



SYRACUSE CITY BUDGET RETREAT

April 15, 2022, 8:30 a.m.

Syracuse Fire Station

1869 S. 3000 W.

Electronic Via [Zoom](#) Meeting

Connect via telephone: +1-301-715-8592 US

Meeting ID: 879 3539 1950

1. 8:30 a.m. – Welcome/Opening Remarks by Mayor Maughan. (5 min.)
2. 8:40 a.m. – Training of City Budget Fundamentals – Administrative Services Director Marshall. (10 min.)
3. 8:50 a.m. – Department Operational Budget Discussion (General Fund)
 - o City Council, Administration (15 min.) – City Manager Brody Bovero/ Administrative Services Director Steve Marshall.
 - o Courts & Records (5 min.) – City Recorder Cassie Brown
 - o Legal (10 min.) – City Attorney Paul Roberts
 - o Community & Economic Development (CED) (10 min.) – CED Director Noah Steele
 - o Police (20 min.) – Police Chief Garret Atkin
 - o Parks and Recreation (15 min.) – Parks and Recreation Director Kresta Robinson
 - o Public Works – Streets & Facility Maintenance (10 min.) – Public Works Director Robert Whiteley
 - o Fire (10 min.) – Fire Chief Aaron Byington
4. 10:30 a.m. – break. (10 min.)
5. 10:40 a.m. – Capital Fund (General Fund) (10 min.) – Administrative Services Director Steve Marshall
6. Utility Funds Budget Discussion (Utility Funds)
 - o Capital Projects and Impact Fee Funds Overview (10 min.) – Administrative Services Director Steve Marshall
 - o Culinary Water (7 min.) – Public Works Director Robert Whiteley
 - o Secondary Water (20 min.) {Special discussion on water metering strategy} -Public Works Robert Whiteley/ Administrative Services Director Steve Marshall
 - o Sewer (7 min.) – Public Works Director Robert Whiteley
 - o Stormwater (7 min.) – Public Works Director Robert Whiteley
 - o Streetlighting (7 min.) – Public Works Director Robert Whiteley
 - o Park Maintenance (7 min.) – Public Works Director Robert Whiteley
 - o Garbage (Solid Waste) (5 min.) – Administrative Services Director Steve Marshall
7. 12:15 p.m. – Working Lunch (30 min.)
 - o Grants and Economic Efforts – Mayor Dave Maughan
8. 12:45 p.m. – Other budgets
 - o RDA Budgets (Individual RDA Funds) (10 min.) – CED Director Noah Steele/ Administrative Services Director Steve Marshall
 - o Parks Capital Projects (Multiple Funds) (10 min.) – Parks and Recreation Director Kresta Robinson
 - o IT Budget (Internal Service Fund) (5 min.) – Administrative Services Director Steve Marshall
 - o Municipal Building Authority (MBA Fund) (5 min.) – Administrative Services Director Steve Marshall
9. 1:15 p.m. – Staffing/Recruitment and Retention Policy Discussion (90 min.)
10. 2:45 p.m. – Budget Reconciliation, Prioritization, and Balancing .
 - o General Fund (30 min).
 - o Utility Funds (20 min.)
 - o Discussion summation (15 min.)
11. 4:00 p.m. – Wrap-up and Adjourn – Mayor Maughan. (15 min.)

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In compliance with the Americans Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the City Offices at 801-825-1477 at least 48 hours in advance of the meeting.

## CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 13<sup>th</sup> day of April, 2022 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on April 13, 2022.

CASSIE Z. BROWN, MMC  
SYRACUSE CITY RECORDER

## FY2023 Q&A Sheet

### 10-44-21 Books, Subscriptions, & Memberships:

- Communications: This line item would be used for software subscriptions and media content. \$700 under our current status with combined curator/communications specialist. \$1,200 would be needed with a dedicated communications person.

