



SYRACUSE CITY

Syracuse City Council Work Session Agenda

August 27, 2024 – 6:00 p.m.

In-Person Location: Syracuse City Hall, 1979 W. 1900 S.

Electronic Via [Zoom](#)

Connect via telephone: +1-301-715-8592 US, meeting ID: 867 8256 3935

Streamed on Syracuse City [YouTube Channel](#)

- a. Meeting called to order.
- b. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes. *(Individuals wishing to provide public comment may do so via email to City Recorder Cassie Brown, cassieb@syracuseut.gov, by 4:00 p.m. on August 27, 2024. Comments submitted by the deadline will be read for the record of the meeting.)*
- c. Presentation from Wall Consulting Group (WCG) regarding road condition study. (20 min.)
- d. Planning items:
 1. Pre-application consultation, applicant C.W. Land, regarding property located at approximately 1700 W. 3200 S., potential rezone from Residential (R-1) and Agricultural (A-1) to Planned Residential Development (PRD). (15 min.)
 2. Recommendation from Planning Commission: application for zone change of property located at 2751 S. 1000 W., Agricultural (A-1) to Professional Office (PO), applicant Whipple Point, LLC. (10 min.)
 3. Recommendation from Planning Commission: application for zone change of property located at 1569 S. 2500 W., Residential (R-1) to Residential (R-3), applicant Roberto Quiroz. (10 min.)
 4. Recommendation from Planning Commission: application for zone change of property located at 3800 W. Hammon Lane, Agricultural (A-1) and Residential (R-1) to Residential (R-3), applicant Daniel Hammon. (10 min.)
 5. Potential amendment to Syracuse City General Plan for property at 2700 S. 2000 W. to change land use designation from Medium Density to Commercial. (15 min.)
- e. Proposed amendment to Syracuse City Code 4.50 pertaining to residential household waste containers. (10 min.)
- f. Discuss secondary water reservoir project and ordering pumps for next season. (10 min.)
- g. Discuss Halloween branding for Syracuse City. (5 min.)
- h. Discuss proposal to create "Post-Project Report Card Policy". (15 min.)
- i. Discuss possible adjustment to wage benchmark schedule for City Departments. (10 min.)
- j. Discussion on brainstorming of potential efficiency improvements and cost saving measures. (20 min.)
- k. Adjourn.

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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 22<sup>nd</sup> day of August 2024 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.gov/>. A copy was also provided to the Standard-Examiner on August 22, 2024.

CASSIE Z. BROWN, MMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

## August 27, 2024

### Agenda Item “c” Road Utility Study

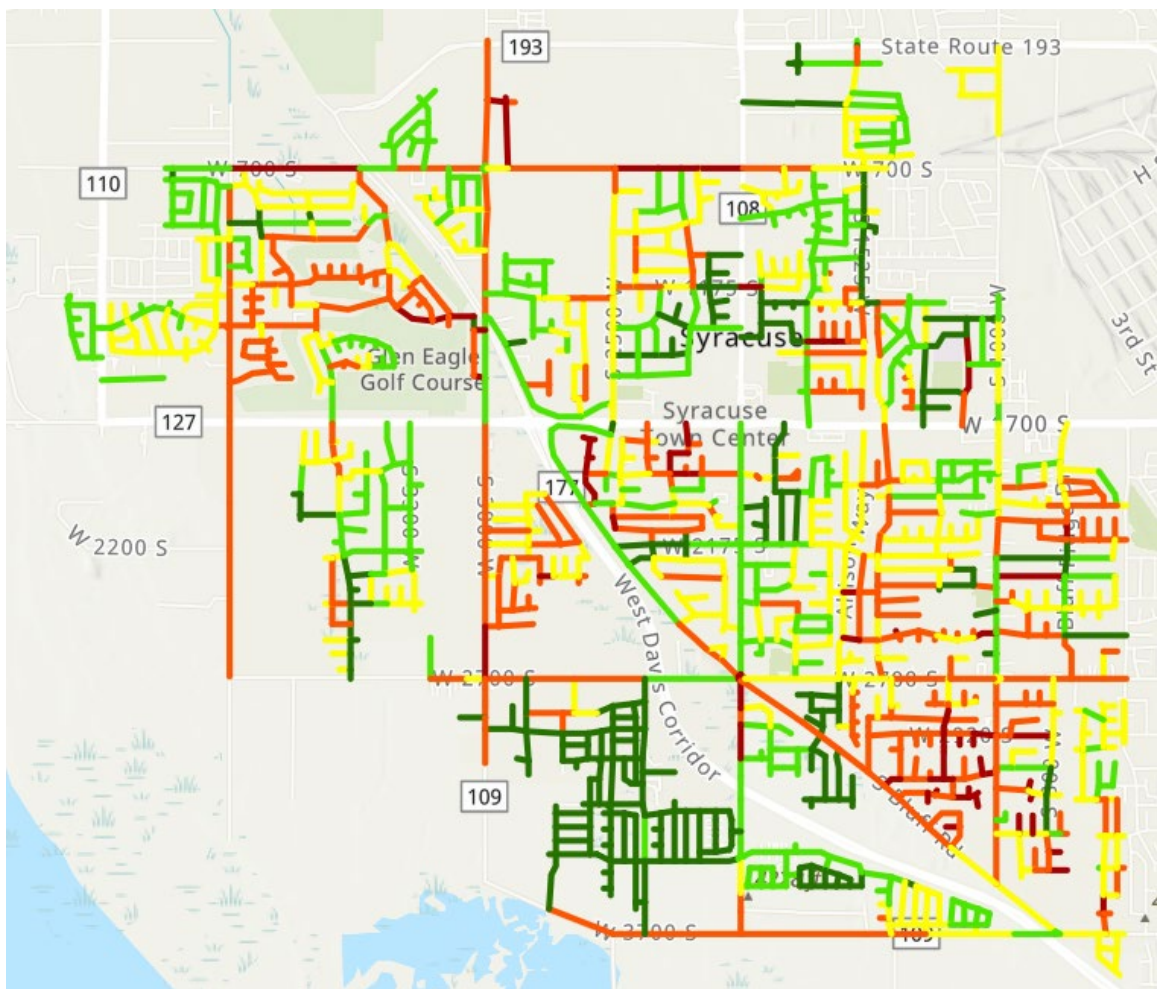
#### ***Factual Summation***

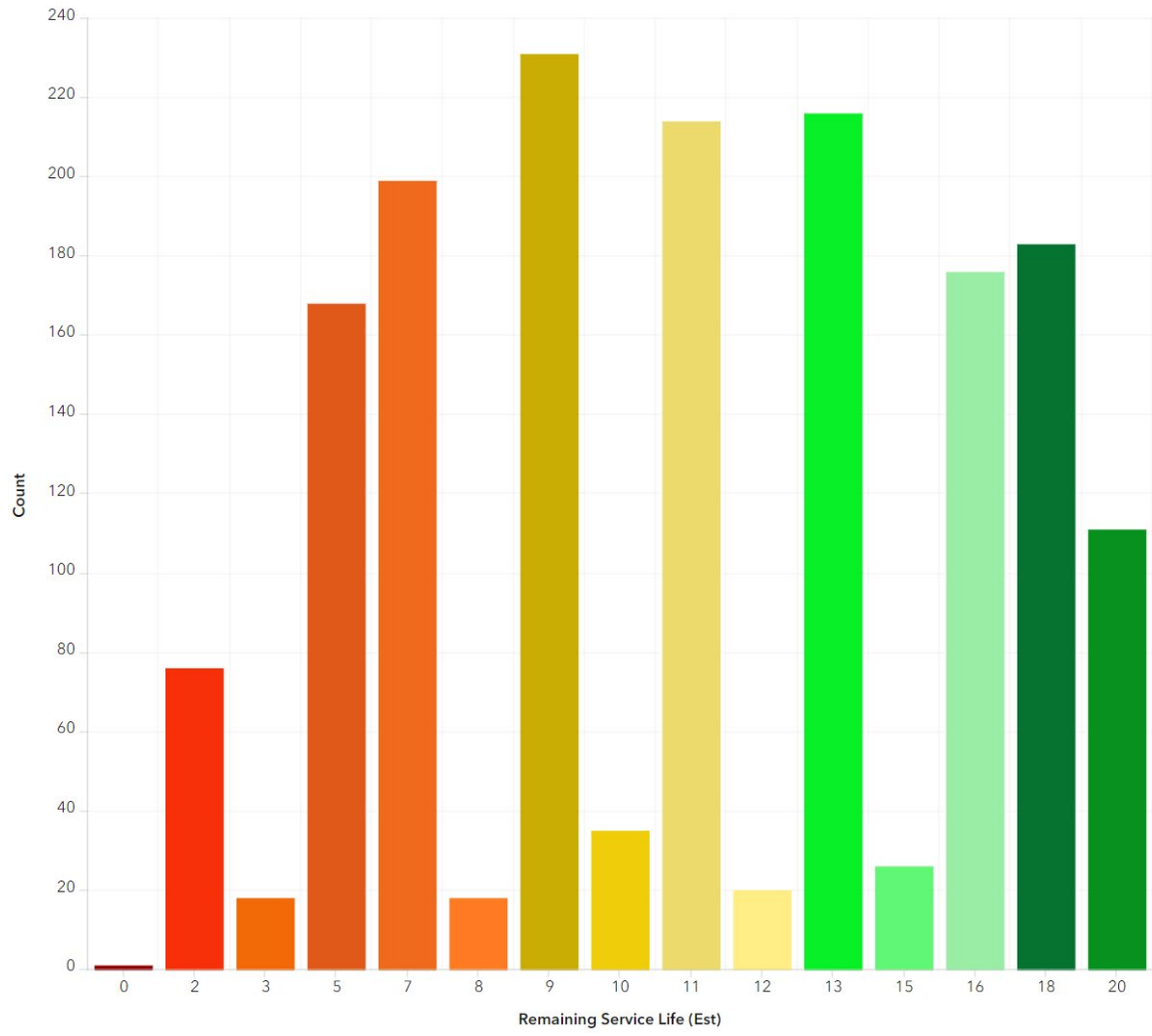
During the budget retreat meeting April 12, 2024, staff was given direction to explore a road utility fee and how that may look for Syracuse. Budget was approved to perform a road condition study that details the remaining service life of every city road.

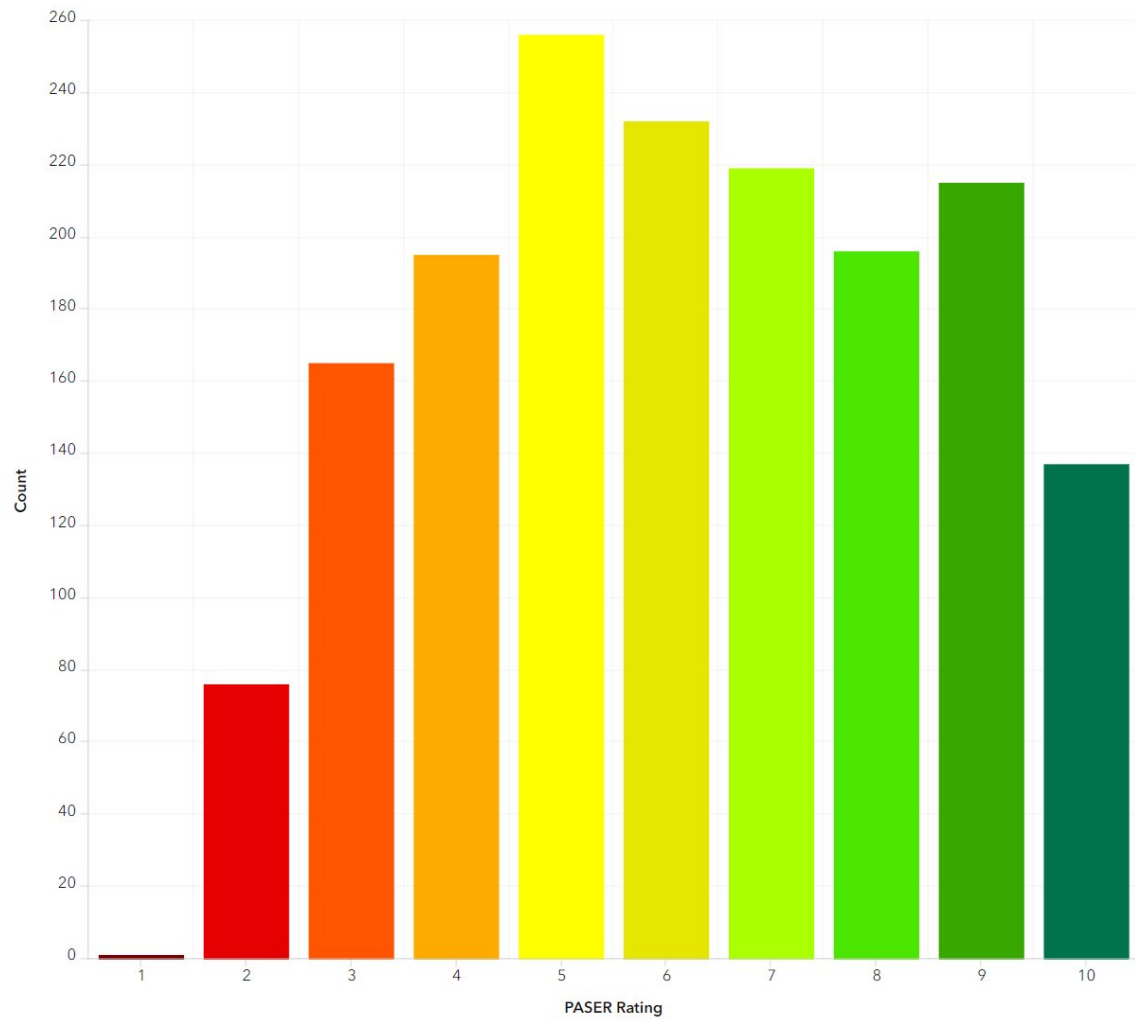
This is a discussion providing an update of the road condition study and the next steps forward. The consultant WCG has prepared a memo (included) and will be here to present the information.

#### **Discussion Items**

Review the information presented by the professional traffic engineer. Give input on how our path forward.









**Date:** July 17, 2024

**To:** Brian Bloemen, Syracuse City Engineer

**From:** Dallas Wall, Clancy Black; WCG

**Subject:** Syracuse Asphalt Pavement Methodology - Summer 2024

## **INTRODUCTION**

The purpose of this memo is to describe the methods and results of pavement condition data collection services provided to Syracuse City by WCG. The collection covered all city-maintained roadways, no private roads or state highways were included. Syracuse City provided the GIS coverage and map of roadway segments to be included. The PASER rating and remaining service life (RSL) were selected for use in this condition assessment. This memo documents the methodology, assumptions, calculations, and details of the collection process.

## **BACKGROUND**

The Pavement Surface Evaluation and Rating (PASER) method developed by the University of Wisconsin-Madison was selected as the basis for determining the current condition of pavements. The PASER method is used in several states, it provides an easy to implement and relatively low-cost method to measure pavement condition.

The PASER rating considers surface defects, surface deterioration, cracks, patches and potholes to estimate the condition of the existing pavement. The PASER rating is a numerical scale rating system from 10 (excellent) to 1 (failed) based on the observed condition of the pavement surface. See the PASER manual for descriptions of visible distress and overall condition of the pavement at each rating. Pavement deterioration depends on its environment, traffic loading conditions, original construction quality, and interim maintenance<sup>1</sup>.

## **METHODOLOGY**

The PASER rating is used to estimate the RSL of each pavement segment. New pavement has an assumed service life (the number of years until it fails) based on the

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<sup>1</sup> Walker, D., Entine, L., Kummer, S. (2013), *PASER Manual Asphalt Roads*, Transportation Information Center, University of Wisconsin-Madison

conditions, materials, and design. The PASER rating can be correlated with the assumed service life to determine the RSL of a pavement segment based on its current condition. Maintenance efforts can “reset” or add to the RSL by improving the condition and adding service years to the pavement. Syracuse City maintains their pavement assets with interim maintenance and preservation efforts, Figure 1 shows examples. Many of the inspected roadways show signs of surface treatments (seal coat, microsurface, chipseal etc.) as well as crack sealing to prevent further deterioration.

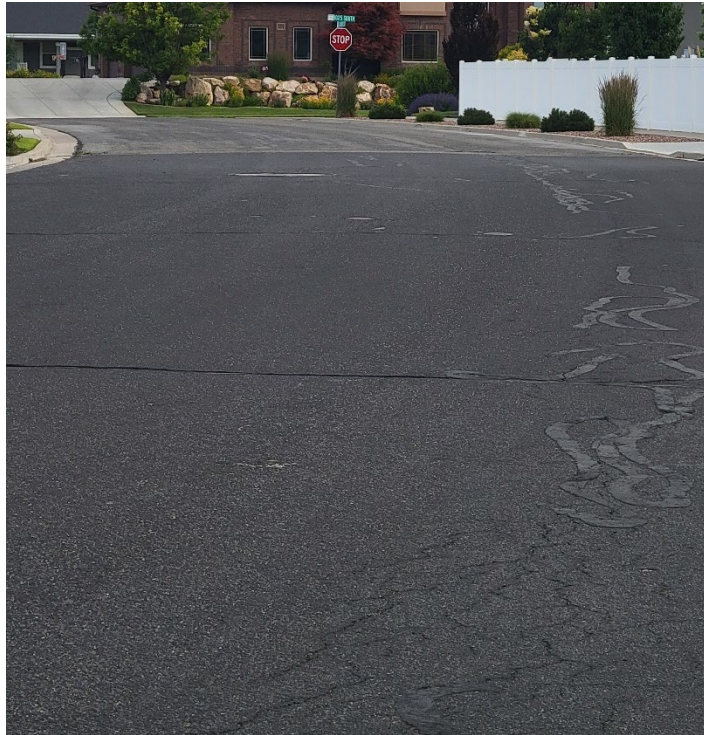


*Figure 1 Interim Maintenance Including Surface Treatment and Crack Sealing.*

The design life and maintenance records were not available, so it was necessary to use other data to determine the expected service life of pavements in Syracuse. The method described below uses construction years from county records and selected pavement segments to calculate an assumed service life and correlate that with the PASER rating. This method assumes that the environment, original construction quality, and interim maintenance patterns are similar throughout the study area. This is a necessary and appropriate assumption for Syracuse City because more detailed data is not available. To estimate the RSL the following steps are taken:

1. Rate pavement sections using the PASER scale.
2. Estimate the age of pavements using subdivision record dates.
3. Develop a correlation between the pavement age and PASER rating.
4. Estimate the average service life of pavement in Syracuse.
5. Calculate the RSL from the current PASER rating.

### **Step 1: Rate Pavement Sections**

Between May 28, 2024 – June 18, 2024, WCG rated each pavement section in Syracuse City using the PASER methodology for asphalt pavements. Data was

gathered daily and entered into a field application developed by WCG for this purpose. Figure 2 shows a screen shot of the field application on a cell phone. There were 1,698 segments constituting over 130 miles of roadway included in the condition assessment.

