summit and creating a committee of private businesses and it might be possible to find someone through that organization that would be willing to volunteer to create and print the newsletter. GIS Technician Moyes stated that the local businesses would like to see a City newspaper that could be funded by the businesses. He stated they want positive community happenings to be communicated to the residents. Mayor Panucci stated that if the Council were interested in allowing advertising in the newsletter, it would not be too difficult to sell annual advertising contracts to local businesses. He then asked if the High School has a journalism class. Mr. Moyes stated that the help of a journalism class may be very beneficial. Councilmember Peterson stated he wondered if there are enough businesses in the City that would want to be featured in the newsletter that would be willing to pay for the printing of it. Mr. Worthen stated that the same advertising opportunity would need to be offered to all local businesses. City Recorder Brown stated that the Council can dictate an advertising policy as long as it is clearly defined and documented. The Council then had a short discussion comparing the City's newsletter to the locally distributed Hometown Values magazine, with Councilmember Clark stating that he would be interesting in knowing the cost for a business to advertise in the Hometown Values magazine based on the distribution of that magazine. He stated that the City newsletter is distributed in a much smaller area and he wondered if businesses would be willing to pay for advertisements in a publication that reaches such a small area.

Mayor Panucci then stated that if the Council is considering resuming the practice of printing a newsletter it will be necessary to allow advertising to generate some revenue to cover the City's costs. Ms. Brown stated that she has done some research to determine if other cities allow advertising in their newsletters and she suggested that the Council review that information during one of their first meetings of 2010. All Councilmembers stated they were comfortable with that, with

Councilmember Clark reiterating that he liked the idea of sending a flier to homes through the schools and he asked if staff would check into whether that would be allowed.

Review financial data for Contract Postal Unit (CPU) located in City Hall.

Councilmember Knight stated he feels the City should send a letter to the United States Postal Service (USPS) asking for a review of the current agreement and requesting that the City's revenue sharing portion be increased. Mayor Panucci agreed that it would be nice to increase the City's share of the revenues generated at the Contract Postal Unit (CPU) by two percent. The Council then reviewed the financial data for the CPU, with Mayor Panucci stating that the bottom line is that the City is earning approximately \$1,000 per month in CPU revenues. Councilmember Shingleton stated that he has spoken with employees at the Freeport Center CPU and they believe that their traffic decreased by half when the Syracuse CPU was opened. Councilmember Clark asked how the traffic at the CPU has been so far in December. Mr. Holt stated that last week the CPU generated \$10,300 compared to \$9,200 during the same week last year. Mayor Panucci stated that the CPU has been received well by the citizenry. Councilmember Hammond agreed and added that he likes the fact that \$.15 of every dollar he spends is passed on to the City. Mayor Panucci stated it is not costing the City anything to operate the CPU. Mr. Worthen stated he would craft a letter to be sent to the USPS asking for a review of the revenue sharing agreement.

Review proposals for Human Resources consultation services.

Mr. Worthen stated that he provided each member of the Governing Body with his review and analysis of the two proposals he received in response to the recent request for proposals (RFP). He stated that he sent the RFP to 17 vendors and only received two responses. Councilmember Clark inquired as to how long the proposals are valid. Mr. Worthen stated that he did not know when the quotes would expire. He stated that both companies provided proposals that are fairly similar and he would suggest that the Council conduct an interview process to determine which company they are more comfortable with. Mayor Panucci stated it appears that both companies are qualified and would meet the needs of the City. Councilmember Clark asked what areas the City is suffering in since the departure of the former Human Resources (HR) Director. Mr. Worthen stated the hiring process has been cumbersome to himself and other Department Heads and some steps that should be taken during that process are being overlooked. Councilmember Clark stated that would not change if the City chose to contract with either of the companies that submitted a proposal. Mr. Worthen stated that may be true. He then added that training of City employees had not been a priority in the absence of an in-house HR Director. He stated City employees are in need of unique training that they are not getting.

Councilmember Knight asked if the cost for services to be provided by the two companies is comparable. Mr. Worthen stated that both companies proposed an approximate cost of \$2,000 per month and if the City were to contract with either company, the overall cost through the remainder of the fiscal year (FY) would be \$19,000.

