



SYRACUSE CITY

Syracuse City Council Work Session Agenda

January 27, 2026 – 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: 889 2514 0071

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 January 27, 2026. Comments submitted by the deadline will be read for the record of the meeting.)*
- c. Planning items:
 1. Recommendation from Planning Commission: application for zone change for property located at approximately 2300 W. 1700 S., Residential (R-2) and Agricultura (A-1) to Light Commercial (LC), applicant Leisure Villas. (10 min.)
 2. Recommendation from Planning Commission for property at approximately 963 S. 2000 W.:
 - i. Application for General Plan Map amendment, Civic to Low Density Residential, for property located at approximately 963 S. 2000 W.; and
 - ii. Application for zone change for property located at approximately 963 S. 2000 W., Agricultural (A-1) to Residential (R-3). Applicant CW Land. (10 min.)
 3. Proposal to consider Amendment No. 1 to Interlocal Cooperation Transportation Project Reimbursement Agreement for a signalized intersection at 2500 W. and State Road (SR) 93. (10 min.)
- d. Public Works items:
 1. Proposed amendments to Syracuse Municipal Code Section 4.15 and 4.25 pertaining to water meters; proposed Engineering Standards updates related to water meters; and proposed policy related to existing meters. (10 min.)
- e. Public Safety items:
 1. Updates and Discussion on potential changes to 911 Dispatch Services. (10 min.)
 2. Discuss regarding provision of ambulance services responsive to Senate Bill (SB) 215, 2025. (10 min.)
- f. Municipal budgeting overview. (20 min.)
- g. Discussion of proposed City-wide branding guidelines. (5 min.)
- h. Review Council assignments/appointments. (10 min.)
- i. Review Section 2.45.060 of Syracuse Municipal Code pertaining to the appointment process for special service district positions. (5 min.)
- j. Biennial review – Community and Economic Development (CED) Department. (30 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 26<sup>th</sup> day of January 2026 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 January 26, 2026.

CASSIE Z. BROWN, MMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

January 27, 2026

## Proposed Rezone A1 & R2 to LC 2300 W. 1700 S.

Agenda item "c.1"

### *Summary*

The city has received a rezone application from Leisure Villas for approximately 4.27 acres located approximately 2300 W. 1700 S. The request includes seven parcels. The applicant provided the following reasons for the requested change: "Rezoning from residential to light commercial to meet the general plan."

### *Context*

The property is located south of Walmart. The north edge of the property has frontage and access on Antelope Drive which is State Route 127. In 2021, UDOT demolished six homes that were present on the property to make room for the widening of Antelope Drive. The applicant purchased the property at surplus auction from UDOT after completion of the highway widening. The south, east, and west edges of the property are bordered by single family homes.

### *Zoning*

The current zoning on the parcel is A-1 and R-2. Zoning to the east, south, and west is R-2. Zoning to the north is GC. The requested zoning is LC. The property is also within the Town Center Overlay zone. The LC zone permits a variety of commercial uses including banks, fast food, restaurants, medical office, and retail sales. The maximum building height allowed in the LC zone is 25 feet. The Town Center Overlay zone prohibits auto repair, auto body, auto maintenance, auto detailing, car washes, and car dealerships. The LC zone does not list gas stations as permitted.

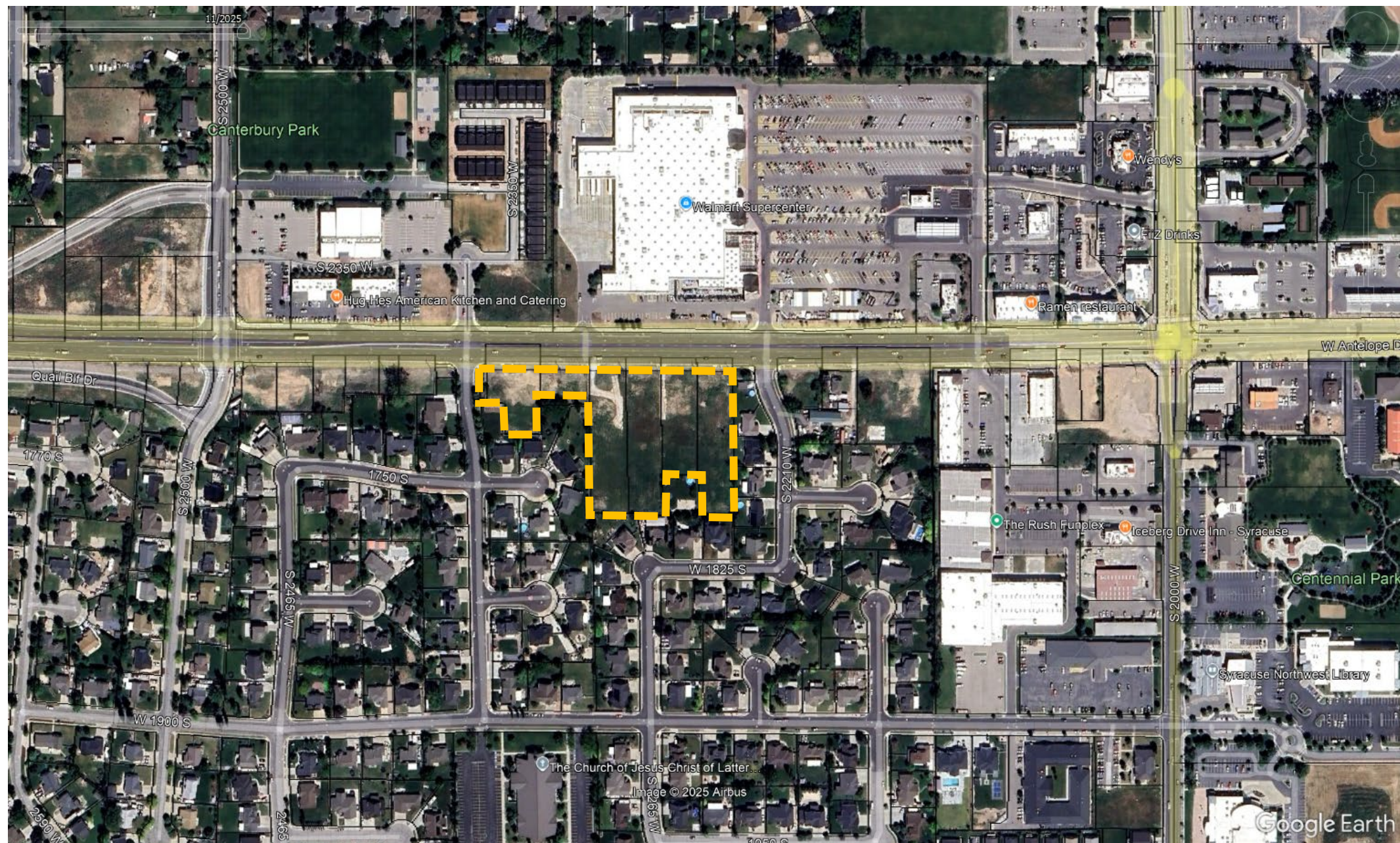
### *General Plan*

The property is general planned for 'Commercial'. The LC zone is a permitted zone within the Commercial general plan designation and is therefore consistent with the General Plan. General Plan to the north of the property is Commercial and to the south is Low Density Residential.

### *Process*

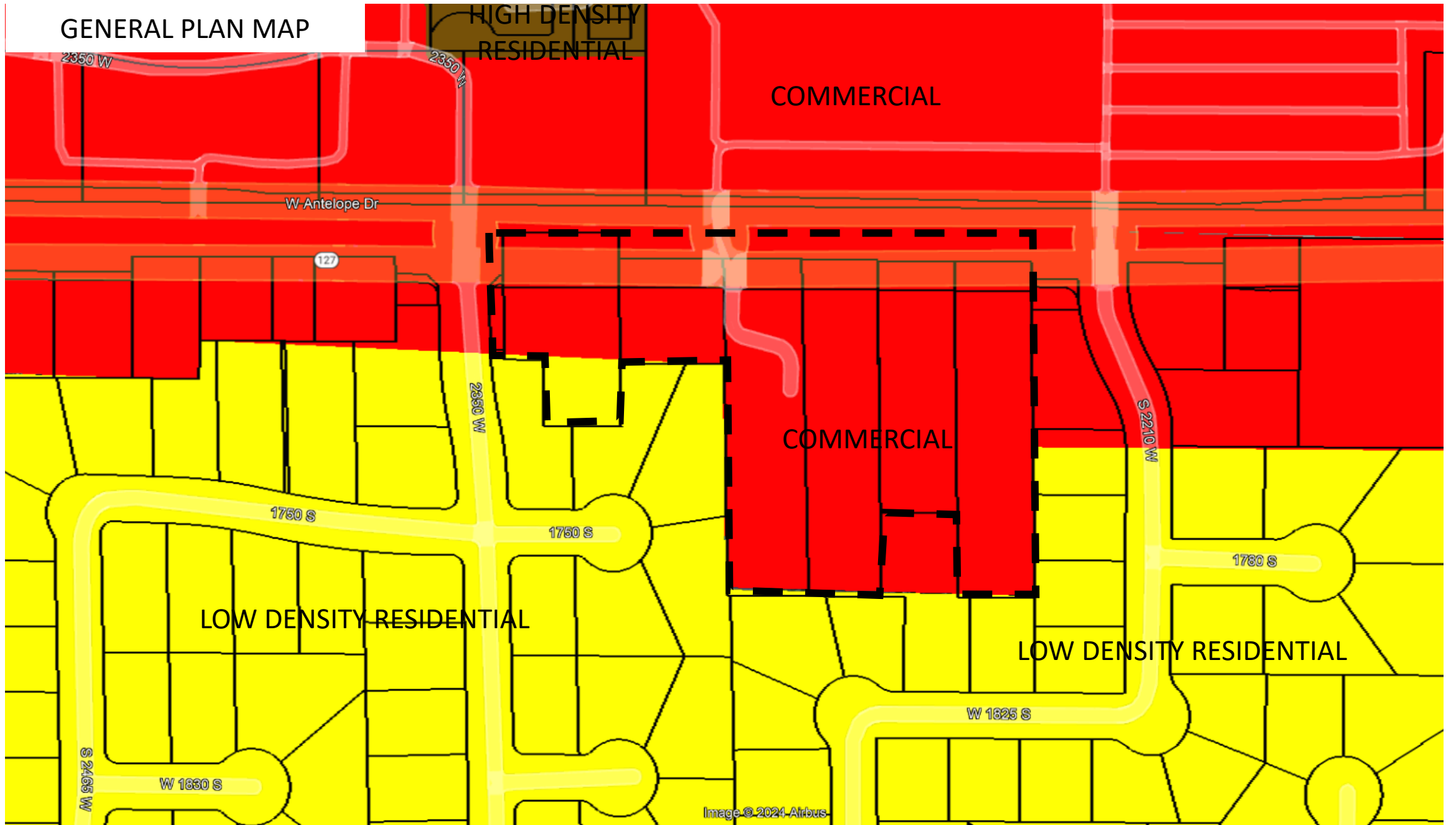
As explained in 10.20.070 (D)(3-4), Planning Commission is the advisory body to the City Council for zoning and general plan map amendments. The Planning Commission is required to hold a public hearing and forward a recommendation to approve, approve with modifications, or deny the request. The City Council will then review the recommendation and make a decision. During the public meeting, the City Council can approve, approve with modifications, or deny the proposal. 10.20.070 (E) explains that amendments to the zoning map are matters of legislative discretion by the City Council after considering if the application would be harmonious with the overall character of the existing development, the extent to which it may adversely affect adjacent property, and the adequacy of facilities and services intended to serve the subject property, including but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection. The Planning Commission held a public hearing and discussed the item on 12/02/25. They are forwarding a recommendation for approval.





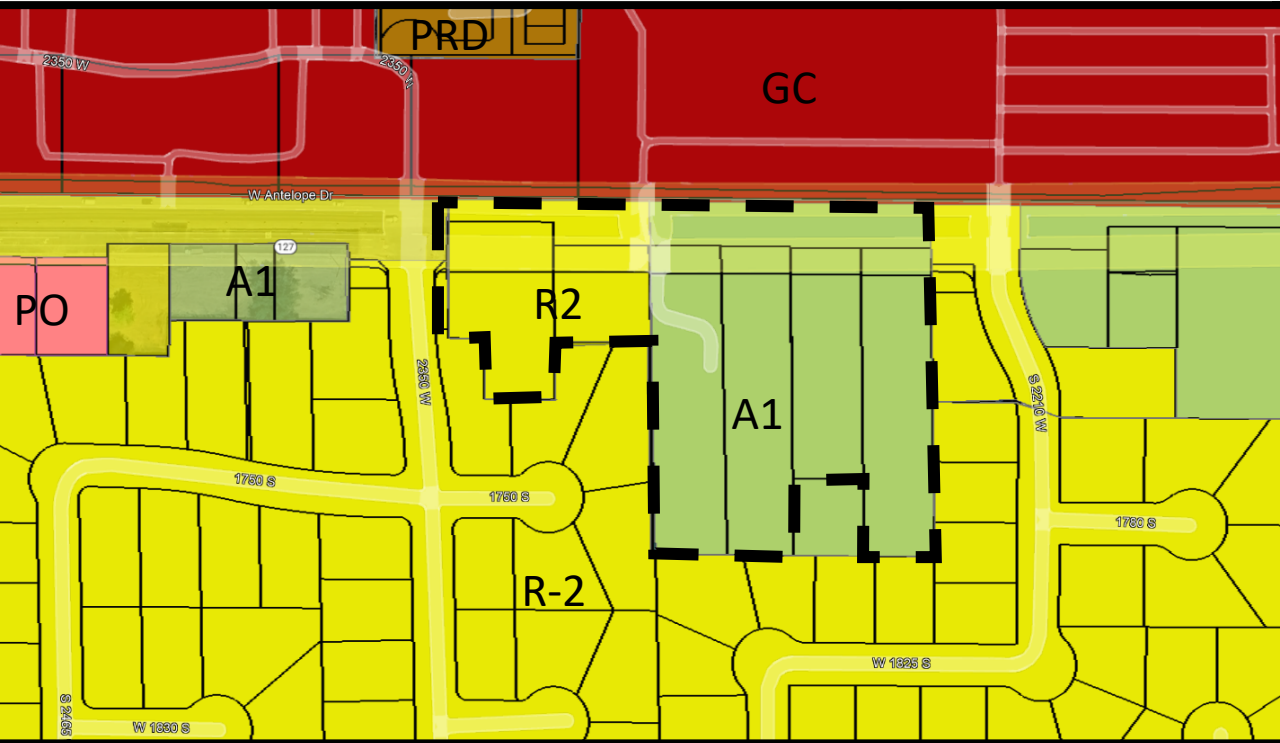


# GENERAL PLAN MAP

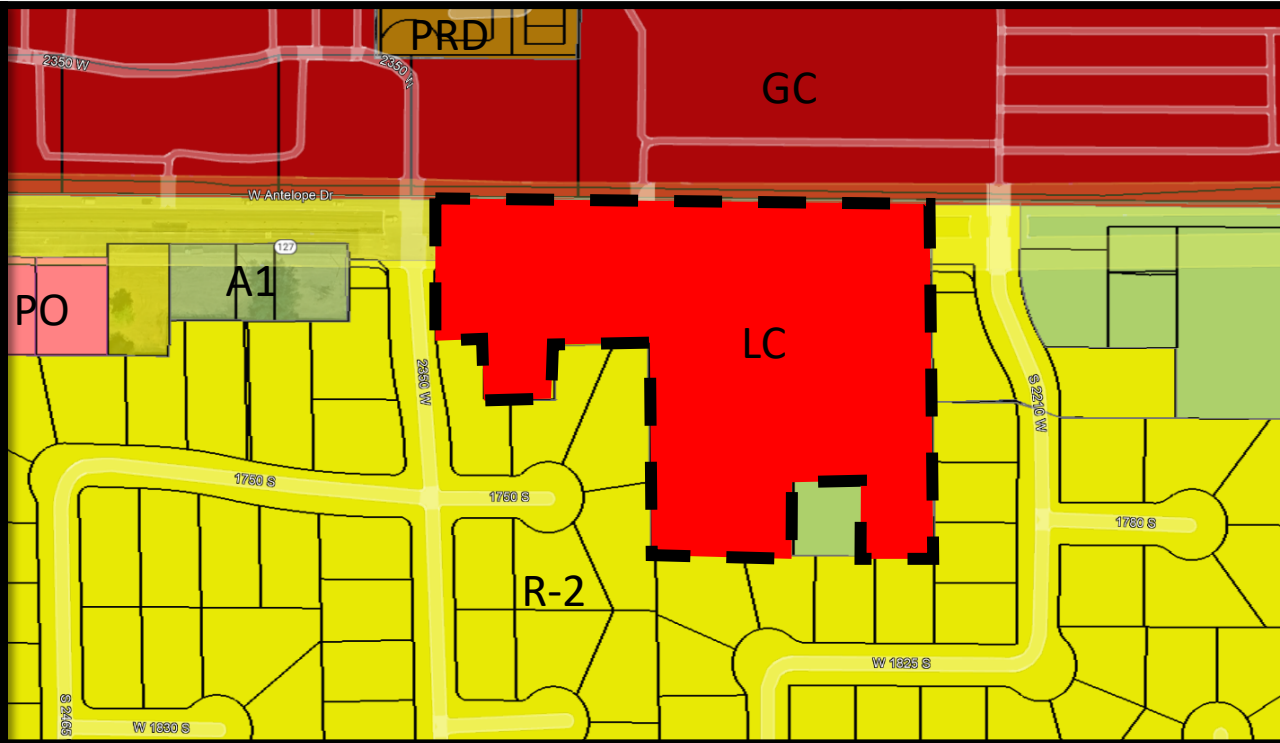




Existing Zoning



Proposed Zoning





# COUNCIL AGENDA

January 27, 2026

Agenda item "c.2.i"

## Proposed General Plan Map Amendment Civic to Low Density Res. 963 S. 2000 W.

### Summary

The city has received an application to amend the General Plan Map. The application was received from Chase Freebairn of Cole West North, LLC for approximately 12.83 acres located approximately 963 S. 2000 W. The request includes two parcels. The applicant provided the following reasons for the requested change:

*"Cole West is planning to purchase approximately 12.83 acres of property owned by the Davis School District (DSD), located in Syracuse City. Following acquisition, Cole West intends to rezone approximately 12 acres of the property to the R-3 Residential Zone, consistent with the surrounding neighborhoods. A General Plan Map Amendment is required to facilitate the rezone and ultimately the development of a 36-lot single-family residential subdivision that complements existing land uses in the area. Pursuant to our agreement with DSD, within 30 days following the property closing, Cole West will deed approximately 0.83–0.85 acres located at the west end of the site to Syracuse City, at no cost, to support the City's potential plans for a future fire station adjacent to the residential development. As part of our design commitment, Cole West will preserve the large existing tree onsite, integrating it into the subdivision's open space and incorporating it alongside stormwater detention and possible community amenities. In addition, Cole West intends to coordinate with the adjacent property owner to the west (Parcel ID# 120500126) to determine their interest in participating jointly in this rezone request. Should that property owner wish to participate, the application will be amended to include their parcel, promoting orderly and coordinated development and preventing the parcel from becoming landlocked without access to 1925 West."*

### Context

The property is located east of Sorensen Construction and Utah Onions along 2000 W. 2000 W is also known as State Route 108. The north, south, and east edges of the property are bordered by single family homes.

### Zoning

The current zoning on the parcel is A-1. Zoning to the north and east is R-2. Zoning to the south is R-3. Zoning to the west is Industrial. Immediate west is planned future fire station which will most likely remain A-1 zoning. The requested zoning is R-3. The R-3 zone permits single family lots with a minimum lot size of 8,000 sf.

### General Plan

The property is general planned for 'Civic'. This is left over from when the school district owned the property and was planning on building an elementary school. The school district decided against building a school at this location, and is now under contract to sell the property to a developer. R-3 would be allowed in the low, medium, and high residential designations. The applicant has requested an amendment to the general plan map from 'Civic' to 'Low Density Residential' designation.



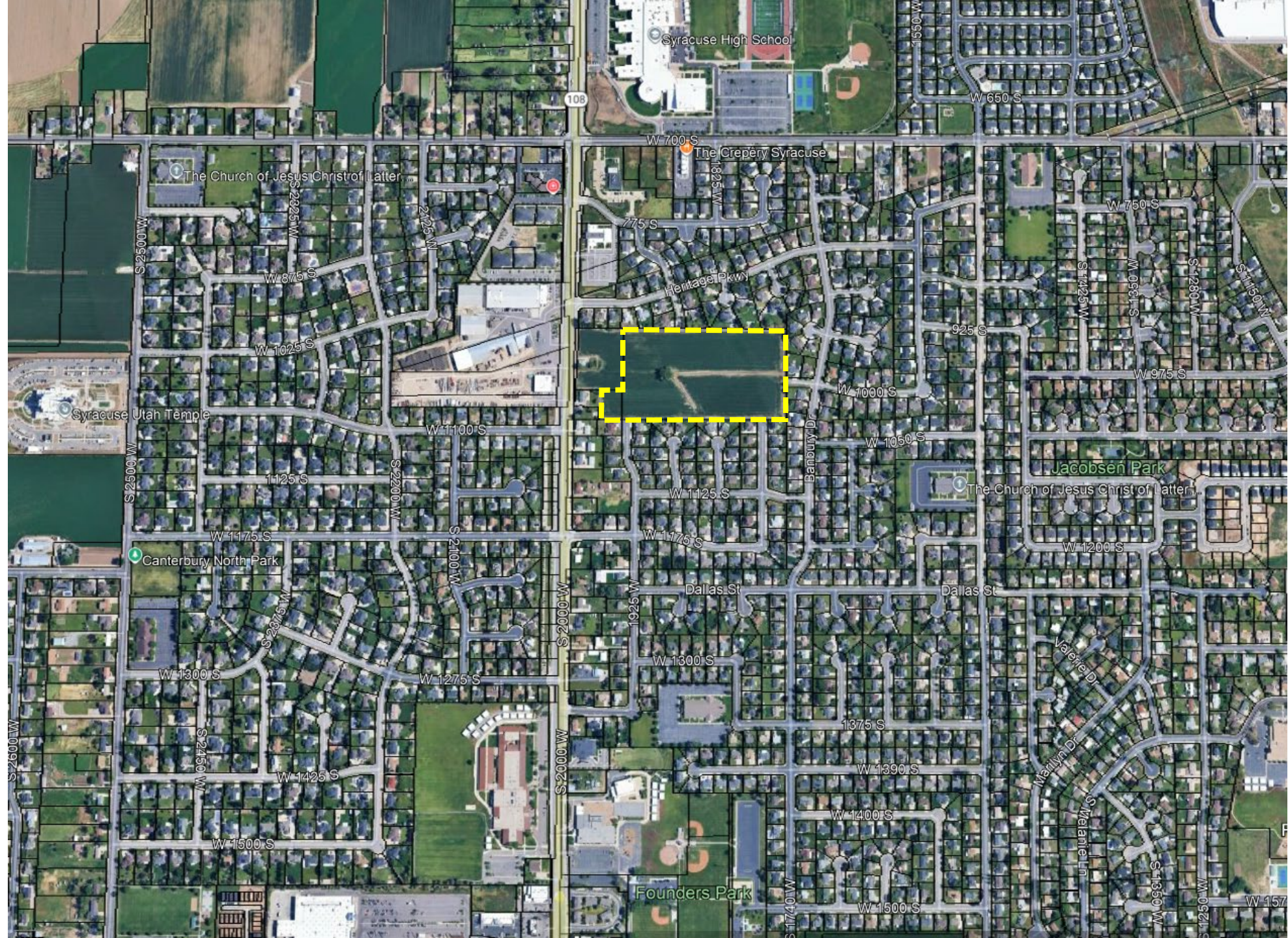
***Process***

As explained in 10.20.070 (D)(3-4), Planning Commission is the advisory body to the City Council for zoning and general plan map amendments. The Planning Commission is required to hold a public hearing and forward a recommendation to approve, approve with modifications, or deny the request. The City Council will then review the recommendation and make a decision. During the public meeting, the City Council can approve, approve with modifications, or deny the proposal. 10.20.070 (E) explains that amendments to the zoning map are matters of legislative discretion by the City Council after considering if the application would be harmonious with the overall character of the existing development, the extent to which it may adversely affect adjacent property, and the adequacy of facilities and services intended to serve the subject property, including but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection. The Planning Commission held a public hearing and discussed the item on 12/02/25. They are forwarding a recommendation for approval.