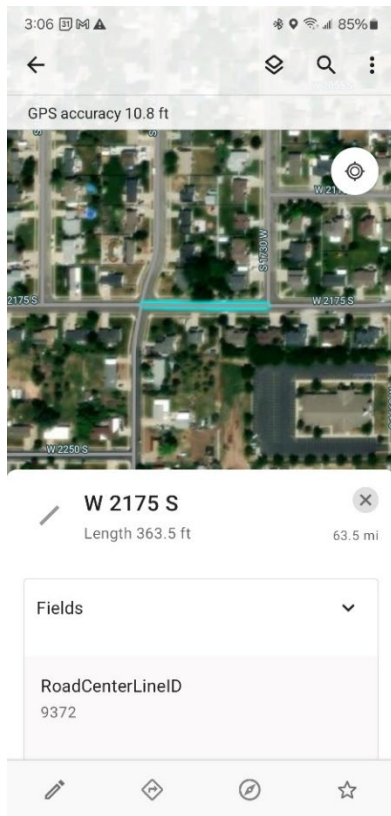


*Figure 2 Field App Input Screen*

There were several segments of roadway with construction or other activity that prevented a direct rating. Construction locations where the pavement was removed were assumed to be replaced with new pavement and a corresponding rating of 10 (new pavement) was assigned. A few segments on 3000 West south of 2700 South as well as Solace Street were closed for construction. The WCG inspector spoke with construction workers at the intersection of 3000 West and 2700 South who indicated that once the sewer work was completed that the roadway would be patched (not reconstructed) and then opened to the public. These segments were rated a 5 based on this conversation and the expected construction activity.

## Step 2: Estimate Age of Pavement

Syracuse City does not currently have a pavement database with construction year or maintenance records. However, the recorded subdivision date for local roads in the city is expected to correlate closely with the construction year. This date was used as a surrogate measure in the analysis. A primary limitation of this

assumption is the inability to account for pavement maintenance that has been done since initial construction. The following assumptions were made to avoid impacting the analysis for estimating pavement age:

1. Segments with no subdivision dates were removed from the correlation analysis.
2. Segments that had a PASER rating of 8 or higher and an age of 7-years or older were removed because a pavement preservation treatment has likely been performed at least once in seven years.
3. Segments with subdivision dates older than 30 years were removed assuming that preservation, rehabilitation, or reconstruction has been performed one or more times.

The resulting sample size represented 84.6 miles, or 65% of the entire data set.

### Step 3: Correlate Pavement Age and Rating

Figure 3 plots the PASER rating and estimated pavement age. This graph provides a potential deterioration rate and shows the impact of maintenance and preservation efforts by Syracuse City. Each PASER rating value includes a wide range of pavement ages. For these older pavements this indicates that maintenance efforts have been successful and affected the pavement condition and reset or added to the service life.

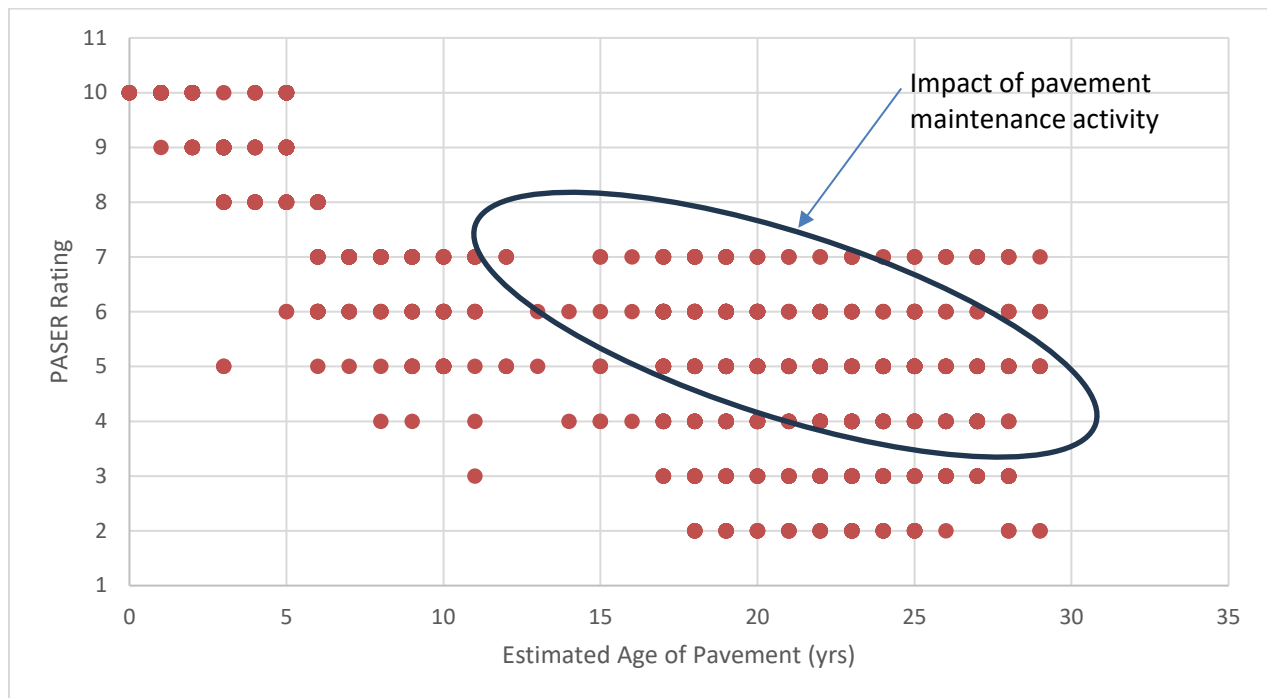


*Figure 3 Sample Points of PASER Rating vs. Age of Pavement*

To determine a typical degradation curve for pavements, the lowest PASER rating for each age group were isolated to evaluate segments that most likely have not received preservation treatments at all or at least as frequently as other pavements, therefore providing a control sample of pavement service life after original construction. These values were used to represent pavement degradation curves that can be applied to all other segments. Figure 3 shows the data set used to find a correlation between the pavement age and the PASER rating.

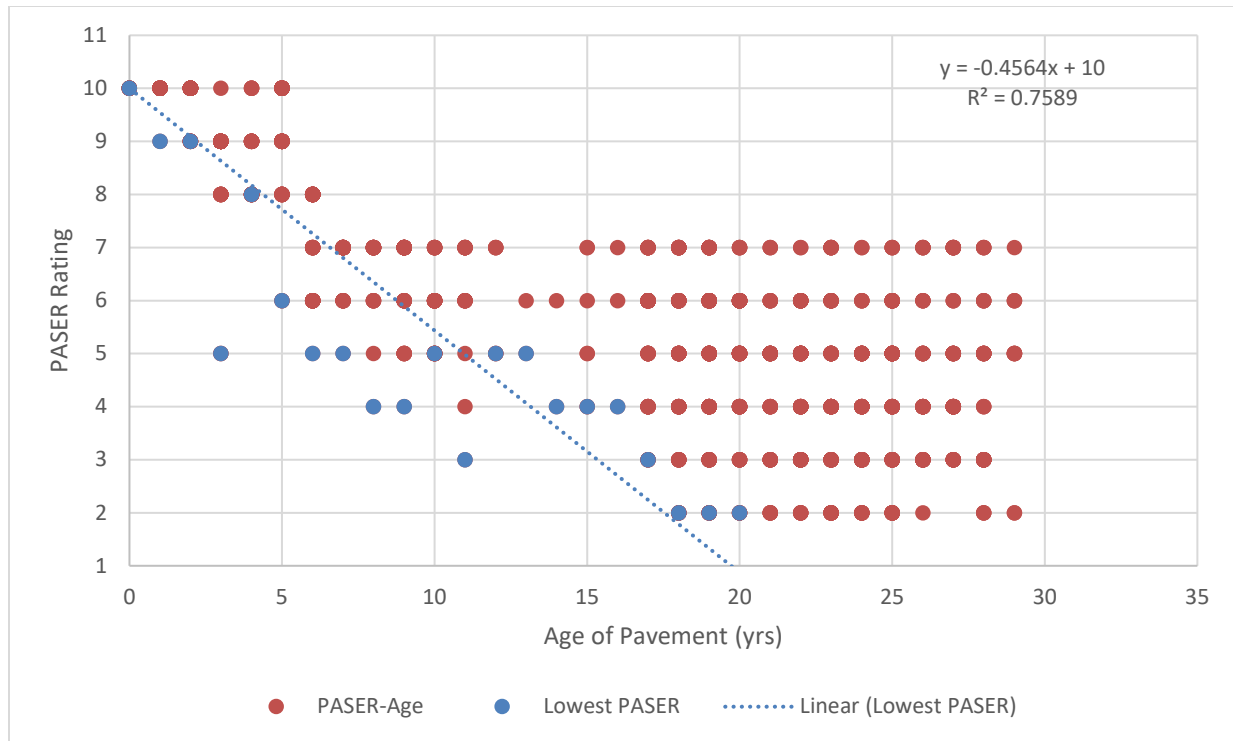


Figure 4 Correlation of PASER Rating and Age of Pavement

#### Step 4: Estimate the Average Service Life

A linear correlation was calculated for the lowest PASER ratings for each grouping of pavement ages. The linear regression was calculated through the y-intercept of 10 which corresponds to the highest rating on the PASER scale. The linear regression in Figure 4 shows that the average service life for these pavements is about 20 years with a deterioration rate of about one PASER rating every 2 years. This indicates that for a local road in Syracuse City the expected service life with no maintenance treatments is about 20 years.

#### Step 5: Calculate the Remaining Service Life

The regression equation from Figure 4 can now be used to assign the remaining service life of each segment as a function of the PASER rating using the following equation:

$$RSL = SL - \left( \frac{(P-10)}{D} \right) \quad \text{Equation 1}$$

Where:

RSL = Remaining service life

SL = Expected Pavement Service Life: 20 years for local streets

P = The PASER rating

D = Degradation rate: -0.4564 for local streets

Table 1 shows the remaining service life based on Equation 1 as a function of the PASER rating for Syracuse City. Values have been rounded to the nearest year.

*Table 1 PASER Rating and Remaining Service Life – Local Roads*

| PASER Rating | RSL Local Roads |
|--------------|-----------------|
| 10           | 20              |
| 9            | 18              |
| 8            | 16              |
| 7            | 13              |
| 6            | 11              |
| 5            | 9               |
| 4            | 7               |
| 3            | 5               |
| 2            | 2               |
| 1            | 0               |

### Comparison Against Other Agencies

The Noble County (Indiana) Highway Department has authority over local routes with lower traffic volumes. For local routes, the PASER rating levels are degraded linearly over a 20-year service life<sup>2</sup>. Their conclusions are similar to the findings of this regression analysis for Syracuse City and provide validation that the 20-year service life calculation is a correct reflection of pavement lifespan for low volume roads.

### HIGHER VOLUME ROADS

Higher volume arterial and collector streets did not include construction dates so they could not be included in the regression and lifespan analysis. These roads are built with a different cross section and carry more traffic, so their deterioration rate will likely be steeper (wear out sooner). In addition, these roads are more sensitive to failure because their failure impacts the population

greater than a failed local street. Because of this, it is recommended that Syracuse City use 15-year service life for arterial and collector routes. This will help ensure that these roads can be maintained at an adequate level and support higher traffic volumes. The Michigan Department of Transportation uses a similar base assumption that higher volume roads will experience a 10-year service life<sup>3</sup>. It is estimated that a 15-year service life is appropriate because the arterial and collector routes in Syracuse City are

<sup>2</sup> Smith, Z., (2023), Noble County Highway Department Transportation Asset Management – Highways 2023 Road Evaluation Report. Page 11.

<sup>3</sup> Dennis, E., Hong, Q. et. al., (2013), Pavement Condition Monitoring with Connected Vehicle Data. Page 14.

not as heavily traveled as the State facilities in Michigan. Table 2 shows the estimated remaining service life for arterial and collector routes in Syracuse City. The following values should be used in Equation 1 for arterial and collector routes:

SL = Expected Pavement Service Life: 15 years

D = Degradation rate: -0.6

*Table 2 PASER Rating and Remaining Service Life for Arterial and Collector Routes*

| <b>PASER<br/>Rating</b> | <b>RSL<br/>Arterial/<br/>Collector</b> |
|-------------------------|----------------------------------------|
| 10                      | <b>15</b>                              |
| 9                       | <b>13</b>                              |
| 8                       | <b>12</b>                              |
| 7                       | <b>10</b>                              |
| 6                       | <b>8</b>                               |
| 5                       | <b>7</b>                               |
| 4                       | <b>5</b>                               |
| 3                       | <b>3</b>                               |
| 2                       | <b>2</b>                               |
| 1                       | <b>0</b>                               |



# CITY COUNCIL AGENDA

August 27, 2024

Agenda item "d.1"

## **Pre-Application Consultation**

### ***Summary***

Pursuant to '10.20.065 Pre-application City Council consultation', the city has received an application to consult with the council about a proposed development. The proposed development is located adjacent to the new West Davis Corridor and near Jensen Nature Park. The development would require a zone change from A1 and R1 to PRD. The General Plan is already for medium density residential which would allow the PRD. Therefore, no General Plan Map amendment would be necessary, just the zone change. The following is the text of the ordinance:

"Any landowner or designee may apply for and receive a pre-application consultation with the City Council about a development opportunity that would require a zone change. The consultation is voluntary, informal and nonvesting. The pre-application consultation will occur during a public, nonvoting meeting and individual Council Members will provide their input to the applicant. "

### ***Process***

A pre-application consultation is a one time review by council to give initial feedback on a proposed development. This sort of application does not require a public hearing, formal vote, or recommendation from Planning Commission.

### ***Attachments***

-Powerpoint Slides Provided by Applicant

# Saltrock



3015 S 2000 W  
Syracuse, UT 84075

137 Single-Family Cottages  
4.59 u/a

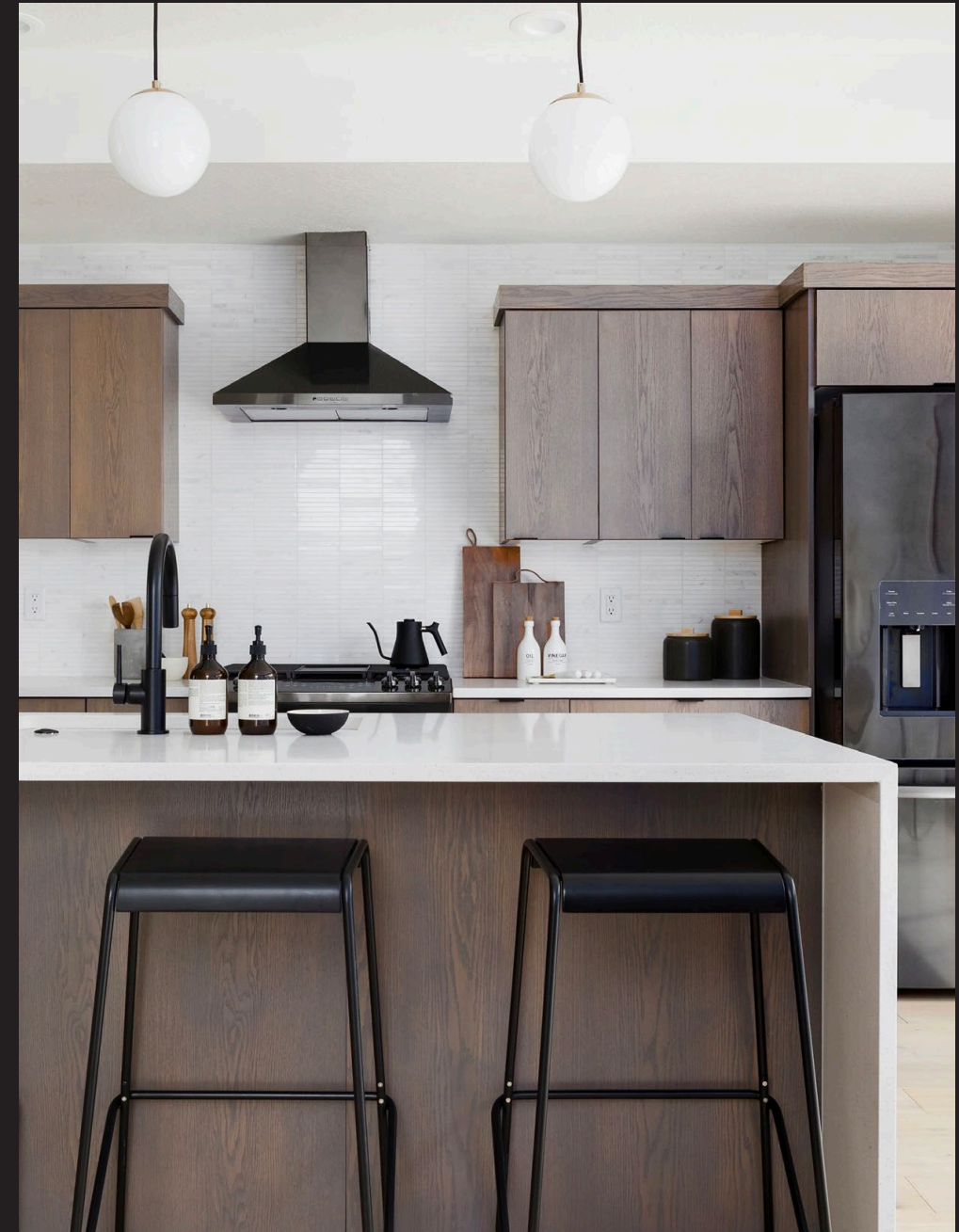
COLE WEST

610 North 800 West  
Centerville, Utah, 84015

[colewest.com](http://colewest.com)

## About Us

We're Cole West and we're leading the way in creating unique real estate throughout Utah. We're a Utah based design, build and development firm on a mission to create communities that enhance, strengthen and contribute to the greater fabric of existing neighborhoods.