### 10-44-28 Communications:

- Emergency Satellite Texting Devices (3): The city currently has 2 satellite texting devices for emergency use. These are used in the event of a disaster that eliminates the use of cellular towers or internet. The \$1,200 request would purchase three additional devices to help better communicate between the EOC and operations on the ground.

### 10-44-37 Professional & Technical Services

- FlashVote Survey Service: Annual contract to conduct up to 6 public polls of the community. Responses are statistically valid, with a 90%-95% level of confidence and a +/- 4% margin of error.
- Unconscious Bias Training: This training began last year as an awareness to biases that every person has. It provides an in-depth training to about 65 employees from all departments. The purpose of the training is to raise awareness of bias so employees can better navigate their decision making and apply laws, policies, and procedures equally to all people. The training is provided by Susan Madsen <https://www.usu.edu/uwlp/files/madsen-detailed-bio.pdf> . Here is an article for mor info: <https://www.hrmorning.com/articles/unconscious-bias-training/>
- Consulting-General: This is a place holder in case outside consulting is needed on an issue that arises during the year.

### 10-44-51 Insurance

- Bonds for employees: These are fidelity bonds for management employees that provides insurance for the City in the event of fraudulent or dishonest actions of employees.

### 10-44-55 Employee Incentive Program

- Incentive Program: This is an internal program that rewards employees who find ways for the City to save money, or increase net revenue.
- Emergency Supplies Reimbursement: City employees are required to report for work in the event of an emergency, after they have secured their household's safety. As part of that, the City has a policy of reimbursing full time employees up to \$200 in emergency preparedness expenses.
- Safety Incentive Program: Each department earns points for safety vigilance and practices. When enough points are earned, a department lunch is provided.

## **Staffing Increase Request**

### Full Time Public Information Specialist

Supports the following components of the City Mission, see proposed job duties below:

- Provide quality service
  - Improve job announcement outreach and branding
  - Assist in producing ads for park & recreation programs and events
  - Assist in keeping the public advised on road/trial closures
  - Assist other department in producing better announcements for various events and programs.
  - Provide fast, professional response to social media questions and comments
  - Expand media channels to reach broader demographic of the city
  
- Promote community pride
  - Provide updates to City actions, events, and projects
  - Provide live, or video highlights of city events or programs
  - Communication of city budget and projects
  - Improve magazine content
  - Produce digital and printed material that highlight the City's branding
  - Improve job advertisements
  - Provide central management of the city website
  
- Foster economic development
  - Enhance web presence of city landmarks, parks, points of interest, etc.
  - Produce marketing materials for economic development purposes
  - Promote the City's brand
  - Produce marketing for city events

# City Recorder/Passports, Justice Court Budget FAQ - FY2023

## RECORDER PASSPORTS

### 10-44-21 – Books, Subscriptions and Memberships

- Professional memberships with Davis Weber Morgan Recorder’s Association (DWMRA), Utah Municipal Clerks Association (UMCA), and International Institute of Municipal Clerks (IIMC).

### 10-44-22 – Public notices

- Legal advertisements for public hearings at the City Council level and requests for proposals (RFPs).

### 10-44-23 – Travel and Training

- Annual UMCA Conference.
- Local monthly meetings with DWMRA clerks.

### 10-44-25 – Passports

- Postage for daily passport mailings, including overnight and express mail packages.
- Equipment and supplies for printing passport photos and copying necessary documents.
  - ***Seeking part time DEDICATED passport agent, cost approx. \$24,000. Passport processing has returned to, and even exceeded, pre-pandemic levels. YTD, we have processed nearly 20 percent more passports with less agents. All other Departments that offer support for passports have experienced an increase in workload, making it difficult for them to offer dedicated backup for the service. Having an additional employee that reports to just one Department and has just one main function would make it possible to meet the increased demand for the service. The program is self-sufficient; FY21-22 budgeted revenue is \$80,000, but YTD actual is \$73,675 with one quarter remaining. Annual expenditure budget is \$7,000 and FY22-23 salaries budgeted at \$62,000. There is sufficient funding to cover the additional employee position.***

### 10-44-37 – Professional and Technical Services

- Code updates/publishing when the City Council adopts an ordinance that amends the City Code.
- Document imaging program, annual subscription fee.

