



SYRACUSE CITY

Syracuse City Council Special Business Meeting

March 10, 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: 811 8408 1513

Streamed on Syracuse City [YouTube Channel](#)

1. Meeting called to order.
Invocation or thought.
Pledge of Allegiance.
Adopt agenda.
2. 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 March 10, 2026. Comments submitted by the deadline will be read for the record of the meeting.*)
3. Proposed Resolution R26-13 appointing Dillon Merchant and Gage Thomas to the Syracuse City Planning Commission. (2 min.)
4. Approval of minutes: (2 min.)
 - a. February 10, 2026 Council Business Meeting.
5. Common consent: (5 min.)
 - a. Proposed Ordinance 26-05 amending Title Two of the Syracuse Municipal Code (SMC) pertaining to government records retention.
 - b. Proposed Ordinance 26-06 amending Title Two of the Syracuse Municipal Code (SMC) pertaining to appointments to local districts.
 - c. Proposed Resolution R26-11 amending the Syracuse City Personnel Policies and Procedures Manual.
 - d. Proposed Ordinance 26-07, zone change for property located at approximately 2600 W. Quail Bluff Dr, Residential (R-1) to Professional Office (PO). (5 min.)
6. Authorize Administration to execute Lease agreement with Antelope BMX. (5 min.)
7. Proposed Resolution R26-12 authorizing submittal of the 2025 Municipal Wastewater Planning Program annual report to Utah Division of Water Quality (DWQ). (5 min.)
8. Authorize Administration to issue letter of support for Congressional Community Funding Projects for federal grant monies. (10 min.)
9. Mayor/Council reports and announcements.
10. 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 March 10, 2026. Comments submitted by the deadline will be read for the record of the meeting.*)
11. Consideration of adjourning into Closed Executive Session pursuant to the provisions of Section 52-4-205 of the Open and Public Meetings Law for the purpose of discussing the character, professional competence, or physical or mental health of an individual; pending or reasonably imminent litigation; or the purchase, exchange, or lease of real property (if necessary).
12. Adjourn.

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 5th day of March, 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 March 5, 2026.

CASSIE Z. BROWN, MMC
SYRACUSE CITY RECORDER



COUNCIL AGENDA

March 10, 2026

Agenda Item #3

Proposed Resolution appointing Dillon Merchant and Gage Thomas to the Syracuse City Planning Commission.

Factual Summation

- Any questions regarding this agenda item may be directed at Mayor Maughan.
- Mayor Maughan has conducted interviews in an effort to fill two vacant positions on the Planning Commission. He is recommending the appointment of Dillon Merchant to fill the position previously held by Jace Burk, which expires June 2029 and the appointment of Gage Thomas to fill the position previously held by Peter Anderson, which expires June 2027.
- Please find the attached resolution to formalize the proposed appointments.

RESOLUTION R26-13

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL
APPOINTING DILLON MERCHANT AND GAGE THOMAS TO
THE SYRACUSE CITY PLANNING COMMISSION.**

WHEREAS title 3 of the Syracuse City Code provides for the establishment of a Planning Commission in Syracuse; and

WHEREAS Section 3.10.010 of the Syracuse City Code calls for the Mayor to appoint members to the Planning Commission with the advice and consent of the City Council; and

WHEREAS Section 3.10.020 of the Syracuse City Code dictates that each member of the Planning Commission shall serve for a term of four years, and until his successor is appointed; and

WHEREAS Jace Burk and Peterson Anderson have resigned from the Planning Commission and the Mayor has recommended the appointment of Dillon Merchant and Gage Thomas to fill the vacancies, respectively, and complete their terms.

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

Section 1. Appointment.

- Dillon Merchant is appointed as a member of the Syracuse City Planning Commission, term expiring June 30, 2029.
- Gage Thomas is appointed as a member of the Syracuse City Planning Commission, term expiring June 30, 2027.

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 10th DAY OF MARCH, 2025.

SYRACUSE CITY

ATTEST:

Cassie Z. Brown, City Recorder

By: _____
Dave Maughan, Mayor



CITY COUNCIL

AGENDA

March 10, 2026

Agenda Item #4

Approval of Minutes.