COLE WEST



COLE WEST



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SYRACUSE  
EST. CITY 1935

## Zoning Map



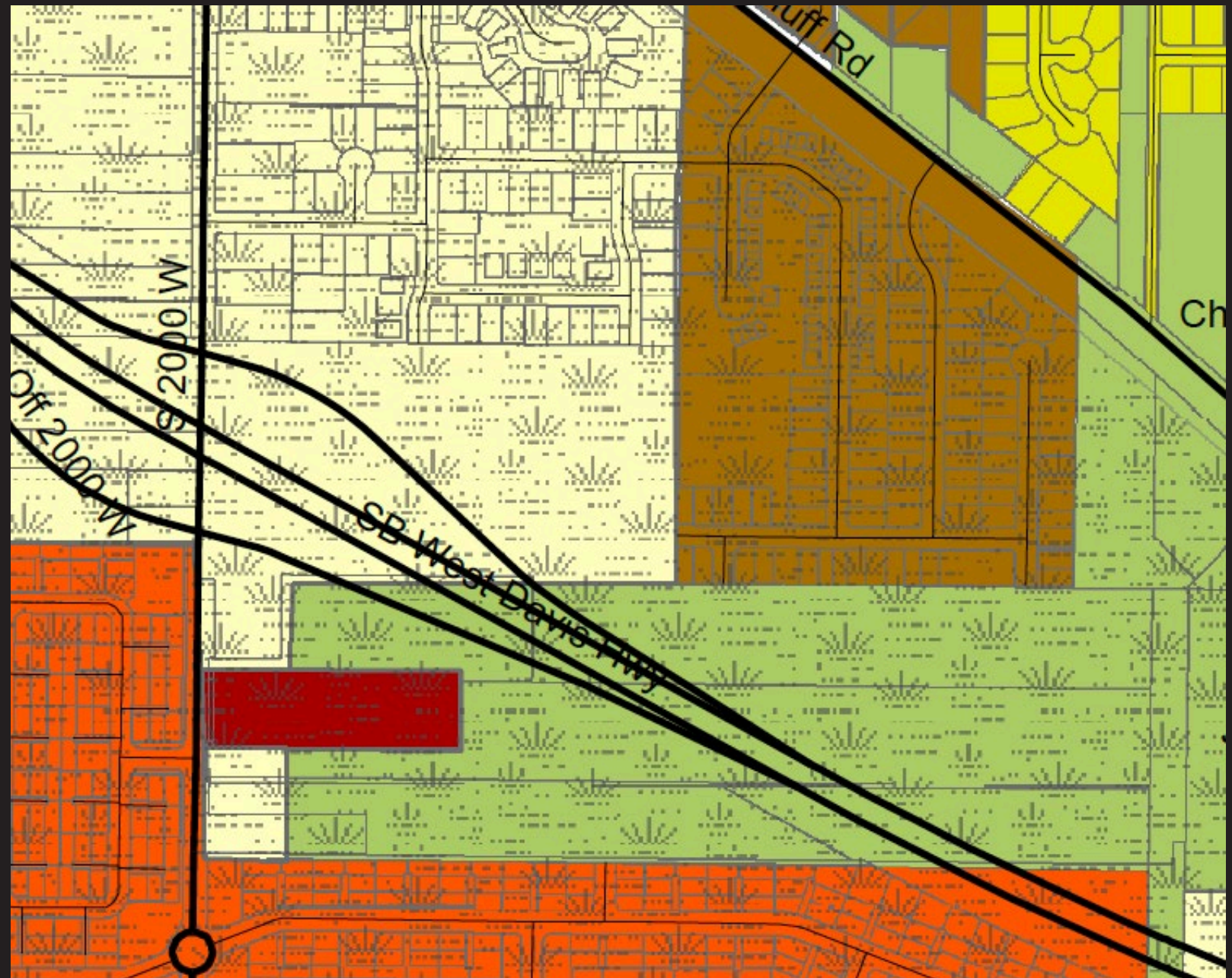
Current as of 12/7/23

### Legend

-  TownCenterOverlayZone
-  SensitiveOverlayZone
-  Syracuse City Boundary

### Zones

-  A-1
-  R-1 (12,000 sf min)
-  Cluster
-  R-2 (10,000 sf min)
-  R-3 (8,000 sf min)
-  Planned Residential Development (PRD)
-  R-4 (revoked)
-  Residential Planned Community (RPC)
-  Mixed Use Development (MXD)
-  Neighborhood Services (NS)
-  General Commercial (GC)
-  Professional Office (PO)
-  Business Park
-  Industrial Zone



COLE WEST



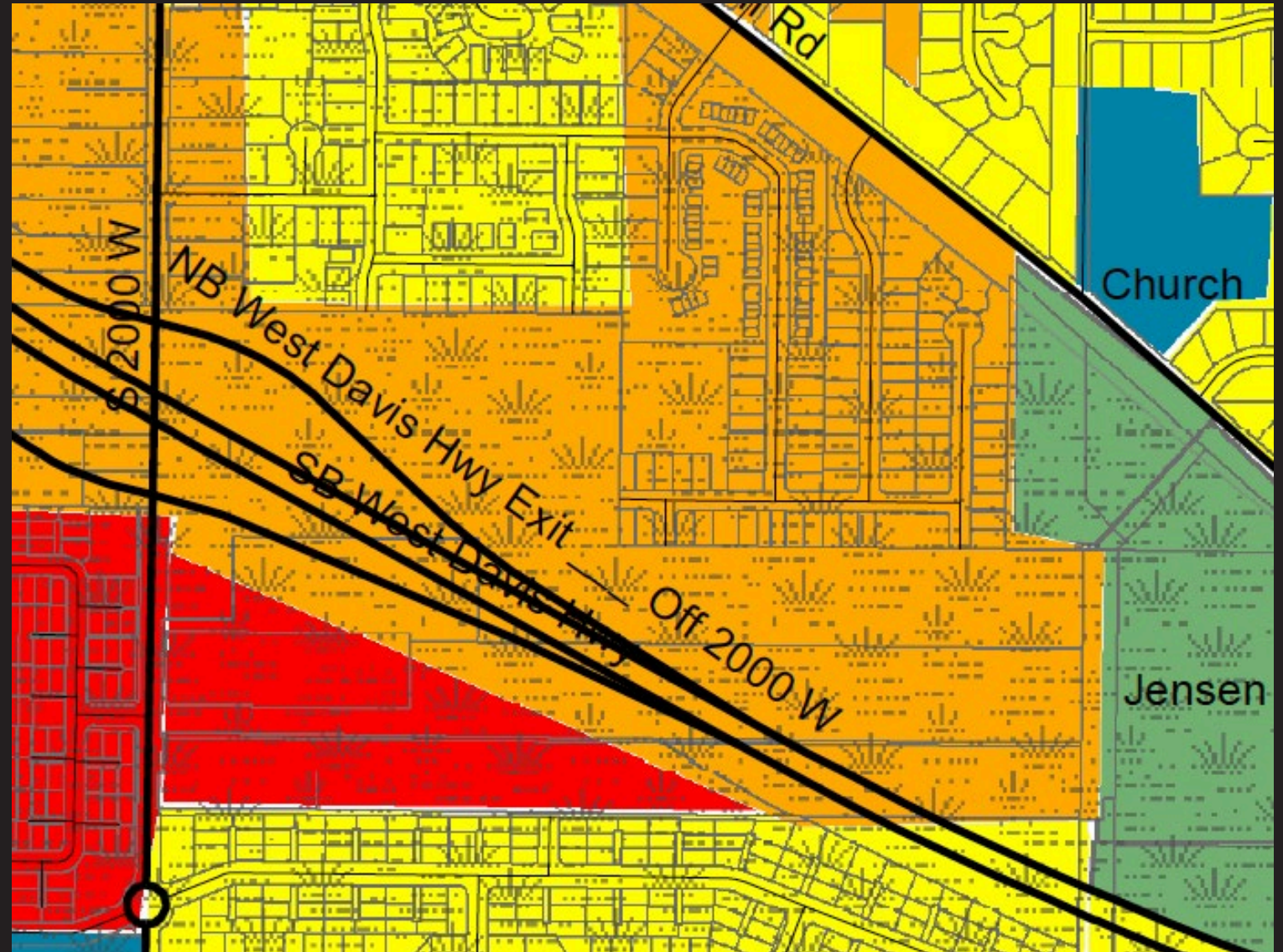
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EST. CITY 1935

## General Plan Map



Current as of 12/7/23

-  Parks, Agriculture, Wetlands (A-1)
-  Civic (All Zones)
-  Low Density Residential (A-1, R-1, R-2, R-3, Cluster, RPC)
-  Medium Density Residential (Cluster, A-1, R-1, R-2, R-3, RPC, PRD, Neighborhood Services)
-  High Density Residential (A-1, R-1, R-2, R-3, PRD, Neighborhood Services, Mixed Use, G.C., P.O.)
-  Commercial (G.C., P.O., Mixed Use, Neighborhood Services, S.U.)
-  Industrial (Business Park, Industrial, Research Park, Mixed Use, G.C., P.O., S.U.)



COLE WEST

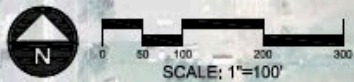


- A** JENSEN NATURE PARK
- B** COMMUNITY TRAIL CONNECTION TO PARK
- C** SOUND WALL
- D** COMMUNITY TREE LANDSCAPE BUFFER
- E** 46' WIDE SINGLE FAMILY LOTS
- F** 56' WIDE SINGLE FAMILY LOTS
- G** NEIGHBORHOOD PARK WITH:  
SPLASH PAD  
RESTROOM/SHADE PAVILION  
PLAYGROUND  
PICKLEBALL  
DOG PARK
- H** MID-BLOCK TRAIL

**DEVELOPMENT DATA**  
TOTAL ACREAGE +/-29.84 AC  
REQ. OPEN SPACE (20%) 5.97 AC  
OPEN SPACE PROVIDED 5.97 AC (20%)

46' WIDE SINGLE FAMILY LOTS 63 UNITS  
56' WIDE SINGLE FAMILY LOTS 74 UNITS

TOTAL DENSITY 137 UNITS  
4.59 U/AC



C.W.  
**LAND**  
CO.

**SYRACUSE**  
**MASTER PLAN**



**COLE WEST**



K WITH:  
VILION

**NEIGHBORHOOD  
1**

+/-29.84 AC  
5.97 AC  
5.97 AC (20%)

ROSS ROAD

B

A

E

H

F

C

D

NEIGHBORHOOD  
2

WEST DAVIS CORRIDOR

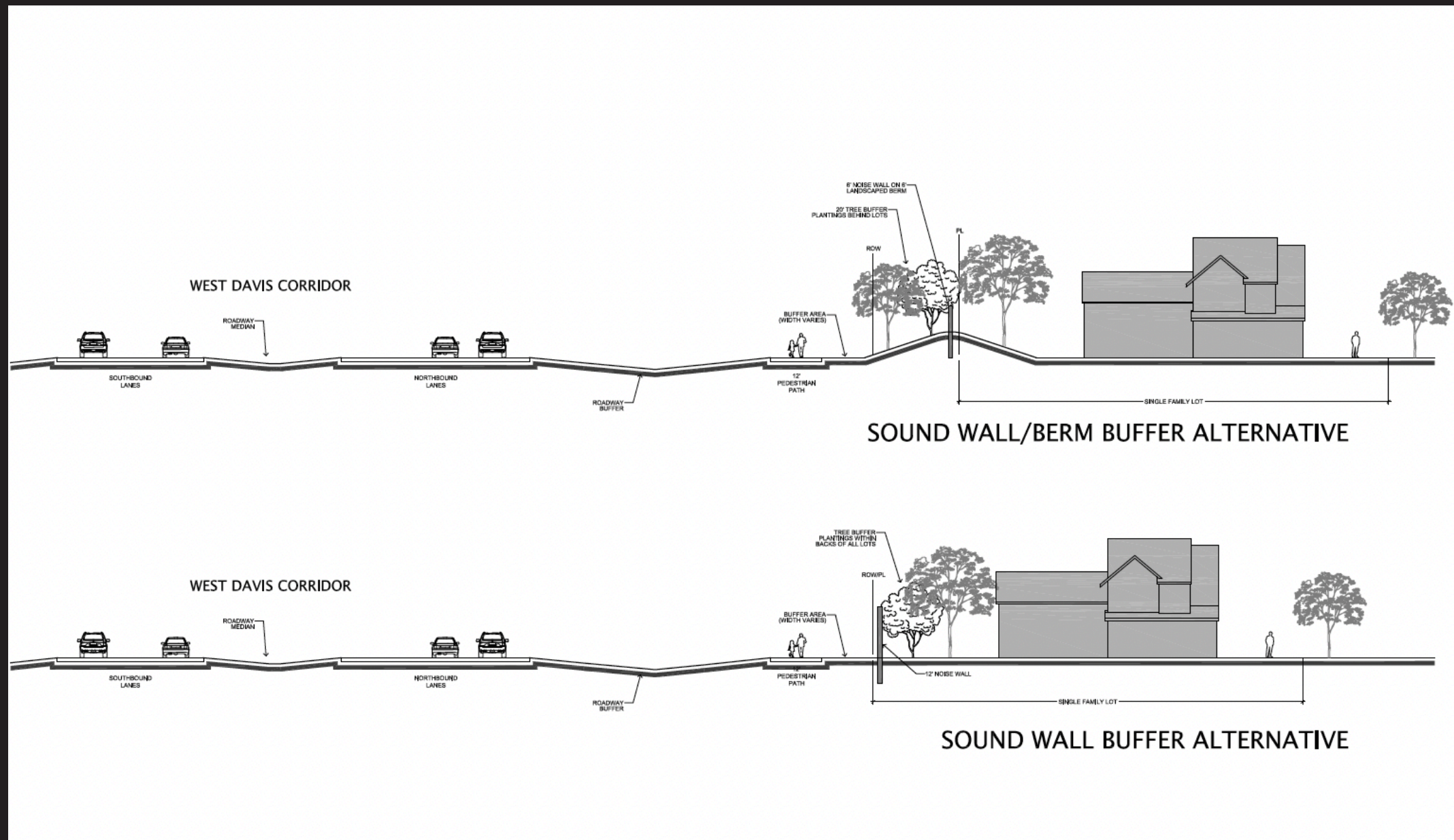
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Cole West has built a reputation as premier homebuilders throughout Utah.

|                       |                                                           |
|-----------------------|-----------------------------------------------------------|
| theABBIE              | Salt Lake City   13 Townhomes                             |
| theALICE              | Layton   22 Townhomes                                     |
| theBASIN              | Huntsville   10 Single-Family Homes                       |
| BRIO                  | Washington   638 Single-Family Homes                      |
| The Cove              | St George   36 Condos                                     |
| theCYNTHIA            | Salt Lake City   3 Townhomes                              |
| theEDITH              | Salt Lake City   23 Townhomes                             |
| theEighth             | Washington   21 Townhomes                                 |
| theELLIE              | Salt Lake City   24 Townhomes                             |
| Escapes at the Ledges | Washington   65 Townhomes                                 |
| theHIVE               | Centerville   50 Townhomes                                |
| theIRIS               | Salt Lake City   1.23 Acres                               |
| ISLEatCoralCanyon     | Washington   91 Townhomes                                 |
| theLAKE               | Garden City   5 Luxury Retreats                           |
| theLANE               | Centerville   12 Single-Family Homes                      |
| theLUCY               | Salt Lake City   35 Townhomes                             |
| theMABEL              | Salt Lake City   6 Luxury Townhomes                       |
| theMADELYNN           | Salt Lake City   11 Townhomes                             |
| theMARY               | Salt Lake City   14 Townhomes                             |
| theMONROE             | South Salt Lake City   56 Townhomes                       |
| thePARKWAY            | Kaysville   53 Single-Family Homes                        |
| thePENNY              | Salt Lake City   36 Townhomes                             |
| RIDGE                 | North Salt Lake   5 Single-Family Homes                   |
| RISE                  | Washington   130 Townhomes                                |
| ROAM                  | Mountain Green   95 Townhomes                             |
| theROSE               | Farmington   50 Single-Family Homes                       |
| theROSE               | Salt Lake City   2 Bungalows, 6 Townhomes                 |
| theRUBY               | Salt Lake City   12 Townhomes                             |
| theRUTH               | Salt Lake City   17 Townhomes & Commercial                |
| Solis                 | Washington   233 Single Family Homes                      |
| ShoresatDesert Color  | St George   95 Townhomes                                  |
| TownCenterCoralCanyon | Washington   45 Townhomes                                 |
| TheViewsCoralCanyon   | Washington   127 Single Family                            |
| theVILLAGE            | Park City   38 Condos, 9 Townhomes, 2 Single-Family Homes |
| TheWINNIE             | Bountiful   53 Townhomes                                  |



C.W. Urban specializes in the multifamily, homebuilding and commercial sectors within the greater Salt Lake market. C.W. Urban excels in creating properties that enhance and contribute to the greater fabric of the communities they serve.

Chase Freebairn | Director of Land

801 386 6708

[chase@colewest.com](mailto:chase@colewest.com)



COLE WEST



# CITY COUNCIL AGENDA

August 27, 2024

Agenda item "d.2"

## **Proposed Rezone at 2751 S. 1000 W. from A-1 to PO**

### *Summary*

The city has received an application from Whipple Point LLC to rezone approximately .75 acres located at approximately 2751 S 1000 W., from A-1 to PO. The applicant is working on behalf of the property owner, Earthworks Landscaping LLC. The current zoning of A-1 is a relic of times past in the city where zoning was less detailed in nature. Earthworks has been working under a 'grandfathered' zoning situation. A landscaping business is not listed as a permitted use in the A-1 zone. However, a contracting type business had maintained a continued operation at the location for many years, thus the grandfathered status. Earthworks is planning to move to a new location without residential neighbors nearby and Whipple Point is planning on leasing the building.

Whipple Point plans on running a disabled adult day program out of the property. A description of their business has been provided by the applicant and is attached to this report. This type of use would not fall under the grandfathered contractor use, or match any of the permitted uses in the A-1 zone, for this reason a rezone is necessary. From the description, it appears that the Professional Office Zone' '(I) Professional Non-Retail Services' could capture the desired use.

The General Plan for the site is 'Commercial'. The PO zone is in conformance with the Commercial designation on the General Plan map.

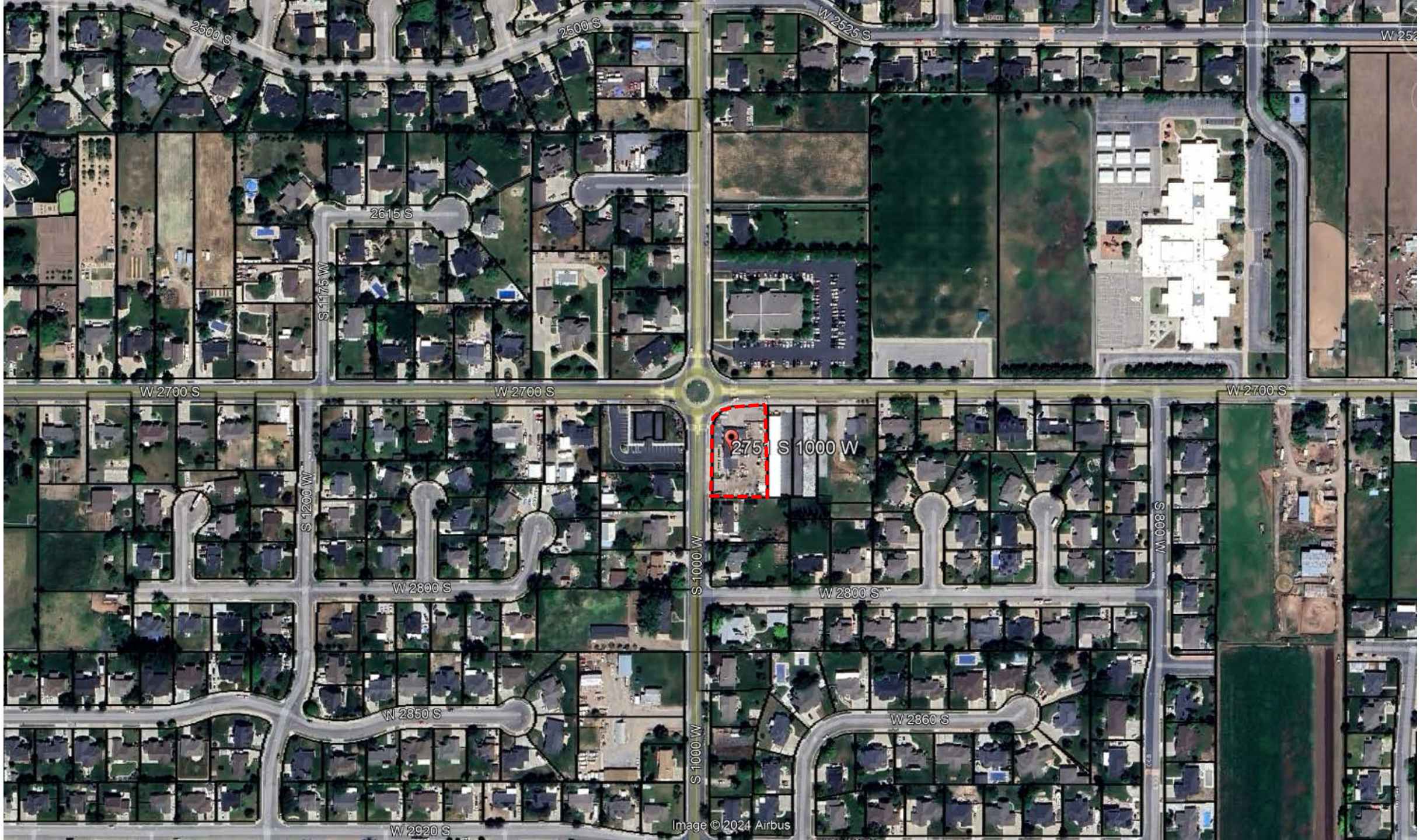
If the zoning map were amended to PO, it would match the zoning of the property across the street. Establishing a PO zoning will limit the current and future uses of the property to those listed in the zoning language. The purpose language of the PO zone indicates that the intent of the zone is to promote a quiet environment for business and to provide a buffer to neighboring residential neighborhoods.