### 10-44-39 – Election Expenses

- Municipal Elections are held every other year; there will be no election in 2022.

## JUSTICE COURT

### 10-42-23 – Travel and Training

- Annual BCI & Court Clerk training; Annual Judge’s conference.

# **City Recorder/Passports, Justice Court Budget FAQ - FY2023**

## **10-42-37 – Professional and Technical**

- Public defender fees.
- Bailiff Contract services – this amount was reduced from what was included in the FY22 budget; however, if we return to more in-person court dates, we may need to increase this amount.

## **10-42-50 – Juror and witness costs**

- Defendants have the ability to request a jury trial in our Justice Court. All jurors and subpoenaed witness is paid for their service.

# **FAQ's – Legal and Victim Services Budgets**

## **Acronyms Used**

UMAA – Utah Municipal Attorney's Association

UPC – Utah Prosecution Council

UPAA – Utah Prosecution Assistants Association

UDVC – Utah Domestic Violence Coalition

CJC – Children's Justice Center

SWAVO – State-Wide Advocates for Victims Organization

VOCA – Victims of Crime Act

## **How does the Victim Advocate Grant Work?**

The Victim Advocate program participates in an 80-20 grant with the federal government under VOCA (Victims of Crime Act). Due to budget cuts, the feds were not able to provide full 80% coverage for the advocate budget in FY22 or FY23. But we still will get a substantial boost to the program. Our estimate for FY23 is that we will receive around \$41,000 from the VOCA grant. Total costs are estimated to be around \$70,000, so it is closer to a 60-40 match this year.

We partnered with Clinton and Sunset, who will bear their shares of the remaining 40% of costs. We allocated percentages of anticipated advocate coverage based upon crime statistics, with 41% to Syracuse, 46.5% to Clinton, and 12.5% to Sunset.

Thus, we anticipate about \$13,900 of combined income from Clinton and Sunset to help with the overall cost. Syracuse's portion is about \$11,000. That is a pretty good deal for a full-time advocate that serves all victims of misdemeanor crime, in addition to victims whose more serious cases have not yet been filed by the county.

In our grant application for FY24 & FY25, we are hoping that federal budget restraints will be loosened so that we can again get closer to the 80-20 ratio. We will likely have an indication of that grant cycle's budget restraints in early 2023.

## **Why do you spend so much at the bar?**

Ha ha, no alcohol involved. Utah State Bar dues are required for the City Attorney to continue the lawful practice of law in Utah. As my paid work is exclusively performed for Syracuse, the annual bar dues are paid by the City.

### **What is Lexis Nexis?**

Lexis Nexis provides online legal research and is one of two major players in that arena. Lexis has consistently been a less expensive option for the city than its main competitor. Lower-cost or free legal research tools do exist, but they are inferior to this product. Lexis provides near-real-time updates to case law and statutes and has tools to help identify useful cases and statutory materials that low-cost options do not provide.

### **Why is there a Legal Fees fund?**

If we can get by without using it at all, I will do so. However, there are occasionally areas of the law in which we can use additional expertise – water law, human resources issues or complicated land use matters are common culprits. This amount will obtain limited legal services – usually 1-2 opinion letters or a review of my legal opinions.

If the City became embroiled in litigation for which insurance does not provide coverage, then this budget would need to be increased substantially. I anticipate that such a matter would be accompanied by a budget amendment request of at least ten times the amount requested in this proposed budget. Protracted litigation would push the amount higher still.

## CED FAQ Sheet

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UBLA – Utah Business License Association

APA – American Planning

ULCT – Utah League of Cities and Towns

AICP – American Institute of Certified Planners

ICC – International Code Council

IAEI – International Association of Electrical Inspectors

Bluebeam – plan submittal/review software

ARC GIS – Mapping software

IWORQS – Online database software for online permitting and tracking permit info

Civic Review – Online database software for online permitting and tracking – may replace IWORQS in future but would be a few year transition.