Factual Summation

- Please see the draft minutes of the following meeting(s):
 - a. February 10, 2026 City Council Business Meeting
- Any question regarding this agenda item may be directed at Cassie Brown, City Recorder.

1 Minutes of the Syracuse City Council Regular Meeting February 10, 2026

2
3 Minutes of the Regular Meeting of the Syracuse City Council, held on February 10, 2026, at 6:00 p.m., in a hybrid in-
4 person/electronic format via Zoom, meeting ID 865 5990 3565, in-person in the City Council Chambers at 1979 W. 1900 S.,
5 and streamed on the Syracuse City YouTube Channel in accordance with House Bill 5002, Open and Public Meetings Act
6 Amendments, signed into law on June 25, 2020.

7
8 Present: Councilmembers: Andrea Brown
9 Brett Cragun
10 Abraham Pollard
11 Julie Robertson
12 Paul Watson

DRAFT

13
14 Mayor Dave Maughan
15 City Manager Brody Bovero
16 Administrative Services Director/City Recorder Cassie Brown

17
18 City Employees Present:
19 Assistant City Manager Stephen Marshall
20 City Attorney Colin Winchester
21 Police Chief Garret Atkin
22 Parks and Recreation Director Kresta Robinson
23 Public Works Director Robert Whiteley
24 Community and Economic Development Director Noah Steele
25 Deputy Fire Chief Jo Hamblin
26 Communications Specialist Kara Finley

27
28 1. Meeting Called to Order

29 Mayor Maughan called the meeting to order at 6:00 p.m. as a regular meeting, with notice of time, place, and agenda
30 provided 24 hours in advance to the newspaper and each Councilmember. Councilmember Cragun provided an invocation.
31 Councilmember Watson led the audience in the Pledge of Allegiance.

32 COUNCILMEMBER CRAGUN MOVED TO ADOPT THE AGENDA. COUNCILMEMBER WATSON
33 SECONDED THE MOTION, ALL VOTED IN FAVOR.

34
35 2. Public comment

36 Brooks Sorensen, Jennifer Sorensen from the area of 4000 West and 700 South addressed the Council regarding safety
37 concerns at that intersection. Main Points Raised:

- 38
- 39 • The intersection of 4000 West and 700 South is considered extremely dangerous, particularly following the
40 completion of Highway 193 and the addition of nearby schools (an elementary school and Horizon Junior
41 High), which have significantly increased traffic volume.
 - 42 • Two serious accidents occurred at the intersection — one on December 15, 2025, and another on February
43 4, 2026 — each resulting in hospitalizations and totaled vehicles. The December accident involved a vehicle
jumping the curb and striking a resident's home, narrowly missing the gas meter.

- 1 • A crossing guard operates at the intersection, but the absence of a stop sign on 700 South makes that role
2 significantly more difficult and creates a hazard for children crossing.
- 3 • The speakers requested the installation of a four-way stop with lighted stop signs, a reduced speed limit of
4 25 mph on 700 South, and placement of speed limit signage near the intersection — in lieu of a previously
5 proposed roundabout, which they argued was designed before current conditions existed.
- 6 • A Change.org petition supporting these changes had gathered over 336 signatures at the time of the meeting.
- 7 • Residents expressed frustration at having contacted the city and the police nonemergency line over a period
8 of several years without seeing meaningful action, and indicated they would consider contacting news outlets
9 or pursuing legal action if no progress was made within the next two months.
- 10 • Copies of the petition and public comments were submitted to the Council for review.

11 Mayor Maughan acknowledged the concerns and noted that, per Utah state law, the Council could not engage in
12 formal discussion on items not listed on the agenda. He encouraged residents to follow up directly with him if prior emails had
13 gone unanswered, and confirmed the matter would be addressed at a future meeting.

14
15 3. Approval of minutes

16 The following minutes were reviewed by the City Council: January 13, 2026 City Council Work Session and Business
17 Meeting; January 27, 2026 City Council Work Session and Special Meeting.