***Attachments***

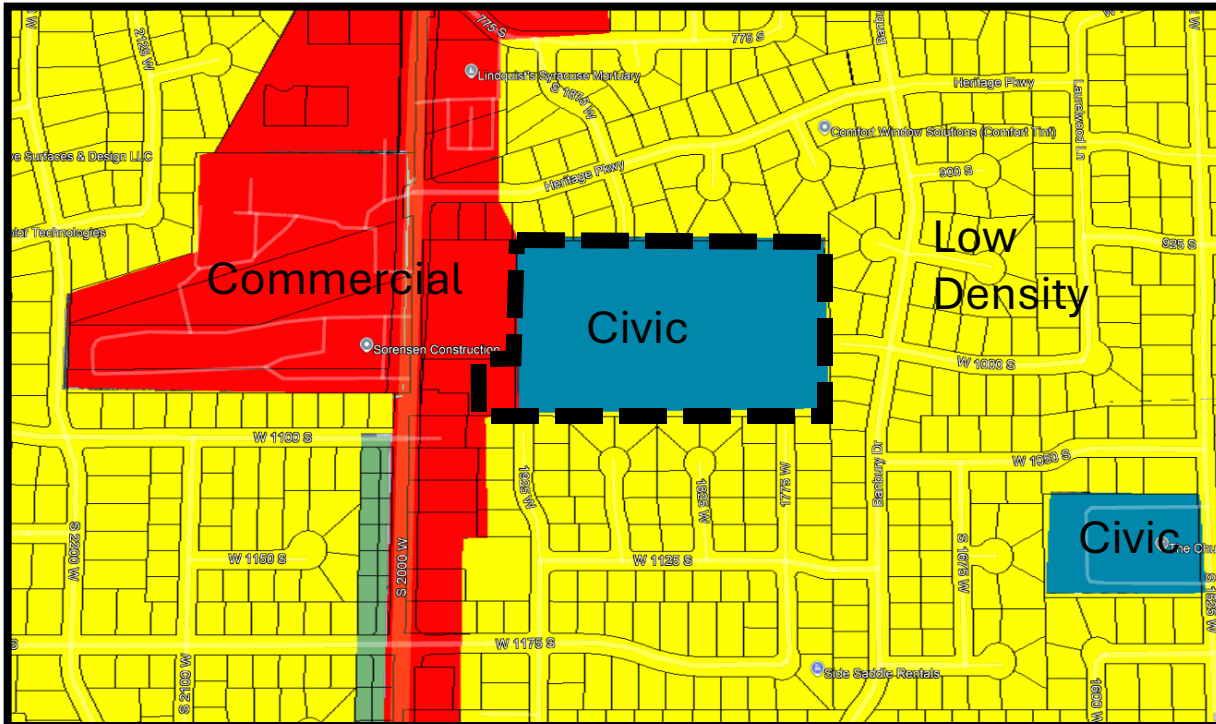
- Existing and Proposed General Plan Map
- Existing and Proposed Zoning Map



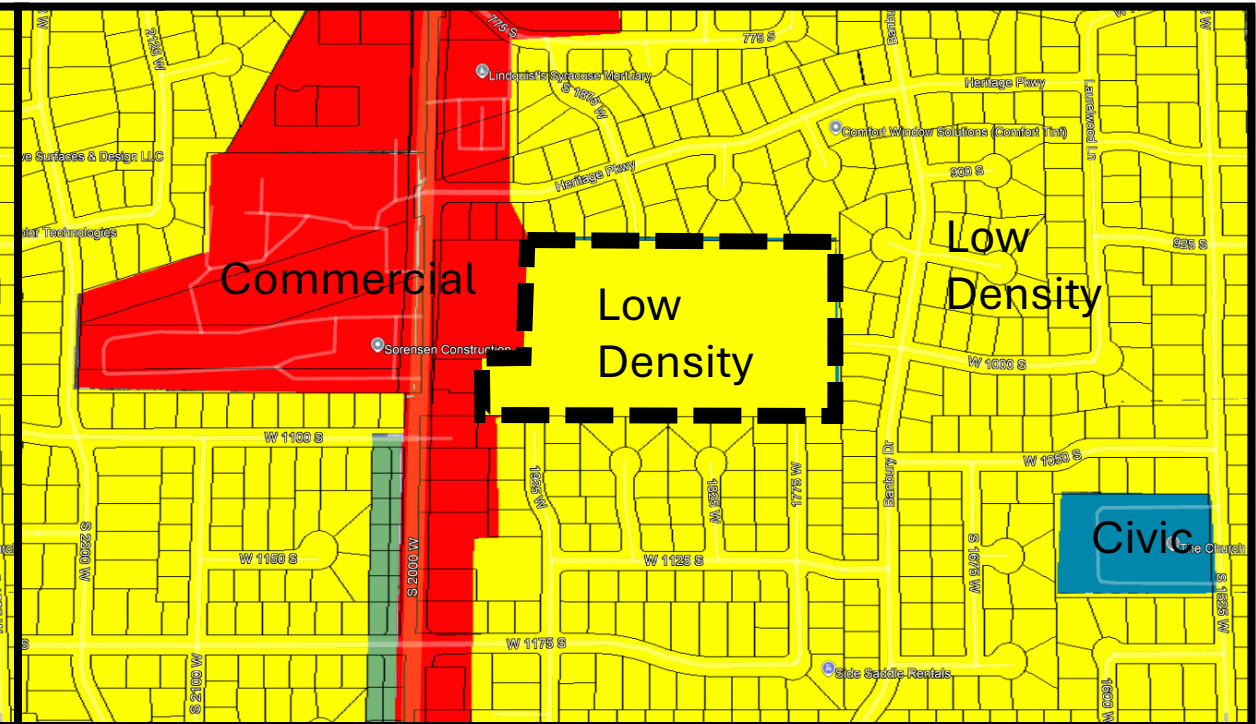




## Existing General Plan



## Proposed General Plan



The map displays a residential area with several zoning districts:
 

- Commercial** (Red): Located in the upper left corner.
- P.O.** (Pink): A small area adjacent to the Commercial district.
- Industrial** (Grey): A large area on the left side.
- A-1** (Green): A large rectangular area in the center, outlined with a dashed black border.
- R-2** (Yellow): Residential areas on the right and top right.
- R-3** (Orange): Residential areas at the bottom and bottom right.
- R-1** (Light Yellow): Residential areas on the far left.

Key streets shown include:
 

- W 176 S, W 174 S, W 172 S, W 170 S, W 168 S, W 166 S, W 164 S, W 162 S, W 160 S, W 158 S, W 156 S, W 154 S, W 152 S, W 150 S, W 148 S, W 146 S, W 144 S, W 142 S, W 140 S, W 138 S, W 136 S, W 134 S, W 132 S, W 130 S, W 128 S, W 126 S, W 124 S, W 122 S, W 120 S, W 118 S, W 116 S, W 114 S, W 112 S, W 110 S, W 108 S, W 106 S, W 104 S, W 102 S, W 100 S, W 98 S, W 96 S, W 94 S, W 92 S, W 90 S, W 88 S, W 86 S, W 84 S, W 82 S, W 80 S, W 78 S, W 76 S, W 74 S, W 72 S, W 70 S, W 68 S, W 66 S, W 64 S, W 62 S, W 60 S, W 58 S, W 56 S, W 54 S, W 52 S, W 50 S, W 48 S, W 46 S, W 44 S, W 42 S, W 40 S, W 38 S, W 36 S, W 34 S, W 32 S, W 30 S, W 28 S, W 26 S, W 24 S, W 22 S, W 20 S, W 18 S, W 16 S, W 14 S, W 12 S, W 10 S, W 8 S, W 6 S, W 4 S, W 2 S.
- W 176 S, W 174 S, W 172 S, W 170 S, W 168 S, W 166 S, W 164 S, W 162 S, W 160 S, W 158 S, W 156 S, W 154 S, W 152 S, W 150 S, W 148 S, W 146 S, W 144 S, W 142 S, W 140 S, W 138 S, W 136 S, W 134 S, W 132 S, W 130 S, W 128 S, W 126 S, W 124 S, W 122 S, W 120 S, W 118 S, W 116 S, W 114 S, W 112 S, W 110 S, W 108 S, W 106 S, W 104 S, W 102 S, W 100 S, W 98 S, W 96 S, W 94 S, W 92 S, W 90 S, W 88 S, W 86 S, W 84 S, W 82 S, W 80 S, W 78 S, W 76 S, W 74 S, W 72 S, W 70 S, W 68 S, W 66 S, W 64 S, W 62 S, W 60 S, W 58 S, W 56 S, W 54 S, W 52 S, W 50 S, W 48 S, W 46 S, W 44 S, W 42 S, W 40 S, W 38 S, W 36 S, W 34 S, W 32 S, W 30 S, W 28 S, W 26 S, W 24 S, W 22 S, W 20 S, W 18 S, W 16 S, W 14 S, W 12 S, W 10 S, W 8 S, W 6 S, W 4 S, W 2 S.

Business locations marked include:
 

- Coleman Orthodontics
- Thomas's Systems Mart
- Comfort Window Solutions (Comfort Int)
- Sevenson Construction
- Star Technologies
- Star Saddle Rentals
- The Center





# COUNCIL AGENDA

January 27, 2026

Agenda item "c.2.ii"

## Proposed Rezone A1 to R3 963 S. 2000 W.

### *Summary*

The city has received a rezone application from Chase Freebairn of Cole West North, LLC for approximately 12.83 acres located approximately 963 S. 2000 W. The request includes two parcels. The applicant provided the following reasons for the requested change:

*"Cole West is planning to purchase approximately 12.83 acres from the Davis School District (DSD). We plan to rezone approximately 12 of those acres to the R-3 zone, consistent with the Syracuse City General Plan and for the purpose of developing a 36-lot residential subdivision, consistent with the surrounding properties. Per our agreement with DSD, within 30 days following the Closing of the property, Cole West shall deed approximately 0.83-0.85 acres +/- at the west end of the property to Syracuse City without monetary consideration in order to help facilitate the city's intentions of building a possible fire station adjacent to the proposed residential development. Cole West also commits to preserving the large existing tree onsite, and incorporating it into the development in addition to storm water detention and possible amenities. Cole West will also approach the adjacent property owner to the west that owns parcel ID# 120500126 to see if they desire to join this application jointly to rezone the rear portion of their property to make for more orderly future development and to prevent their property from becoming landlocked without frontage onto 1925 W. Should the owner of this parcel choose to participate, we will amend our rezone application to include their property."*

### *Context*

The property is located east of Sorensen Construction and Utah Onions along 2000 W. 2000 W is also known as State Route 108. The north, south, and east edges of the property are bordered by single family homes.

### *Zoning*

The current zoning on the parcel is A-1. Zoning to the north and east is R-2. Zoning to the south is R-3. Zoning to the west is Industrial. Immediate west is planned future fire station which will most likely remain A-1 zoning. The requested zoning is R-3. The R-3 zone permits single family lots with a minimum lot size of 8,000 sf.

### *General Plan*

The property is general planned for 'Civic'. This is left over from when the school district owned the property and was planning on building an elementary school. R-3 would be allowed in the low, medium, and high residential designations. The applicant has requested an amendment to the general plan map from 'Civic' to 'Low Density Residential' designation.

### *Development Agreement*

It is proposed that a development agreement is included with this project's rezone to make sure both parties are in agreement concerning the following: the proposed land dedication for the fire station, preservation of the large tree, maximum number of lots, and the purchase of secondary water shares. The draft agreement is attached and staff will execute the agreement once council authorizes staff to do so when zoning is approved.

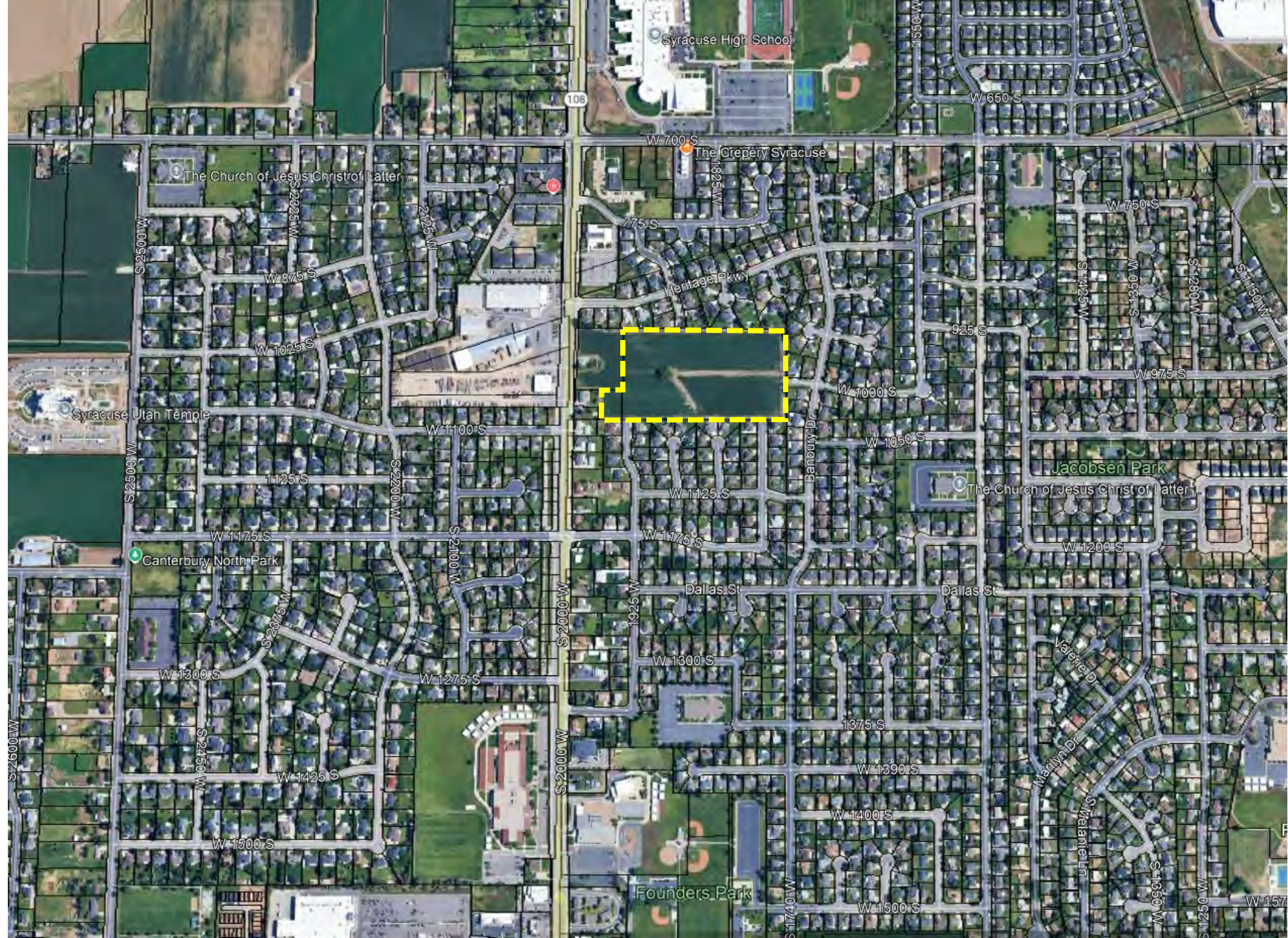
### ***Process***

As explained in 10.20.070 (D)(3-4), Planning Commission is the advisory body to the City Council for zoning and general plan map amendments. The Planning Commission is required to hold a public hearing and forward a recommendation to approve, approve with modifications, or deny the request. The City Council will then review the recommendation and make a decision. During the public meeting, the City Council can approve, approve with modifications, or deny the proposal. 10.20.070 (E) explains that amendments to the zoning map are matters of legislative discretion by the City Council after considering if the application would be harmonious with the overall character of the existing development, the extent to which it may adversely affect adjacent property, and the adequacy of facilities and services intended to serve the subject property, including but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection. The Planning Commission held a public hearing and discussed the item on 12/02/25. They are forwarding a recommendation for approval.

### ***Attachments***

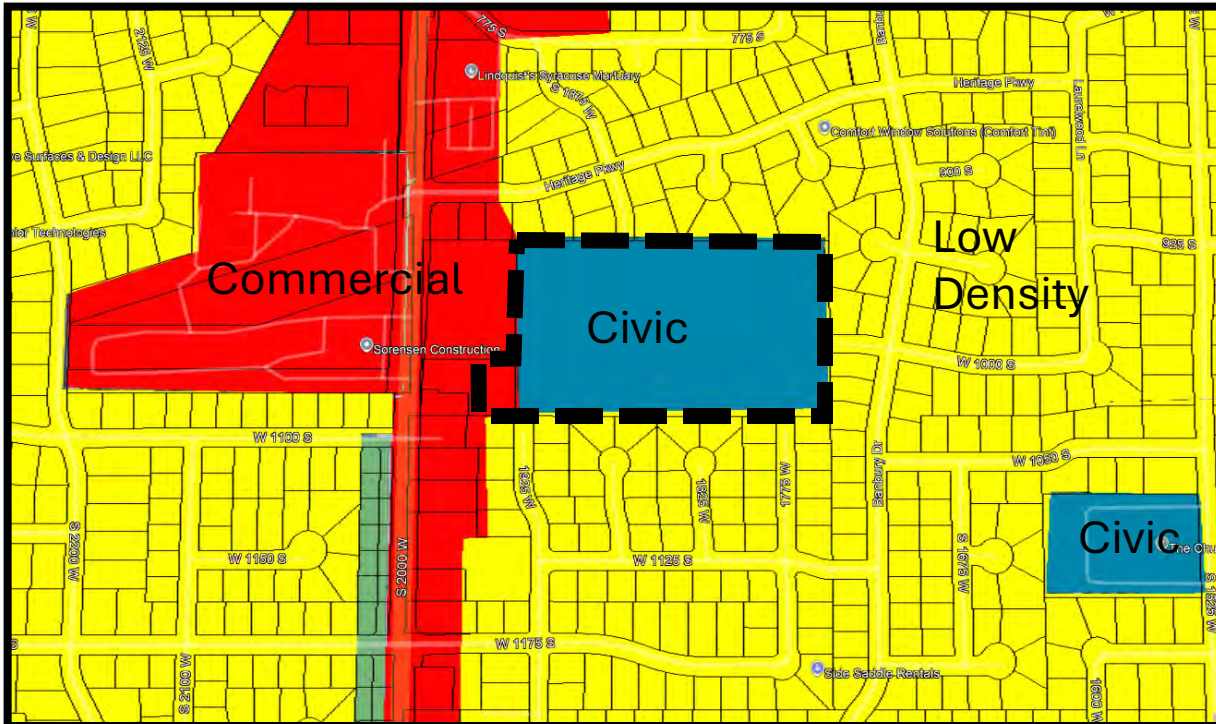
- Existing and Proposed General Plan Map
- Existing and Proposed Zoning Map
- Draft Development Agreement
- Tree Pictures