Code Books – ICC Building Code – Need to buy every 3 years





# COUNCIL AGENDA

## Budget Retreat

### Police Department – Explanation of Line Items

#### ***Factual Summation***

- The purpose is to provide details on some specific line items in the police department's budget that will help the Council have a better understanding of what is being funded.
- Items discussed in this memo are found in 10-53-15, 10-53-21, 10-53-37, 10-53-38, 10-53-65, and 10-53-69.

#### ***Accounts and Information***

##### **10-53-15 (Uniforms)**

In this account, there is a line item for volunteers.

- For many years, we have had a volunteer partnership with several members from the Syracuse Lions Club.
- They provide fingerprint services for the public.
- The money goes for volunteer uniform shirts and recognition.

##### **10-53-21 (Books, Subscriptions, and Memberships)**

In this account, there is a line item for Spillman Annual Fees.

- Spillman is our records management system and is critical to our operations.
- We operate on a shared server with several agencies in Davis County, so this is not something we can feasibly do an RFP for other vendors.

In this account, there is a line item for DARE materials.

- This funds items associated with our DARE program such as workbooks, T-shirts, awards, and treats.

In this account, there is a line item for RMIN (Rocky Mountain Information Network).

- We get crime trend information and reduced fee/free training opportunities.
- We can also utilize their vast resources for investigative assistance and case analysis.
- There is also an important safety and collaboration component.

In this account, there is a line item for Utah Chiefs/DCLEAA/FBI Association.

- These are state and county-level professional organizations.
- They offer networking, information sharing, and training opportunities.
- Chief Atkin and Assistant Chief Rogers are both graduates of the prestigious FBI National Academy (FBINA).
- Lt. Anderson is currently on the waiting list to attend the FBINA.

In this account, there is a line item for Pawn Access Fees.

- This allows sworn members working stolen property cases to access the State's pawn brokers database for investigative purposes.
- It is billed on based on per sworn member so even if a member, such as the Chief, never accesses the database we still must pay the associated fee.

In this account, there is a line item for Lexipol.

- Lexipol is a policy management company.
- This expenditure is important for risk management.
- They keep us up-to-date on state and federal changes.
- Our officers receive daily training to reinforce policy.

In this account, there is a line item for Line of Duty Death Benefit.

- Allows for the surviving spouse of a fallen officer to remain eligible for health coverage under the employer's group health plan as if the surviving spouse was an employee of the employer
- The employer is responsible for payment of the health care premiums. After a two-year period, the employer may be eligible for reimbursement of the health care premiums if they have chosen to participate in the Local Public Safety and Firefighter Surviving Spouse Trust Fund.
- The health benefit remains in effect until the surviving spouse becomes eligible for Medicare. Additionally, the surviving children are eligible for coverage until they reach the age of 26.
- This is billed on a set rate per officer.

In this account, there is a line item for IACP (International Association of Chiefs of Police).

- This is an international professional organization.
- A key component is access to a law enforcement-related research and sharing library filled with documents, forms, policies, publications, best practices, and statistics.
- It also has grant, funding, and training announcements.

In this account, there is a line item for Schedule Anywhere.

- This is a program that allows us to manage shifts, crews, and time off.
- It allows us a platform to quickly communicate the need to fill shifts.
- Tier based; 25 sworn was the start of a new tier.

In this account, there is a line item for Body Camera/In-Car Camera Programs.

- This is the software side of our program.
- It pays for video storage, support, and redaction capabilities.
- Roughly half of the yearly cost is paid from this line item; the other half comes from Liquor Fund Expenses (10-53-65).

In this account, there is a line item for Pack Track K9 Management Software.

- This system provides us a centralized location to track and analyze K9 training and performance records.
- Up-to-date training records are essential in court cases involving the use of K9s.