18 COUNCILMEMBER WATSON MADE A MOTION TO APPROVE THE MINUTES LISTED ON THE
19 AGENDA AS PRESENTED. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

20
21 4a. Common consent: Proposed Resolution R26-05 appointing the Mayor
22 and City Councilmembers to various committee positions and
23 assignments.

24 Mayor Maughan removed this item from the consent agenda.

25 An administrative staff memo explained each year the Mayor and Council decide on various assignments to internal
26 and external committees; these assignments were discussed during the January 27, 2026 work session. A draft resolution has
27 been prepared to solidify the appointments and assignments for the 2026 calendar year.

28 Mayor Maughan identified an error in the resolution; the Parks Advisory Committee assignment was still included in
29 the document and former Councilmember Savage was listed as the appointee to the position. Both are to be struck from the

1 resolution. Also, there are blank spaces for the Mayor Pro Tem positions and Mayor Maughan recommended Councilmember
2 Watson serve as Mayor Pro Tem, Councilmember Robertson serve as second Mayor Pro Tem, and Councilmember Brown
3 serve as third Mayor Pro Tem.

4 COUNCILMEMBER WATSON MADE A MOTION TO ADOPT RESOLUTION R26-05 APPOINTING THE
5 MAYOR AND CITY COUNCILMEMBERS TO VARIOUS COMMITTEE POSITIONS AND ASSIGNMENTS, AS
6 AMENDED BY MAYOR MAUGHAN. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED
7 IN FAVOR.

8
9 4b. Common consent: Proposed Ordinance 26-01, amending the
10 Syracuse Municipal Code (SMC) Section 4.15 and 4.25 pertaining to the
11 placement of water meters.

12 An administrative staff memo explained water meters are intentionally not located in concrete for safety and
13 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
14 periods of time because concrete prevents water from coming to the surface and can erode the soil underneath the concrete
15 creating a void that may collapse. Leaks at meters are frequently excavated around the outside edges of the meter box to make
16 repairs. The memo also summarized the specific ordinance amendments that have been recommended by staff.

17 COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT ORDINANCE 26-01, AMENDING THE
18 SYRACUSE MUNICIPAL CODE (SMC) SECTION 4.15 AND 4.25 PERTAINING TO THE PLACEMENT OF WATER
19 METERS. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

20
21 4c. Common consent: Proposed Resolution R26-06 amending
22 engineering standards pertaining to water meter location.

23 An administrative staff memo explained water meters are intentionally not located in concrete for safety and
24 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
25 periods of time because concrete prevents water from coming to the surface and can erode the soil underneath the concrete
26 creating a void that may collapse. Leaks at meters are frequently excavated around the outside edges of the meter box to make
27 repairs. Engineering standards updates are proposed to culinary and secondary water meters on plan sheets 23 and 24 of the
28 engineering development standards drawings. The update is a note that was added to each drawing supporting the proposed
29 city code change to prohibit meters in concrete.

1 COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT RESOLUTION R26-06 AMENDING
2 ENGINEERING STANDARDS PERTAINING TO WATER METER LOCATION. COUNCILMEMBER ROBERTSON
3 SECONDED THE MOTION; ALL VOTED IN FAVOR.

4
5 4d. Common consent: Proposed Resolution R26-07 adopting a water
6 meter location policy.

7 An administrative staff memo explained water meters are intentionally not located in concrete for safety and
8 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
9 periods of time because concrete prevents water from coming to the surface and can erode the soil underneath the concrete
10 creating a void that may collapse. Leaks at meters are frequently excavated around the outside edges of the meter box to make
11 repairs. A policy is created for existing situations when meters are located in concrete or have other obstructions that may limit
12 accessibility for the city to maintain or repair the meter. The policy is included herein. One minor adjustment was made to
13 Section 6 Restoration on the second bullet: *“Property owners may restore or replace the area with other loose surface materials*
14 *if they choose to do so as long as it is materials that are low to the ground, does not create a safety hazard, and can easily be*
15 *moved.”*

16 COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT RESOLUTION R26-07 ADOPTING A WATER
17 METER LOCATION POLICY. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN
18 FAVOR.