### *Process*

A rezone is a matter of legislative discretion by the City Council and not controlled by any one standard. A public hearing and recommendation from Planning Commission is required before the Council can act on the application. The Planning Commission held a public hearing and discussed the item on July 16, 2024. They are forwarding a recommendation for approval with a vote of 6-0.

### *Attachments*

- General Location Map
- Statement from Applicant
- Zoning List of Permitted Uses
- Proposed Zoning Map
- General Plan Map



## Description of Proposed Use(s) and Reason For The Rezone Request

### Property Use:

The property in question is to be rezoned for use as Professional Office space for a day program dedicated to serving adults with developmental disabilities.

### Purpose of the Day Program:

The day program aims to provide a supportive and engaging environment for adults with developmental disabilities. The space will serve as a central meeting place where these individuals can participate in various activities and classes designed to enhance their skills, promote social interaction, and support their overall well-being.

### Activities and Classes:

The program will offer a wide range of activities and classes, including but not limited to:

Life skills training (e.g., cooking, budgeting, personal hygiene)

Educational classes (e.g., reading, writing, basic math)

Recreational activities (e.g., arts and crafts, music therapy, physical exercise)

Social skills development (e.g., communication skills, relationship building)

### Community Access:

In addition to on-site activities, participants will engage in community access outings. These excursions are designed to help individuals integrate into the community, gain independence, and experience new environments. Outings may include visits to local parks, libraries, shopping centers, and volunteer opportunities.

### Staffing:

The day program will be staffed at all times by qualified professionals, including program coordinators, activity instructors, and support staff. The staff-to-client ratio will ensure that each participant receives the appropriate level of support and supervision.

### Client Capacity:

The program is designed to serve approximately 20-30 clients in total. This number is based on the capacity of the facility and the need to maintain a safe and supportive environment for all participants.

### Conclusion:

Rezoning this property to office space for the day program will provide a much-needed resource for adults with developmental disabilities in the community. It will offer them a place to learn, grow, and connect with others in a supportive and inclusive environment.

### **10.85.010 Purpose.**

The purpose of this [zone](#) is to provide appropriate locations for the development, maintenance, and protection of professional and administrative establishments. The regulations of this [zone](#) shall promote a quiet environment for business administration, professional/medical, and government activities, free from the congestion and traffic of the usual commercial business district. The [professional office](#) zone is intended to provide a buffer or transition along minor or major collector streets adjoining residential neighborhoods. To this end, the regulations permit [professional office](#) buildings, medical, and appropriate non-automobile oriented financial facilities primarily for the service of the [area](#) residents. The intensity of development of such a district shall reflect its environmental setting with [building height](#) and coverage generally similar to and harmonious with those of neighboring residential districts. [Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-010.]

### **10.85.020 Permitted uses.**

The following are [permitted uses](#) by right provided the parcel and [building](#) meet all other provisions of this title or any other applicable [ordinances](#) of Syracuse City and receive [site plan](#) approval as provided in SCC [10.20.090](#):

- (A) Administrative and executive [offices](#).
  - (B) [Animal clinics](#).
  - (C) Assisted living centers.
  - (D) Churches, [synagogues](#), and [temples](#).
  - (E) Day care and preschool centers.
  - (F) Financial planning, investment planning, real estate, and general business [offices](#).
  - (G) Marriage and [family](#) counseling services.
  - (H) Medical and other health facilities.
  - (I) Professional nonretail services.
  - (J) [Professional offices](#) (for lawyers, engineers, and architects). [Ord. 20-28 § 1 (Exh. A); Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-020.]
-

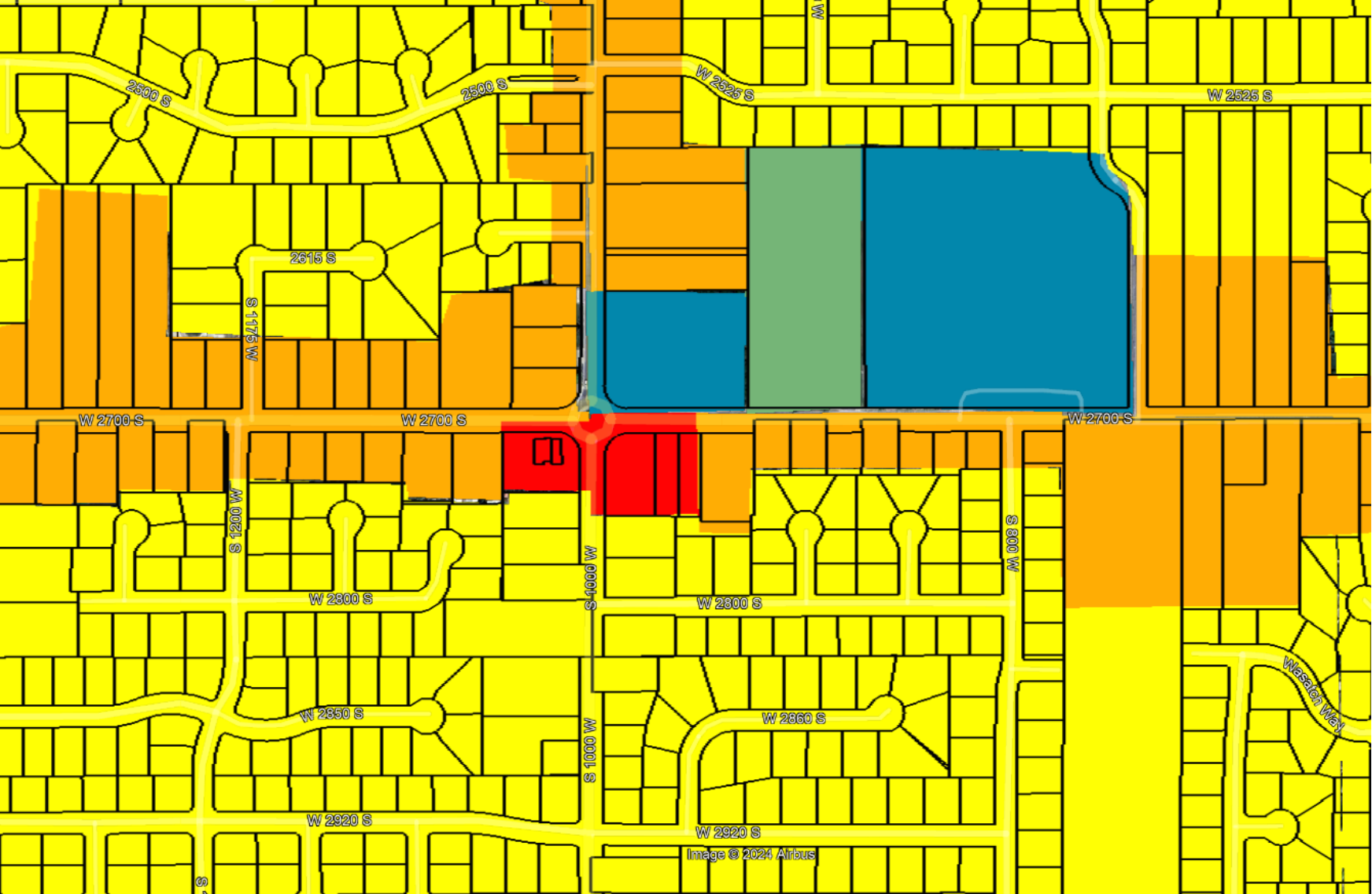
The map displays a residential area in Salt Lake City, Utah, with various streets and zoning districts. The map is color-coded by zoning district: R-1 (yellow), R-2 (orange), A-1 (green), and PO (pink). The map also shows the locations of several schools, including the University of Utah Middle School and the University of Utah High School. The map is titled "Map of Salt Lake City, Utah" and includes a scale bar and a north arrow.

Key streets shown include S 1000 W, S 1100 W, S 1200 W, S 1300 W, S 1400 W, S 1500 W, S 1600 W, S 1700 W, S 1800 W, S 1900 W, S 2000 W, S 2100 W, S 2200 W, S 2300 W, S 2400 W, S 2500 W, S 2600 W, S 2700 W, S 2800 W, S 2900 W, S 3000 W, S 3100 W, S 3200 W, S 3300 W, S 3400 W, S 3500 W, S 3600 W, S 3700 W, S 3800 W, S 3900 W, S 4000 W, S 4100 W, S 4200 W, S 4300 W, S 4400 W, S 4500 W, S 4600 W, S 4700 W, S 4800 W, S 4900 W, S 5000 W, S 5100 W, S 5200 W, S 5300 W, S 5400 W, S 5500 W, S 5600 W, S 5700 W, S 5800 W, S 5900 W, S 6000 W, S 6100 W, S 6200 W, S 6300 W, S 6400 W, S 6500 W, S 6600 W, S 6700 W, S 6800 W, S 6900 W, S 7000 W, S 7100 W, S 7200 W, S 7300 W, S 7400 W, S 7500 W, S 7600 W, S 7700 W, S 7800 W, S 7900 W, S 8000 W, S 8100 W, S 8200 W, S 8300 W, S 8400 W, S 8500 W, S 8600 W, S 8700 W, S 8800 W, S 8900 W, S 9000 W, S 9100 W, S 9200 W, S 9300 W, S 9400 W, S 9500 W, S 9600 W, S 9700 W, S 9800 W, S 9900 W, S 10000 W, S 10100 W, S 10200 W, S 10300 W, S 10400 W, S 10500 W, S 10600 W, S 10700 W, S 10800 W, S 10900 W, S 11000 W, S 11100 W, S 11200 W, S 11300 W, S 11400 W, S 11500 W, S 11600 W, S 11700 W, S 11800 W, S 11900 W, S 12000 W, S 12100 W, S 12200 W, S 12300 W, S 12400 W, S 12500 W, S 12600 W, S 12700 W, S 12800 W, S 12900 W, S 13000 W, S 13100 W, S 13200 W, S 13300 W, S 13400 W, S 13500 W, S 13600 W, S 13700 W, S 13800 W, S 13900 W, S 14000 W, S 14100 W, S 14200 W, S 14300 W, S 14400 W, S 14500 W, S 14600 W, S 14700 W, S 14800 W, S 14900 W, S 15000 W, S 15100 W, S 15200 W, S 15300 W, S 15400 W, S 15500 W, S 15600 W, S 15700 W, S 15800 W, S 15900 W, S 16000 W, S 16100 W, S 16200 W, S 16300 W, S 16400 W, S 16500 W, S 16600 W, S 16700 W, S 16800 W, S 16900 W, S 17000 W, S 17100 W, S 17200 W, S 17300 W, S 17400 W, S 17500 W, S 17600 W, S 17700 W, S 17800 W, S 17900 W, S 18000 W, S 18100 W, S 18200 W, S 18300 W, S 18400 W, S 18500 W, S 18600 W, S 18700 W, S 18800 W, S 18900 W, S 19000 W, S 19100 W, S 19200 W, S 19300 W, S 19400 W, S 19500 W, S 19600 W, S 19700 W, S 19800 W, S 19900 W, S 20000 W, S 20100 W, S 20200 W, S 20300 W, S 20400 W, S 20500 W, S 20600 W, S 20700 W, S 20800 W, S 20900 W, S 21000 W, S 21100 W, S 21200 W, S 21300 W, S 21400 W, S 21500 W, S 21600 W, S 21700 W, S 21800 W, S 21900 W, S 22000 W, S 22100 W, S 22200 W, S 22300 W, S 22400 W, S 22500 W, S 22600 W, S 22700 W, S 22800 W, S 22900 W, S 23000 W, S 23100 W, S 23200 W, S 23300 W, S 23400 W, S 23500 W, S 23600 W, S 23700 W, S 23800 W, S 23900 W, S 24000 W, S 24100 W, S 24200 W, S 24300 W, S 24400 W, S 24500 W, S 24600 W, S 24700 W, S 24800 W, S 24900 W, S 25000 W, S 25100 W, S 25200 W, S 25300 W, S 25400 W, S 25500 W, S 25600 W, S 25700 W, S 25800 W, S 25900 W, S 26000 W, S 26100 W, S 26200 W, S 26300 W, S 26400 W, S 26500 W, S 26600 W, S 26700 W, S 26800 W, S 26900 W, S 27000 W, S 27100 W, S 27200 W, S 27300 W, S 27400 W, S 27500 W, S 27600 W, S 27700 W, S 27800 W, S 27900 W, S 28000 W, S 28100 W, S 28200 W, S 28300 W, S 28400 W, S 28500 W, S 28600 W, S 28700 W, S 28800 W, S 28900 W, S 29000 W, S 29100 W, S 29200 W, S 29300 W, S 29400 W, S 29500 W, S 29600 W, S 29700 W, S 29800 W, S 29900 W, S 30000 W, S 30100 W, S 30200 W, S 30300 W, S 30400 W, S 30500 W, S 30600 W, S 30700 W, S 30800 W, S 30900 W, S 31000 W, S 31100 W, S 31200 W, S 31300 W, S 31400 W, S 31500 W, S 31600 W, S 31700 W, S 31800 W, S 31900 W, S 32000 W, S 32100 W, S 32200 W, S 32300 W, S 32400 W, S 32500 W, S 32600 W, S 32700 W, S 32800 W, S 32900 W, S 33000 W, S 33100 W, S 33200 W, S 33300 W, S 33400 W, S 33500 W, S 33600 W, S 33700 W, S 33800 W, S 33900 W, S 34000 W, S 34100 W, S 34200 W, S 34300 W, S 34400 W, S 34500 W, S 34600 W, S 34700 W, S 34800 W, S 34900 W, S 35000 W, S 35100 W, S 35200 W, S 35300 W, S 35400 W, S 35500 W, S 35600 W, S 35700 W, S 35800 W, S 35900 W, S 36000 W, S 36100 W, S 36200 W, S 36300 W, S 36400 W, S 36500 W, S 36600 W, S 36700 W, S 36800 W, S 36900 W, S 37000 W, S 37100 W, S 37200 W, S 37300 W, S 37400 W, S 37500 W, S 37600 W, S 37700 W, S 37800 W, S 37900 W, S 38000 W, S 38100 W, S 38200 W, S 38300 W, S 38400 W, S 38500 W, S 38600 W, S 38700 W, S 38800 W, S 38900 W, S 39000 W, S 39100 W, S 39200 W, S 39300 W, S 39400 W, S 39500 W, S 39600 W, S 39700 W, S 39800 W, S 39900 W, S 40000 W, S 40100 W, S 40200 W, S 40300 W, S 40400 W, S 40500 W, S 40600 W, S 40700 W, S 40800 W, S 40900 W, S 41000 W, S 41100 W, S 41200 W, S 41300 W, S 41400 W, S 41500 W, S 41600 W, S 41700 W, S 41800 W, S 41900 W, S 42000 W, S 42100 W, S 42200 W, S 42300 W, S 42400 W, S 42500 W, S 42600 W, S 42700 W, S 42800 W, S 42900 W, S 43000 W, S 43100 W, S 43200 W, S 43300 W, S 43400 W, S 43500 W, S 43600 W, S 43700 W, S 43800 W, S 43900 W, S 44000 W, S 44100 W, S 44200 W, S 44300 W, S 44400 W, S 44500 W, S 44600 W, S 44700 W, S 448

The map displays a residential area with the following features:

- Streets:** W 2700 S, W 2600 S, W 2500 S, W 2400 S, W 2300 S, W 2200 S, W 2100 S, W 2000 S, W 1900 S, W 1800 S, W 1700 S, W 1600 S, W 1500 S, W 1400 S, W 1300 S, W 1200 S, W 1100 S, W 1000 S, W 900 S, W 800 S, W 700 S, W 600 S, W 500 S, W 400 S, W 300 S, W 200 S, W 100 S, W 0 S (W 0 S is the Mississippi River).
- Zoning Districts:** R-1, R-2, A-1.
- Proposed Public Office (PO):** A pink shaded area located near the intersection of W 2700 S and W 2600 S.
- Other Features:** A large green area labeled 'A-1' is located in the upper right. Several yellow areas are labeled 'R-1' and 'R-2'. The map also shows a large green area labeled 'A-1' and several yellow areas labeled 'R-1' and 'R-2'.

General Plan Map



- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- COMMERCIAL
- CIVIC
- OPEN SPACE



# CITY COUNCIL AGENDA

August 27, 2024

Agenda item "d.3"

## **Proposed Rezone at 1569 S 2500 W from R-1 to R-3**

### *Summary*

The city has received an application from Roberto Quiroz to rezone approximately 1.5 acres located at approximately 1568 S. 2500 W., from R-1 to R-3. The R-1 zone requires a minimum of 100 foot lot width, 25 foot front yard, 10 foot side yard, and a 30 foot rear yard. The minimum lot size in R-1 is 12,000 sf. The R-3 lot width in contrast allows for a minimum lot width of 80 feet, 25 foot front yard, 8 foot side yard, and a rear yard of 20 feet. Minimum lot size in the R-3 is 8,000 sf.

The applicant's property is approximately 156' wide. The applicant desires to subdivide his property into two lots. Even after this rezone, the applicant would not have enough lot width to accommodate two 80 foot lots as required in the R-3 zone. The applicant is about 4 feet short even after the rezone. The city does not allow flag lots, meaning every lot is required to have frontage to a public road.

The General Plan for the area is 'Low Density Residential'. Both R-1 and R-3 would be in conformance with the Low Density Residential general plan designation.