In this account, there is a line item for Fastenal Evidence Lockers.

- Inside our evidence room, we have several lockers that can only be accessed by code; two members have the codes.
- This provides extra security for high liability items such as drugs and firearms.
- It is a monthly \$10 fee for wireless access to maintain the keypad system.

In this account, there is a line item for SRO Splashtop.

- This program allows our high school and junior high SROs the ability to remotely access school security cameras and student files.
- This can be a valuable tool for investigations and evidence.

In this account, there is a line item for Printer Subscription Fees.

- We get billed quarterly for in-house printing and copying.

#### **10-53-37 (Animal Care and Control)**

- Davis County bills monthly for animal care and control services.
- The Interlocal Agreement for Animal Control Services was presented to, and accepted by, the Council in February of 2022.

#### **10-53-38 (Dispatch)**

- We contract with the Davis County Sheriff's Office for 24-hour dispatch services.
- We get billed monthly and pay a set fee on a per sworn member basis.

#### **10-53-65 (Liquor Fund Expenses)**

- Commonly referred to as "Beer Tax," the Alcoholic Beverage Enforcement and Treatment Restricted Account provides annual funding to be utilized for alcohol-related prevention, treatment, law enforcement, prosecution, and confinement programs.
- The funding is only available to counties and municipalities through a tax distribution set forth in statute; distribution amounts are set each December.
- Currently we pay for the City's partnership with Communities that Care (CTC) and approximately half of our Body Camera/In-Car program with this funding.

## **10-53-69 (Grants)**

Line items in this account are frequently reoccurring grants.

In this account, there is a line item for Bullet Proof Vests.

- The City provides a vest for each sworn member upon completion of the field training program and then again on a 5-year rotation.
- We receive reimbursement through this grant for 50% of the cost of each vest.

In this account, there is a line item for JAG Grant – Equipment Expense.

- This is the Justice Assistance Grant (JAG)
- Funding levels change from year to year, but are typically around \$5,000.00
- This can fund specialized law enforcement equipment or training that is not already specifically funded elsewhere through the general fund.

In this account, there is a line item for the SAFG (State Asset Forfeiture Grant)

- This funding is available to us because of our participation in the Davis Metro Narcotics Strike Force.
- Funding levels change from year to year, but are typically around \$2,500.00
- This can fund specialized law enforcement equipment or training that is not already specifically funded elsewhere through the general fund.

In this account, there is a line item for ICAC.

- This is the Internet Crimes Against Children Task Force.
- When fully staffed, we provide one detective to the task force on approximately a 50/50 basis.
- Funding levels change from year to year, but are typically around \$3,000.00
- This can fund specialized law enforcement equipment or training that is relevant to the mission of ICAC and not already specifically funded elsewhere through the general fund.
- Additional funding from this grant is in the overtime account.

## **FAQ's – Recreation and Park Maintenance Fee Budget**

### **Do User Fee's cover the cost of recreation programs?**

**Yes, user fee's cover the cost of our recreation programs and senior citizen activities, which includes recreation assistants and site supervisors. If we overestimate player participation, we won't spend excess money just because it is in our budget. If we don't need it, we won't spend it. Revenue accounts are listed below each GL on the budget worksheet for your convenience.**

### **Are all Special Events covered by user fees?**

**No, all costs are not covered for Special Events. We do our best to get sponsors and charge fees when appropriate (vendor booths, non-profit parade entries, etc.). However, we do not charge admission for any of our events. Revenue accounts for Special Events are listed below each GL on the budget worksheet for your convenience.**

### **Does the Arts Council budget 10-64-50 come out of city funds?**

**No, the Arts Council collects fees and fundraises for their funds. The Arts Council falls under the cities umbrella and is subject to auditing. Having the funds go through the city protects the city and the Arts Council. All Arts Council activities are covered by fees and fundraising efforts collected by the Arts Council.**