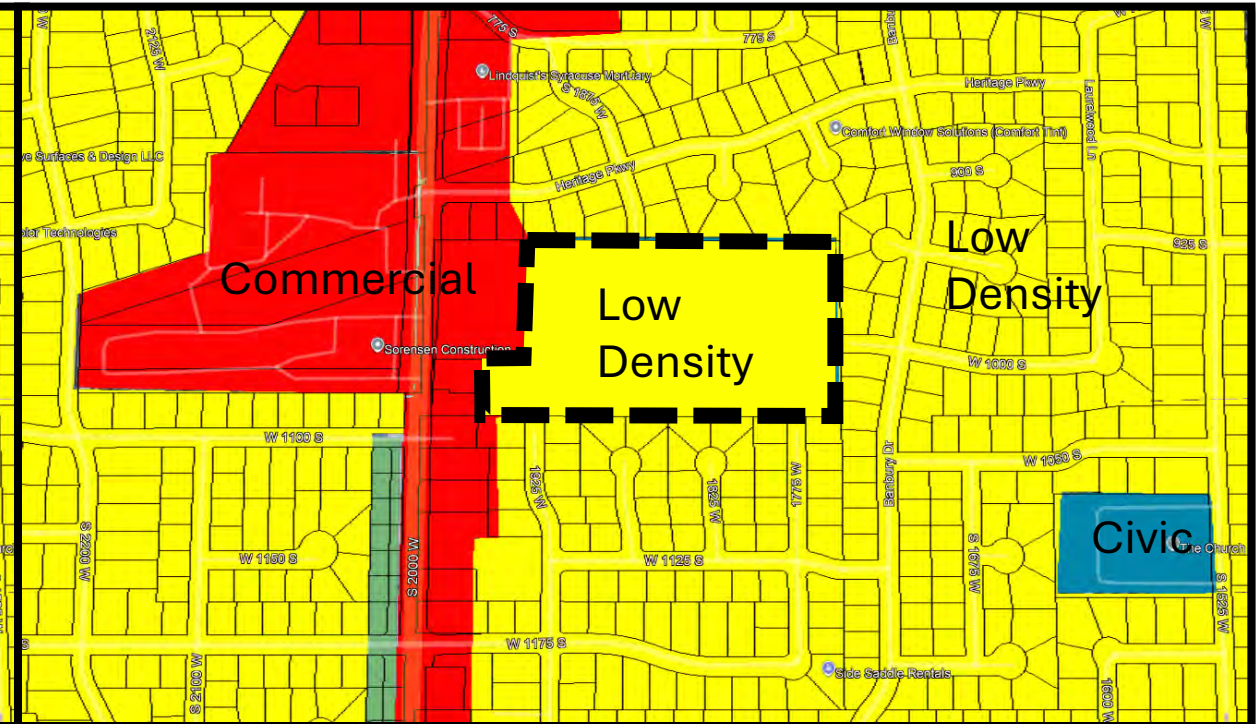




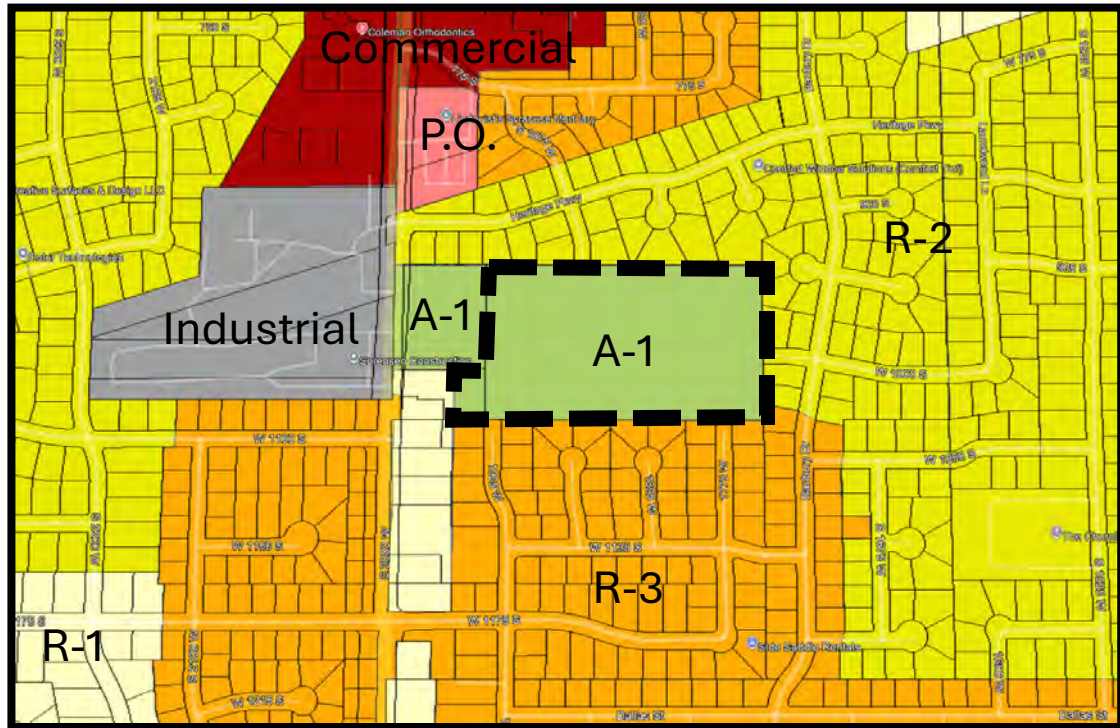
## Existing General Plan



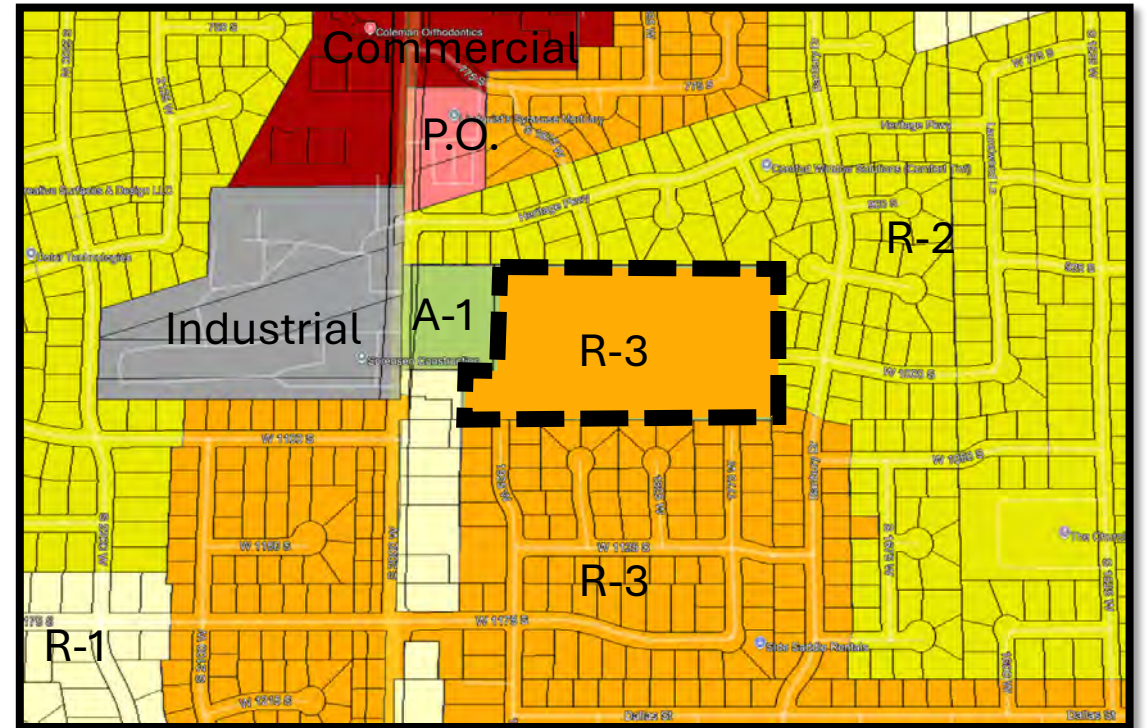
## Proposed General Plan



Existing Zoning



Proposed Zoning



RECORDING REQUESTED BY  
AND WHEN RECORDED RETURN TO:

Cassie Z. Brown  
Syracuse City Recorder  
1979 W 1900 S  
Syracuse, UT 84075  
cassieb@syracuseut.gov

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**DEVELOPMENT AGREEMENT**

Lone Tree Subdivision – Syracuse City

This Development Agreement (“Agreement”) is dated effective as of the \_\_\_\_ of \_\_\_\_\_, 2026 (the “Effective Date”), by and between CW Lone Tree, LLC, a Utah limited liability company (the “Developer”), and Syracuse City, a Utah municipal corporation and body politic of the State of Utah (the “City”). The Developer and the City are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

**RECITALS**

WHEREAS, the Developer is the owner (or is under contract to acquire) certain real property located in Syracuse City, Davis County, Utah, more particularly described in Exhibit A attached hereto and incorporated herein by this reference (the “Property”);

WHEREAS, the Developer is seeking the City’s approval of: (i) a General Plan Amendment; (ii) a rezone of the Property from its current zoning to the R-3 zone; and (iii) preliminary and final approval of a subdivision plat creating single-family residential lots and associated open space (the “Subdivision Plat”).

WHEREAS, the Parties desire to enter into this Agreement to memorialize their understandings regarding certain dedications of land, infrastructure cost recovery, preservation of an existing historic tree, and other development obligations.

**AGREEMENT**

NOW THEREFORE, the Parties hereby agree as follows:

1. Zoning and Density. The zoning of the Property shall be rezoned to the R-3 zone. The Property may be developed with up to thirty-six (36) single-family residential lots substantially in accordance with the preliminary plat attached hereto and incorporated herein by this reference as Exhibit B.

2. Dedication of Fire Station Land. The Developer shall dedicate to the City, at no cost, the parcel identified on Exhibit B as the future fire-station site (the “Fire Station Parcel”).



Such dedication shall occur no later than recordation of the first final subdivision plat that includes any portion of the Fire Station Parcel.

3. Water Rights Purchase from City.

a. The City is acquiring approximately 18 acre-feet of Davis & Weber Canal Company water shares in connection with its purchase of the Gailey property. The City requires approximately 2 acre-feet of that water for the future fire station site.

b. Upon execution of this Agreement (or concurrently with closing of the Gailey purchase, whichever is later), the Developer shall purchase the remaining 16 acre-feet of Davis & Weber Canal Company water shares from the City at a price of \$200,000 (\$12,500 per acre-foot). Payment shall be made within ten (10) business days of the City's written notice that the shares are available.

c. Upon receipt of the \$200,000 payment, the City shall credit the Developer with 16 acre-feet of physical water shares toward the water dedication requirements for the Subdivision Plat. No physical transfer of share certificates to the Developer (and subsequent re-transfer to the City) shall be required.

4. Preservation of Historic Lone Tree and Surrounding Open Space.

a. The large existing tree located generally in the central open-space area (the "Lone Tree") shall be preserved in place and protected throughout all construction activities.

b. No excavation, grading, trenching, storage of materials, or other construction activity shall occur within the critical root zone of the Lone Tree (as defined by a certified arborist engaged by the Developer and approved by the City).

c. All storm-drain detention basins, utilities, and other improvements shall be located a minimum of \_\_ feet outside the critical root zone unless otherwise approved in writing by the City's arborist.

d. The Developer shall install temporary protective fencing around the critical root zone prior to commencement of any site work and shall maintain such fencing until final landscaping is complete.

e. The open-space area surrounding the Lone Tree shall be developed as a signature community amenity generally in accordance with the concept attached hereto and incorporated herein by this reference as Exhibit C. In the event the existing Tree fails, as determined by an arborist agreed upon by the Developer and the City, while the Developer owns any portion of the Property, then the Developer will place up to four trees in the place of the Tree.

5. Architecture, CC&Rs, Lot Sizes, and Other Development Standards. The subdivision shall comply with all architectural, lot size, open-space, and other standards required by the R-3 zone and as further detailed in the approved preliminary plat and any subsequent design

guidelines agreed to by the Parties. The Developer will record covenants, conditions and restrictions (“CC&Rs”) and establish a homeowners association (“HOA”) for the lots within the Property.

6. Assignment. Neither this Agreement nor any of the provisions, terms, or conditions hereof can be assigned to any other party, individual or entity without assigning also the responsibilities arising hereunder. Notwithstanding the foregoing, the Developer shall have the unilateral right to assign this Development Agreement to (i) a parent, subsidiary, or affiliate of the Developer, (ii) a successor entity by way of merger or acquisition, or (iii) any entity resulting from (a) a transaction or series of related transactions in which an individual or entity, or group of related individuals or entities (other than an affiliate of the Developer), directly or indirectly acquires more than fifty percent (50%) of the outstanding ownership interests in the Developer, or (b) a sale, lease, or other disposition of (1) all or substantially all of the assets of the Developer, and/or (2) at least fifty percent (50%) of the direct and indirect subsidiaries of the Developer, provided that the Developer provides the City with written notice of such assignment, the name and address of the applicable parent, subsidiary, or affiliate of the Developer, and a copy of the assignment. This restriction on assignment is not intended to prohibit or impede the sale by the Developer.

7. Time Frame for Performance and Time Limitation. This Agreement shall be binding on the Developer and its successors and assigns and shall run with the land in perpetuity unless this Agreement is modified in accordance with the provisions herein. As time is of the essence, the City agrees to expedite necessary reviews, comments, and approvals.

8. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Utah.

9. No Modification. This Agreement may not be amended or modified except in writing executed by the Party against whom such amendment or modification is being charged and recorded in the official records.

10. Entire Agreement. This Agreement, together with all exhibits attached hereto (including Exhibits A-C, each of which is hereby incorporated by this reference as though fully set forth herein) constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements with respect thereto, whether oral or written.

11. No Waiver. No delay or omission in exercising any right or in enforcing any provision of this Agreement shall constitute a waiver of such right or provision.

12. Attorneys’ Fees. In the event of a dispute or litigation between the Parties with respect to the interpretation or enforcement of this Agreement, the prevailing Party in such dispute shall be entitled to reimbursement from the non-prevailing Party of its reasonable out-of-pocket attorneys’ fees and costs incurred in connection with such dispute or litigation, including costs and expenses incurred in connection with the enforcement, perfection, or collection of any judgment.

13. Binding Agreement. Each Party represents and warrants that this Agreement has been duly and validly authorized, executed, and delivered, and constitutes the valid and binding obligation of such Party, and is enforceable in accordance with its terms.

14. Vested Rights. The Developer will acquire vested rights to develop the Developer Property in accordance with this Agreement and with the types, densities, and intensities of land uses set forth in the City Code as of the recording of this Agreement. The City agrees to promptly grant the Developer those permits and approvals necessary to permit the Developer to implement and complete the Developer Property pursuant to this Agreement.

15. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, be deemed an original and all of which, taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

**CW Lone Tree, LLC,  
a Utah limited liability company**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF UTAH                     )  
                                                  )ss.  
COUNTY OF DAVIS            )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_, who being by me duly sworn did say that she/he is the \_\_\_\_\_ of CW Lone Tree, LLC, a Utah limited liability company, and that the foregoing instrument was signed on behalf of said entity, and she/he acknowledged to me that said entity executed the same.

\_\_\_\_\_  
Notary Public

**Syracuse City**

By: \_\_\_\_\_  
DAVE MAUGHAN, Mayor

ATTEST:

By: \_\_\_\_\_  
CASSIE Z. BROWN, City Recorder

STATE OF UTAH                    )  
                                          )ss.  
COUNTY OF DAVIS            )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_, who being by me duly sworn did say that he is the Mayor of Syracuse City and that the foregoing instrument was signed on behalf of said entity, and he acknowledged to me that said entity executed the same.

\_\_\_\_\_  
Notary Public



## EXHIBIT A

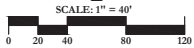
### Legal Description of the Property

DRAFT

## EXHIBIT B

Preliminary Site Plan (showing fire-station parcel, Lone Tree location, etc.)

DRAFT



**Cole West**  
610 North 800 West  
Centerville, UT 84014  
866-744-2489

**NOTES:**

1. All sanitary sewer improvements shall conform with the standards and specifications of North Davis Sewer District.
  2. All culinary water improvements shall conform with the standards and specifications of Syracuse City.
  3. All secondary water improvements shall conform with the standards and specifications of Syracuse City.
  4. All improvements in the public right of way shall conform with the standards and specifications of Syracuse City.
  5. All private improvements shall conform to APWA standards and specifications.
- Contractor to field locate and verify the horizontal and vertical location of all utilities prior to beginning work.



|                     |                |
|---------------------|----------------|
| <b>PROJECT:</b>     |                |
| <b>DRAWN BY:</b>    | <b>BAG</b>     |
| <b>REVIEWED BY:</b> | <b>PMD</b>     |
| <b>REVISIONS:</b>   |                |
| <b>No.</b>          | <b>DATE</b>    |
|                     | <b>REMARKS</b> |

DATE: January 5, 2026

SHEET NUMBER:

# O-2

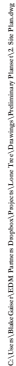


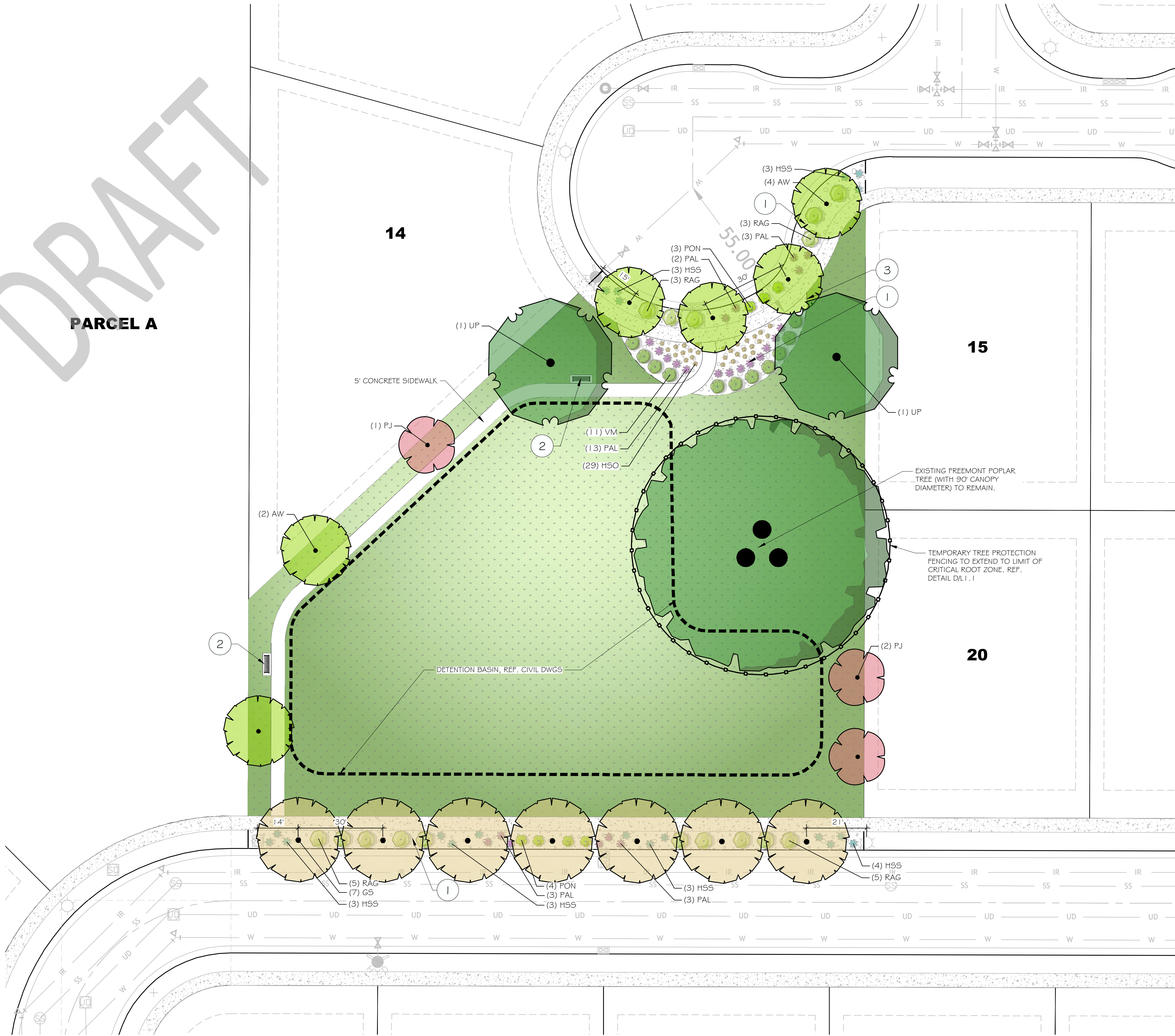
EXHIBIT C

DRAFT



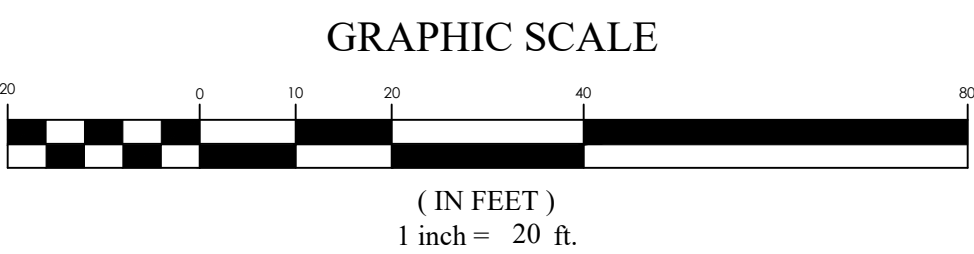
DRAFT

PARCEL A



REFERENCE NOTES SCHEDULE

| SYMBOL | CODE | DESCRIPTION                  | QTY      |
|--------|------|------------------------------|----------|
|        | 1    | DECORATIVE ROCK, TYPE T.B.D. | 3,365 sf |
|        | 2    | BENCH                        | 2        |
|        | 3    | STEEL EDGING                 | 122 lf   |



PLANT SCHEDULE

| SYMBOL                    | CODE | BOTANICAL NAME                           | COMMON NAME                       | SIZE      | QTY       |
|---------------------------|------|------------------------------------------|-----------------------------------|-----------|-----------|
| <b>TREES</b>              |      |                                          |                                   |           |           |
|                           | AW   | Acer truncatum x platanoides 'Warrenred' | Pacific Sunset® Maple             | 1.5' Cal. | 6         |
|                           | GS   | Gleditsia triacanthos inermis 'Impcole'  | Imperial Honey Locust             | 1.5' Cal. | 7         |
|                           | PJ   | Prunus serrulata 'Kwanzan'               | Kwanzan Japanese Flowering Cherry | 1.5' Cal. | 3         |
|                           | UP   | Ulmus parvifolia                         | Lacebark Elm                      | 1.5' Cal. | 2         |
| <b>EXISTING TREES</b>     |      |                                          |                                   |           |           |
|                           | PF   | Populus fremontii                        | Fremont Cottonwood                | 90' DIA.  | 1         |
| <b>SHRUBS</b>             |      |                                          |                                   |           |           |
|                           | PON  | Physocarpus opulifolius 'Nugget'         | Nugget Ninebark                   | 5 gal.    | 7         |
|                           | RAG  | Rhus aromatica 'Gro-Low'                 | Gro-Low Fragrant Sumac            | 5 gal.    | 16        |
|                           | VM   | Viburnum carlesii 'SMVCB'                | Spice Baby™ Koreanspice Viburnum  | 5 gal.    | 11        |
| <b>ORNAMENTAL GRASSES</b> |      |                                          |                                   |           |           |
|                           | HSS  | Helictotrichon sempervirens 'Sapphire'   | Sapphire Blue Oat Grass           | 1 gal.    | 19        |
| <b>PERENNIALS</b>         |      |                                          |                                   |           |           |
|                           | HSO  | Heimerocallis x 'Stella de Oro'          | Stella de Oro Daylily             | 1 gal.    | 29        |
|                           | PAL  | Perovskia atriplicifolia 'Little Spire'  | Little Spire Russian Sage         | 1 gal.    | 24        |
| <b>GROUND COVERS</b>      |      |                                          |                                   |           |           |
|                           | PP2  | Poa pratensis                            | Kentucky Bluegrass                | sod       | 31,114 sf |

LANDSCAPE NOTES

- LAWN AREAS WILL BE SODDED WITH KENTUCKY BLUEGRASS BLEND OVER 4 INCHES GOOD GRADE TOPSOIL.
- TOP DRESS ALL SHRUB BED AREAS AND OTHER AREAS LABELED ROCK MULCH WITH 4" DEEP OF ROCK TYPE(S) SPECIFIED IN THE REFERENCE NOTE SCHEDULE. PLACE ROCK OVER DEWITT PRO-5 WEED BARRIER FABRIC. FABRIC SHALL BE INSTALLED AFTER PRE-EMERGENT HAS BEEN APPLIED.
- INSTALL STEEL EDGING FOR MOW STRIPS BETWEEN LAWN AREAS AND PLANTING BEDS.
- CONTRACTOR TO CONDUCT THEIR OWN QUANTITY TAKE-OFFS IN THE PLAN AND VERIFY ANY DISCREPANCIES WITH THE LANDSCAPE ARCHITECT.
- CONTRACTOR SHALL VERIFY ALL UTILITIES SHOWN ON THE PLANS AS WELL AS HAVE THE SITE UTILITIES LOCATED ON THE GROUND PRIOR TO THE START OF CONSTRUCTION ACTIVITIES. IN THE EVENT THAT THE CONTRACTOR DISCOVERS AN UNDERGROUND UTILITY THAT IS NOT REPRESENTED WITHIN THE CONSTRUCTION DOCUMENTS OR AS MARKED ON THE SITE, HE SHALL IMMEDIATELY CONTACT THE OWNERS REPRESENTATIVE TO DETERMINE NEXT STEPS PRIOR TO ANY CONSTRUCTION ACTIVITIES WITHIN THE AREA OF THE NEWLY DISCOVERED UNDERGROUND UTILITY.
- THE CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE THROUGHOUT CONSTRUCTION ACTIVITIES FOR THE PROJECT. ACCUMULATION OF STANDING WATER WILL NOT BE PERMITTED.