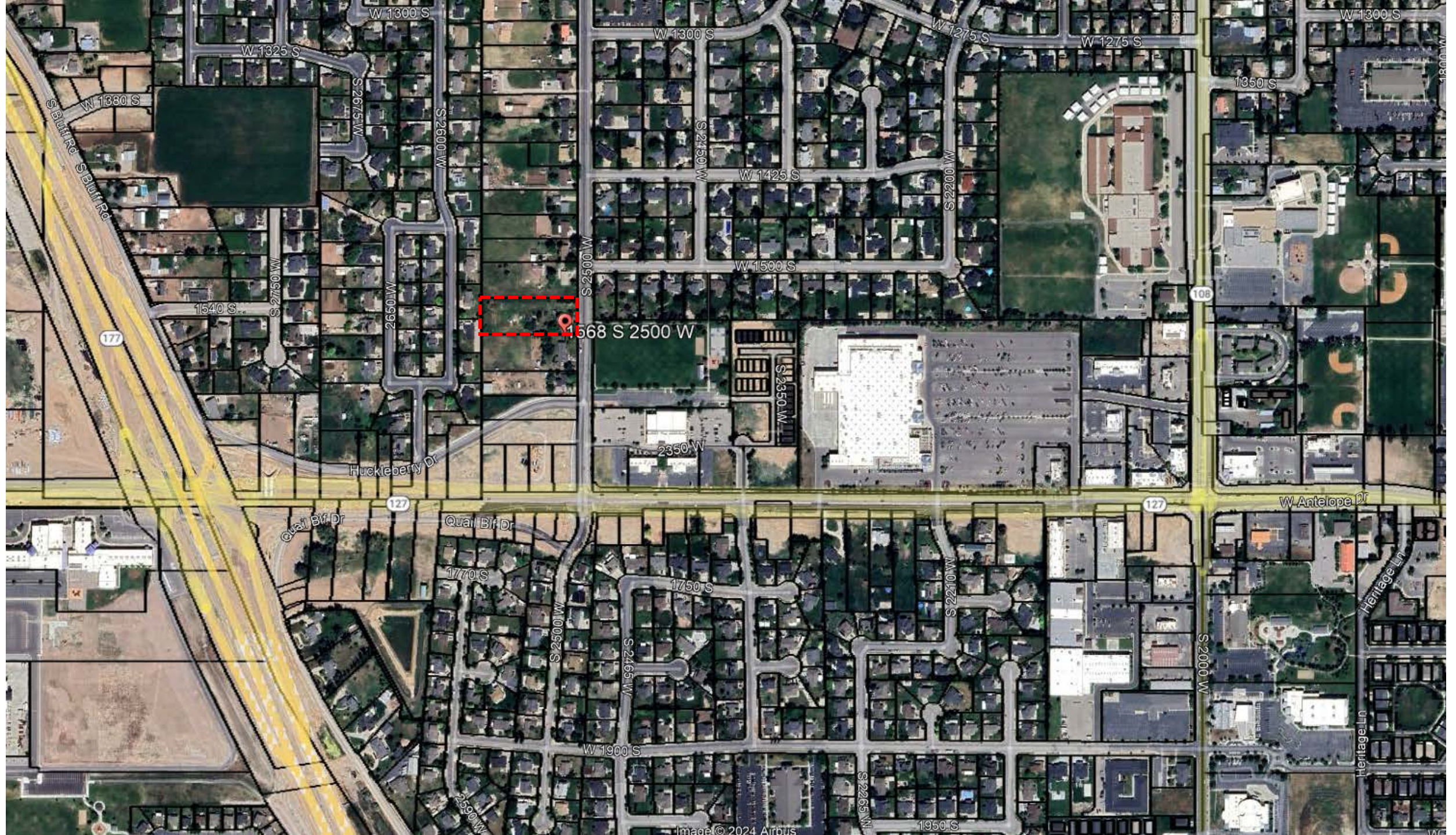
If the zoning map were amended, it would become an island of R-3, surrounded by R-1 on the north, south, west, and partially on the east. The movie theatre commercial complex to the southeast of the property is zoned General Commercial.

### *Process*

A rezone is a matter of legislative discretion by the City Council and not controlled by any one standard. A public hearing and recommendation from Planning Commission is required before the Council can act on the application. The Planning Commission held a public hearing and discussed the item on July 16, 2024. They are forwarding a recommendation to deny with a vote of 6-0.

### *Attachments*

- General Location Map
- Proposed Zoning Map
- General Plan Map



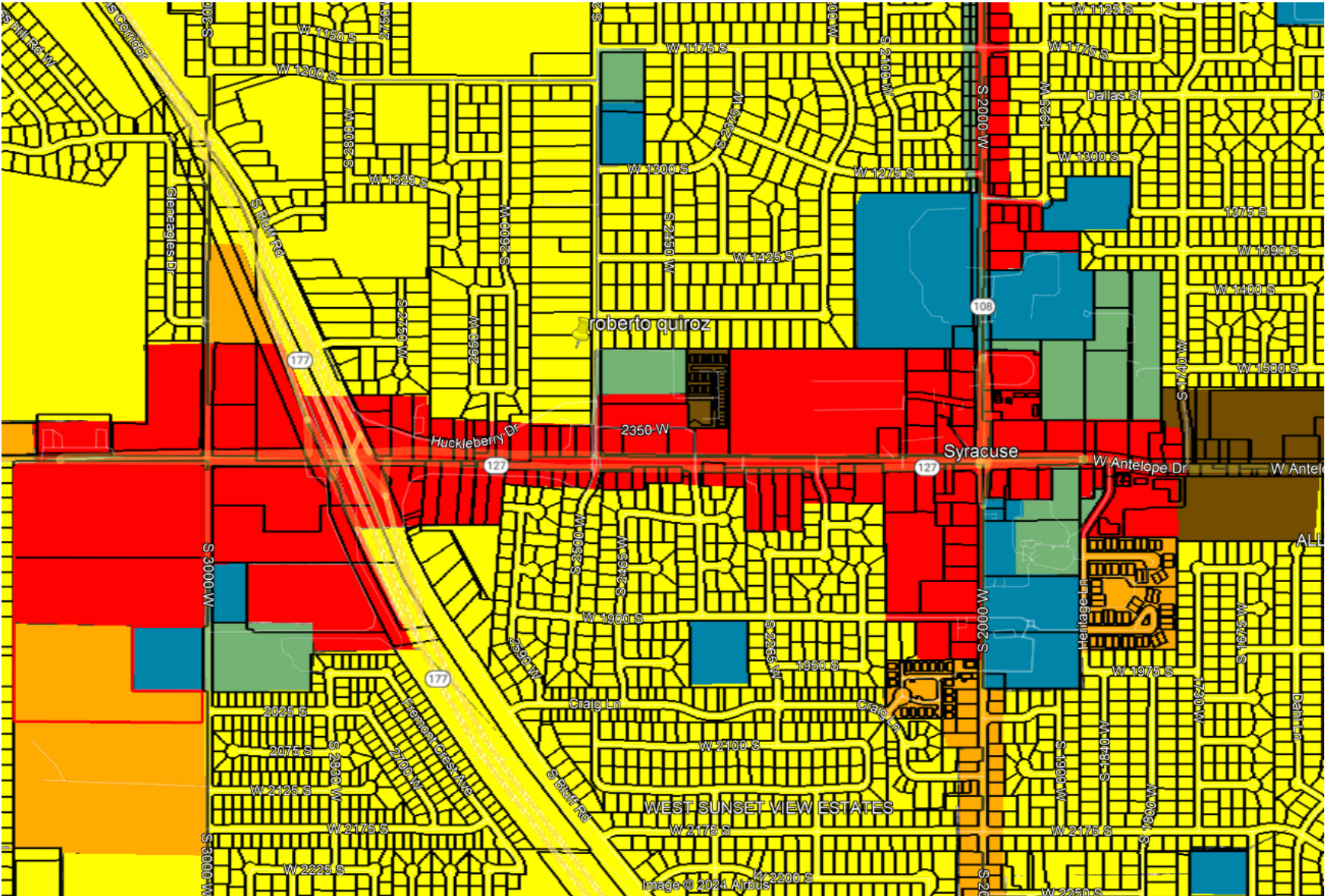
The map displays the following land use zones and features:

- A-1:** A large green area in the top left corner.
- R-1:** A large yellow area in the top center and right.
- R-2:** A yellow area in the bottom center.
- GC:** Two red areas, one in the bottom left and one in the bottom right.
- PRD:** A brown area in the bottom right, adjacent to the GC zone.
- PO:** A pink area in the bottom right, adjacent to the GC and PRD zones.

Street names visible on the map include San Diego Ave, San Marcos Ave, San Marcos Blvd, San Marcos Way, San Marcos Dr, San Marcos Rd, San Marcos St, San Marcos Ct, San Marcos Pl, San Marcos Ln, San Marcos Cir, San Marcos Dr, San Marcos Rd, San Marcos St, San Marcos Ct, San Marcos Ln, San Marcos Cir, San Marcos Dr, San Marcos Rd, San Marcos St, San Marcos Ct, San Marcos Ln, San Marcos Cir.

Other labels on the map include "San Diego River", "San Diego International Airport", "San Diego Bay", "San Diego Harbor", "San Diego Marina", "San Diego Pier", "San Diego Wharf", "San Diego Dock", "San Diego Quay", "San Diego Jetty", "San Diego Breakwater", "San Diego Pier", "San Diego Wharf", "San Diego Dock", "San Diego Quay", "San Diego Jetty", "San Diego Breakwater".

General Plan Map



- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- COMMERCIAL
- CIVIC
- OPEN SPACE



# CITY COUNCIL AGENDA

August 27, 2024

## Agenda item "d.4"

## Proposed Rezone at 3800 w Hammon Lane from A-1/R-1 to R-3

### *Summary*

The city has received an application from Daniel Hammon on August 5th, 2024 to rezone approximately 4.6 acres of land from A-1 and R-1 to R-3. The approximate address is 3800 West Hammon Lane. The applicant intends to sell the land for a subdivision if the rezone is successful. He has explained that the reason for the requested R-3 is because of the smaller setbacks of the R-3 would allow for larger homes to fit on each lot. Subdivision plans are not required with a rezone and the specifics of a lot layout and design would be presented during a future subdivision application to Planning Commission.

The property is the last remaining agricultural land that was once part of a larger family owned farm. The proposal includes two parcels. The western parcel is approximately 3.4 acres and is zoned R-1. The second parcel is lot 104 of Hammon Acres Subdivision, is 1.2 acres, and is zoned A-1. Hammon Acres subdivision was recorded March of 2013.

The property sits north of hole number 5 on the Glen Eagle Golf Course. The property is general planned for 'Low Density Residential' which would allow an R-3 zone. As far as current zoning, the property is mostly surrounded by R-2 zoning. There is a patch of small lot R-4 homes in the Crofter's Cove Cluster Subdivision to the southeast. To the northwest, there is an R-3 development called Criddle Farms. The golf course is zoned A-1. Please see attached a table showing the lot size and setback differences between the different zones.

### *Process*

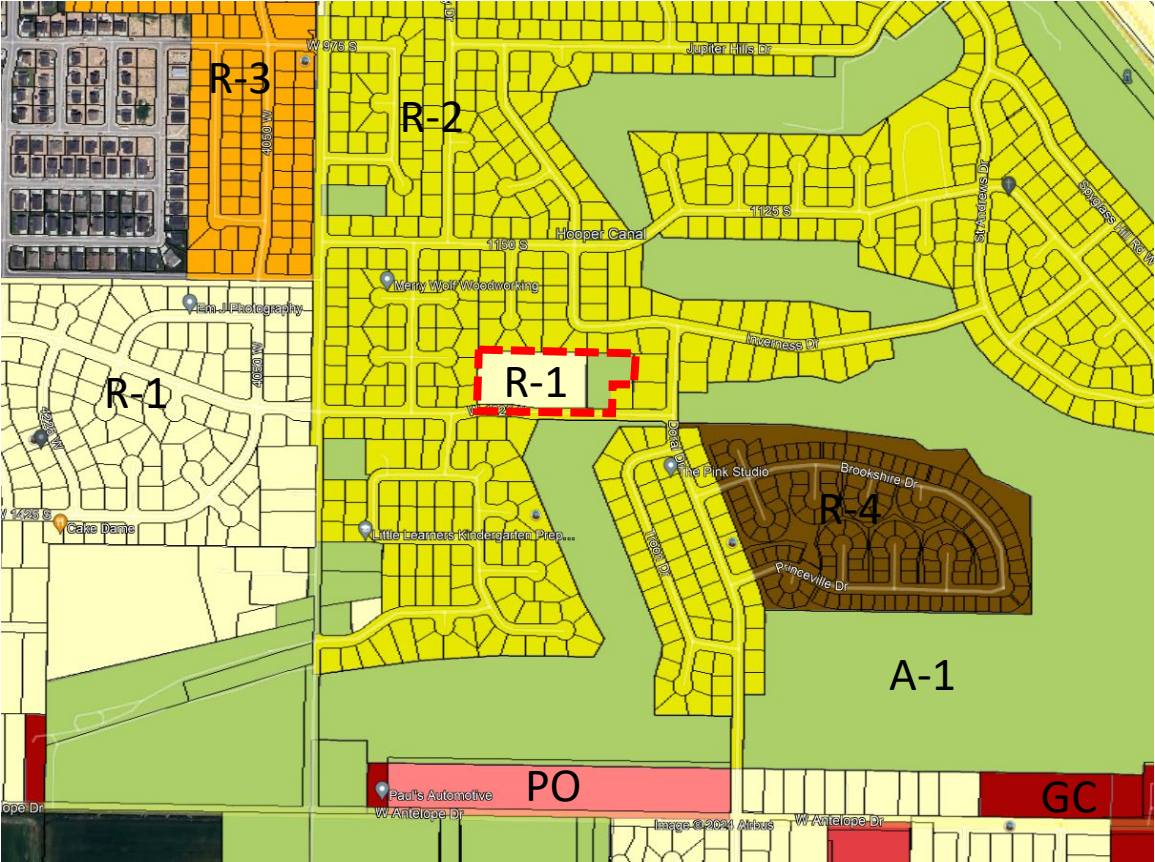
Amendments to the zoning map require a public hearing and recommendation from Planning Commission, which was completed August 20, 2024. The Planning Commission is forwarding a conditional recommendation for approval with a vote of 4-2. The recommended condition of approval is that the applicant provide a high level feasibility study outlining how the project will provide adequate drainage to the new homes and to surrounding existing homes. After Planning Commission, the application is forwarded to City Council where they review the item in a work meeting where information is gathered but no final decision is made. The work meeting is held the fourth Tuesday of the month. If council feels that the application is ready for a vote, it is forwarded to the business meeting for either approval or denial. The business meeting is held on the second Tuesday of the month.

### *Attachments*

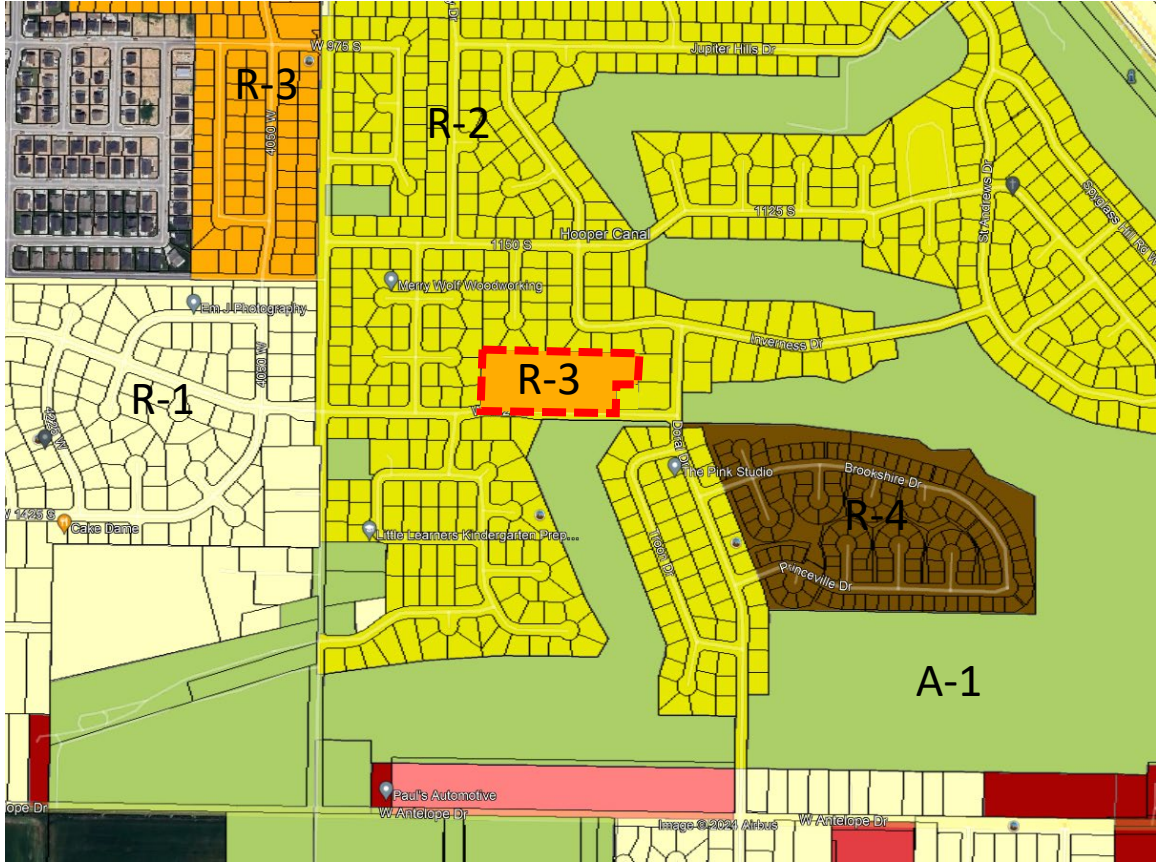
- Zoning Setbacks Table
- Zoning Map
- General Plan Map

|                     | <b>A-1</b> | <b>R-1</b> | <b>R-2</b> | <b>R-3</b> |
|---------------------|------------|------------|------------|------------|
| Max. Units per acre | .5/acre    | 2.3/acre   | 3/acre     | 4/acre     |
| Min. Lot Size       | 21,780 sf  | 12,000 sf  | 10,000 sf  | 8,000 sf   |
| Min. Front Setback  | 25 feet    | 25 feet    | 25 feet    | 25 feet    |
| Min. Rear Setback   | 30 feet    | 30 feet    | 25 feet    | 20 feet    |
| Min. Side Setback   | 10 feet    | 10 feet    | 8 feet     | 8 feet     |
| Min. Lot Width      | 100 feet   | 100 feet   | 85 feet    | 80 feet    |