19
20 4e. Common consent: Authorize Administration to award contract for SR
21 193, 2500 West project.

22 Councilmember Watson removed this item from the consent agenda.

23 An administrative staff memo explained this project is located at the intersection of SR-193 and 2500 West Syracuse.
24 This project consists of installation of traffic signal conduit, modifications to existing irrigation line, and approximately 4,075
25 SY of 10” thick concrete pavement for left and right turn pockets and a 100-foot-long stub road going south. The project will
26 begin once contracts are in place and will be complete by October 2026. Bids were opened on January 20, 2026. There were

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1 19 plan holders, and 6 bids were received. The low bidder is Pronghorn Construction with a total bid amount of \$778,828.00.

2 The approved budget supports this bid amount. Grant funding from the county will cover 80 percent of the costs.

3 Councilmember Watson raised a question about the source of funding for the SR 193, 2500 West project, asking
4 whether those funds were tied to the grant that was the subject of the reimbursement agreement extension in item 4g. Mayor
5 Maughan confirmed they were and proposed that the two items be considered together, with the contract award being
6 conditioned on the successful extension of the reimbursement agreement. Without that extension, the project would not have
7 sufficient funding to proceed. Councilmember Watson agreed this was a prudent approach.

8 COUNCILMEMBER WATSON MADE A MOTION TO AUTHORIZE ADMINISTRATION TO AWARD
9 CONTRACT FOR SR 193, 2500 WEST PROJECT, CONDITIONED ON THE APPROVAL AND ACCWEPTANCE OF
10 THE GRANT AGREEMENT BY THE DAVIS COUNTY COMMISSION. COUNCILMEMBER POLLARD SECONDED
11 THE MOTION; ALL VOTED IN FAVOR.

12
13 4f. Common consent: Proposed Resolution R26-08 Selecting and
14 supporting the Syracuse Fire Department as the provider of 911
15 Emergency Services and interfacility transport services.

16 An administrative staff memo explained that as discussed in the January 27, 2026 work session, this item is to vote on
17 a resolution that selects and supports the Syracuse Fire Dept as the provider of 911 Emergency Services and interfacility
18 transport services. Recent changes to state law require municipalities to formally select and support providers of 911 emergency
19 medical services and interfacility transport services through a public process. In response to these requirements, the city initiated
20 a Request for Proposals (RFP) to ensure compliance with Utah Code and state EMS licensure standards and to provide
21 transparency and due diligence in evaluating available service options. The RFP was issued to identify any qualified EMS
22 providers interested in serving Syracuse City. No formal proposals were received in response. As part of this process, staff
23 reviewed service needs, regulatory requirements, and the historical performance of the Syracuse Fire Department in providing
24 EMS services.

25 COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT RESOLUTION R26-08 SELECTING AND
26 SUPPORTING THE SYRACUSE FIRE DEPARTMENT AS THE PROVIDER OF 911 EMERGENCY SERVICES AND
27 INTERFACILITY TRANSPORT SERVICES. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL
28 VOTED IN FAVOR.

1 4g. Common consent: Proposed Resolution R26-09 approving
2 Amendment No. 1 to Interlocal Cooperation Transportation Project
3 Reimbursement Agreement dated January 23, 2024.

4 Mayor Maughan removed this item from the consent agenda.

5 An administrative staff memo explained the City applied for and was awarded a transportation grant from Davis
6 County for \$2,817,918 on January 23, 2024. The money is for a new signalized intersection at 2500 West and State Road 193.
7 The original grant timeline expired on January 23, 2026. The City has requested to extend the timeline to June 30, 2028. Please
8 find attached the 'Amendment No. 1 to Interlocal Cooperation Transportation Project Reimbursement Agreement'. This
9 agreement needs to be approved by resolution by council and forwarded to the County Commission for approval. City Council
10 reviewed the item during their January 27, 2026 work session meeting.