### **Do Park Maintenance Fees cover everything inside the Park Maintenance Budget?**

**Yes, everything that is in the Park Maintenance Budget is covered by Park Maintenance Fees. Any funds not used in the budget by the end of the year will roll over to be used in future budgets.**

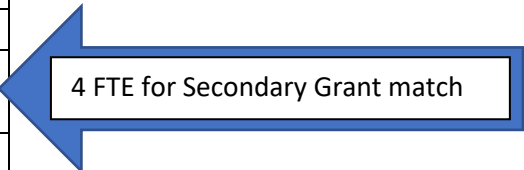
# FAQ'S FOR PUBLIC WORKS

**What staffing is needed to optimize the efficiency of the organization?**

There are five distinct crews in public works that are already in operation with routine maintenance of the city's infrastructure. The facilities crew has been operating under the water superintendent for several years. Although this is still possible to continue, the scope of work has nothing directly related to any of the other four crews. Employees go straight to the FM Tech for help, but decisions must be made by a supervisor. The water supervisor's expertise and greatest priority is water, so the supervisor must rely on the FM Tech to make good decisions. It would improve efficiency in operations to allow the facilities crew to operate as its own division in public works. This would add a position and create a supervisor position promoted from within.

To ease pressure over the multiple budgets, this summary prioritizes the staffing. If the council chooses to hire in-house labor for the secondary meters, the four positions would cover the in-kind labor match and provide enough manpower to meet the mandated deadline.

| Priority | FT/PT | Position                    | Budget    |
|----------|-------|-----------------------------|-----------|
| 1        | FT    | Facility Maintenance Super. | Facility  |
| 1        | PT    | Administrative Assistant    | Storm     |
| 1        | FT    | Water Maintenance           | Secondary |
| 1        | FT    | Water Maintenance           | Secondary |
| 1        | FT    | Water Maintenance           | Secondary |
| 1        | FT    | Water Maintenance           | Secondary |
| 2        | FT    | Environmental Maintenance   | Sewer     |
| 2        | FT    | Streets Maintenance         | Streets   |
| 2        | FT    | Inspector                   | Streets   |
| 3        | PT    | Environmental Maintenance   | Sewer     |
| 3        | PT    | Environmental Maintenance   | Storm     |
| 3        | FT    | Streets Maintenance         | Streets   |



### **What Capital Equipment is needed this fiscal year?**

The vactor truck is due for replacement. It is on the citywide fleet replacement schedule for a service life of 15 years. It is 14 years old this fiscal year. It is vital to the continued operation to maintain the city sewer mains and prevent blockages and backups.

A smaller street sweeper with vac hose equipment that does not require a CDL to operate would increase efficiency in routine storm inlet cleaning. Currently it requires a minimum of two-man crew with very heavy manual labor using crowbars, shovels, brooms and two vehicles. A small street sweeper would only require one person who could routinely clean storm inlets from grit, litter, and organic material keeping our downstream waters cleaner. A small sweeper would also not interfere with moving traffic since the inlets are on the sides of the roads.

### **What Capital Projects are on the list this fiscal year?**

Refer to the Capital Projects spreadsheet showing the next five years of planned projects.

### **What grants has the city applied for and which ones are available to apply for this year and which ones have already been approved?**