TREE PRESERVATION GENERAL NOTES

- PROHIBITED ACTIVITIES IN CRITICAL ROOT ZONE: THE FOLLOWING ACTIVITIES ARE PROHIBITED WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE OF ANY PROTECTED TREE SUBJECT TO THE REQUIREMENTS OF THE CITY ORDINANCE.
  - MATERIAL STORAGE: NO MATERIALS INTENDED FOR USE IN CONSTRUCTION OR WASTE MATERIALS ACCUMULATED DUE TO EXCAVATION OR DEMOLITION SHALL BE PLACED WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE OF ANY PROTECTED TREE.
  - EQUIPMENT CLEANING/LIQUID DISPOSAL: NO EQUIPMENT SHALL BE CLEANED OR OTHER LIQUIDS DEPOSITED OR ALLOWED TO FLOW OVERLAND WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE OF A PROTECTED TREE. THIS INCLUDES, WITHOUT LIMITATION, PAINT, OIL, SOLVENTS, ASPHALT, CONCRETE, MORTAR OR SIMILAR MATERIALS.
  - TREE ATTACHMENTS: NO SIGNS, WIRES OR OTHER ATTACHMENTS, OTHER THAN THOSE OF A PROTECTIVE NATURE, SHALL BE ATTACHED TO ANY PROTECTED TREE.
  - VEHICULAR TRAFFIC: NO VEHICULAR AND/OR CONSTRUCTION EQUIPMENT TRAFFIC OR PARKING SHALL TAKE PLACE WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE OF ANY PROTECTED TREE OTHER THAN ON EXISTING STREET PAVEMENT. THIS RESTRICTION DOES NOT APPLY TO SINGLE INCIDENT ACCESS WITHIN THE CRITICAL ROOT ZONE FOR PURPOSES OF CLEARING UNDERBRUSH, ESTABLISHING THE BUILDING PAD AND ASSOCIATED LOT GRADING, VEHICULAR TRAFFIC NECESSARY FOR ROUTINE UTILITY MAINTENANCE, EMERGENCY RESTORATION OF UTILITY SERVICE, OR ROUTINE MOWING OPERATIONS.
  - GRADE CHANGES: NO GRADE CHANGES SHALL BE ALLOWED WITHIN THE LIMITS OF THE CRITICAL ROOT ZONE OF ANY PROTECTED TREE UNLESS ADEQUATE CONSTRUCTION METHODS ARE APPROVED BY THE LANDSCAPE ADMINISTRATOR.
  - PROTECTIVE FENCING: PRIOR TO CONSTRUCTION, THE CONTRACTOR OR SUBCONTRACTOR SHALL CONSTRUCT AND MAINTAIN, FOR EACH PROTECTED TREE ON A CONSTRUCTION SITE, A PROTECTIVE FENCING WHICH ENCLOSES THE OUTER LIMITS OF THE CRITICAL ROOT ZONE OF THE TREE TO PROTECT IT FROM CONSTRUCTION ACTIVITY. ALL PROTECTIVE FENCING SHALL BE IN PLACE PRIOR TO COMMENCEMENT OF ANY SITE WORK AND REMAIN IN PLACE UNTIL ALL EXTERIOR WORK HAS BEEN COMPLETED.
  - TREES TO BE REMOVED SHOULD BE REMOVED FROM THE SITE IN A MANNER TO AVOID INJURY TO REMAINING TREES, INCLUDING THE REMOVAL OF STUMPS AND/OR ROOT SYSTEMS. HEAVY EQUIPMENT SHALL NOT ENCRDACH ON THE ROOT SYSTEMS OF TREES TO BE RETAINED OR OTHER TREES OF HIGH VALUE. IF NECESSARY, TREES SHOULD BE REMOVED MANUALLY WITH CHAIN SAWS, AND STUMPS SHOULD BE GROUND OUT INSTEAD OF USING HEAVY EQUIPMENT.
  - CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO TREES THAT ARE TO REMAIN.

LONE TREE SUBDIVISION  
SYRACUSE, UTAH  
LANDSCAPE PLAN

| REVISION BLOCK |     | DATE | DESCRIPTION |
|----------------|-----|------|-------------|
| 1              | ### | ###  | ###         |
| 2              | ### | ###  | ###         |
| 3              | ### | ###  | ###         |
| 4              | ### | ###  | ###         |
| 5              | ### | ###  | ###         |
| 6              | ### | ###  | ###         |

LANDSCAPE PLAN

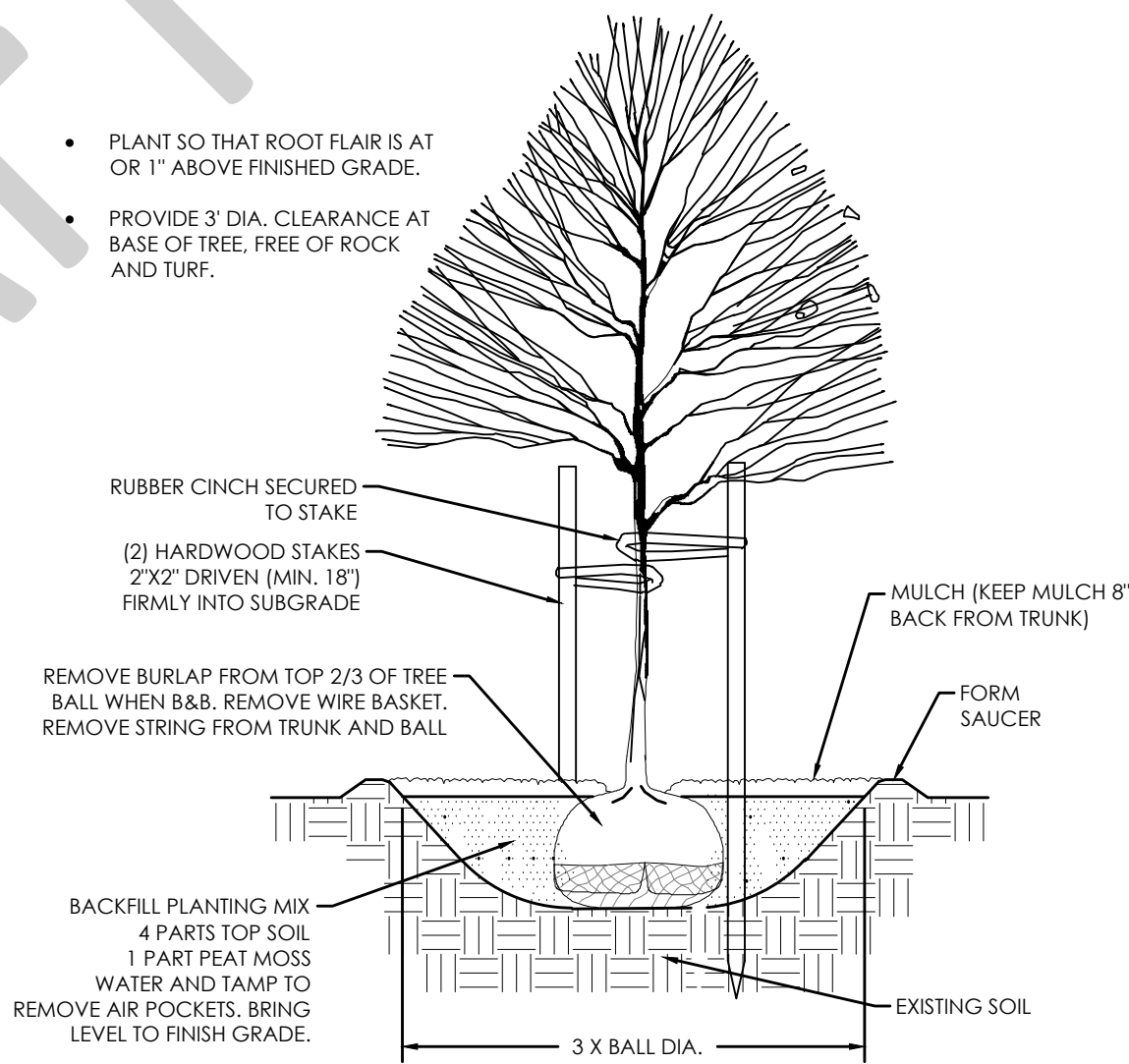
|                  |                |
|------------------|----------------|
| Scale: 1"=20'    | Drawn: SB      |
| Date: 01/21/2026 | Job #: 26-0005 |
| Sheet:           | L1.0           |



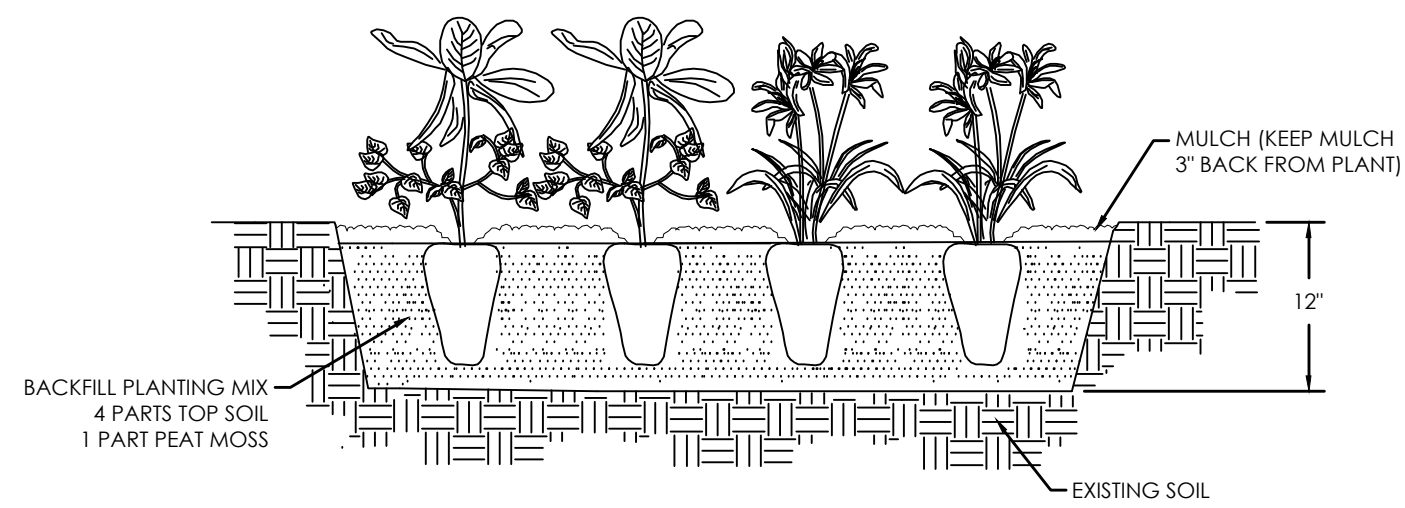
FOR  
REVIEW  
ONLY



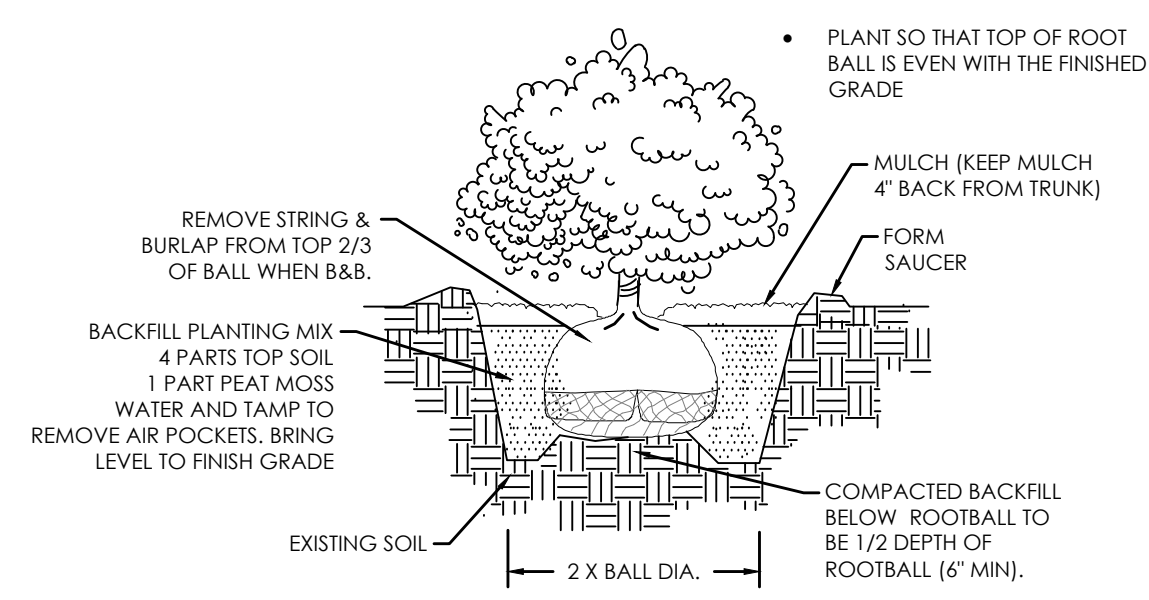
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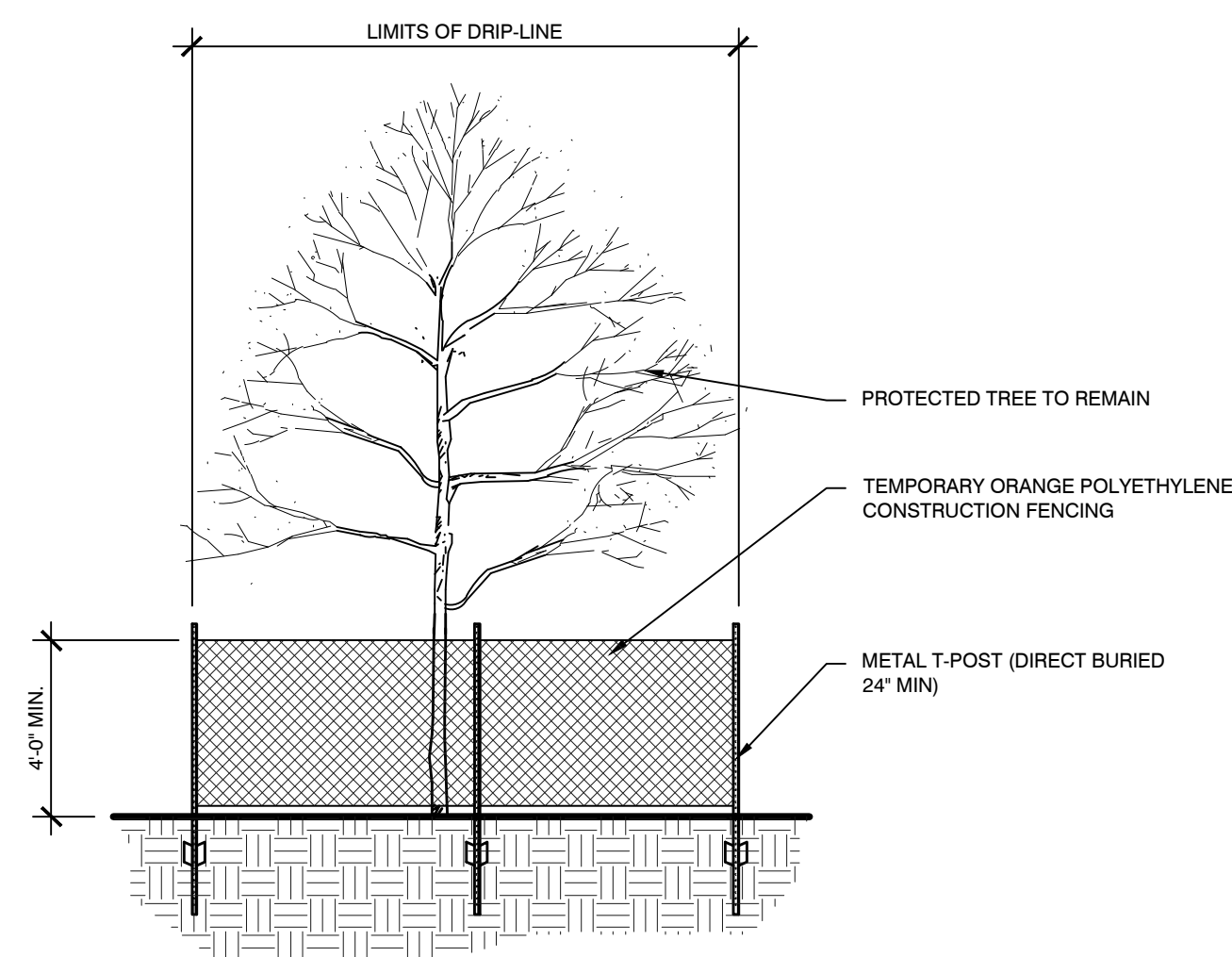
**A** TREE PLANTING & STAKING  
NOT TO SCALE



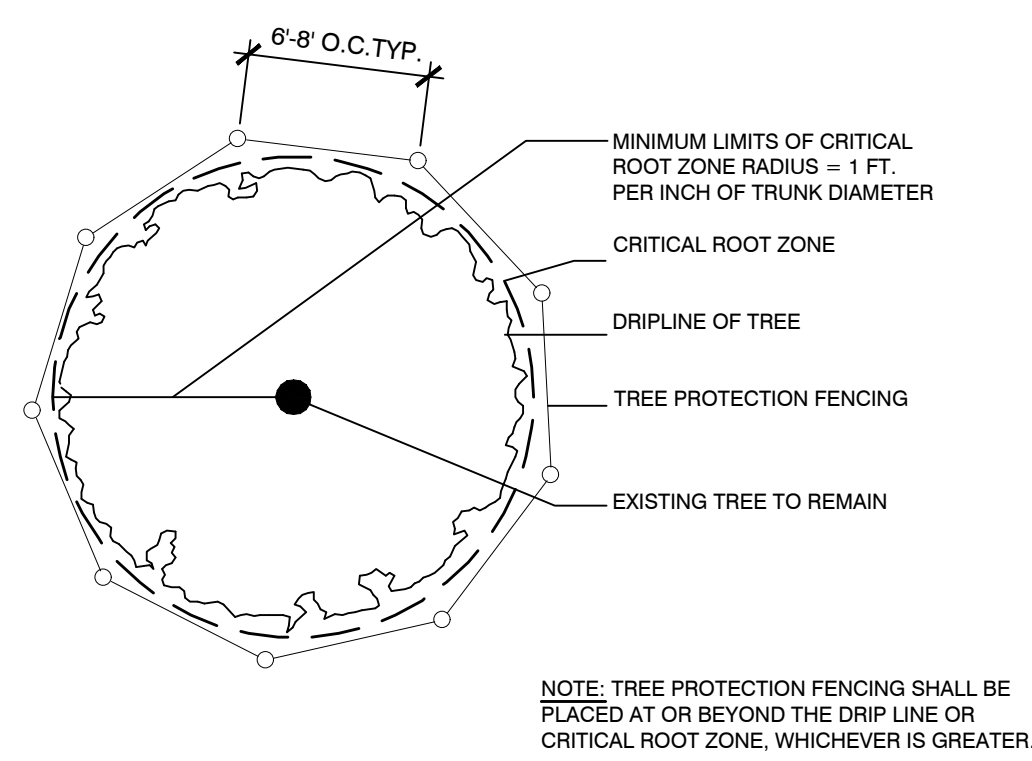
**B** PERENNIAL PLANTING  
NOT TO SCALE



**C** SHRUB PLANTING  
NOT TO SCALE



**D** TREE PROTECTION FENCING  
NOT TO SCALE



**E** TREE PROTECTION FENCING (PLAN)  
NOT TO SCALE

FOR  
REVIEW  
ONLY

LONE TREE SUBDIVISION  
SYRACUSE, UTAH  
LANDSCAPE DETAILS

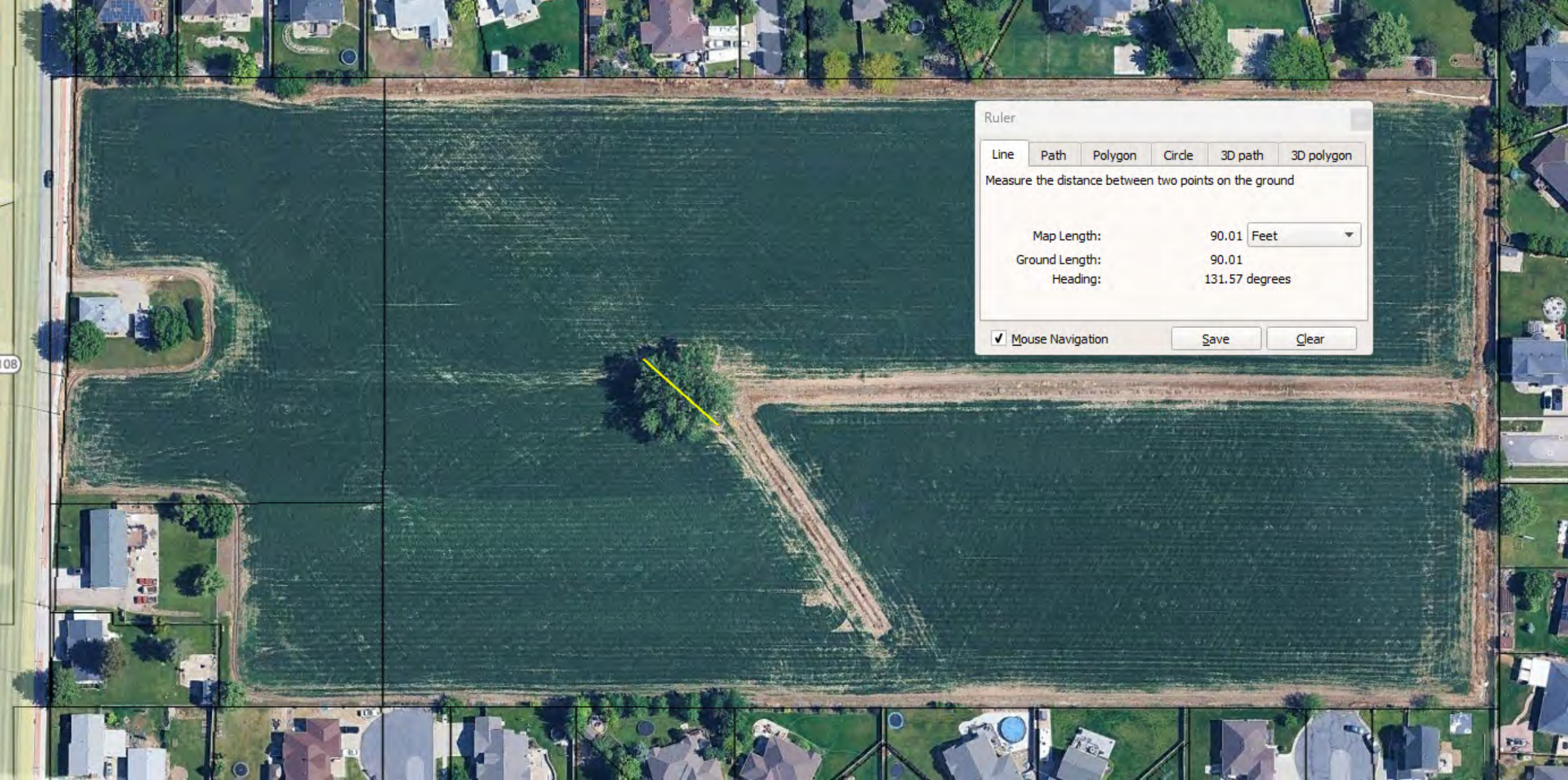
| REVISION BLOCK |      | DESCRIPTION |
|----------------|------|-------------|
| #              | DATE |             |
| 1              | ###  | ###         |
| 2              | ###  | ###         |
| 3              | ###  | ###         |
| 4              | ###  | ###         |
| 5              | ###  | ###         |
| 6              | ###  | ###         |

LANDSCAPE  
DETAILS

|                  |                |
|------------------|----------------|
| Scale: 1"=20'    | Drawn: SB      |
| Date: 01/21/2026 | Job #: 26-0005 |
| Sheet:           |                |

L1.1





Ruler

Line Path Polygon Circle 3D path 3D polygon

Measure the distance between two points on the ground

Map Length: 90.01 Feet  
Ground Length: 90.01  
Heading: 131.57 degrees

☒ Mouse Navigation

Save

Clear













# COUNCIL AGENDA

January 27, 2026

Agenda item "c.3"

## 2500 W and SR 193 Intersection Transportation Grant Extension

### *Summary*

The city applied for and was awarded a transportation grant from Davis County for \$2,817,918 on January 23, 2024. The money is for a new signalized intersection at 2500 W and SR 193. The original grant timeline expired on January 23, 2026. The city has requested to extend the timeline to June 30, 2028. Please find attached the 'Amendment No. 1 to Interlocal Cooperation Transportation Project Reimbursement Agreement'. This agreement needs to be approved by resolution by council and forwarded to the County Commission for approval.