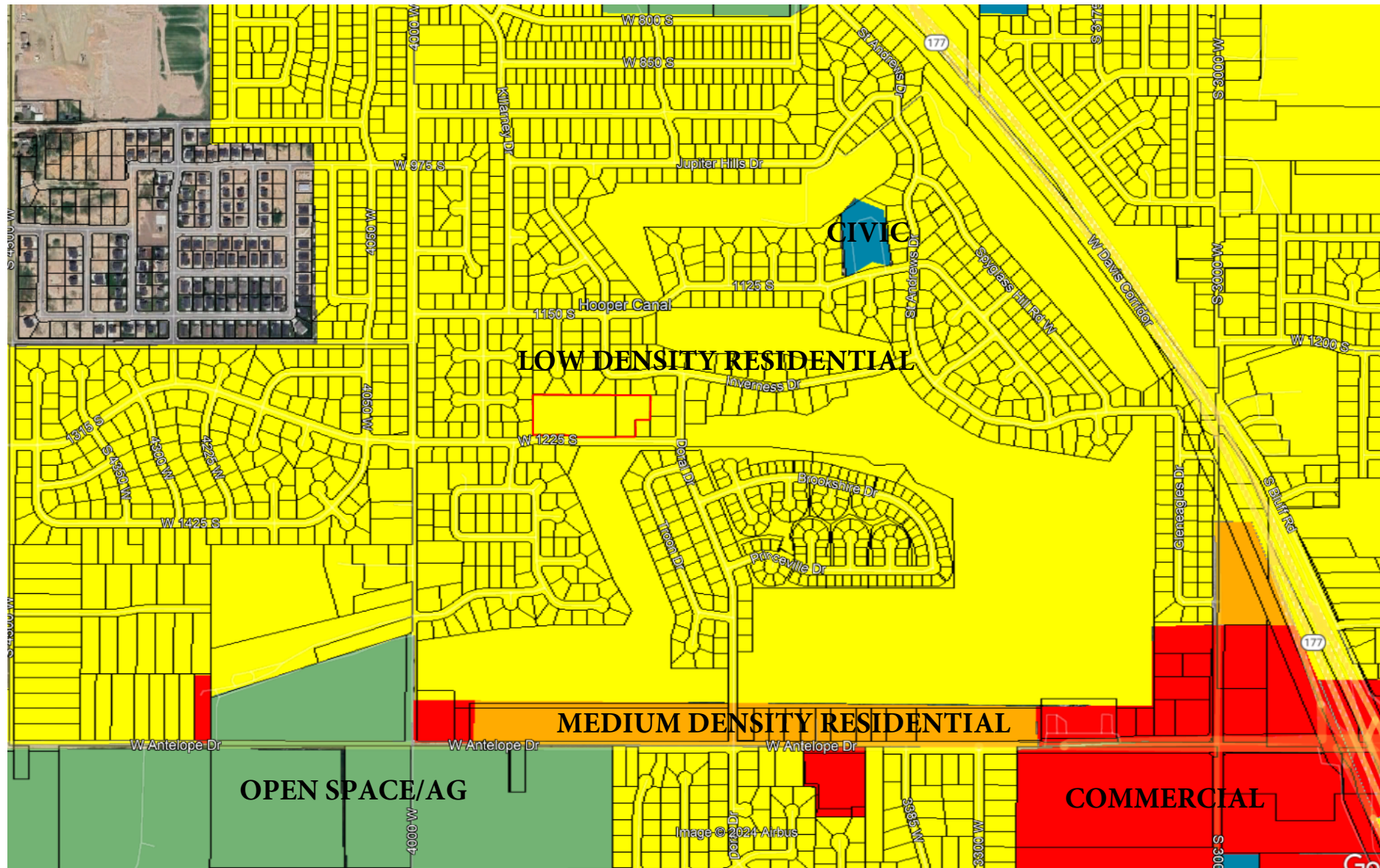
Existing Zoning



Proposed Zoning



## General Plan





# CITY COUNCIL AGENDA

August 27, 2024

## **Agenda item "d.5"**

## **Potential Amendment to the General Plan at 2700 S 2000 W from Medium Density to Commercial**

### ***Summary***

As a self-initiated review of the General Plan Map, it is proposed to expand the approximately 12 acres of commercially designated land located approximately 2700 S 2000 W up to approximately 28 acres. See attached map for the proposed boundaries.

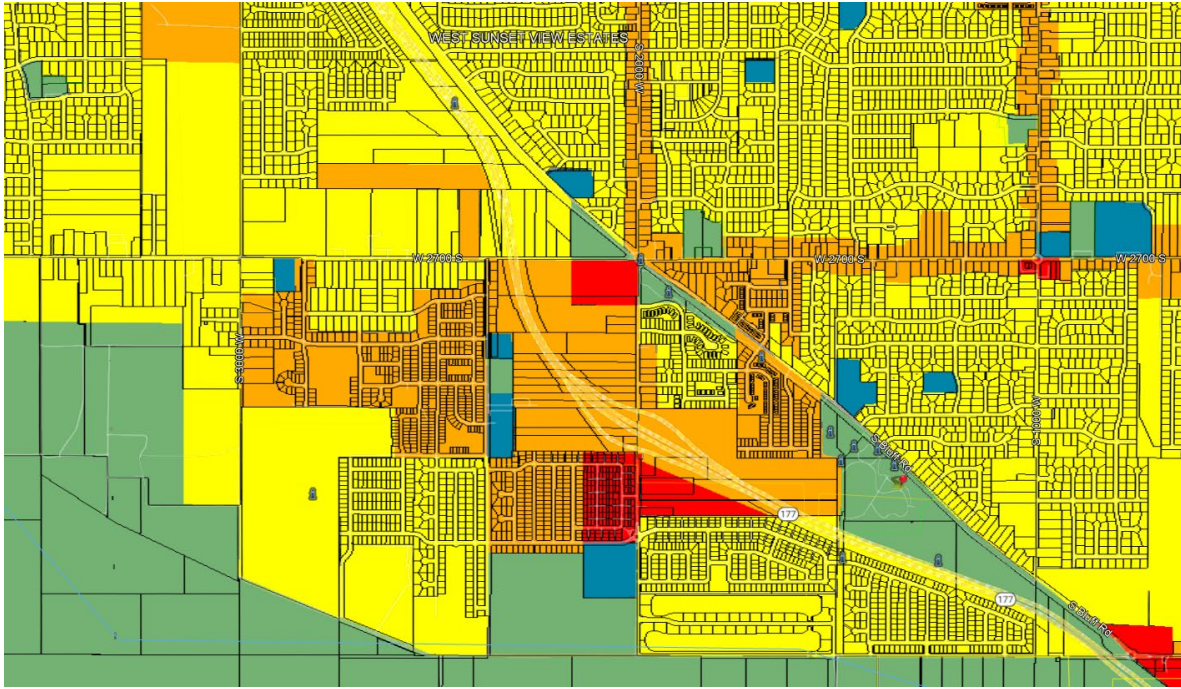
### ***Process***

Amendments to the General Plan Map require a public hearing and recommendation from Planning Commission. After Planning Commission, the item would be forwarded back to City Council business meeting for either approval or denial. The business meeting is held on the second Tuesday of the month.

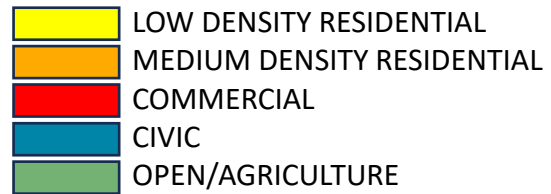
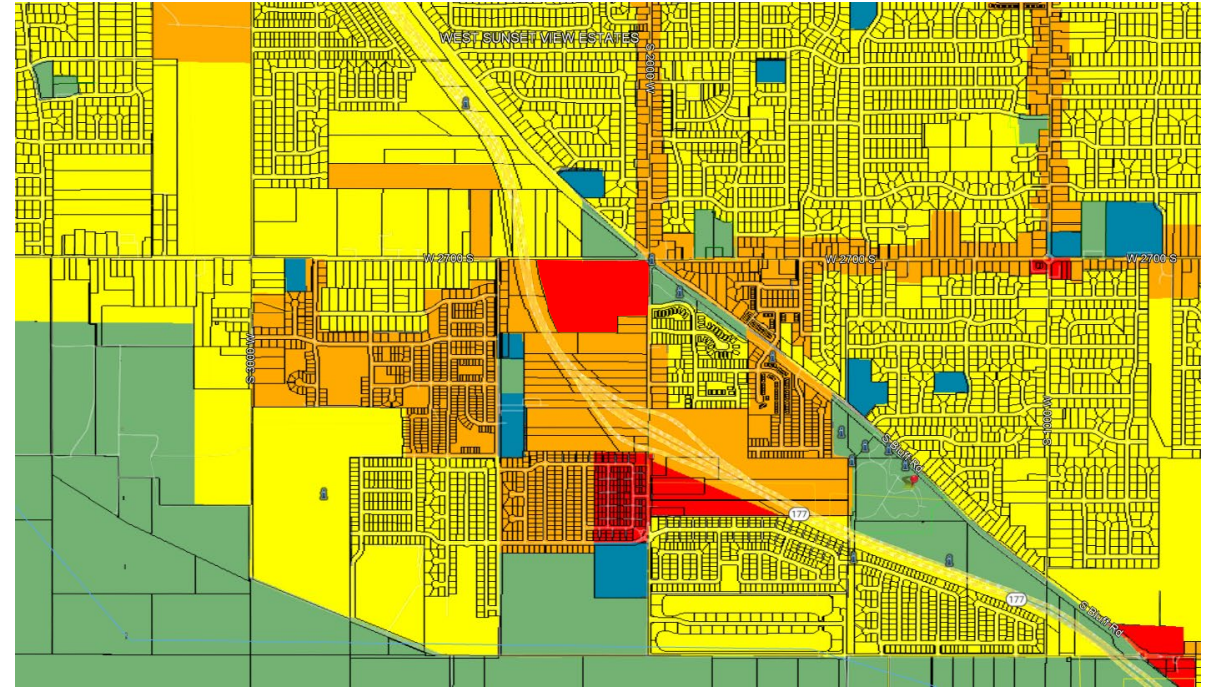
### ***Attachments***

- General Plan Map
- Zoning Map

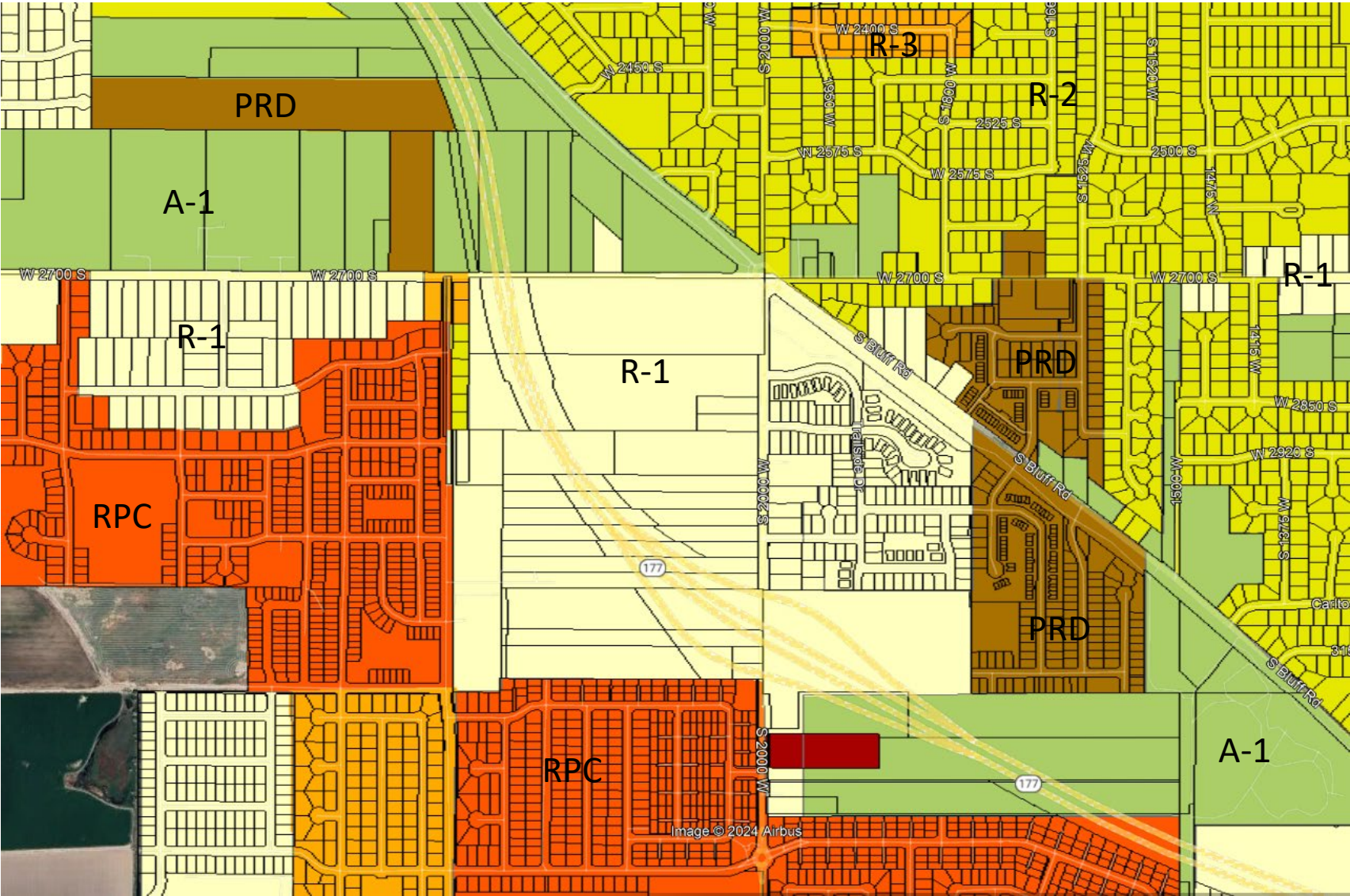
### Existing General Plan Map



### Proposed General Plan Map



Existing Zoning Map





# COUNCIL AGENDA

August 27, 2024

## Agenda Item “e”

## Code Amendment Discussion on Dumpsters

### Factual Summation

- Any question regarding this agenda item may be directed at Admin. Services Director, Stephen Marshall.
- We would like to amend the code concerning residential household waste containers. We would like to add the following language to restrict the use of commercial dumpsters.
  - Approved residential household and green waste containers shall consist of 90 - or 100- gallon recycling containers constructed from cross-linked, high-density polyethylene, or equivalent, designed specifically for automated collection equipped with wheels for easy movement by residential users and containing permanently attached, tight-fitting lids, or as approved by the City.
  - (B) Commercial Dumpsters larger than 100 gallons shall not be allowed in residential zones for normal residential waste collection. Exceptions to this policy may include:
    - (1) Dumpsters may be used on a temporary basis to remove extra household waste. The use shall not exceed fourteen days in a six-month period.
    - (2) Construction of new residential units or remodeling of existing home as approved with a building permit.
- We have a few residential units that are using commercial dumpsters with their home business. This creates a nuisance to the neighborhood and doesn't allow for efficient pickup of residential waste.

### *Discussion Goals*

Determine if the changes above will provide for better collection of residential waste and eliminate commercial dumpsters except in temporary situations.

## Chapter 4.50

# HOUSEHOLD AND GREEN WASTE RECYCLING

Sections:

- [4.50.010 Definitions.](#)
- [4.50.020 Collection of household and green waste.](#)
- [4.50.030 Service charge.](#)
- [4.50.040 Method of payment of service charges.](#)
- [4.50.050 No accumulation of household and green waste.](#)
- [4.50.060 Containers.](#)
- [4.50.070 Closing of garbage containers required.](#)
- [4.50.080 Time and place of pickup.](#)
- [4.50.090 Disposal of community waste.](#)
- [4.50.100 Burning of green waste prohibited.](#)
- [4.50.110 Dumping household, construction, and green waste prohibited.](#)
- [4.50.120 Limitations upon dumping.](#)
- [4.50.130 Regulations.](#)

### 4.50.010 Definitions.

The following terms, as used in this chapter, are defined as follows:

“Bulky wastes” means wastes that are not capable of being stored in the approved automated refuse containers and cannot be picked up by normally used collection vehicles, including items such as large tree branches, lawn sod, Christmas trees, etc.

“Commercial solid waste, green waste and recyclable materials” means garbage, rubbish, trash, food wastes, recyclable materials, green waste, etc., resulting from the normal and incidental activities of commercial users.

“Commercial user” means an enterprise, not a residence, such as a business, association, corporation, manufacturer, hotel, motel, resort, commercial entity, church, governmental or public entity other than the City, etc.

Container, Approved Household and Green Waste Container. Approved household and green waste containers shall consist of 90- or 100-gallon recycling containers constructed from cross-linked, high-density polyethylene, or equivalent, designed specifically for automated collection equipped with wheels for easy movement by residential users and containing permanently attached, tight-fitting lids, or as approved by the City.

“Food wastes” means animal, vegetable, or mineral matter derived from the preparation or packaging of foodstuffs.

“Garbage, rubbish and trash” means all solid waste except hazardous waste, including but not limited to combustibles such as paper, wood, yard trimmings, etc., and noncombustibles such as metal, glass, stone, etc.

“Green waste” means those green waste materials which can be recovered or otherwise diverted from the waste stream, such as lawn cuttings, clippings from bushes and shrubs, leaves, and other similar green yard waste, but not including dirt, rock, sod, or yard materials with thorns, as mutually agreed upon and determined by the contractor and the City.

“Hazardous materials and waste” means materials and wastes that are hazardous by reason of their pathological, explosive, radiological, or toxic character, including any chemical, compound, mixture, substance or article which is designated by the United States Environmental Protection Agency, the State of Utah Department of Environmental Quality, or Davis County health department to be “hazardous” as that term is defined by or pursuant to federal, state or local law.

“Household waste” means materials discarded from commonly used household substances, not including dirt, rocks, sod, flammables, hot ashes, coals, or similar materials.

“Nonprocessable waste” means goods and materials which are not residential and/or are prohibited by the disposal facility, including, but not limited to, the following:

- (1) Any loads the majority of which consist of combustible material.
- (2) Hazardous waste of any kind.
- (3) Any material that when incinerated clearly includes electricity.
- (4) Explosives.
- (5) Medical or pathological wastes.
- (6) Animal or human body parts or remains.
- (7) Any materials the majority of which is liquid.
- (8) Large appliances.
- (9) Construction debris of unprocessable proportions.
- (10) Large metal objects of any kind.
- (11) Large sealed containers of any kind.

(12) Motor vehicles or related parts.

(13) Any item exceeding two feet by two feet by five feet in dimensions.

(14) Wood having a cross section exceeding nine inches or five feet in length.

(15) Any material that is on fire; i.e., "hot load."

(16) Commercial solid waste, as defined herein.

(17) Hazardous materials and waste, as defined herein.

(18) Bulky wastes, as defined herein.

"Recyclable materials" means those materials which can be recovered from or otherwise diverted from the waste stream for the purpose of recycling, such as metals, paper and plastics, as mutually agreed upon and determined by the contractor and the City.

"Residence" means an occupied dwelling unit such as a home, trailer, or multifamily dwelling of four or less units, not including hotels or motels or mobile home trailer parks. Each unit of a multifamily dwelling shall be considered a separate residence for purposes of billing. A dwelling unit may be considered not occupied if the persons living therein are absent for over 90 continuous days. Unless otherwise agreed to by the City and the contractor, "residence" shall not include dwelling units located within planned unit developments or other privately accessed developments accessible by private roadways, streets and driveways.

"Residential green waste" means green waste resulting from the normal and incidental activities of residences.

"Residential recyclable materials" means recyclable materials resulting from the normal and incidental activities of residences.

"Residential solid waste" means garbage, rubbish, trash, food wastes, etc., resulting from the normal and incidental activities of residences. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-010.]

#### **4.50.020 Collection of household and green waste.**

(A) Unless otherwise provided herein, the City, its agent, or contractor shall collect, remove, and dispose of all household waste and residential green waste recyclable materials. All household waste and residential green waste recyclable materials shall be collected, removed, and disposed of with such frequency and in such manner as the City Council may from time to time establish by regulation or contract.