| <b>Amount</b> | <b>Purpose</b>                   | <b>Match</b> | <b>Status</b>  | <b>Agency</b>              |
|---------------|----------------------------------|--------------|----------------|----------------------------|
| \$ 55,000     | Water reporting software         | 0%           | Awarded        | Utah Water Resources       |
| \$ 2,000,000  | Trailside reservoir              | 50%          | Awarded        | USBR, Watersmart           |
| \$ 2,400,000  | 500 West, Ph 1                   | 17%          | Awarded        | County 3rd Qtr Sales       |
| \$ 3,720,623  | 500 West, Ph 2                   | 50%          | Awarded        | WFRC STP                   |
| \$ 5,752,043  | 500 West, Ph 1                   | 7%           | Awarded        | WFRC STP                   |
| \$ 5,000,000  | Culinary tank                    | 50%          | Apply til 5/15 | USBR, Watersmart           |
| \$ 10,000,000 | Secondary meters                 | 30%          | Apply til 5/15 | Utah Water Resources       |
| \$ 400,000    | Culinary meter radios            | 50%          | Pending        | USBR, Watersmart           |
| \$ 1,500,000  | Antelope trail to causeway       | 50%          | Pending        | UDOT TAP                   |
| \$ 300,000    | Trail along Gentile to 3000 West | 50%          | Denied         | County Prop One            |
| \$ 1,800,000  | Culinary and Sewer around WDC    | 50%          | Denied         | Utah Gov Planning & Budget |
| \$ 4,000,000  | 700 South trail and roundabout   | 50%          | Denied         | County Prop One            |

### **Are the budgeted amounts depleted at the end of the fiscal year?**

No. Although every effort is made to zero in on the exact amounts anticipated for the fiscal year. In single purchases, such as equipment this is possible. Other purchases such as water, sewer, power, and fuel an estimation is made based upon the increase in growth and economy. There are many other unknown situations that arise in maintenance of infrastructure. Examples are snow plowing costs, water main breaks, HVAC replacements, generator repair, and so forth. These budgets are based upon what has typically been spent in past years. Staff is very frugal in spending and frequently ends the fiscal year under the budgeted amount. Unspent money goes back into the fund at the end of the year.

### **If there isn't enough money in one budget, can another budget be used?**

No. Each budget operates as separate funds. This is a mandate to ensure that the cost of service is fair and equitable to the users of that service.

### **What is the status of streetlight deficiencies?**

Based upon the current ordinance, streetlights are spaced 800 feet along a street and at every street intersection. For cul-de-sacs longer than 400 feet, a streetlight is required at the end of the street. For cul-de-sacs with a dogleg, a streetlight is required at the elbow and at the end of the street. As of 4/1/2022 there are 44 deficiencies in developed areas and 34 deficiencies in undeveloped areas.

### **Does Syracuse have dark-sky lighting?**

Syracuse has begun installing street luminaires that cast downward shielding any light from projecting upward into the sky. These are LED lights that are now being installed in subdivisions. These are simple to maintain and are working very well to accomplish the purpose of providing brighter light for the travelling public. 65% of the city's lights are on induction. The induction lighting warranty ended this year. Since induction is no longer available, the city has been installing LED since Sept 2014. The induction lights are designed to last another 10 years but become dimmer over time. These will require a conversion to LED at that time or any time before. If we started conversions to LED this year, we would need to convert 75 lights each year before the induction lights burn out.

### **Will there be better access to the trail when WDC is finished?**

It is expected that traffic along Bluff Road will decrease when WDC is open. At that time, the city is planning in this budget to install pedestrian crosswalks at five designated street intersections crossing Bluff Road. Each of these will require pedestrian-activated flashers and nighttime lighting which is indicated in this year's budget. The locations along Bluff Road are as follows: Craig Lane, 2175 South, 2450 South (Hansen Meadows), RC's Parkwest (paid by developer), and 3150 South. This will improve safe access to the trail system.



## **What priority are the specialty maintenance items at city hall?**

Priority one is the items already indicated in the budget and required by regulations. These specialty items are also in the budget but may be pushed to another year if necessary.

The carpet replacement has been pushed for three years in a row and has become the greatest need.

The ADA transition plan describes a requirement for the city to make every effort to bring infrastructure to ADA standards. Focus is spent on the greatest potential of public need. The Community Center and City Hall has the greatest number of public entering the buildings. Last year the community Center got automatic door openers. This year City Hall should get public improvements.

The parking lot lights will save energy once converted to LED. The induction light will burn out in 10 years and have no replacements since induction is no longer available in the market.