### *Attachments*

Grant Extension Request

Amendment Agreement



**From:** [Noah Steele](#)  
**To:** [kanderson@co.davis.ut.us](mailto:kanderson@co.davis.ut.us); [Jeff Oyler](#); [kenta@co.davis.ut.us](mailto:kenta@co.davis.ut.us); [dmitchell@co.davis.ut.us](mailto:dmitchell@co.davis.ut.us)  
**Cc:** [Brody Bovero](#); [Robert Whiteley](#)  
**Subject:** FW: Request to extend timeline on Third Quarter Local Option Funds  
**Date:** Friday, December 5, 2025 12:05:00 PM

---

Kent/Jeff/David,

Here is our extension request letter we spoke about on the phone the other day. Thanks for you help in navigating this.

-Noah

Davis County Team,

Syracuse City was fortunate enough to have entered into a project reimbursement agreement with Davis County, authorizing the use of Third Quarter Local Option Sales Tax Transportation Funds. We thank you for supporting our project. The county approved the use of funds for the 2500 W project beginning 1/23/24 with an amount of \$2,817,918. The project completion date is set to expire 1/23/2026. The city has been working towards getting the project off the ground but unfortunately will not be able to finish by the required date. Therefore, we formally request more time to complete this valuable project. Please allow us to give a project update and explain why we are asking for an extension.

The project proposes a signalized intersection at 2500 W and SR 193, benefitting both Syracuse and West Point. The intersection would open public access to a large contiguous swath of land to the south that Syracuse City has master planned for job creation and economic development. This project unlocks one of the largest contiguous economic development areas in Davis County. The project will also improve north south circulation between points of interest such as the LDS temple, Antelope Drive, and Bluff Road.

At the time of application, Boyer was going to be the city's development partner that would lead the engineering, design, and construction of the project. Boyer was requesting to move full steam ahead with promises of a big, beautiful project. Unfortunately, for various reasons outside of the city's control, they decided to not purchase the property and abandoned the project. There were other developers who showed interest in the project, but they were unable to successfully come to a sales

agreement with the private property owners. The uncertainty of whether Boyer or another developer would lead the project delayed the project significantly.

Nevertheless, the city has been active in pushing the project along in the following ways. The city has hired Methods consulting group to complete the intersection design. The design is nearly complete, and we will send out bid documents (most likely around the first of the year). Once the city has bid responses, we will select a contractor (most likely spring of 2026). After that, construction would be mobilized (anticipated early summer 2026). Construction would be completed by early 2027. The city also has worked with UDOT to increase the amount of funds they pledged up to \$650,000. The city has completed right of way dedication from the church. Also, the city has nearly completed needed right of way dedication from the Cook family.

The city will manage construction of the intersection, turn pockets, acceleration lanes, conduit, raised center median, and stub the road approximately 100' into the properties. This initial investment would get the ball rolling by gaining public access to the properties and increase development viability. Once a developer is on board (anticipated by the beginning of 2027), they could manage construction of the signal arms, sidewalks, and extending the stub road south sufficiently for their development (anticipated to be completed by early 2028). This way, traffic on SR-193 would not be stopped at an intersection that does not serve any buildings or generate any traffic. This extra time will facilitate attracting a developer. A developer should be able to make up for the inflation cost increases that most likely will have affected the project hopefully avoiding the need to request a budget increase.

We believe that a two-year extension amending the ending date of the agreement to 1/23/28 would be enough time to complete the project. We appreciate your consideration of the details surrounding the project that led to the un-anticipated delay. Please feel free to reach out with any questions or needed additional information.

Thanks,

Noah Steele, AICP  
CED Director  
1979 W 1900 s  
Syracuse City, 84075  
(801) 614-9672  
nsteele@syracuseut.gov

**AMENDMENT NO. 1 TO INTERLOCAL COOPERATION**  
**TRANSPORTATION PROJECT REIMBURSEMENT AGREEMENT**

This Amendment No. 1 to Interlocal Cooperation Transportation Project Reimbursement Agreement (this “Amendment”) is between Davis County, a body corporate and politic and a legal subdivision of the State of Utah (“County”), and Syracuse City, a municipal corporation, body politic, and political subdivision of the State of Utah (“City”). The County and the City may be referred to collectively as the “Parties” in this Amendment.

WHEREAS, the Parties previously entered into an Interlocal Cooperation Transportation Project Reimbursement Agreement, dated January 23, 2024, by the County, and identified in the County’s records as Resolution #2/2024 (the “Agreement”).

WHEREAS, the Parties, through this Amendment, desire to amend the Agreement as set forth below.

The Parties therefore agree as follows:

1. Section 3 of the Agreement is omitted and replaced with the following:
  - 3. The County’s Duties, Obligations, Responsibilities, or Otherwise.** The County shall reimburse the City in an amount up to 80% of the total permitted or authorized costs or expenses of the Project, not to exceed \$2,817,918.00, only upon all of the following being timely and completely satisfied by the City:
    - 3.1. The City commences and completes the full scope of the Project in a manner consistent with the Application on or before June 30, 2028;
    - 3.2. The City notifies the County of its timely completion of the Project and provides the County with a detailed breakdown of all expenses, costs, or other approved match payments paid by the City in connection with the Project.
2. The effective date of this Amendment will be the date that this Amendment is signed by both Parties.
3. Except to the extent specifically modified by this Amendment, the terms and conditions of the Agreement shall remain in full force and effect.
4. This Amendment may be executed in counterparts, each of which shall be deemed an original, and all such counterparts shall constitute one and the same contract. Digital signatures and signatures transmitted by facsimile and/or e-mail shall have the same force and effect as original signatures.

[Signature Page Follows]

The Parties hereto have caused this Amendment to be signed by their duly authorized representatives on the dates indicated below.

|                                                                                       |                                                                   |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>DAVIS COUNTY</b>                                                                   | <b>SYRACUSE CITY</b>                                              |
| By: _____<br>John Crofts, Chair<br>Board of Davis County Commissioners<br>Date: _____ | By: _____<br>Printed Name: _____<br>Title: _____<br>Date: _____   |
| ATTEST:                                                                               | ATTEST:                                                           |
| _____<br>Brian McKenzie<br>Davis County Clerk<br>Date: _____                          | _____<br>Printed Name: _____<br>Title: _____<br>Date: _____       |
| Reviewed as to Proper Form and Compliance with<br>Applicable Law:                     | Reviewed as to Proper Form and Compliance with<br>Applicable Law: |
| _____<br>Authorized Attorney for Davis County                                         | _____<br>Authorized Attorney for Syracuse City                    |



# COUNCIL AGENDA

## January 27, 2026

Agenda Item “d.1”      Proposed amendments to Syracuse Municipal Code, Engineering Standards, and policies relate to City water meters.

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

- Water meters are intentionally not located in concrete for safety and serviceability. If a leak at the meter were to develop at the meter or at pipes near the meter, the leak may go undetected for long periods of time because concrete prevents water from coming to the surface and can erode the soil underneath the concrete creating a void that may collapse. Leaks at meters are frequently excavated around the outside edges of the meter box to make repairs.
- Clarification to the city code is drafted for your consideration.
- Engineering standards have been updated for your review.
- A policy has also been drafted for your review.

### ***Proposed Amendments:***

#### 4.15.320 Meter installation and maintenance

(No change proposed to this paragraph)

It shall be unlawful for any person who is not authorized by the Public Works Department to open or connect into any City water main. Any person desiring to open or connect into the City water system shall obtain the appropriate permits required herein and all work performed under such permit shall be inspected by the City. Any person connecting to the water system shall install a connection pipe of suitable quality under the street and a meter box, meter, and stopcock at a location determined by the Public Works Department. Said connection pipe, meter box, meter and stopcock are and shall remain the property of the City, which retains the sole right to maintain, repair, and service said facilities. The City shall own and maintain the shutoff valve, the water meter and its appurtenances, regardless of whether the water meter was installed at the street or inside the structure receiving service. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-03-320.]

(Proposal to add the following paragraph)

For one-inch pipe and meter size or smaller, the water meter shall not be located in the approach of the driveway, or encased in concrete, the location of the water meter box and lid shall only be



located in the park strip to allow for maintenance and replacement. If the lateral is in the driveway approach, it shall be moved and then inspected by Public Works before it can be backfilled. If a lateral is moved, the water meter setter shall be installed parallel with the curb. If a lateral is not moved, the water meter setter shall be installed perpendicular to the curb.

#### 4.25.150 Meter

(No change proposed to this paragraph)

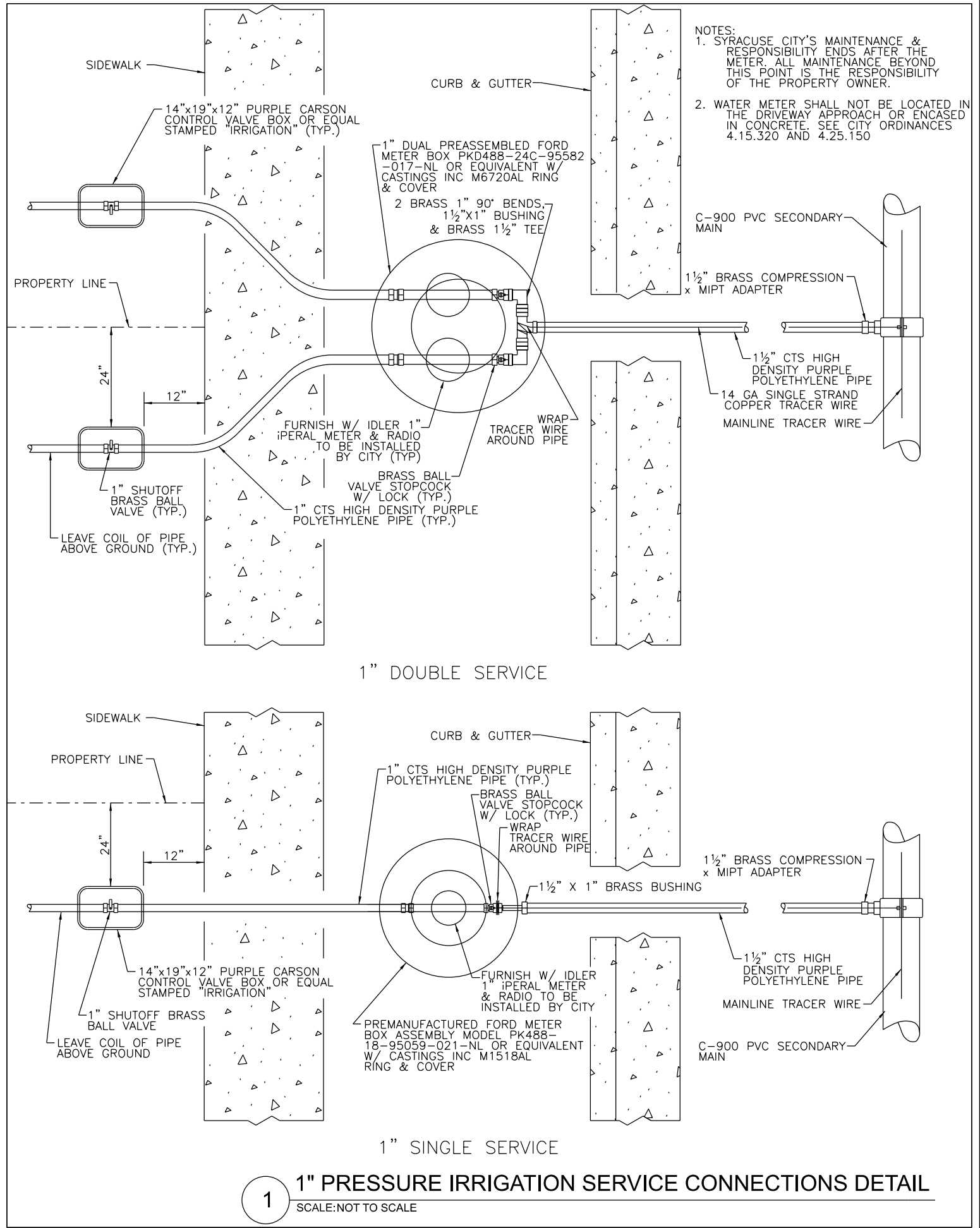
(A) Installation. Any person connecting to the water system shall install a connection pipe from the main and a meter box, meter, radio, stopcock, and shutoff valve with a separate box all of which are at a location determined by the Public Works Department and in compliance with current City engineering standards. The City shall own and maintain the water meter, radio, meter box, stopcock, and connection pipe between the meter and the main. The City retains the sole right to maintain, repair, and service City-owned facilities.

(Proposal to add the following paragraph)

For one-inch meter size, the water meter shall not be located in the approach of the driveway, or encased in concrete, the location of the water meter box and lid shall only be located in the park strip to allow for maintenance and replacement.

### ***Discussion Goals:***

Discuss proposed amendments and provide staff with direction on changes or provide staff with further issues to research or information needed to make any proposed changes or clarifications, if desired.



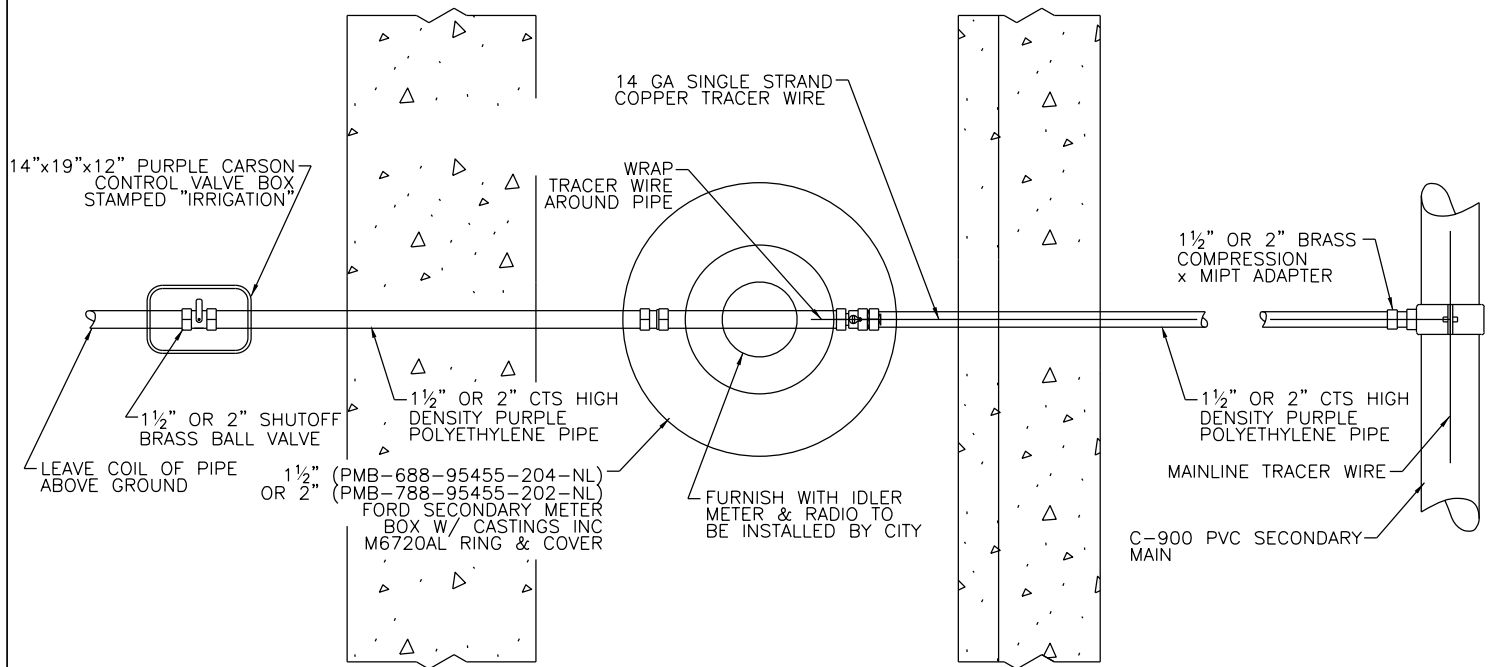
| STATEMENT OF USE                                                                                                                                                                                                                                                                |                         |    |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----|--------------|
| THIS DOCUMENT AND ANY ILLUSTRATIONS HEREON ARE PROVIDED AS STANDARD CONSTRUCTION DETAILS WITHIN SYRACUSE CITY. DEVIATION FROM THIS DOCUMENT REQUIRES APPROVAL OF SYRACUSE CITY. SYRACUSE CITY CORPORATION CAN NOT BE HELD LIABLE FOR MISUSE OR CHANGES REGARDING THIS DOCUMENT. |                         |    |              |
| 1                                                                                                                                                                                                                                                                               | UPDATED TYPICAL SERVICE | BB | RCW 12/11/14 |
| 2                                                                                                                                                                                                                                                                               | UPDATED AND ADDED NOTES | JB | RCW 1/20/26  |
| NO.                                                                                                                                                                                                                                                                             | REVISION DESCRIPTION    | BY | APR. DATE    |

|               |                         |
|---------------|-------------------------|
| CAD FILE:     | SYRACUSE CITY STANDARDS |
| DRAWN BY:     | BB                      |
| DESIGN BY:    | BB                      |
| CHECKED BY:   | RCW                     |
| LAST UPDATED: | 01/20/2026              |
| DATE ADOPTED: | xx/xx/xxxx              |



| DEVELOPMENT STANDARDS                                        |  |
|--------------------------------------------------------------|--|
| SYRACUSE CITY CORPORATION                                    |  |
| TYPICAL 1" SECONDARY PRESSURE IRRIGATION SERVICE CONNECTIONS |  |

|       |
|-------|
| SHEET |
| 23    |



1 1/2" & 2" SERVICE (NONRESIDENTIAL ONLY)

NOTES:

1. FOR METERS LARGER THAN 2-INCH, DRAWINGS OF VALVE & LOCATION SHALL BE SUBMITTED TO CITY FOR APPROVAL.
2. WATER METER SHALL NOT BE LOCATED IN THE DRIVEWAY APPROACH OR ENCASED IN CONCRETE. SEE CITY ORDINANCES 4.15.320 AND 4.25.150

1 1 1/2" & 2" PRESSURE IRRIGATION SERVICE CONNECTIONS DETAIL  
SCALE: NOT TO SCALE

STATEMENT OF USE  
THIS DOCUMENT AND ANY ILLUSTRATIONS HEREON ARE PROVIDED AS STANDARD CONSTRUCTION DETAILS WITHIN SYRACUSE CITY. DEVIATION FROM THIS DOCUMENT REQUIRES APPROVAL OF SYRACUSE CITY. SYRACUSE CITY CORPORATION CAN NOT BE HELD LIABLE FOR MISUSE OR CHANGES REGARDING THIS DOCUMENT.

|   |                         |    |     |          |
|---|-------------------------|----|-----|----------|
| 1 | UPDATED TYPICAL SERVICE | BB | RCW | 12/11/14 |
| 2 | UPDATED AND ADDED NOTES | JB | RCW | 1/20/28  |

|               |                         |
|---------------|-------------------------|
| CAD FILE:     | SYRACUSE CITY STANDARDS |
| DRAWN BY:     | BB                      |
| DESIGN BY:    | BB                      |
| CHECKED BY:   | RCW                     |
| LAST UPDATED: | 01/20/2026              |
| DATE ADOPTED: | 4/11/2023               |



DEVELOPMENT STANDARDS  
SYRACUSE CITY CORPORATION  
TYPICAL SECONDARY PRESSURE IRRIGATION  
SERVICE CONNECTIONS LARGER THAN 1"

SHEET

24

## **Water Meter Location Policy**

### **1. Purpose**

The purpose of this policy is to ensure safe, accessible, and maintainable placement of culinary water meters, secondary water meters, and stop-and-waste valve boxes for reading, maintenance, repair, and replacement. Water leaks under concrete can be difficult to detect and continued leaks can create voids under concrete causing a potential collapse.

### **2. Applicability**

This policy applies to all existing and future culinary and secondary water meters and stop-and-waste valve boxes serving properties within the city's service area.

### **3. Meter Location Requirements**

- Water meter boxes and lids must not be encased in concrete.
- Water meters, boxes, and lids shall be installed in a manner that allows full and unobstructed access to the meter box and associated components.
- City code and engineering standards must be followed.

### **4. Existing Meters Encased in Concrete**

- If a water meter or stop-and-waste box is situated in concrete or surrounded by concrete, the City reserves the right to remove a section of concrete as necessary to access, service, repair, or replace the meter, meter box, or meter lid.
- The extent of concrete removal shall be at the city's discretion as to what is reasonably necessary to perform required work.

### **5. Existing Meters surrounded by vegetation**

- If a water meter or stop-and-waste box is surrounded by bushes, trees, or dense vegetation, the City reserves the right to remove vegetation as necessary to access, service, repair, or replace the meter, meter box, or meter lid.
- The extent of vegetation removal shall be at the city's discretion as to what is reasonably necessary to perform required work.