Councilmember Clark stated he wondered if the City could find another alternative to contracting with a company. He stated he felt an individual could address the City's unique HR issues. Mr. Worthen stated that the City has access to Assistant City Attorney Lisa Romney who could provide needed training to employees. Councilmember Clark stated that he does not want to sign a contract with a company and pay them \$2,000 per month if the City's biggest problems are not going to be solved by that company. He suggested that the Administration inquire as to how much the City would be charged to enlist Ms. Romney to perform needed training. Mr. Holt added that the City may be able to utilize the Utah Local Governments Trust (ULGT) for training opportunities. Councilmember Shingleton agreed and added that they may perform those services free of charge.

Ms. Brown stated that the next several months were the busiest months for the former HR Director as she researched and negotiated contracts for employee benefits. Councilmember Clark asked if those services would be provided by either of the companies that submitted a proposal. Mr. Worthen stated he was not sure that either of the companies would handle that issue. He stated he would work to negotiate benefits contracts and he added that the City works with a broker that can also assist in the negotiation of the contracts.

Councilmember Clark asked if the City has considered sharing an HR professional with other cities, whether that be an individual or a company. Mr. Worthen stated that he has had discussions with West Point about that option and it could be investigated further. Councilmember stated that might be a good alternative. Councilmember Knight added that the employment group of Syracuse City could be combined with the employment group of West Point or other cities, which may result in decreased benefits costs. Ms. Brown stated that practice was in place when the City obtained benefits from the ULGT, but when the former HR Director began working for the City she found that the City could contact with another company and pay less for benefits. She stated that is why the City contracted with a different provider.

Councilmember Shingleton stated he would like to review this issue after the first of the year when the new members of the Governing Body have taken office. Councilmember Clark added that he would also like Mr. Worthen to

follow-up with West Point to determine if they would be willing to share HR costs with the City. He stated it may be possible to find an individual consultant that could split his time between both cities. Councilmember Shingleton stated that he would also like the City to check with the ULGT to determine if they offer any free training opportunities.

Councilmember Knight stated the Utah League of Cities and Towns (ULCT) may also provide free training opportunities.

Mr. Worthen then stated that Syracuse City is unique; the City is no longer small, but it is not 'huge' either. He stated that the City could use an HR professional on staff, but sometimes a full-time HR Director was not necessarily needed. Councilmember Knight cautioned Mr. Worthen against saying that the City does not need a full-time HR professional on staff. He stated the City has dealt with some serious personnel issues and the former HR Director was very helpful to the City in those situations.

Mayor Panucci stated that he likes Councilmember Clark's idea about contracting with an HR consultant that could bill the City an hourly rate for services provided. He suggested that the Administration explore that idea before deciding to conduct interviews with the two companies that submitted proposals. Councilmember Shingleton agreed. Councilmember Clark stated he would like to know when the proposals submitted by the two companies will expire. Mayor Panucci suggested that Mr. Worthen contact the two companies to gain that information and to also ask them if they would be willing to work on an hourly or as-needed basis. Councilmember Knight suggested also asking them if they would be willing to contract with two cities for the same cost and split their time between those cities. Mr. Worthen stated he would work to get that information. He added that contracting with either of the companies for half of the budget year at the approximate cost of \$19,000 would be challenging considering the current state of the budget.

Council Business

Mr. Worthen stated that he has been in contact with property owners in the Parkwood Subdivision and they had their cross-connection problems corrected by contractors over the Thanksgiving weekend. Councilmember Knight stated he spoke to one of the property owners as well and they were very pleased. Mayor Panucci asked if there was any cost to the homeowners. Mr. Worthen stated that some landscaping will need to be re-installed and that will be the responsibility of the homeowners. He stated he will now work with the Health Department to completely resolve the issue.

Councilmember Knight stated that the community garden was prepared on the recent volunteer day and the City should start advertising that plots at the garden are available.

Councilmember Clark asked if the spring volunteer day can be held on April 17. Mr. Worthen stated it would be a challenge to hold the event on that day because the Public Works Department is responsible to turn on the secondary water the week of April 15 and they are very busy during that time. He stated he will check with Public Works Director Waite and report back to the Council.

Councilmember Clark stated that he sent an email to the Governing Body asking if everyone would be comfortable beginning a review of the City Code and prioritizing a rewrite of certain sections and chapters. Mayor Panucci stated that work needs to be done. Mr. Worthen agreed it is a weakness that needs to be addressed. Mayor Panucci suggested that the Council review the Code one section at a time rather than embarking on a total rewrite. The Council determined to add an item to the January 26 work session agenda to review and discuss the schedule for rewriting the various titles of the City Code.

The meeting adjourned at 6:55 p.m.

Fred Panucci
Mayor

Cassie Z. Brown, CMC
City Recorder

Date approved: January 12, 2010

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)