(B) Except as otherwise expressly permitted by this section, no household waste and green waste recyclable materials shall be removed or hauled away or transported upon the streets or public ways of the municipality except by the municipality, its agent, or contractor, and except by authorized persons hauling commercial green waste recyclable materials or household waste materials as hereinafter provided.

(C) Nothing contained in this section shall preclude persons from hauling their own green waste recyclable materials over the streets and rights-of-ways of the municipality.

(D) Except for those residences who have opted not to participate in the green waste recycling program in accordance with this chapter, or those residences who have not signed up for green waste collection services in accordance with this chapter, nothing in this section shall be construed as eliminating the charge made for residential solid waste and disposal services. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-020.]

#### **4.50.030 Service charge.**

(A) All residences within the municipality shall pay monthly service charges as more particularly set forth in the fee schedule as adopted by the City. The charges, rates, penalty fees for delinquency in payment, and other charges incidental shall be set forth in the fee schedule and may be amended from time to time by resolution of the City Council. An exception for green waste collection charges shall be made for those residences who have not signed up for green waste collection services in accordance with this chapter.

(B) The Mayor, with the consent of the City Council, may excuse needy persons who are not reasonably capable of paying the monthly charge for residential collection of solid waste, green waste and/or recyclable materials from the payment of the residential rate for such period of time as may be deemed proper or necessary.

(C) Participation in the City's green waste recycling program shall be on a voluntary basis. Residences desiring such service shall sign up in writing on forms provided by the City. Participants shall be required to participate in the program for at least six months. Green waste containers may be used for solid waste disposal and collection from December 1st through February 28th (or 29th in leap year) of every year. Green waste containers shall only be used for authorized green waste disposal and collection from March 1st through November 30th of each year. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-030.]

#### **4.50.040 Method of payment of service charges.**

The household waste and residential green waste recycling service charges above imposed by this chapter shall be added to the charge made for other utilities furnished through the municipality and shall be billed and collected in the same manner as those charges are billed and collected. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-040.]

#### **4.50.050 No accumulation of household and green waste.**

It shall be unlawful for any person to accumulate household waste and green waste recyclable materials or cause said materials to be deposited upon any street or right-of-way. The City may permit the processing of green waste recyclable materials upon premises properly equipped and maintained so as to prevent the creation of a nuisance or a hazard to health or permit the depositing of ashes and other dry material for filling purposes at such places as the City may designate and under such restrictions as the City Council may by regulation impose.

Additionally, the City may grant to any person permission for sorting, bailing, and marketing trade waste upon premises properly equipped and maintained. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-050.]

#### **4.50.060 Containers.**

(A) All residential household and green waste recyclable materials to be collected by the City, its agents or contractors from residential users shall be placed only in suitable and sufficient garbage receptacles with tight fitting lids. **Approved residential household and green waste containers shall consist of 90 - or 100- gallon recycling containers constructed from cross-linked, high-density polyethylene, or equivalent, designed specifically for automated collection equipped with wheels for easy movement by residential users and containing permanently attached, tight-fitting lids, or as approved by the City.**

**(B) Commercial Dumpsters larger than 100 gallons shall not be allowed in residential zones for normal residential waste collection. Exceptions to this policy may include:**

**(1) Dumpsters may be used on a temporary basis to remove extra household waste. The use shall not exceed fourteen days in a six-month period.**

**(2) Construction of new residential units or remodeling of existing home as approved with a building permit.**

(C) Title to containers furnished by the City, its agents or contractors, to residential users, whether the right to the use thereof is paid in a lump sum or on a monthly basis, shall be retained by the City and the payment made by residents therefor shall be rental for the use thereof.

(D) Users renting containers furnished by the City, or having custody thereof, shall keep the container free from destructive or decorative markings, shall maintain the original color thereof, and shall keep the inside of said containers clean and free from build-up of fungus or bacteria or any other type of contaminant that causes odors or facilitates deterioration of the inside or outside of such container.

(E) Residential users shall report to the City, or authorized garbage hauler, any damage to or malfunctioning of containers that limit their usefulness for receipt of waste so that the same

may be returned to the supplier for repair or replacement pursuant to the supplier's warranty covering the same.

(F) Containers lost or missing through no fault of the user thereof shall be replaced by the City without charge, but users shall exercise due care to protect containers against loss through theft or misappropriation.

(G) Containers furnished by the City are issued to specific users by number and are nontransferable. Upon discontinuance of use by a resident, containers shall be returned to the City. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-060.]

#### **4.50.070 Closing of garbage containers required.**

Approved containers shall not be overfilled to the extent that the contents may be spilled during the process of pickup and dumping into the collection vehicle. All green waste materials not deposited for pickup shall be placed in approved containers and shall be tightly closed in such a manner as to prevent offensive odors or flies. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-070.]

#### **4.50.080 Time and place of pickup.**

(A) All household waste and green waste recyclable materials subject to collection by the City shall be placed on the edge of the street next to the driveway on the opposite side of the driveway approach from the mailbox, but in no event within 10 feet of the mailbox, and with the container's wheels as close to the curb as reasonably possible, with the hinge thereof to curbside and the lid opening facing toward the street. When snow or street construction prevents placing of the container against the curb, the container shall be placed not over two feet from the edge of said snow or construction and in a manner that will not obstruct traffic or unduly impede the snowplowing activities of the City.

(B) Containers shall not be placed or permitted to block driveways or through traffic.

(C) Until otherwise provided by regulation, containers must not be set out upon the street for collection prior to the evening of the day before collection and must be set out prior to 6:00 a.m. on the day of collection. Waste containers that have been emptied shall be removed from the street right-of-way within 24 hours after containers are emptied.

(D) It shall be unlawful to park a vehicle upon a public street within the City during the hours of solid waste and recycling service pickup on said street in a manner that interferes with access thereto by the solid waste, green waste, or recyclable materials collection vehicle. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-080.]

#### **4.50.090 Disposal of community waste.**

Green waste may be disposed of by business establishments, and residences that have not signed up for the City's green waste collection services, in vehicles provided by them subject to regulation by the City as to the places of disposal and as to the type of vehicle used to avoid spillage upon public ways of the municipality, hazards to safety, and the prevention of nuisances. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-090.]

#### **4.50.100 Burning of green waste prohibited.**

It shall be unlawful for any person to burn green waste in the open air or in any furnace or stove within the municipality unless expressly allowed by state regulations or county health and burning ordinances. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-010.]

#### **4.50.110 Dumping household, construction, and green waste prohibited.**

It shall be unlawful for any person to place, deposit, or dump household, construction, and green waste upon any lot within the municipality whether such lot is occupied or vacant and whether such person so placing, depositing or dumping such refuse is the owner, tenant, occupant or lessor thereof or has the same under his jurisdiction and control. This section shall not prevent property owners from composting their green waste materials on their property. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-011.]

#### **4.50.120 Limitations upon dumping.**

Dumping green waste recyclable materials shall be permitted only in such places as are designated by the City Council. Dumping shall be subject to such rules and regulations as may be formulated by the City Council. All processible waste generated within the City shall be delivered to the Wasatch Integrated Waste Management District facilities, as said district shall direct. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-012.]

#### **4.50.130 Regulations.**

The City Council may adopt such regulations as, in its opinion, are necessary to implement this chapter and its objectives. [Ord. 12-07 § 1 (Exh. A); Ord. 10-05 § 1 (Exh. A); Code 1971 § 4-10-013.]



# COUNCIL AGENDA

## August 27, 2024

Agenda Item “f”      Discuss reservoir project and ordering pumps for next season

### ***Factual Summation***

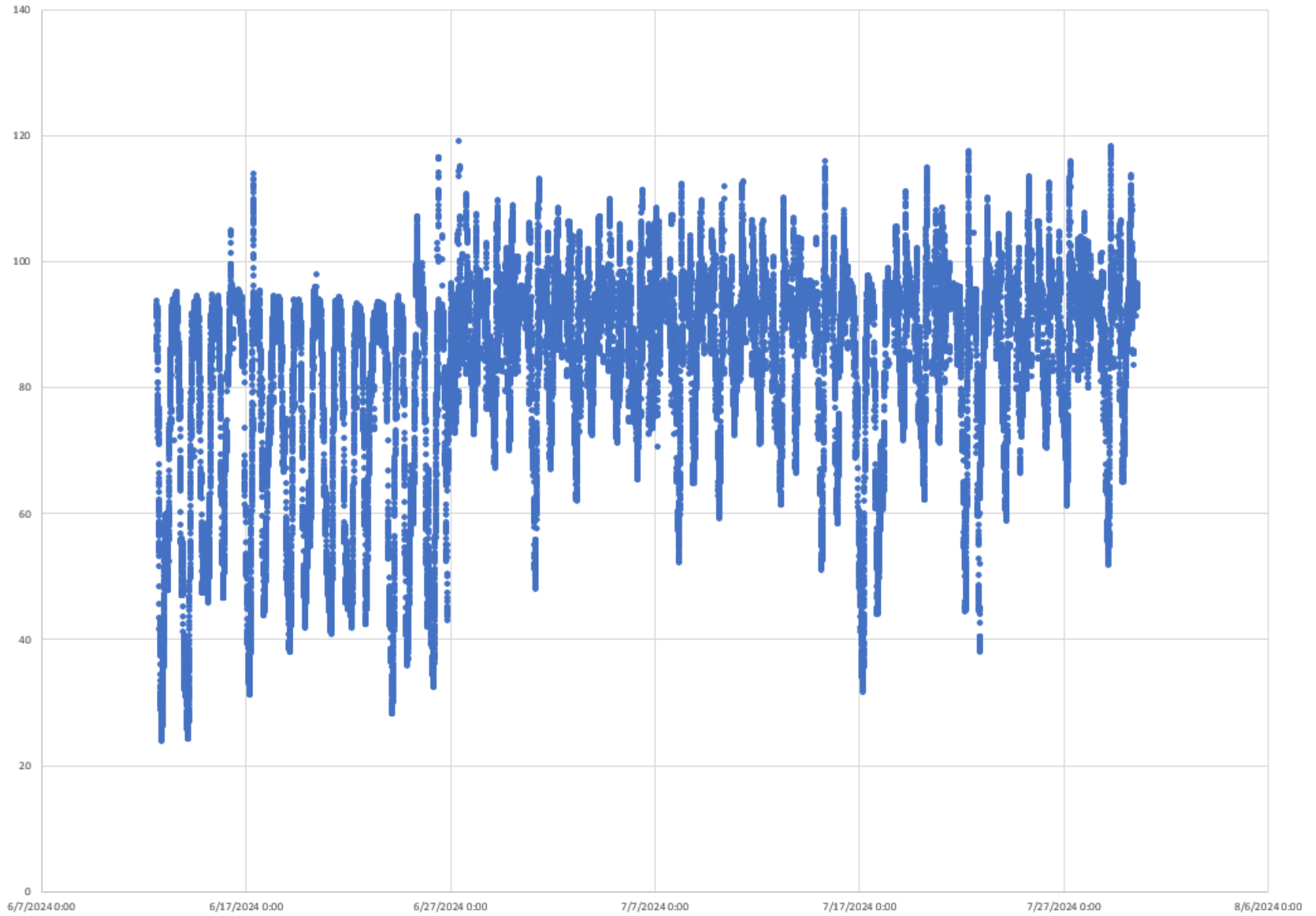
- Secondary water supply is noticeably lower this year. Utah is in a declared D3 Extreme Drought. With the low inflows, reservoirs and the tank is draining faster than inflow water can provide. The shorter season length has helped a little, but
- Syracuse Reservoir is the city’s newest reservoir located 2150 West 2700 South. It’s water capacity is 32 acre-feet. There are two pumps that are 400 gpm each and is built to accommodate a total of 8 pumps as future needs arise. There are four sources of water feeding the reservoir, some of which is capturing overflow water from the Freeport Reservoir. This prevents the chance of wasting water when a reservoir is full. All three reservoirs are inter-connected with large transmission mains sized at 16” 18” and 20” these are under pressure and efficiently distribute water out to the water system. This allows the reservoirs to help each other during high demands on the system.
- Pressure stations have been monitoring the water system throughout the water season. Clear readings were noticed before and after the Syracuse Reservoir began operation at the end of June. Pressures increased throughout the system by around 20 psi (graph included). This is a massive improvement in system operation.
- As demands continue to increase for water, more pumps are required to maintain system pressures.

### ***Discussion Goals***

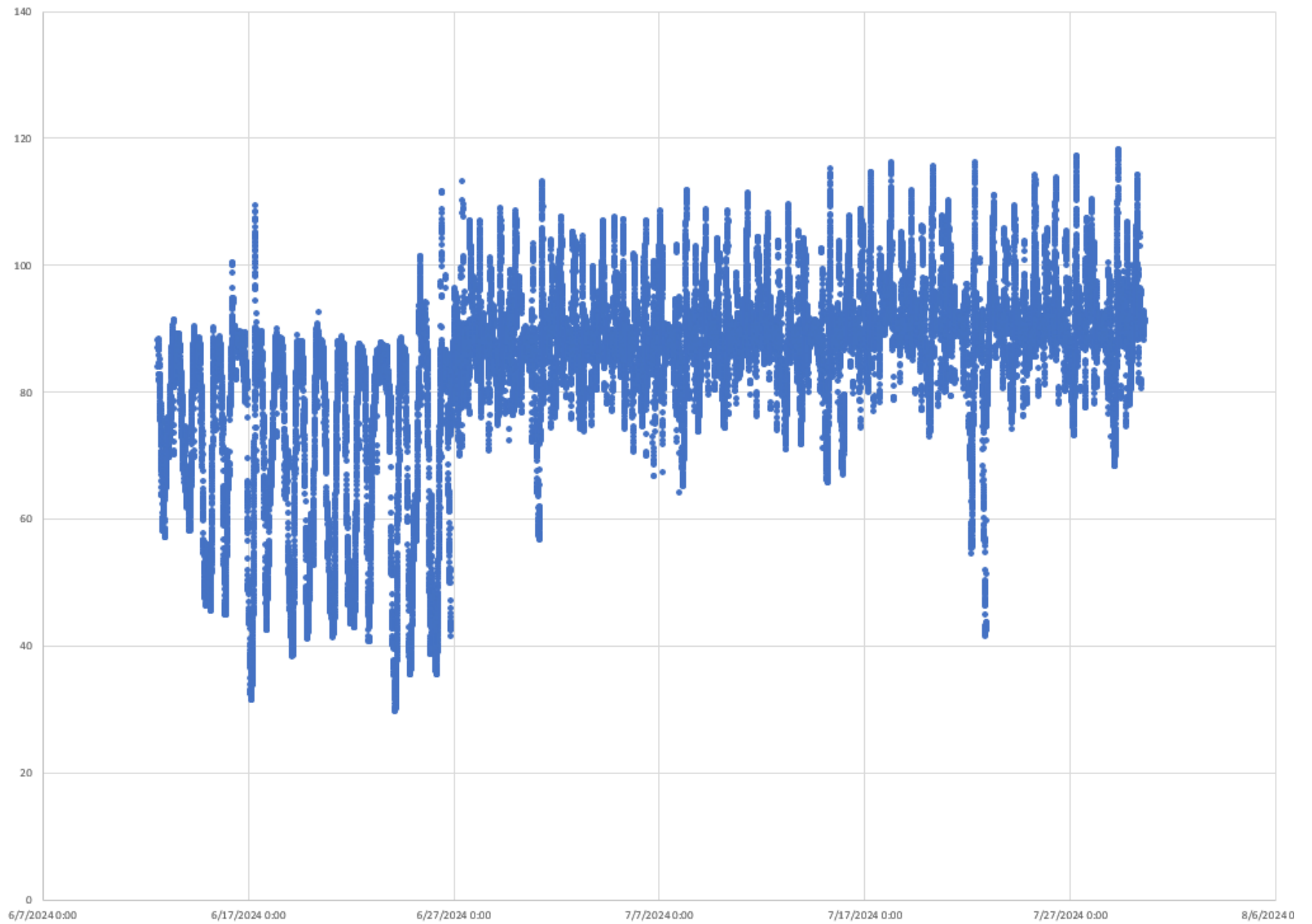
1. There is a need to install two more pumps with filters and valves before next year begins. This equipment takes about six months after ordered to get installed.
2. The cost is approximately \$500k and can be paid from secondary water impact fees.
3. Decide if council supports ordering pumps for next season.



PSI at PW Shop



PSlat Bluff Pond





# COUNCIL AGENDA

August 27, 2024

Agenda Item “g”

## Halloween Branding

### *Factual Summation*

- Any questions regarding this agenda item may be directed to Kara Finley.
- In 2023, Syracuse City started utilizing a holiday-stylized Halloween logo.

### *Discussion Goals/Actions*

- Staff would like to continue using the Halloween-stylized logo, but would like Council input on potential City name Halloween branding and use.

**City Halloween Logo (adapted for use in 2023)**



Determine if you want to allow logo adaption to the City name. Options to consider:

**SCARACUSE CITY**



**SCARE-A-CUSE CITY**



**SCARYCUSE CITY**





# COUNCIL AGENDA

## August 27, 2024

Agenda Item “h”

Discussion on Proposed Post-Project Report Card Policy

### ***Background***

Utah state law generally requires public agencies to select the "lowest responsible bidder" for public projects. This requirement is part of the state's procurement code, which is designed to ensure that public funds are used efficiently while also ensuring fair competition among contractors.

According to Utah Code Title 63G, Chapter 6a (Utah Procurement Code), public entities must award contracts to the "lowest responsive and responsible bidder". However, being the lowest bidder alone does not guarantee a contract award. The bidder must also be "responsible," meaning they must have the capability, integrity, and reliability to perform the contract requirements.

This means that public agencies in Utah are required to consider both the price and the bidder's ability to fulfill the contract effectively when awarding contracts. If a bidder is deemed not responsible, the agency may choose the next lowest responsible bidder.

If the city were to deem a bidder to be not responsible, it would need substantive reasons to withstand a challenge by the denied bidder. The attached proposed policy is aimed at assisting the city with evaluating bids, as well as provide good communication and feedback to contractors in order to improve performance and efficiency on projects.

### ***Proposed Policy***

**Purpose:** The Contractor Post-Project Report Card (PPRC) Policy establishes a standardized process for evaluating contractor performance after project completion. Its primary aims are to ensure accountability, enhance service quality, and assist in future contractor selection.

**Scope:** This policy applies to contracts:

- Acquired through competitive bids or RFPs.
- Multi-year service agreements.
- Any contract over \$100,000.

**Responsibilities:**

- **City Manager:** Ensures policy compliance and that the policy meets the objectives of the city.
- **Assistant City Manager:** Manages the evaluation process and selects Evaluation Committee members if multiple departments are involved.
- **Assigned Project Manager:** Leads the evaluation for each project.
- **Department Heads:** Ensures staff follows through with evaluations, may participate in the Evaluation Committee, and selects committee members when only one department is involved.

**Evaluation Criteria:** Contractor performance is assessed on:

- Quality of Work
- Cost Control
- Safety
- Communication and Cooperation
- Compliance with Regulations

Grades are assigned based on a 1 to 5 scale, with overall performance resulting in a letter grade.

**Evaluation Process:** Evaluations are collected, compiled, and reviewed by the Evaluation Committee, leading to a final report card. This report is shared with relevant parties and filed for future reference.