## **6. Restoration**

- The City shall not replace, repair, or restore any concrete or vegetation removed to access, repair, or maintain a water meter. To maintain safety, the ground surrounding the meter may be filled with loose material, such as granular fill, gravel, wood mulch, rock mulch, brick, or similar materials that can easily be removed.
- Concrete, bushes, or trees shall not be replaced surrounding the water meter. Property owners may restore or replace the area with other loose surface materials if they choose to do so.
- All materials must allow continued safe and unobstructed access to the meter.

## **7. Property Owner Responsibilities**

- Property owners must always maintain clear access to the water meter. This includes trimming bushes, trees, and ground vegetation if necessary. It also includes preventing it from getting buried.
- Any future improvements or landscaping must comply with this policy and must not involve placing concrete, trees, or bushes over or around the meter.

## **8. Enforcement**

Failure to comply with this policy may result in delays in service, additional costs to the property owner, or other actions as permitted by city regulations.



# COUNCIL AGENDA

January 27, 2026

Agenda Item “e.1”      Update and Discussion on Changes to 911 Dispatch Services

## ***Purpose of Agenda Item***

The purpose of this agenda item is to brief the City Council on the impending termination of the City’s current 911 dispatch arrangement with Davis County, outline the City’s available options for continued dispatch services, review the major terms of a proposed interlocal cooperation agreement with Layton City, and receive direction from the City Council on how to proceed.

## ***Background and Need for Action***

Syracuse City currently receives 911 dispatch services through Davis County. Davis County has notified participating cities that it is closing its dispatch center and transitioning dispatch operations to Layton City. As a result, the City’s existing contract with Davis County will terminate later this year, requiring Syracuse City to secure a replacement dispatch service provider to ensure uninterrupted public safety communications.

Under current Utah law, once Davis County discontinues its dispatch operations, only two dispatch centers may remain operational within the county (currently Layton City and Bountiful City). Because Syracuse City does not share a contiguous service area with Bountiful City, state law does not allow the City to contract with Bountiful for dispatch services. Additionally, once Davis County’s dispatch center closes, a third dispatch center cannot be created. These statutory limitations significantly narrow the City’s available options.

Layton City has proposed an interlocal cooperation agreement under which it would provide consolidated regional dispatch services to Syracuse City and other participating agencies.

## ***Alternative Option***

One alternative that has been suggested by another Davis County city is the potential formation of a special service district to provide dispatch services. A special service district could offer direct representation on a governing board, rather than governance through Layton City Council. However, based on preliminary discussions, formation of a special service district is not

expected to produce significant cost savings compared to contracting directly with Layton City. The Layton proposal includes an advisory body with participating cities represented, but final decisions are made by Layton City.

A feasibility study could be conducted to further analyze the special service district option; however, such a study would require time and resources and would not guarantee a materially different outcome.

### ***Overview of Proposed Interlocal Agreement with Layton City***

While a newer draft is expected to arrive within the next week, the latest draft agreement is summarized herein. The draft Interlocal Cooperation Agreement outlines the framework under which Layton City would operate a regional Emergency Communications Center (ECC) and provide dispatch services to Syracuse City and other participating agencies. Key provisions include the following:

#### **1. Purpose and Scope**

The agreement is intended to provide efficient, high-quality, and cost-effective public safety dispatch services on a regional basis, while standardizing dispatch policies, procedures, and operational practices across participating agencies.

#### **2. Governance and Oversight**

Layton City will retain operational control of the ECC, with governance structured to include multiple advisory bodies:

- **User Advisory Groups** for law enforcement and fire agencies to provide operational input on dispatch protocols, policies, and service levels.
- **Member Advisory Group** composed of one chief law enforcement and one chief fire officer from each participating agency to address cross-disciplinary issues and review budgets and service delivery.
- **Budget Advisory Group** composed of one executive-level representatives to review the annual budget, capital plans, and make recommendations to the Layton City Council.

While Layton City Council has final budgetary authority, these advisory groups are designed to ensure participating cities, including Syracuse City, have meaningful input into operations and financial planning.

#### **3. Fee Structure**

Member assessments are determined from the total budget, less 911 tax revenue, less member agency assessments.

The City's assessment would be determined through a combination of:

- **Law Enforcement Fee**, calculated based on number of sworn officers in the department.
- **Fire Fee**, calculated using a rolling three-year average of call volume.

Member agencies will redirect their 911 fee revenues to Layton City's restricted accounts, and Layton City will provide annual budget estimates, financial reporting, and true-ups for overpayments.

#### **4. Capital Replacement and Long-Term Planning**

The agreement establishes a capital replacement fund to plan for and finance future infrastructure and technology needs. Capital improvement plans will be reviewed by advisory groups.

#### **5. Term and Termination**

The initial term of the agreement is three years, with automatic annual renewals thereafter. A participating city may terminate its participation with eighteen months' written notice, effective at the end of a fiscal year.

#### ***Next Steps and Requested Council Direction***

Staff is seeking City Council guidance on the following:

1. Whether to continue negotiations toward final approval of the proposed interlocal agreement with Layton City.
2. Whether the Council wishes staff to further explore the feasibility of a special service district, including the potential cost and timeline of a formal feasibility study.
3. Any additional concerns or priorities the Council would like addressed before returning with a recommended course of action.

No formal action is requested at this meeting; the item is presented for discussion and direction only.





# COUNCIL AGENDA

January 27, 2026

Agenda Item “e.2”      Discussion on Provision of Ambulance Services in Response to Senate Bill (SB) 215 of 2025

## ***Purpose of Agenda Item***

Questions regarding this item may be directed toward City Manager Brody Bovero or Fire Chief Aaron Byington. The purpose of this discussion item is to inform the City Council of the rationale for issuing a Request for Proposals (RFP) for emergency medical services (EMS) and to outline the proposed next steps, including Council consideration of a resolution at the next Council meeting in February.

## ***Background***

Recent changes to state law require municipalities to formally select and support providers of 911 emergency medical services and interfacility transport services through a public process. In response to these requirements, the City initiated an RFP to ensure compliance with Utah Code and state EMS licensure standards and to provide transparency and due diligence in evaluating available service options.

The RFP was issued to identify any qualified EMS providers interested in serving Syracuse City. No formal proposals were received in response. As part of this process, staff reviewed service needs, regulatory requirements, and the historical performance of the Syracuse Fire Department in providing EMS services.

## ***Attached Documents***

For Council’s reference, the following documents are included with this agenda item:

- A draft resolution formally selecting and supporting the Syracuse Fire Department as the City’s EMS provider
- A draft Letter of Support to be submitted to the Utah Department of Public Safety, Bureau of Emergency Medical Services, as part of the Syracuse Fire Department’s re-licensure process

These documents reflect the outcome of the evaluation process and are intended to satisfy statutory and licensing requirements.

### ***Next Steps***

No formal action is requested at this meeting. Staff is seeking Council feedback and discussion regarding the RFP process and the proposed approach. Based on this discussion, staff intends to bring the resolution forward for Council consideration and possible adoption at a regularly scheduled meeting in February.

Staff will address any questions and provide additional information as requested by the Council.

**SYRACUSE CITY  
RESOLUTION NO. 25-XX-XX**

**A RESOLUTION SELECTING AND SUPPORTING THE SYRACUSE FIRE DEPARTMENT AS THE PROVIDER OF  
911 EMERGENCY MEDICAL SERVICES AND INTERFACILITY TRANSPORT SERVICES IN COMPLIANCE WITH  
UTAH CODE AND STATE EMS LICENSURE REQUIREMENTS**

WHEREAS, the Utah State Legislature enacted Senate Bill 215, effective May 7, 2025, requiring that municipalities formally select their provider(s) of ground ambulance, paramedic, and interfacility transport services through a public process; and

WHEREAS, Utah Code §§11-48-103 and 53-2d-501(2) mandate that a governing body must conduct a formal review of EMS providers and issue a letter of support as part of the re-licensure process administered by the Bureau of Emergency Medical Services (BEMS); and

WHEREAS, the Syracuse City Council held a duly noticed and open public meeting on January 27, 2026, in accordance with Utah Code 52-4, the Open and Public Meetings Act, to evaluate qualified EMS providers for 911 and interfacility services within the city's jurisdiction; and

WHEREAS, the Syracuse City Council has reviewed the performance of the Syracuse Fire Department based on the criteria of cost, quality, and accessibility of service and determined that the Syracuse Fire Department continues to meet or exceed the city's standards in all areas;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE, UTAH:

1. That the Syracuse City Council hereby formally selects and supports the Syracuse Fire Department to serve as the provider of 911 emergency medical services and interfacility transport services within the city's designated service area;
2. That this selection is based on evaluation of cost, quality, and access goals in accordance with Utah Code and BEMS requirements;
3. That the City hereby authorizes the issuance of a formal Letter of Support to be submitted to the Utah Department of Public Safety, Bureau of Emergency Medical Services, in conjunction with the Syracuse Fire Department's re-licensure application;
4. That this resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the City Council of Syracuse, Utah, this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
David Maughan  
Mayor

ATTEST:

\_\_\_\_\_  
Cassie Brown  
City Recorder

Date: **[Insert Date]**

To: Bureau of Emergency Medical Services  
Utah Department of Public Safety

Subject: Letter of Support for Syracuse Fire Department EMS Re-Licensure

To Whom It May Concern:

Pursuant to the requirements set forth in Utah Code 11-48-103 and 53-2d-501(2), and following the passage of S.B. 215, the Syracuse City Council held a duly noticed and open public meeting on January 27, 2026, to evaluate 911 emergency medical services and interfacility transport providers within the City of Syracuse.

Syracuse City did not receive any formal responses to its request for proposals for EMS service providers. The City Council determines that the Syracuse Fire Department continues to best meet the city's emergency medical service needs with respect to cost, quality of service, and accessibility for residents within the city's designated EMS service area.

Accordingly, the Syracuse City Council formally selects and endorses the Syracuse Fire Department as the designated provider of both 911 emergency medical services and interfacility transport services, and hereby submits this letter as required support for their re-licensure with the Utah Bureau of Emergency Medical Services.

Should you require additional documentation regarding the evaluation process or public meeting records, please contact our office directly.

Sincerely,

Mayor David Maughan  
Syracuse City Council





# COUNCIL AGENDA

January 27, 2026

Agenda Item “f”

## **Municipal Budgeting Overview**

### ***Factual Summation***

- Please refer to the attached PowerPoint presentation regarding municipal budgeting.

# Municipal Budgeting

Mythology, Wizardry, and Mystical?

Or

Just the basics 😊

# Basics before Budgeting

Terminology: Parts of a Budget

Sources of Income

Vision and Mission Statements

Methodology and Process

Long Range Planning

Enterprise funds

Impact Fees

MBA and Debt Servicing

CRA, CDA, RDA, EDA, -and the evolving acronyms!

Balancing new staff requests

# Taxes vs. Fees

Two distinct forms of  
Government Revenue



Taxes are mandatory payments collected by governments to fund general purposes such as public services and infrastructure

Fees are voluntary payments for specific services provided by the government often aimed at regulating those services on a cost per use basis.

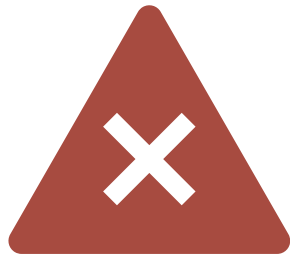
(Voluntary in this case refers to services are directly tied to the amount or simple receiving of a specific service.)

For the Citizens Taxes and fees all see the same = money out of my pocket

Technically they are different and have different limitations

Resources directed away from a household budget toward essential services beyond individual control is often associated with public scrutiny.

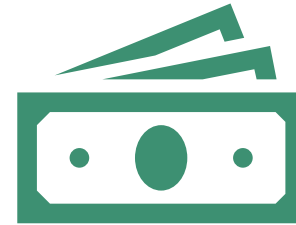
# Annual Expenditure (recurring costs)



**Important to note that a majority of our costs are pre-spent by decision made by previous councils for things set in motion that would create some pain, waste, or reduction in service**

Staffing (wages) make the vast majority of the budget for a service provider

Recurring fees in every department for subscription services, memberships, and operations fees that are essential to employees remaining accredited to perform duties and for tools to complete these duties



## **Fund Balances and Economies of Scale**

Many services require years of revenue capture to support growth projects.

Long range planning commits money to projects both past and future making based on decisions already committed (enterprise funds, bonds, projects)

Sometimes infrastructure projects can produce more “bang for the buck” by committing to economy of scale which creates commitments to multiple budget years.



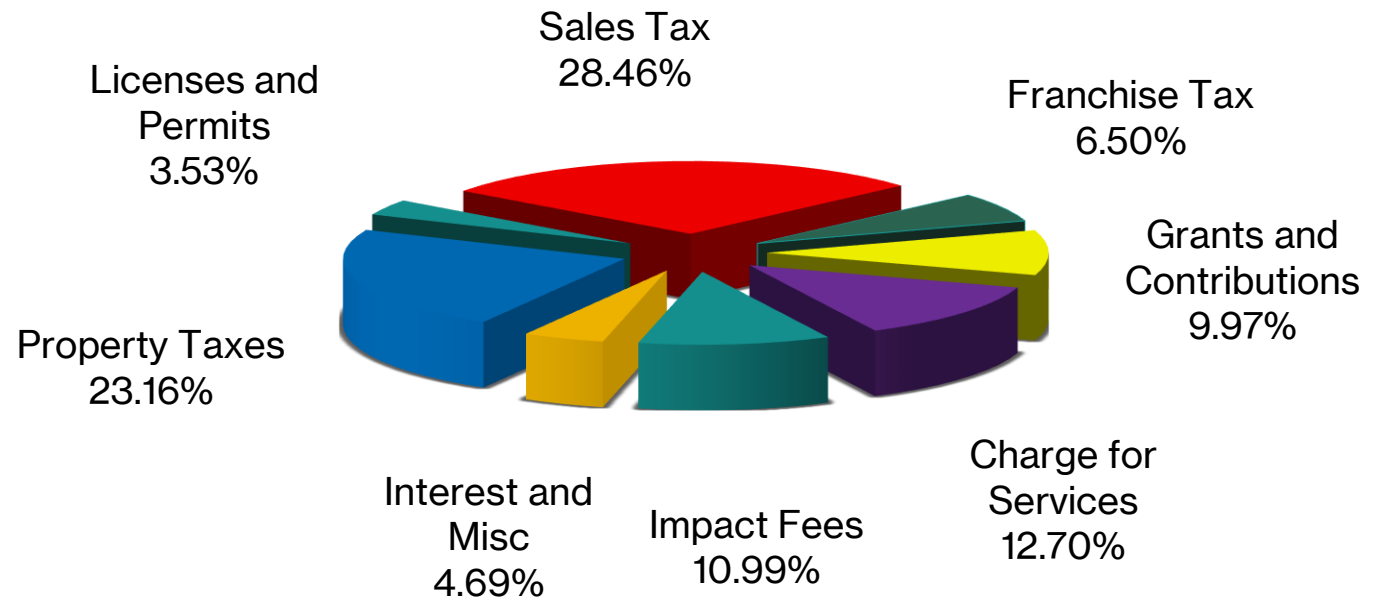
# One Time Costs

- Projects, Special Events, and Other one-time expenditures are sometimes easier to fit in because they are not commitments to every ongoing budget, it does not get a raise every year and it can be discontinued if it become an ongoing expense.



# Sources of Income for cities

- Property Tax
- Licenses and Permits
- Charges for Service
- Fines and Forfeitures
- Impact Fees
- Sales Tax
- Franchise Tax
- Grant and Contributions
- Interest and Miscellaneous





# What are the Goals of a Successful Budget?

- Fulfill the Missions of the City as voted on by the elected body of representatives of the city.
- Fulfill the Vision Statements as created and voted on by the City Governing Body.
- Achieve the strategic Goals and Objectives of the City
- Complete the tasks and duties assigned to staff by the city governing body



# Vision and Mission Statements

## City's Mission:

1. Provide quality, affordable services for its citizens.
2. Promote community pride
3. Foster economic development
4. Prepare for the future



## Council's Vision Statement Directly Related to the Budget:

1. We are a city with **well-maintained** infrastructure and **efficient** services that meet the needs of residents and businesses.
2. We are a **financially stable** city that **balances** service quality with cost-effectiveness.
3. City utilities are **affordable** and **financially sustainable**.
4. The Parks & Recreation Dept provides **financially sustainable** recreation programs.
5. The City has a comprehensive improvement plan that **ensures the upkeep and enhancement** of park facilities.

# Methodology

## METHOD OF BUDGETING

### Types of Budgeting Methods



- Fund Based Accounting
  - Governments have to attribute every dollar spent to fund
  - We have various coding that accounts for everything in and out of our budget
- Hybrid style budgeting method to adapt ongoing expenses and variable income sources with limited predictability
- Long range planning with many unknowns necessitates a fluid hybrid style of budgeting that must adapt to a constant changing environment





# Budget Process

- **Hold Budget Retreat to get Council Goals and Objectives.**
  - Budget officer receives requests from departments.
  - Requests are reviewed and revised to match revenue projections.
  - Budget is presented to council at budget meeting in April.
  - Tentative Budget is presented to the public by the 1<sup>st</sup> Council Meeting in May.
  - Public Hearing is scheduled, budget hearing held after at least 48 hours advertising.
  - Budget is presented for approval and discussion 1<sup>st</sup> Council meeting in June.
  - Budget adopted no later than June 30 (if no truth in taxation process occurs) or 1<sup>st</sup> council meeting in August (for truth in taxation hearing)
-

# Long Range Plans

- Many solutions are created with long range plans
  - Better prepared for large expense
  - Manage debt better
  - Stronger safety net
  - Reduces repetitive debate
  - Stronger direction for operations



The city maintains several long range plans that are reviewed annually

## Capital Projects

Vehicle replacement

5 year park plan

5 year enterprise planning

5 year road replacement



shutterstock.com · 2084702842

# Enterprise and Special Revenue Funds

- very limited for very specific purposes

Class C  
Road  
Fund

Special  
Use  
Fees

RAP  
Tax

Capitol  
Projects

Special  
Service  
Fees

# Impact Fees

What we can collect, how far it goes, and very tight restrictions.



Parks,  
Trails, and  
Recreation



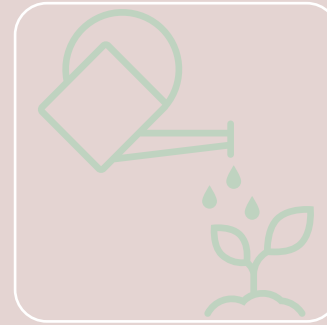
Public Safety



Transportation



Culinary Water



Secondary  
Water



Storm water

# MBA and Debt Servicing

- Municipal Building Authority (MBA) of Syracuse.
  - Separate legal entity
  - Mayor and City Council are the appointed board members
  - Primary function is to issue debt and construct municipal facilities
  - The City leases those facilities from the MBA via a lease revenue payment
  - The lease revenue payments pay the bond debt payments
- How it impacts our budget
  - The MBA is a blended component unit of the City
  - The City lease payments and bond payments are included in the budget.
  - The city will own the buildings once the bonds are paid off.

The annual debt service requirements to maturity for the MBA Lease Revenue Refunding Bonds, Series 2021, as of June 30, 2025, are as follows:

| <u>Year Ending June 30,</u> | <u>Principal</u>    | <u>Interest</u>   | <u>Total</u>        |
|-----------------------------|---------------------|-------------------|---------------------|
| 2026                        | \$ 930,000          | \$ 86,550         | \$ 1,016,550        |
| 2027                        | 965,000             | 58,650            | 1,023,650           |
| 2028                        | 990,000             | 29,700            | 1,019,700           |
| <b>Total</b>                | <b>\$ 2,885,000</b> | <b>\$ 174,900</b> | <b>\$ 3,059,900</b> |

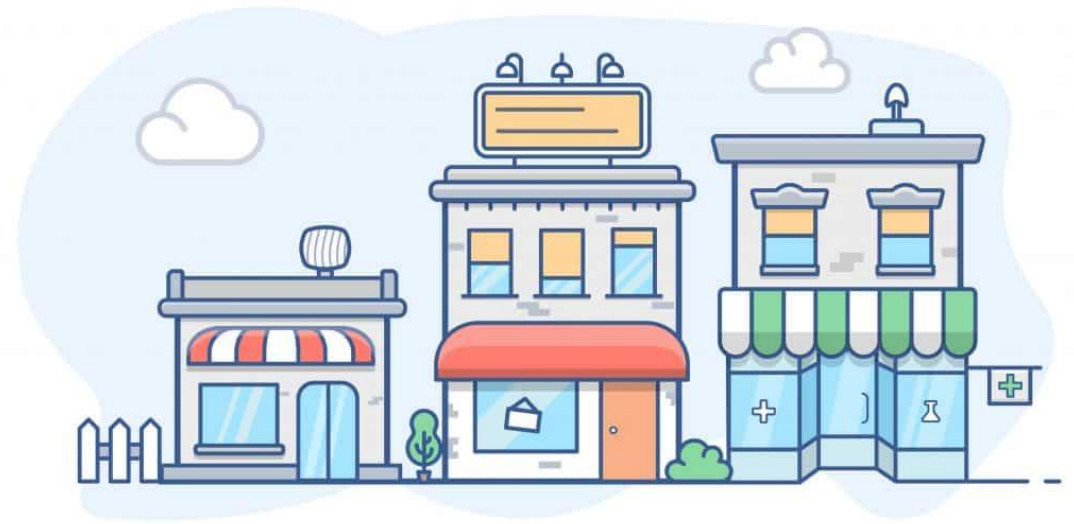
The annual debt service requirements to maturity for the MBA Bond series 2023, as of June 30, 2025, are as follows:

| <u>Year Ending June 30,</u> | <u>Principal</u>     | <u>Interest</u>     | <u>Total</u>         |
|-----------------------------|----------------------|---------------------|----------------------|
| 2026                        | \$ 366,000           | \$ 548,510          | \$ 914,510           |
| 2027                        | 385,000              | 529,923             | 914,923              |
| 2028                        | 404,000              | 510,395             | 914,395              |
| 2029                        | 425,000              | 489,877             | 914,877              |
| 2030                        | 446,000              | 468,319             | 914,319              |
| 2031-2035                   | 2,596,000            | 1,977,871           | 4,573,871            |
| 2036-2040                   | 3,324,000            | 1,248,788           | 4,572,788            |
| 2041-2044                   | 3,318,000            | 338,631             | 3,656,631            |
| <b>Total</b>                | <b>\$ 11,264,000</b> | <b>\$ 6,112,314</b> | <b>\$ 17,376,314</b> |



# CRA, CDA, RDA, EDA, PID

- Redevelopment Agency (RDA) of Syracuse.
  - Separate legal entity
  - The Mayor and City Council are the appointed board members
  - Primary function is to use for economic development
  - Different types with similar goals
    - RDA – Redevelopment area (we have 2)
    - CDA – Community Development Area (we have 1)
    - CRA – Community Reinvestment Area (we have 2)
    - EDA – Economic Development Area (we have 1)
- Tax increment financing (TIF) money is collected by the RDA areas and used for economic development, infrastructure costs, incentives, and business growth.
- Each area has a specific project area map and boundary with finite terms and cost sharing agreements. They vary from 15 years to 30 years in duration.
- Public Improvement District (PID) is a separate legal entity that has a separate board. It functions similar to our MBA. It can sometimes issue debt to pay for road and infrastructure improvements to the PID area. The city has pledged CRA TIF money to pay the PID bonds.