The low-water landscape conversion could be paid from a general capital budget if this budget cannot support the request.

|   |                                                     |           |
|---|-----------------------------------------------------|-----------|
| 2 | Carpets Replacement in City Hall (Phase One)        | \$ 30,000 |
| 3 | ADA ramp handrail                                   | \$ 10,000 |
| 4 | City Hall Parking Lot Light conversion to LED, Ph 1 | \$ 8,000  |
| 5 | City Hall Low-Water Landscape Conversion            | \$ 20,000 |

## **How are fix-it-requests handled?**

The software is outdated and is cumbersome on staff. Customer support is declining. It is very tedious to search through fix-it requests to be sure they are getting handled efficiently. This budget includes money to consider a different software that is user friendly to both the resident and the staff.



# Syracuse Fire Department

## Budget FAQ

### FY2023

#### **10-55-15 – Uniforms**

- Uniform allowances for both part-time and full-time firefighters. This line also covers credentialing, badges, insignia, and replacement uniforms damaged during duty.

#### **10-55-21 – Books, Subscriptions and Memberships**

- Books for our training library, to support our certification process and ISO requirements. Certification and licensure texts, new text editions, etc.
- Subscriptions to scheduling, training, and policy management software.
- Memberships to professional organizations which gives us discounted training opportunities, networking, credentialing, and discounted print material (NFPA codes, IAFC, etc.)
- Membership for Line of Duty Death Benefit (2016 – HB159 – Surviving Spouse Trust Fund)

#### **10-55-23 – Travel and Training**

- Training for recertification and relicensing of firefighters.
- In-house training costs for CPR, AEMT, HazMat, Live Fire, Extrication, etc.
- Firefighter required NFPA physical, OSHA respirator physical and METs testing
- Regional/National conferences (Winter Fire School, State Chiefs, IAFC, National Fire Academy)

#### **10-55-24 – Office Supplies**

- Costs involved with copying, printing, shipping, shredding, miscellaneous office materials
- Annual awards banquet

#### **10-55-25 – Equipment, Supplies and Maintenance**

- Testing, preventative maintenance, replacement, and repair of: SCBA, PPE, Hazmat, Fire, EMS, and Station related equipment.

#### **10-55-26 – Apparatus Maintenance**

- Testing, preventative maintenance, replacement and repair of items related to all apparatus. Includes inspections, tires, major and minor repairs, and fuel.

#### **10-55-27 – Utilities Expense**

#### **10-55-28 – Communications**

- Testing, preventative maintenance, replacement and repair of radios, paging, and computer/tablets.



# Syracuse Fire Department

## Budget FAQ

### FY2023

#### **10-55-29 – Fire Prevention and Education**

- Supports CERT, Bike helmet program, public education materials, annual open house, Heritage Days, Santa ride.

#### **10-55-37 – Professional and Technical (Paramedics)**

- EMS billing pass through costs involved with paramedics from outside agencies.

#### **10-55-38 – Professional and Technical (Ambulance Billing)**

- EMS billing and collection services
- Image Trend (reporting and billing software)
- UTAH DOH Medicaid Assessment – SB172 2015 – Assessed quarterly based upon annual transports.

#### **10-55-39 – Professional and Technical (Dispatch)**

- Annual dispatch fees for Davis County Dispatch services.

#### **10-55-40 – Wildland Fire Expenses**

- All training, PPE and supplies related to wildland deployment program.

#### **10-55-41 – Professional and Technical (Third Party Plans Review)**

- Third party plans reviews reimbursed by applicant

#### **10-55-43 – Medical Supplies**

- Annual licensing fees for EMS (all vehicles and provider licenses)
- Oxygen tank rentals and medical supplies (reimbursed via ambulance billing)
- Controlled substance storage and monitoring
- AED Supplies for City buildings
- Preventative maintenance, replacement, and repair of large medical equipment (Lucas, Life Pak, Gurneys, etc.)

#### **10-55-60 – Sundry**

- Firefighter recognition and awards
- Peer Support expenses
- Misc. Lunches/Refreshments