**Impact on Future Contracts:** Report card grades influence future contract awards, with adjustments made to bid prices based on past performance. Poor performance may result in disqualification.

**Appeals:** Contractors can appeal their evaluations within 30 days, with the final decision made by the City Manager.

**Continuous Improvement:** The policy will be updated based on feedback to ensure its effectiveness.

# Syracuse City

## Contractor Post-Project Report Card (PPRC) Policy and Procedure

### 1. Purpose

The purpose of this policy is to establish a standardized process for evaluating the performance of contractors who have completed work for the City. The post-project report card aims to ensure accountability, improve the quality of services provided, and assist in future contractor selection.

### 2. Scope

This policy applies to all departments within the City that engage contractors for various projects. It outlines the procedures for generating the report card, calculating grades, the criteria to be evaluated, and how the results are to be used by the City. This policy only applies to the following contracts:

- a. Contracts obtained through competitive sealed bids or RFPs according to the City's Purchasing Policy,
- b. Multi-year service contracts, and
- c. Any other contract with a value of greater than \$100,000.

### 3. Responsibilities

- a. City Manager: Oversees compliance with this policy, ensures the outcomes of the policy meet the operational objectives of the City.
- b. Assistant City Manager: Coordinates with Department Heads and Assigned Project Manager to conduct and record post-project report cards across all departments. Analyzes results of report cards to identify trends and opportunities for improvement in City operations. Selects members of the Evaluation Committee if the project requires staffing from more than one department.
- c. Assigned Project Manager: Serves as the lead for the report card process for each assigned project, ensures compliance with the policy, and compiles final grades. Serves on the Evaluation Committee.
- d. Department Heads: Ensure that relevant staff complete evaluations. May serve on the Evaluation Committee. Selects members of the Evaluation Committee if the project requires staffing from only one department.
- e. Evaluation Committee: The Evaluation Committee consists of staff directly involved in the project. They are responsible for generating and reviewing evaluations of the contractor's performance. The committee must consist of at least two people

involved in the project, plus the assigned Project Manager, unless circumstances make it unfeasible as determined by the Assistant City Manager.

4. Applicability

The Report Card is only applicable to contracts outlined in Section 2 Scope above. For multi-year contracts, a report card will be issued after each year of the contract.

5. Evaluation Criteria

Contractors will be evaluated on the following criteria:

a. Quality of Work

- i. Adherence to specifications and standards
- ii. Workmanship and attention to detail
- iii. Durability and reliability of work completed
- iv. Timeliness and adherence to project schedules
- v. Responsiveness to delays and ability to catch up
- vi. Interruption to utilities resulting in unplanned outages
- vii. Performance Bond, if required is current and meets requirements. Bond status throughout the project remains secure and has not been called for a valid claim on performance.

b. Cost Control

- i. Adherence to budget
- ii. Management of cost overruns and savings
- iii. Payment request or invoice accuracy and processing
- iv. Payments to subcontractors and suppliers
- v. Payment Bond, if required is current and meets required limits. Bond status throughout the project remains secure and has not been called for a valid claim on payment.

c. Safety

- i. Compliance with safety regulations
  - 1. Traffic Safety
  - 2. OSHA Safety
- ii. Incidents and accident handling
- iii. Insurance coverage is current and meets requirements for limits of coverage and additional insured agencies, if necessary.

- d. Communication and Cooperation
  - i. Responsiveness to municipal staff
  - ii. Clarity and frequency of communication
  - iii. Problem-solving and adaptability
  - iv. Project progress meetings
  - v. Decisions that affect time or cost are made in writing and include both the Project Manager and the contractor at a minimum.
  
- e. Compliance with Regulations
  - i. Agreements are signed by both parties.
  - ii. Adherence to contractual terms
  - iii. Environmental Quality
  - iv. Legal and labor law
  - v. Permit acquisition, compliance, and close-out.
  - vi. License and certifications that may be required by law to do the work are current.

## 6. Evaluation Process

- a. Distribution of Evaluation Forms
  - i. At the completion of a project, the project manager will distribute evaluation forms to all relevant municipal staff who worked directly with the contractor.
  - ii. Forms will include sections for each evaluation criterion, with a rating scale from 1 to 5 (1 being poor and 5 being excellent).
- b. Collection and Compilation of Evaluations
  - i. Staff will complete and return the evaluation forms within one week.
  - ii. The project manager will collect all forms and compile the scores.
- c. Evaluation Committee Review
  - i. The compiled evaluations will be reviewed by the Evaluation Committee.
  - ii. The committee will discuss any discrepancies and ensure a fair and balanced assessment.
- d. Grade Calculation
  - i. Each criterion will be weighted equally unless otherwise specified for particular projects, prior to the project starting.
  - ii. The average score for each criterion will be calculated, and an overall letter grade will be derived by averaging these scores. Point values are as follows:

|   | min | max  |
|---|-----|------|
| A | 4   | 5    |
| B | 3   | 3.99 |
| C | 2   | 2.99 |
| D | 1   | 1.99 |
| E | 0   | 0.99 |

- e. Final Report Card Preparation
  - i. The project manager will prepare the final report card, summarizing the scores and providing qualitative feedback from the evaluations.
  - ii. The report card will be reviewed and approved by the Evaluation Committee before being finalized.
- f. Distribution of Report Card
  - iii. The final report card will be shared with the contractor, Assistant City Manager, and Department Heads of those departments that had staff involvement in the project.
  - iv. A copy of the report card will be filed for future reference and contractor selection processes for 5 years, after which the report card will be destroyed as part of the city's record management procedures.

## 7. Use of Report Card on Future Projects

- a. When evaluating proposals or bids, the city may use report cards on a contractor for projects performed within the previous 10 years for city building construction projects and 5 years for all other projects/contracts to make the following considerations:
  - i. If a project has an overall grade of B, the price on the submitted proposal or bid may be considered to be 5% higher for purposes of considering the lowest responsible bidder.
  - ii. If a project has an overall grade of C, the price on the submitted proposal or bid may be considered to be 10% higher for purposes of considering the lowest responsible bidder.
  - iii. If a project has an overall grade below a C, the city may consider disqualifying the contractor as not responsible.
- b. If there are more than one past project from a contractor that has received a grade and the grades are different for past projects, then a grade point average will be determined among the past projects:

For example, if a contractor has performed three past projects that scored A, B, and C, the three calculated scores would be averaged. If the calculated scores from each of the past projects were 4.6, 3.3, and 2.8, the average is  $10.7/3 = 3.57$  which would become a B.

## 8. Appeals Process

Contractors may request a review of their evaluation within 30 days of receiving the report card. The request must be submitted to the assigned Project Manager in writing, detailing the specific points of contention and including any documentation supporting the contractor's arguments. The City Manager will review the documentation submitted and provide a final decision within 30 days of the filed appeal.

9. Continuous Improvement

Feedback from staff and contractors on the evaluation process will be used to improve future project management practices and contractor performance standards. The policy will be reviewed and updated as necessary to ensure its effectiveness and relevance.

10. Effective Date

This policy is effective as of [Effective Date] and will remain in force until amended or rescinded.

11. Approval

Approved by: [Name], [Title]

Date: [Approval Date]



# COUNCIL AGENDA

## August 27, 2024

Agenda Item “i”

Discussion on Adjusting Wage Benchmark Schedules for City Departments

### ***Background***

This agenda item is to discuss a possible change to the City’s current schedule for benchmarking employee wages against other cities. The proposed adjustment aims to create a more balanced distribution of costs across the two-year cycle, thereby reducing the financial burden that occurs in any single year.

### ***Current Benchmarking Schedule***

As it stands, the city conducts wage benchmarking according to the following schedule:

- **Year 1:** Administration, Public Works, and Community & Economic Development (CED)
- **Year 2:** Fire, Police, and Parks & Recreation

The costs associated with these wage adjustments, based on recent data, were as follows:

- **Administration Adjustment:** \$81,262
- **CED Adjustment:** \$79,231
- **Public Works Adjustment:** \$64,363
- **Police Adjustment:** \$377,019
- **Fire Adjustment:** \$682,318
- **Parks & Recreation Adjustment:** \$148,992

### ***Issue***

Under the current system, Year 2 incurs significantly higher costs due to the benchmarking of Police and Fire department wages, which are the most substantial adjustments. This creates a financial imbalance between the two years:

- **Year 1 Total Cost:** \$224,856
- **Year 2 Total Cost:** \$1,208,329

This uneven distribution of costs presents budgeting challenges and can create financial strain in Year 2, while Year 1 remains relatively light.

### ***Proposed Adjustment***

To address this imbalance, we propose the Council consider the following revised schedule for wage benchmarking:

- **Year 1:** Fire, Administration, and Public Works
- **Year 2:** Police, Parks & Recreation, and CED

Under this new schedule, the costs would be redistributed as follows, using the most recent data:

- **Year 1 Total Cost:** \$827,943
- **Year 2 Total Cost:** \$930,242

### ***Benefits of the New Schedule***

This adjustment would result in a more balanced distribution of costs between the two years, reducing the financial burden and making it easier to manage the city's budget. The proposed schedule would create a more equitable financial impact, with each year having similar costs, thereby allowing for more predictable and stable budget planning.

### ***Discussion Goals***

Discuss whether to put this item on the September 10, 2024 City Council meeting agenda to make adjustments to the wage benchmarking schedule in the City's Recruitment and Retention Policy.



# COUNCIL AGENDA

## August 27, 2024

Agenda Item “j”

Discussion on Brainstorming of Potential Efficiency Improvements and Cost Saving Measures

### ***Background***

At the Mayors request, department heads and city manager have brainstormed ideas that could potentially result in efficiency improvements or cost savings. At this point, these are just ideas and have not been vetted. Some may result in cost savings, while others might improve efficiency but may not save on direct costs. Efficiency improvements can result in not needing to hire as many positions in the future as would be needed otherwise.

### ***Recent Cost Savings and Non-Tax Revenue Enhancement***

As part of our ongoing efforts to improve operational efficiency and reduce costs, it might be helpful to the Council, especially newer council members, to highlight both the actions the city has already taken and the potential initiatives we could consider going forward.

In terms of direct costs saving measures already taken, the following is helpful to note:

- **Budget Trimming:** In the recent draft budget, the city trimmed out \$1.6 million, which is about \$600,000 more than the \$1.02 million brought in by the recent tax increase.
- **Grant Revenue:** The city has captured over \$35 million in grants over the last 5 years. On average, this is approximately \$7 million per year. The annual property tax revenue for the city during that time is around \$5 million per year, which means the staff and city officials have worked to bring in more revenue to the city than residents and businesses pay in property taxes annually.

### ***Efficiency Actions Taken Recently***

Below is a summary of some of the measures we have implemented recently, followed by a list of potential efficiency improvements and cost-saving opportunities for the future.

- **Paperless Processes:** Implemented paperless recruiting, application, signature gathering, onboarding, and timekeeping processes, with the exception of Parks & Recreation. We are also in the process of transitioning to paperless personnel files.
- **Network and IT Enhancements:** Redesigned the network for improved security, upgraded servers, enhanced Wi-Fi capabilities, and implemented point-to-point connections at various city locations including the museum, Jensen Park, and the splash pad.
- **Air Fiber and Internet Upgrades:** Established air fiber connections between Fire and Public Works, switched internet services to UTOPIA, which resulted in increased speeds and a 50% reduction in costs.
- **Surveillance Enhancements:** Installed cameras at multiple locations including the Police Department, splash pad, City Hall, Community Center, and Public Works to enhance security.
- **Wi-Fi and Online Services:** Installed Wi-Fi at the splash pad, revamped the city website, and implemented online business licenses through Civic Rec.
- **Server and Infrastructure Upgrades:** Consolidated servers into virtual servers, upgraded infrastructure from 1 GB to 10 GB between buildings, and established redundant firewalls.
- **Access Control and Security Improvements:** Implemented a new access control system, Watch Guard, and improved conference rooms city-wide, including Council Chambers upgrades.
- **Guest Wi-Fi Enhancements:** Deployed new guest Wi-Fi with user agreements, along with guest wireless sign-on and radius authentication.
- **Technology Upgrades:** Completed city-wide computer upgrades, transitioned to .GOV email extensions, and set up Gold Fax for HR.
- **Mobile App and Civic Systems:** Updated the city's mobile app, implemented the See, Click, Fix system, and introduced Civic Review for business licenses, building permits, public works permits, and utility forms.
- **Payment and Utility Enhancements:** Enabled real-time payments in Caselle, introduced electronic signatures for A/P, and installed an electronic bulk water fill station with cameras.
- **Spillman Conversion:** Converted to Spillman, enhancing public safety operations.

- **Access Control and Park Security:** Continued expanding and optimizing access control and cameras in parks.
- **Utility Meter Readings:** Currently implementing tower readings for culinary and secondary meters to improve efficiency.
- **Smart Irrigation Controls:** Implemented several irrigation controls on parks that are managed through mobile app rather than physical switches.
- **Electronic Records Management System:** New system saves time in retrieving various documents for staff requests and public information requests.
- **Secondary Water Pressure Smart Meters:** Meters around the city report real-time pressures so staff can manage system quickly and help prevent drops in pressure.

### ***Brainstorm of Efficiency Actions for Consideration***

Below is a brainstormed list of potential efficiency improvements and cost-saving opportunities for the future.

#### **Management and Administrative Efficiency**

- a) **Delegation of Managerial Tasks:** Assess and delegate certain managerial tasks to subordinates to optimize time management.
- b) **Innovation Task Force:** Establish a task force to research and adopt new technologies that could streamline city operations.
- c) **AI Use Policy and Training:** Develop policies and training for AI usage to improve productivity in day-to-day tasks.
- d) **Benchmarking Wage Scale:** Adjust benchmarking wages/salaries to something like aligning with the average of top 4 cities, potentially lowering payroll expenses.
- e) **Increased Grant Applications:** Engage professional grant writers to secure more funding, potentially reducing the need for taxpayer money.
- f) **Grant Services Subscription:** Sign up with a grant service provider like Lexipol to access grant opportunities and professional writing assistance, potentially increasing funding.
- g) **Fleet Vehicle Lease Options:** Explore leasing vehicles to reduce upfront costs and maintenance expenses over time.

- h) **Surplus Land Sales:** Sell surplus city land at maximum value to generate revenue that can be reinvested into city projects.
- i) **Streamline Contract Signing:** Explore electronic signature options and delegate signing authority to expedite contract processing and reduce delays.
- j) **Partnerships and Sponsorships:** Continue to partner with local businesses and organizations for sponsorships, donations, and in-kind contributions to support city programs and events.
- k) **Utilize Project Managers:** Contract or hire project managers to coordinate large city capital improvement projects, freeing up staff time for city operations.

### **Operational Streamlining**

- a) **Robotic Process Automation (RPA):** Implement RPA for routine tasks to decrease manual labor and increase accuracy in administrative processes.
- b) **Chat Bots for Citizen Inquiries:** Utilize chat bots on the city's website and phone lines to handle basic citizen inquiries, reducing the workload on city employees.
- c) **Automated Scheduling Software:** Implement software to streamline staff scheduling, reducing the administrative burden and improving efficiency.
- d) **Paperless Solutions:** Continue to move towards digital document storage to reduce physical storage costs and improve data accessibility.
- e) **AI for Meeting Minutes:** Utilize AI, such as OTTER AI, for preparing City Council (and other public bodies) meeting minutes, saving time and reducing staff workload.
- f) **Mobile Fleet Services:** Contract with a mobile fleet service provider to handle vehicle maintenance more efficiently, reducing downtime and potential overtime costs.
- g) **Paperless Billing:** Encourage more residents and businesses to opt in to paperless billing for utilities, saving on hard costs of printing and mailing.

### **Fire Department Enhancements**

- a) **Service Agreement Re-evaluation:** Review fire protection and EMS service agreements with Davis County and the State for potential cost-saving adjustments.
- b) **Fire Academy Operations:** Consider operating a fire academy at the new Station #32 to offset costs through training fees, despite initial setup expenses.

- c) **Impact Fee Study Update:** Update the impact fee study to ensure fees are aligned with current and projected costs, optimizing revenue.

### **Court and Passport Operations**

- a) **Online Passport Scheduling:** Implement an online appointment system to streamline operations and reduce the need for additional staffing.
- b) **Justice Court Recertification:** Consider not recertifying the Justice Court and transferring responsibilities to the State or County to reduce staffing needs.

### **Human Resources and Payroll Systems**

- a) **HRIS System Implementation:** Invest in a Human Resources Information System (HRIS) to automate manual tasks, improving efficiency and reducing errors.
- b) **Clock-In System:** Require employees to clock in and out to better track work hours and improve payroll accuracy.
- c) **Policy Management Software:** Invest in software to streamline policy updates and ensure employee acknowledgment, reducing manual tracking.

### **Environmental, Roads, and Utility Measures**

- a) **Culinary Radio Reads:** Switch to tower-based radio reads for utility data collection, improving accuracy and reducing payroll costs.
- b) **Turf Conversion:** Reduce turf areas to lower maintenance and watering expenses, contributing to long-term cost savings.
- c) **Road Diet Implementation:** Retrofit certain road sections to reduce maintenance needs and improve traffic safety.
- d) **Traffic Collection Data on Demand:** Implement fixed traffic data collection sites to monitor traffic patterns, aiding police and traffic engineering efforts.
- e) **Smart Lighting:** Invest in technology that monitors street lamp statuses to reduce maintenance checks and improve response times.
- f) **Road Weather Information System:** Subscribe to UDOT's road weather information system to improve snowplow mobilization and reduce unnecessary deployments.
- g) **Trash Cart Quality Improvement:** Investigate alternative suppliers for higher quality trash carts to reduce replacement frequency and associated staff time.

## **Police and Public Safety Efficiency**

- a) **Speech-to-Text for Police Reports:** Explore AI-based speech-to-text solutions to reduce the time officers spend on report writing, allowing more focus on community policing.
- b) **Crossing Guard Privatization:** Contract out the crossing guard program to reduce administrative burdens and streamline payroll processes.
- c) **Police Body and Dash Camera Cost Reduction:** Consider eliminating in-car cameras to reduce equipment costs and video processing time, although this comes with certain risks.

## **Parks and Public Space Efficiencies and Cost Savings**

- a) **Access Control and Cameras:** Continue expanding and optimizing security systems in parks to enhance safety and reduce vandalism-related costs.
- b) **Irrigation System Optimization:** Install and optimize 2-wire irrigation systems, controllers, and booster pumps to increase water efficiency and reduce maintenance.
- c) **Robotic Mowers:** Investigate the use of robotic mowers for park maintenance to potentially reduce labor costs and improve efficiency.
- d) **Park Maintenance Facility Assistant:** Hire an administrative assistant to support the park maintenance facility, enhancing operational efficiency.
- e) **Postpone Regional Park Construction:** Delay or cancel the Regional Park project to avoid the need for additional park maintenance staff.
- f) **Delay Cemetery Expansion:** Postpone the cemetery expansion to reduce immediate staffing and maintenance needs.
- g) **Review West Davis Interchanges:** Reconsider completing improvements for the West Davis Interchanges to prevent additional park maintenance staffing requirements.
- h) **Community Center Usage Review:** Analyze peak and non-peak usage of the community center to determine if operational hours should be adjusted for efficiency.

## ***Discussion Goals***

Review and discuss brainstorming ideas and receive feedback from the Council on any priority direction for the Administration.