# Balancing New Staffing Requests



- We have used various methods of prioritizing over the last couple of years to make sure one department doesn't get all the staffing support and the others are left out.
- As we grow, we grow every service.
- In fast growing cities, funding is often behind the service growth.
- Tools such as AI are helping some jobs do more without adding people. Service always requires people.

# Budgeting is a year-round ongoing process



- Every policy decision, every expense, every approval you make affects the budget.
- The Budget is a living document. We do budget openings throughout the year.
- You received updated status on revenue in every manager's report.
- The budget is your tool to guide all departments through the emphasis you put on how the money is allocated, where it will be spent, and what you determine has priority.
- The most important job of the council is to connect the people you represent to the operations of the city through your decision making.



# COUNCIL AGENDA

January 27, 2026

Agenda Item “g”

## Branding Guidelines

### *Factual Summation*

- A style guide has been created to enhance consistency in public-facing materials produced by Syracuse City employees. The style guide outlines color combinations, font options, and template usage to support a cohesive and recognizable visual identity across official City communications.

### *Discussion Goals/Actions*

- Consider and provide feedback on the implementation of branding guidelines.



# STYLE GUIDE

Brand & Identity Guidelines



# 1

## INTRODUCTION

### USING THE STYLE GUIDE

Syracuse City has established this style guide to provide stakeholders with the established logos, colors, and standards for creating assets associated with the City. Efforts to maintain a consistent and recognizable look are valued, and representatives should become familiar with each section of the style guide before creating materials.

City logos should only be used with permission from a Syracuse City representative, specifically for external materials. The logos are not to be altered, copied, resold, or placed on any printed materials or merchandise without permission. All uses of the logos must be related to positively furthering the mission of Syracuse City and must not infringe on intellectual property.

The Syracuse City brand is more than just the logo; it is the unique and recognizable perception and associations residents have with the City. It allows Syracuse City to stand out from other communities and can inspire trust and confidence. The brand can be seen in everything: signage, emails, social media, newsletters, phone conversations, and services provided. The Syracuse City brand is the sum of every interaction someone has with our organization, which is why it's about consistency and credibility.

As Captain Barbossa stated, "The code is more what you'd call 'guidelines' than actual rules." The style guide is composed of 'guidelines' to provide stakeholders with a map when creating materials. A QR code and short link are available below to all the branding materials referenced within. When in doubt of the guidelines, please reach out. Thank you for helping Syracuse City maintain a publicly recognizable image.

### COMMUNICATIONS CONTACTS

**Brody Bovero, City Manager**  
bbovero@syracuseut.gov

**Kara Finley, Public Information Specialist**  
kfinley@syracuseut.gov



INSERT  
QR CODE

SHORT LINK

# 2

## BRAND IDENTITY

### ABOUT

Syracuse City is a vibrant Utah community with a high quality of life and a safe, family-oriented environment. Syracuse is located just north of Salt Lake City, nestled between the Wasatch Mountains and the Great Salt Lake. Syracuse is known as the "Gateway to Antelope Island." With a diverse economy, a beautiful natural setting, and warm, friendly people, Syracuse City offers a perfect place to call home, to visit for recreation, to meet new friends, or to conduct business.

Syracuse City's distinct charm has attracted many new residents, sparking rapid development in the area. Committed to embracing this growth while preserving the unique qualities that define our community, City leaders are focused on responsible and intentional expansion. This strategy ensures a balance between development and sustainability, aiming to uphold the community's legacy for current and future residents. Together, Syracuse City continues to build a welcoming and enduring home for its residents.

### MISSION

The City of Syracuse aims to provide quality, affordable services for its citizens while promoting community pride, fostering economic development, and preparing for the future.

### TAGLINE

The Gateway to Antelope Island

### VOICE

Our voice is a reflection of the services the City provides, and we seek to inform and educate with clear and concise content that is easy to understand. We establish trust by providing information that is reliable and accessible.

## MEDIA INTERACTIONS

Syracuse City is committed to using its voice for open and transparent communication with the public, including through interactions with the media. When responding to media inquiries, the City aims to provide accurate, relevant, and timely information that helps residents understand City services, decisions, and events.

When a reporter calls:

- Get the name of the media organization and the reporter.
- If they report for a radio or television station, ask if the interview is intended to be live or taped and where they want it to take place.
- Ask: "What story are you working on?"
- Ask: "What is your deadline?"
- Unless you are the designated representative of Syracuse City, thank the reporter for calling and let them know you will pass the information on to the appropriate individual.

Before an interview:

- If unfamiliar with the media outlet, research what they typically post.
- Ask the reporter if they are willing to provide the questions in advance. If not, consider the likely questions and tailor your responses.
- Prepare key message points you want to deliver.
- Set a goal for the interview.

During the interview:

- Speak clearly and slowly enough so your comments can be recorded accurately.
- Avoid legal jargon and bureaucratic phrases.
- Include "headlines" and "sound bites" in your responses that you back up with facts.
- Keep answers brief and to the point.
- Wait for the reporter to finish asking the question before starting to answer, especially for broadcast interviews.
- Allow the question to be a bridge to the message you want to get across.
- Offer solutions when asked about a problem.
- Correct false charges or incorrect facts stated by a reporter during an interview, but don't repeat false charges.
- Avoid using a reporter's negative statements. Keep statements positive.
- Don't be forced into yes or no answers.
- Acknowledge when you don't immediately know the answer and let them know you can find the information after the interview if it is available.
- Always maintain your composure.
- Never lie.
- Consider recording the interview so you have your own record of the full interview.

For telephone interviews:

- Eliminate distractions. Clear your desk and close your door.
- Keep the message points in front of you and keep reference materials handy.
- Paint pictures with your words, especially for radio interviews.

For television interviews:

- Avoid wearing busy patterns.
- Avoid wearing noisy, distracting jewelry.
- Sit up straight and slightly forward.
- If seated, unbutton suit jackets and sit on the tail to avoid jacket crawl.
- Remember that microphones are sensitive, and there is no need to shout.
- Feel free to gesture, but be aware of how the camera is framing your body.
- Talk to the reporter, not the camera, unless directed to do so.
- Assume the camera and microphone is always on and you are always being recorded, even if someone else is talking or the interview is over.

## DESIGN VALUES

Design values serve as an outline for a project's design. Key questions to consider:

- What is the intent of the document?
- Will users understand its intent or take the intended action?
- Is this the correct approach for the project?

## GUIDELINES TO FOLLOW

Simple

- Simple visuals are easier to consume, process, and remember.
- Everything should be visually clear.

Accessible

- Always design within the context of your audience.
- All public facing documents must meet accessibility standards starting in 2027.

Consistent

- Consistent visual languages build familiarity and trust.
- Visual repetition lowers the barrier to entry for communicating information.

Contrasted

- Create a clear hierarchy of information using strong contrast. Use appropriate headings, shapes, and colors depending on the importance.



# 3

## TYPOGRAPHY

### TYPEFACE

It is probable that the typeface in the logo's wordmark is original, as each letter is individually different, and no known standard font has been found to match. Therefore, adapting the type should be used sparingly, and complementary fonts should be used.

### INSPIRATION

*Designer: Robert E. Leuschke*

The Inspiration font, used for the logo tagline “The Gateway to Antelope Island,” can be described as fun and with a less-than-serious bounce.

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z  
0 1 2 3 4 5 6 7 8 9

### BODONI EGYPTIAN PRO

*Designer: Nick Shinn*

The Bodoni Egyptian Pro Extra Bold Italic font, used for a cleaner revised logo tagline “The Gateway to Antelope Island,” is a slab serif font based on the classic Bodoni typeface, but features a monoline design where all strokes are of equal thickness, giving it a modern look with a legible flow.

**A B C D E F G H I J K L M**  
**N O P Q R S T U V W X Y Z**  
**a b c d e f g h i j k l m n o p q r s t u v w x y z**  
**0 1 2 3 4 5 6 7 8 9**

## COMPLEMENTARY FONTS

For readability, consider pairing the logo with easily legible fonts. Primary complementary fonts could include:

- Adrianna
- Arial
- Acumin
- Aldine 721
- Aptos
- Avenir
- Bebas Kai
- Calibri
- Candara
- Century Gothic
- Core Serif
- Futura
- Garamond
- Gill Sans
- Lato
- Montserrat
- Myriad
- Proxima Nova
- Raleway
- Ratio
- Times New Roman
- Veranda

# 4

## LOGOS & MARKS

### CITY STANDARD LOGOS

The logo is for official City use only on documents, materials, and products where the City is an official sponsor or participant. The vertical logo should be most commonly used version and the horizontal logo should be used when there is insufficient space or it is necessary to balance a design. The tagline should only be used when sized to be easily read.

The standard logo is a full-color combination mark composed of the logomark and the logotype. Black and inverse color options are available. The individual parts of the logo can be strategically dismantled and maintain the desired brand look, but the combination tends to establish a stronger brand identity.

#### VERTICAL



#### HORIZONTAL



#### HORIZONTAL WITH TAGLINE



## DEPARTMENT LOGOS

Each Syracuse City department will have a set of the standard logos they can use for department-specific communications and activities promotions. Specific departments may also have standalone department logos to best represent their operations and service area.







## EVENT LOGOS

### HERITAGE DAYS



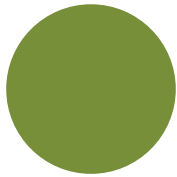
### SCARYCUSE DAYS & PUMPKIN WALK



# COLOR PALETTE

## PRIMARY COLORS

The primary colors are pulled directly from the standard full-color logo. These are the city's identifying colors, with dark moderate green being the most recognizable and used.



### **Dark Moderate Green**

This is the darkest shade of the gradient green used on the logo and lettering.

Hex #788F3A | RGB: 120, 143, 58

CMYK: 16, 0, 59, 44 | Websafe: 669933



### **Brown**

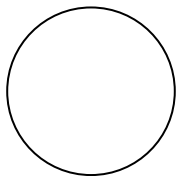
This is the brown used on the wordmark.

Hex #665533 | RGB: 102, 85, 51

CMYK: 0, 17, 50, 60 | Websafe: 666633

## SECONDARY COLORS

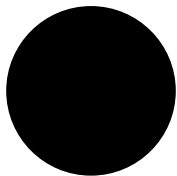
The secondary colors are to be used for the logo when high contrast is needed or when full color is not an option.



### **White**

Hex #FFFFFF | RGB: 255, 255, 255

CMYK: 0, 0, 0, 0



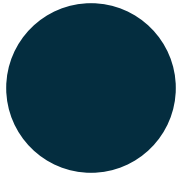
### **Black**

Hex #000000 | RGB: 0, 0, 0

CMYK: 0, 0, 0, 100

## TERTIARY COLORS

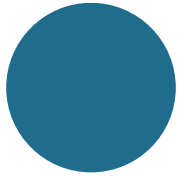
The tertiary colors complement the primary and secondary colors, not replace them. They cannot be used as logo substitution colors, but they should help create a cohesive color scheme when making assets.



### Very Dark Blue

Hex #042D3F | RGB: 4, 45, 63

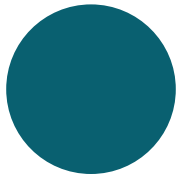
CMYK: 94, 29, 0, 75 | Websafe: 003333



### Dark Blue (Triad)

Hex #206C8D | RGB: 32, 108, 141

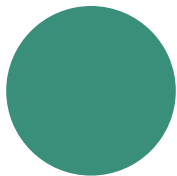
CMYK: 77, 23, 0, 45 | Websafe: 336699



### Dark Cyan

Hex #096070 | RGB: 9, 96, 112

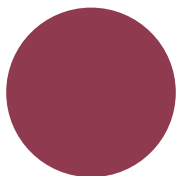
CMYK: 92, 14, 0, 56 | Websafe: 006666



### Dark Moderate Cyan (Tetrad)

Hex #3A8F7B | RGB: 58, 143, 123

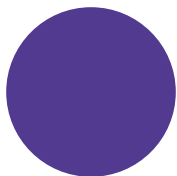
CMYK: 59, 0, 14, 44 | Websafe: 339966



### Dark Moderate Red (Tetrad)

Hex #8F3A4E | RGB: 143, 58, 78

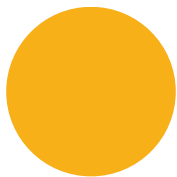
CMYK: 0, 59, 45, 44 | Websafe: 993366



### Dark Moderate Violet (Tetrad)

Hex #513A8F | RGB: 81, 58, 143

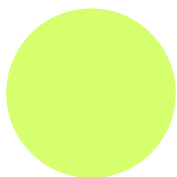
CMYK: 43, 59, 0 44 | Websafe: 663399



### Vivid Orange

Hex #F7B018 | RGB: 247, 176, 24

CMYK: 0, 29, 90, 3 | Websafe: ff9900



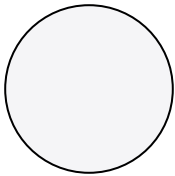
### Very Light Green

This is the lightest green in the logo gradient.

Hex #D6FF6D | RGB: 214, 255, 109

CMYK: 16, 0, 57, 0 | Websafe: CCFF66



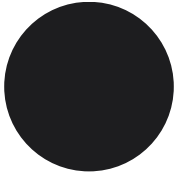


### **Light Grayish Blue**

For background color use when white would be too stark.

Hex #F5F5F7 | RGB: 245, 245, 247

CMYK: 1, 1, 0, 3 | Websafe: FFFFFFFF



### **Mostly Black**

For background color use when black would be too stark.

Hex #1D1D1F | RGB: 29, 29, 31

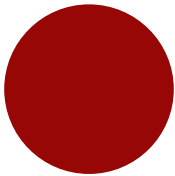
CMYK: 6, 6, 0, 88 | Websafe: 333333

## SYRACUSE FIRE DEPARTMENT LOGO

The Fire Department logo is a full-color combination mark.



The Fire Department can use the City's identifying colors along with the following additional colors.



### Dark Red

Hex #970706 | RGB: 151, 7, 6

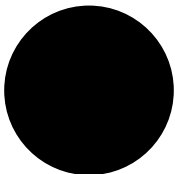
CMYK: 0, 95, 96, 41 | Websafe: 990000



### Vivid Orange

Hex #F7B018 | RGB: 247, 176, 24

CMYK: 0, 29, 90, 3 | Websafe: ff9900



### Black

Hex #000000 | RGB: 0, 0, 0

CMYK: 0, 0, 0, 100



### Light Grayish

Hex #F7F4F2 | RGB: 247, 244, 242

CMYK: 0, 1, 2, 3 | Websafe: FFFFFFFF

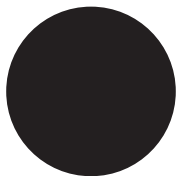
# SYRACUSE POLICE DEPARTMENT LOGOS

The Police Department has both a badge and a patch that are full-color combination marks that cannot be disassembled.



The Police Department can use the City's identifying colors along with the following additional colors.

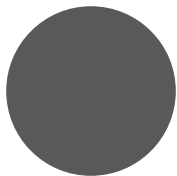
## BADGE COLORS



**Black (Text; Font: Times New Roman Bold)**

Hex #231F20 | RGB: 35, 31, 32

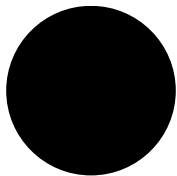
CMYK: 0, 11, 9, 86 | Websafe: 333333



**Darker Grey (Shapes Outline)**

Hex #58595B | RGB: 88, 89, 91

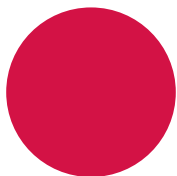
CMYK: 3, 2, 0, 64 | Websafe: 666666



**Dark Grey (Dark Mountain)**

Hex #808184 | RGB: 128, 129, 132

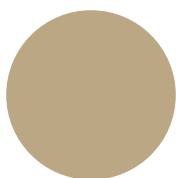
CMYK: 3, 2, 0, 48 | Websafe: 999999



**Red (Flag)**

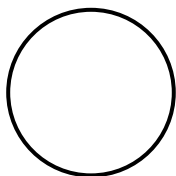
Hex #D31245 | RGB: 211, 18, 69

CMYK: 0, 91, 67, 17 | Websafe: CC0033



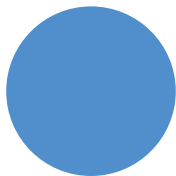
**Tan (Flag Stars)**

Hex #BCA785 | RGB: 188, 167, 133  
CMYK: 27, 31, 51, 0 | Websafe: CC9999



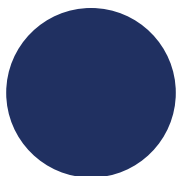
**White (Flag Stripes, Waves, and Snow Peaks)**

Hex #FFFFFF | RGB: 255, 255, 255  
CMYK: 0, 0, 0, 0



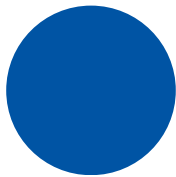
**Lighter Blue (State Seal Background)**

Hex #508FCC | RGB: 80, 143, 204  
CMYK: 69, 35, 0, 0 | Websafe: 6699CC



**Blue Purple (Water)**

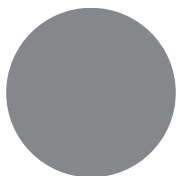
Hex #203061 | RGB: 32, 48, 97  
CMYK: 100, 91, 33, 23 | Websafe: 333366



**Mid-Blue (Water)**

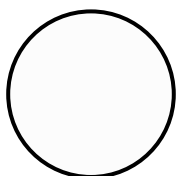
Hex #0054A4 | RGB: 0, 84, 164  
CMYK: 100, 73, 0, 2 | Websafe: 006699

**Silver Gradient (Even Distribution: Darker Grey, White, Mid Grey, Light Grey, Darker Grey)**



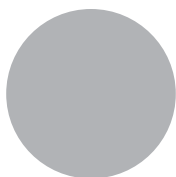
**Darker Grey (Outside Edges)**

Hex #85878A | RGB: 133, 135, 138  
CMYK: 51, 41, 39, 5 | Websafe: 999999



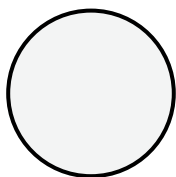
**Mostly White**

Hex #FCFCFC | RGB: 252, 252, 252  
CMYK: 0, 0, 0, 1 | Websafe: FFFFFFFF



**Mid Grey**

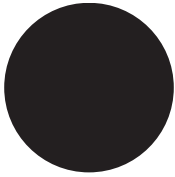
Hex #B1B3B6 | RGB: 177, 179, 182  
CMYK: 31, 24, 23, 0 | Websafe: 99CCCC



**Light Grey**

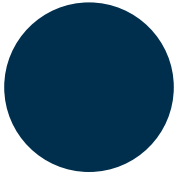
Hex #F3F4F4 | RGB: 243, 244, 244  
CMYK: 3, 2, 2, 0 | Websafe: FFFFFFFF

## PATCH COLORS



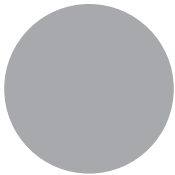
**Outer Dark Black (Outer Border)**

Hex #231F20 | RGB: 35, 31, 32  
CMYK: 0, 11, 9, 86 | Websafe: 333333



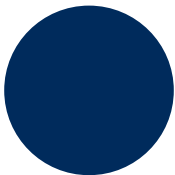
**Outer Dark Blue (Outer Border)**

Hex #002F4D | RGB: 0, 47, 77  
CMYK: 100, 39, 0, 70 | Websafe: 003366



**Darker Grey (Inner Border, Back Mountain, Top Road, Back Beach)**

Hex #A7A9AC | RGB: 167, 169, 172  
CMYK: 0, 0, 0, 40 | Websafe: 999999



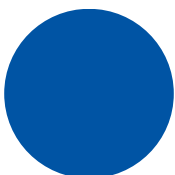
**Darker Blue (Background)**

Hex #002B5C | RGB: 0, 43, 92  
CMYK: 100, 64, 0, 60 | Websafe: 003366



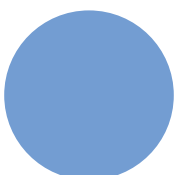
**Lighter Grey (Front Mountain, Front Beach)**

Hex #D1D3D4 | RGB: 209, 211, 212  
CMYK: 0, 0, 0, 20 | Websafe: CCCCCC



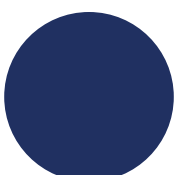
**Mid-Blue (Water)**

Hex #0054A4 | RGB: 0, 84, 164  
CMYK: 100, 73, 0, 2 | Websafe: 006699



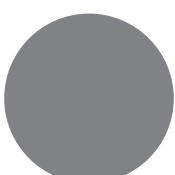
**Lighter Blue (Water)**

Hex #739DD2 | RGB: 115, 157, 210  
CMYK: 55, 30, 0, 0 | Websafe: 6699CC



**Blue Purple (Water)**

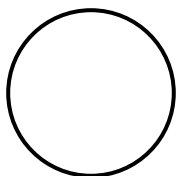
Hex #203061 | RGB: 32, 48, 97  
CMYK: 100, 91, 33, 23 | Websafe: 333366



**Dark Grey (Bottom Road)**

Hex #808285 | RGB: 128, 130, 133  
CMYK: 0, 0, 0, 60 | Websafe: 999999

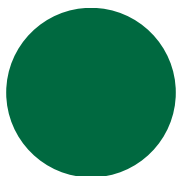




**White (Snow Peaks and Text - Font: Times New Roman Bold)**

Hex #FFFFFF | RGB: 255, 255, 255

CMYK: 0, 0, 0, 0



**Green (Beach Grass)**

Hex #006940 | RGB: 0, 105, 64

CMYK: 100, 0, 83, 47 | Websafe: 006633

## USAGE

Logos are generally the most recognizable brand assets for Syracuse City. Following these simple recommendations will help keep the Syracuse City logo looking its best and maintain recognizability. Please never alter logos in shape, proportion, or color contrary to this guide.

### CLEAR-SPACE REQUIREMENTS

The minimum clear space around the logo equals the “X” as shown. To create the greatest impact, allow even more space around the logo. Please don't allow typography or other potentially interfering graphic elements to enter the minimum clear space area. Give the logo enough space to be noticeable and prominent.



### SIZE

The minimum logo size should be used only when layout space is extremely limited. Use the logo at a larger size whenever possible. The minimum size for the vertical logo is 1 inch by 1.5 inches and 0.5 inches by 1.7 inches for the horizontal logo.



### CONTRAST AND COMPLIMENT

Whenever possible, use the highest possible contrast combination of logo and background. Whenever possible, don't place the logo on a cluttered or patterned background; instead, allow the logo to stand out. Consider the colors you are placing the logo on and by, and use complimentary colors or a complimentary font.



### ROTATION

Do not spin or rotate the logo or place it at odd angles.

### DISTORTION

Do not stretch or squeeze the logo out of proportion. Do not alter the logo, and use the complete electronic artwork provided. Do not change the font or alter the spacing between letters. Do not use logo artwork that has been rendered to look three-dimensional. Do not add special effects to the logo, such as embossing, shadows, or reflections.



## ADDITIONAL BRANDS

Other brands adjacent to Syracuse City are to keep their respective color palettes, but may utilize the City color palette for joint promotions through the City.



MISS SYRACUSE  
*Pageant*




# 5

## BRAND IMPLEMENTATION

### LETTERHEAD

Official correspondence should be sent on City letterhead and signed by a designated City employee.

|                                                                                                                                       |                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><b>SYRACUSE</b><br><small>EST. CITY 1936</small> | <b>Mayor</b><br>Dave Maughan<br><br><b>City Council</b><br>Andrea Brown<br>Brett Cragun<br>Abraham Pollard<br>Julie Robertson<br>Paul Watson<br><br><b>City Manager</b><br>Brody Bovero |
| <br>Date<br><br>Name<br>Address<br>City, State Zip<br><br>Dear Name,<br><br>Text body.<br><br>Sincerely,<br>Name<br>Position          |                                                                                                                                                                                         |
| <hr/> <small>Municipal Building • 1979 West 1900 South • Syracuse, Utah 84075 • Phone (801) 825-1477 • Fax (801) 825-3001</small>     |                                                                                                                                                                                         |

## BUSINESS CARDS

When representing the City, employees may use business cards customized using the official template.

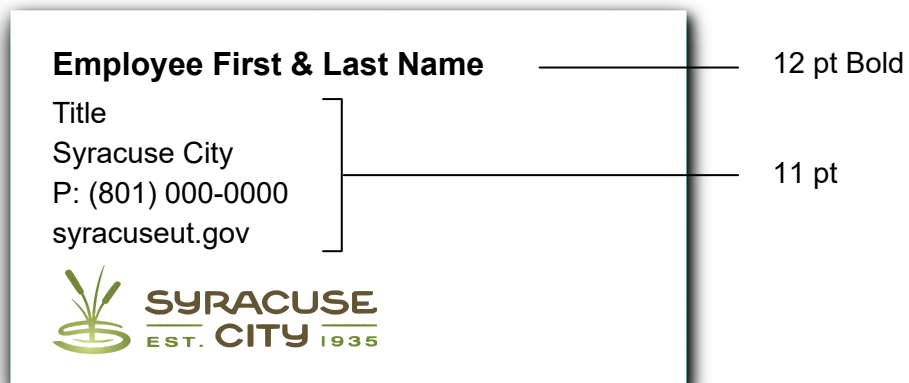


## EMAIL SIGNATURES

Email is a highly utilized form of communication in the City. However, it is important to remember that the tone and format of the email represent the City as an organization, and must always be professional.

A consistent email signature adds a professional touch and an immediate connection to the City brand. All City employees should use the email signature block provided below, in a standard system font. Department logos may be used in place of the standard City logo. Employees may also add cell phone numbers when appropriate.

Please note: graphics in place of text should not be used for the email signature, as they may not meet accessibility standards. However, it is permissible to add certain standardized language, such as legal disclosure policies, based on individual department requirements.





## PRESENTATIONS

A standard PowerPoint template can be accessed using the QR code or short link provided in the Introduction section. The template includes customization instructions and introductory slides about Syracuse City covering location, demographics, and community features. The PowerPoint will need to be adapted for individual use.



## CITY-OWNED VEHICLES

City-owned vehicles should have the Syracuse City logo present in an identifiable place. Where possible, the standard full-color City logo, horizontal or vertical, without the tagline, should be used, with the minimum shorter side of the logo measuring at least eight inches. At a minimum, it should be placed on both the driver and passenger doors, toward the front of the vehicle. Vehicles that will be owned for a shorter period may use alternative branding methods, such as magnetic signs.

The Fire Department and Police Department will have branding appropriate to the vehicle's use, and for more prominent identification.



## SIGNAGE

New wayfinding signage should conform to the Wayfinding Signage Program established through the Community and Economic Development Department. Departments should consult with the Community and Economic Development Department before initiating any project involving signage to ensure compliance.



## HOLIDAY SIGN TEMPLATES

Templates are available for use when offices are closed on approved holidays. The templates can be accessed using the QR code or short link provided in the Introduction section.

## PROMOTIONAL ITEMS

Promotional items, such as water bottles, stress balls, and banners, that display City logos should follow all branding requirements set forth in this guide. Department branded items should follow the same format for the overall City branded specifications.





# COUNCIL AGENDA

## January 27, 2026

### Agenda Item “h”      Discussion of Mayor/City Council Assignments and Appointments

Any question regarding this agenda item may be directed to Mayor Dave Maughan or City Manager Brody Bovero.

#### ***Background***

Historically, the Mayor and Council agreed to divide all assignments into groups so that no one Council member has all the workload in any one category. The Mayor suggests that Council members accept assignments from the following groupings. Last year’s resolution solidifying the 2025 appointments and assignments is attached to this memo for review.

#### ***Group A- School Point of contacts (2 each council member)***

1. Community Council, Bluff Ridge Elementary
2. Community Council, Buffalo Point
3. Community Council, Clearfield High School
4. Community Council, Cook Elementary
5. Community Council, Legacy Junior High
6. Community Council, Syracuse Elementary
7. Community Council, Syracuse High School
8. Community Council, New School Syracuse opens in fall
9. Community Council, Island View Elementary (West Point)
10. Community Council, Horizon Jr. High School
11. Community Council, Syracuse Junior High School
12. Liaison to Syracuse Arts Academy (2 covering all 4 campuses) Mayor

#### ***Group B- 1 employee board and 1 ULCT if available***

1. Employee Appeals Board alternate member (2)
2. Employee Appeals Board member (2)
3. Voting member of the Utah League of Cities and Towns (ULCT) Legislative Policy Committee (3)
4. Non-voting member of the Utah League of Cities and Towns (ULCT) Legislative Policy Committee (traditionally a City employee) (2)

\*Authorize key city staff as alternate voting members if no council members are able to attend. Suggestion: City Manager, City Attorney, or Mayor

***Group C- Citizen Committee assignments (2 each council member and mayor)***

1. Architectural Review Board
2. Arts Council Liaison -mayor to continue
3. Davis Chamber of Commerce Liaison -mayor is appointed by COG to serve on board. (add council member?)
4. Disaster Preparedness Committee Liaison
5. Museum Board Advisor
6. North Davis Communities that Care (CTC) Coalition City representative
7. Planning Commission Liaison (counts as 2, meets twice a month)
8. Youth Court Liaison
9. Miss Syracuse Pageant Liaison
10. America 250 Fundraising Special Project (2 council members)
11. New Business Ribbon Cutting Coordinator?
12. Youth Council?

***Group D- Major Special Events (1 each)***

1. Pumpkin Walk Liaison
2. Heritage Days Liaison
3. Safety Jamboree (Combined National Night Out/Fire Open House Night)
4. Syracuse America 250 special events committee – Julie and Andrea

***Group E- Mayor Pro-Tem (1 each) Assigned by Mayor***

1. Mayor Pro-Tem
2. Mayor Pro-Tem, Second
3. Mayor Pro-Tem, Third

**Canal Board-** representation has traditionally been covered by PW and individual stakeholders.

1. Davis and Weber Canal Board. (PW Director has been elected to this position)
2. Layton Canal Board – City Representative (traditionally the PW Director)

## **RESOLUTION R25-06**

### **A RESOLUTION OF THE SYRACUSE CITY COUNCIL APPOINTING THE MAYOR AND CITY COUNCILMEMBERS TO VARIOUS COMMITTEE POSITIONS AND ASSIGNMENTS.**

**WHEREAS** Syracuse City Councilmembers are desirous of being appointed to and serving on various community committees and boards; and

**WHEREAS** there are also internal City positions, such as Mayor Pro-Tem, that Councilmembers are desirous of being appointed to; and

**WHEREAS** the Syracuse City Council discussed committee appointments and assignments during their Work Session Meeting of January 28, 2025; the Mayor and Council determined to break assignments into five different groups and to assign each Councilmember to a defined number of positions in each group.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SYRACUSE CITY, UTAH, AS FOLLOWS:**

#### **Section 1. Appointment.**

Group A - School Point of contacts (2 each council member)

- Community Council, Bluff Ridge Elementary – **Councilmember Watson**
- Community Council, Buffalo Point – **Councilmember Carver**
- Community Council, Clearfield High School – **Councilmember Robertson**
- Community Council, Cook Elementary – **Councilmember Savage**
- Community Council, Legacy Junior High – **Councilmember Watson**
- Community Council, Syracuse Elementary – **Councilmember Savage**
- Community Council, Syracuse High School – **Councilmember Carver**
- Community Council, Syracuse Junior High School – **Councilmember Cragun**
- Liaison to Syracuse Arts Academy (counts as 2 covering all 3 campuses) **Councilmember Robertson**

Group B – One employee board and one ULCT assignment per Councilmember (ULCT assignments handled by City employees if not enough Councilmembers are available for legislative policy meetings).

- Employee Appeals Board alternate member (2) – **Councilmembers Cragun and Robertson**
- Employee Appeals Board member (2) – **Councilmembers Carver and Savage**



- Voting member of the Utah League of Cities and Towns (ULCT) Legislative Policy Committee (3) – **Councilmember Robertson, Mayor Maughan, and City Manager Bovero**
- Non-voting member of the Utah League of Cities and Towns (ULCT) Legislative Policy Committee (traditionally a City employee) (2) – **City Attorney Winchester**

Group C- two assignments per Councilmember and Mayor to the following public citizen advisory boards/committees:

- Architectural Review Board – **Councilmember Cragun**
- Arts Council Liaison – **Mayor Maughan**
- Davis Chamber of Commerce Liaison – **Councilmember Cragun**
- Disaster Preparedness Committee Liaison – **Councilmember Savage**
- Museum Board Advisor – **Councilmember Carver**
- North Davis Communities that Care (CTC) Coalition City representative – **Councilmember Robertson**
- Parks Advisory Committee Liaison – **Councilmember Savage**
- Planning Commission Liaison – **Councilmember Watson**
- Youth Court Liaison – **Councilmember Robertson**
- Miss Syracuse Pageant Liaison – **Councilmember Carver**

Group D – Major Public Facing Events (one assignment per Councilmember)

- Pumpkin Walk Liaison – **Councilmember Savage**
- Heritage Days Liaison – **Councilmembers Cragun and Watson**
- National Night Out – **Councilmembers Carver and Robertson**

Group E

- Mayor Pro-Tem – **Councilmember Waston**
- Mayor Pro-Tem, Second – **Councilmember Savage**
- Mayor Pro-Tem, Third – **Councilmember Robertson**

**Section 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**Section 3. Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 11<sup>th</sup> DAY OF FEBRUARY, 2025.**

**SYRACUSE CITY**

ATTEST:

\_\_\_\_\_  
Cassie Z. Brown, City Recorder

By: \_\_\_\_\_  
Dave Maughan, Mayor



# CITY COUNCIL WORK SESSION

January 26, 2026

## Agenda Item “i”

Review Syracuse Municipal Code regulations for appointments to special service district positions.

### *Factual Summation*

- The Mayor has indicated a desire to review the City’s current process and regulations for appointment members to special service district positions. The process can be found in Section 2.45.060 of the Syracuse Municipal Code and reads as follows:  
**“2.45.060 Appointment to local districts.**  
(A) Prior to appointing individuals to any local district, the Council shall discuss the appointment in a work meeting, and schedule a public hearing to consider the issue at its next regular Council meeting or a special meeting.  
(B) After conducting a public hearing, the Mayor shall open the issue to discussion among Council Members. At the conclusion of discussion, the appointment shall be made by motion, which must be supported by a majority vote. The Mayor may participate in the appointment action as a voting member.  
(C) In the case of a vacancy in both an elected position and an appointed position which was previously filled by that elected official, the Council shall fill the vacancy in the elected seat, as provided in SMC [2.45.040](#), prior to appointing an individual to fill the appointed position. [Ord. 16-19.]”
- Any question regarding this agenda item may be directed at Mayor Maughan.



# COUNCIL AGENDA

January 27, 2026

Agenda Item “j”

CED Deep Dive

## **Purpose**

The purpose of this memo is to introduce the biennial “deep dive” review of the Community & Economic Development (CED) Department. This review is part of the City Council’s ongoing commitment to effective governance, accountability, and continuous improvement across City operations. The biennial review provides an opportunity for the Council and Administration to engage in a focused, in-depth discussion of departmental performance, resource alignment, and emerging challenges.

## **Overview of the Biennial Review Process**

The biennial review process is intended to go beyond routine budget and operational updates. Instead, it provides a structured forum to examine whether a department’s goals, staffing, and performance measures align with City Council priorities and adopted policies. This review will focus on the Community & Economic Development Department, consistent with the City’s established review cycle.

## **Scope of Review**

The 2026 biennial review of the CED Department will focus on the following areas:

### **1. Key Performance Indicators (KPIs)**

Council will review the department’s adopted Key Results and Performance Indicators to evaluate progress toward strategic goals related to community development, business growth, permitting, inspections, and customer service. These measures are intended to provide clear, objective insight into departmental performance.

### **2. Staffing Levels and Capacity**

The review will examine current staffing levels, workload, and organizational capacity within the CED Department, with consideration given to service demands, development activity, and alignment with the City’s adopted recruitment and retention policies.

### **3. Concerns and Emerging Issues**

Council and staff will discuss any operational challenges, risks, or emerging issues

affecting the department, including growth pressures, regulatory changes, customer service expectations, and long-term sustainability.

**Outcome**

The goal of the biennial review is to inform future policy direction, budget planning, and potential organizational adjustments, while ensuring alignment with City Council priorities and adopted policies. Staff will be prepared to present information and respond to Council questions during the scheduled review.

Background materials are included to support this discussion.

## Community & Economic Development

### 1. Syracuse City has an effective strategic plan to support community and business development.

#### Key Results:

- The city follows a strategic growth strategy.
- Business development is actively supported.

#### KPIs:

- % increase in sales tax revenue.
- % increase in population growth.

Adopted May 13, 2025

- 
- Number of new businesses established annually.
  - Number of total businesses in the city.

% increase in sales tax revenue. Sales tax revenue is reported to the city monthly from Utah State Tax Commission department and reporting is generally two months behind. Distribution is done towards the end of every month. Sales tax revenue for the last 5 years are as follows: 2021- \$5,650,905, 2022 -\$6,388,137, 2023-\$6,915,276, 2024-\$7,373,160, 2025 - \$7,863,177. The difference between 2024 and 2025 was \$490,017.27, which is a 6.6% increase. CED will report these numbers to the city manager annually in September.

% increase in population growth. The Utah Governor's Office of Management and Budget (GOMB) estimates population numbers for use in the state sales tax distribution. These numbers are distributed annually around April after the previous calendar year. 2025 population estimates for 2025 are not yet released. Population estimates for the last 5 years are as follows: 2020 -32,354, 2021-33,280 2022 -34,828, 2023-37,376, 2024-38,400, 2025- 39,128 (Staff estimates 198 new housing units x average people per household of 3.68 = 728 new residents) Syracuse City population is estimated to have grown 1.9 % between '24 -'25 which is down from 2.7% in '23-'24. CED will report these numbers to the city manager annually in September.

According to the US Census, Syracuse has experienced a 21.3% change in population between April 1, 2020 to July 1, 2024. In comparison, Davis County has a 4.4% change, Utah has a 7.1% change, and the US has a 2.6% change. 2020 census population estimate for Syracuse is 32,140 and 2024 is 38,999.

Number of new businesses established annually. All businesses register annually and renew on the calendar year. Total number of new businesses for the last 5 years are as follows: 2020: N/A, 2021: 101, 2022: 205, 2023: 223, 2024: 42, 2025: 563. Business growth is trending up and a significant amount between '24-'25. CED will report these numbers to the city manager annually in January.



Number of total businesses in the city. All businesses register annually and renew on the calendar year. Total number of businesses for the last 5 years are as follows: 2020: 561, 2021: 662, 2022: 867, 2023:1,090, 2024: 1,132, 2025: 1,695. CED will report these numbers to the city manager annually in January

**2. The Community & Economic Development Department staff is knowledgeable, responsive, and provides effective communication with citizens and businesses.**

**Key Results:**

- Staff is well-trained and informed about regulatory changes.
- Service requests and inspections are handled efficiently.

**KPIs:**

- % of inspections completed within target timeframes.
  - % of permit applications processed on schedule.
  - % of city notices meeting legal requirements.
  - % of online service requests responded to and resolved with targeted timeframes.
  - Avg # of training hours per employee in the department annually.
  - # of applications or requests processed online.
- 

% of inspections completed within target time frames. State law requires that building inspectors inspect within 3 days of request. If not, builders are allowed to hire their own inspector. The CED department completed 4,784 building inspections in 2025 and 100% were completed within the required time frame. CED will report these numbers to the city manager annually in February.

% of permit applications processed on schedule. State law requires that building plan reviews be completed within 14 days for residential and 21 for commercial. The CED department completed 1,110 building permits in 2025 and 100% were completed within the required time frame. CED will report these numbers to the city manager annually in February.

% of city notices meeting legal requirements. State law requires public hearings for many planning related applications. The Planning Commission held 45 public hearings in 2025 and 100% met the legal requirements for a public hearing. CED will report these numbers to the city manager annually in February.

% of online service requests responded to and resolved with targeted timeframes. Code enforcement received 382 unique requests from 1/1/25 to 11/22/25 through the SeeClickFix platform (the remaining days of 2025 are within the 60-day target for closure). Of those, 336 (87.96%) were resolved within 60 days. The current target is set at resolving 80% of cases within 60 days. It is not uncommon for special circumstances to exist on some cases, which require more than 60 days to resolve, which is why the target is set at 80%. The final numbers for the year will be reported to the City Manager annually.

Average # of training hours per employee in the department annually. CED has 11 employees. We have 2 building permit techs, 1 building official, 3 building inspectors, 2 planners, 1 business license professional, 1 code enforcement officer, and 1 director. A total of 222 training hours were attended in 2025. Our employees hold various professional accreditations that require continuing education. A total of 20 training hours per employee were completed in 2025. CED will report these numbers to the city manager annually in February.

# of applications or requests processed online. All CED applications are processed on-line. There were 63 Planning related applications, 1,110 Building Permits, 497 Code Enforcement complaints, and 1,695 Business Licensing applications/requests processed on-line in 2025. Everything except for code enforcement uses Civic Review platform for on-line permitting. Code enforcement uses See Click Fix. CED will report these numbers to the city manager annually in February.

**3. The Community & Economic Development Department takes active steps to recruit and grow the business sector of the community.**

**Key Results:**

- The city has a business-friendly environment.
- The city proactively engages with potential businesses.

**KPIs:**

- % increase in business-related tax revenue.
- Number of new jobs annually
- Number of outreach events and discussions with business leads.
- Resources (staff time & budget) allocated to business development.

% increase in business-related tax revenue. This is calculated by adding the total property tax for non-residential properties, personal property and equipment tax (PPE), and the point of sale sales tax. This metric is still under development as property tax is not reported by property type but as a lump sum. Using what was available, it can be reported that, combined property tax for 2024 was \$5,989,655 and \$6,277,573 for 2025. PPE for 2024 was \$88,575 and 2025 PPE was \$73,522. Point of sale sales tax (excluding population distribution) was \$4,277,093.05 in 2024 and \$4,491,092.49 in 2025. The combined difference between 2024 and 2025 was \$486,864.44, which is an 4.7% increase. Property tax and PPE is received and reported annually from the county. Sales tax is reported and paid monthly from the state. CED will report these numbers to the city manager annually in August.

Number of new jobs annually. When a new commercial business applies for a business license, they are required to report how many employees they have. This number is a sum of the new employees reported. In 2025 there were 28 new commercial businesses reporting 107 employees. CED will report these numbers to the city manager annually in February.

Number of outreach events and discussions with business leads. Staff is proactively engaged in the recruitment of new businesses. 93 outreach events and discussions with business leads were conducted in 2025. Some highlights include Costco, Olive Garden, Pickleball Kingdom, Pacific Steel expansion, EDCU events, Chamber events, and NUEA events. CED will report these numbers to the city manager quarterly in January, April, July, and October.

Resources (staff time & budget) allocated to business development. This number is the sum of 30% of the director's wage, 50% of the business licensing professional's wage, and the operational and RDA line item budgets. Total resources allocated to business development is \$161,764. CED will report these numbers to the city manager annually in August.

# Staffing Comparison

|            | Population | Planning Admin Assistant | Planners | Director | Deputy Director | Econ Dev Spec | Building Official | Building Permit Tech | Building Inspector | Business Licensing | Code Enforcement | Total | Employees per 1000 |   |
|------------|------------|--------------------------|----------|----------|-----------------|---------------|-------------------|----------------------|--------------------|--------------------|------------------|-------|--------------------|---|
| Syracuse   | 34,009     | 0                        | 2        | 1        | 0               | 0             | 1                 | 2                    | 3                  | 1                  | 1                | 11    | 0.323443794        | 2 |
| Kaysville  | 31,494     | 0                        | 1        | 1        | 0               | 0             | 1                 | 1                    | 1                  | 1                  | 1                | 6     | 0.190512479        | 5 |
| Clearfield | 31,364     | 0                        | 1        | 1        | 0               | 0             | 1                 | 2                    | 1.5                | 1                  | 2                | 9.5   | 0.302895039        | 3 |
| West Point | 10,615     | 0                        | 1        | 1        | 0               | 0             | 1                 | 1                    | 0                  | 0.5                | 1                | 6     | 0.565237871        | 1 |
| Layton     | 76,197     | 1                        | 4        | 1        | 1               | 1             | 1                 | 2                    | 3                  | 1                  | 1                | 16    | 0.20998202         | 4 |

|            | Home permits 2025 jan-sep | Total permits 2025 jan-sep | Planning Admin Assistant | Planners | Director | Deputy Director | Econ Dev Spec | Building Official | Building Permit Tech | Building Inspector | Business Licensing | Code Enforcement | Total | Employees per building permit |   |
|------------|---------------------------|----------------------------|--------------------------|----------|----------|-----------------|---------------|-------------------|----------------------|--------------------|--------------------|------------------|-------|-------------------------------|---|
| Syracuse   | 99                        | 587                        | 0                        | 2        | 1        | 0               | 0             | 1                 | 2                    | 3                  | 1                  | 1                | 11    | 0.018739353                   | 3 |
| Kaysville  | 54                        | 471                        | 0                        | 1        | 1        | 0               | 0             | 1                 | 1                    | 1                  | 1                  | 1                | 6     | 0.012738854                   | 5 |
| Clearfield | 22                        | 548                        | 0                        | 1        | 1        | 0               | 0             | 1                 | 2                    | 1.5                | 1                  | 2                | 9.5   | 0.017335766                   | 4 |
| West Point | 63                        | 134                        | 0                        | 1        | 1        | 0               | 0             | 1                 | 1                    | 0                  | 0.5                | 1                | 6     | 0.044776119                   | 2 |
| Layton     | 41                        | 347                        | 1                        | 4        | 1        | 1               | 1             | 1                 | 2                    | 3                  | 1                  | 1                | 16    | 0.04610951                    | 1 |