11 COUNCILMEMBER WATSON MADE A MOTION TO ADOPT RESOLUTION R26-09 APPROVING
12 AMENDMENT NO. 1 TO INTERLOCAL COOPERATION TRANSPORTATION PROJECT REIMBURSEMENT
13 AGREEMENT DATED JANUARY 23, 2024. COUNCILMEMBER POLLARD SECONDED THE MOTION; ALL VOTED
14 IN FAVOR.

15
16 4h. Common consent: Proposed Resolution R26-10 adopting the
17 Syracuse Style Guide/Brand and Identity Guidelines.

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

21 COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT RESOLUTION R26-10 ADOPTING THE
22 SYRACUSE STYLE GUIDE/BRAND AND IDENTITY GUIDELINES. COUNCILMEMBER ROBERTSON SECONDED
23 THE MOTION; ALL VOTED IN FAVOR.

24
25 4i. Common consent: Proposed Ordinance 26-02 amending the Syracuse
26 City zoning map for approximately 4.27 acres of real property located at
27 approximately 2300 W. 1700 S., Residential (R-2) and Agricultural (A-1)
28 to Light Commercial (LC), applicant Leisure Villas.

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1 An administrative staff memo explained The city has received a rezone application from Leisure Villas for
2 approximately 4.27 acres located approximately 2300 W. 1700 S. The request includes seven parcels. The applicant provided
3 the following reasons for the requested change: "Rezoning from residential to light commercial to meet the general plan." The
4 property is located south of Walmart. The north edge of the property has frontage and access on Antelope Drive which is State
5 Route 127. In 2021, UDOT demolished six homes that were present on the property to make room for the widening of Antelope
6 Drive. The applicant purchased the property at surplus auction from UDOT after completion of the highway widening. The
7 south, east, and west edges of the property are bordered by single family homes. The current zoning on the parcel is A-1 and
8 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
9 within the Town Center Overlay zone. The LC zone permits a variety of commercial uses including banks, fast food, restaurants,
10 medical office, and retail sales. The maximum building height allowed in the LC zone is 25 feet. The Town Center Overlay
11 zone prohibits auto repair, auto body, auto maintenance, auto detailing, car washes, and car dealerships. The LC zone does not
12 list gas stations as permitted. The property is General Planned for 'Commercial'. The LC zone is a permitted zone within the
13 Commercial general plan designation and is therefore consistent with the General Plan. General Plan to the north of the property
14 is Commercial and to the south is Low Density Residential. As explained in 10.20.070 (D)(3-4), Planning Commission is the
15 advisory body to the City Council for zoning and general plan map amendments. The Planning Commission is required to hold
16 a public hearing and forward a recommendation to approve, approve with modifications, or deny the request. The City Council
17 will then review the recommendation and make a decision. During the public meeting, the City Council can approve, approve
18 with modifications, or deny the proposal. 10.20.070 (E) explains that amendments to the zoning map are matters of legislative
19 discretion by the City Council after considering if the application would be harmonious with the overall character of the existing
20 development, the extent to which it may adversely affect adjacent property, and the adequacy of facilities and services intended
21 to serve the subject property, including but not limited to roadways, parks and recreation facilities, police and fire protection,
22 schools, storm water drainage systems, water supplies, and waste water and refuse collection. The Planning Commission held
23 a public hearing and discussed the item on December 2, 2025. They are forwarding a recommendation for approval. City
24 Council reviewed the item during their work session on January 27, 2026.

25 COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT ORDINANCE 26-02 AMENDING THE
26 SYRACUSE CITY ZONING MAP FOR APPROXIMATELY 4.27 ACRES OF REAL PROPERTY LOCATED AT
27 APPROXIMATELY 2300 W. 1700 S., RESIDENTIAL (R-2) AND AGRICULTURAL (A-1) TO LIGHT COMMERCIAL
28 (LC), APPLICANT LEISURE VILLAS. COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED
29 IN FAVOR.

1
2 4j. Common consent: Proposed Ordinance 26-03 amending the Syracuse
3 City General Plan Map for approximately 12.83 acres of real property
4 located at approximately 963 S. 2000 W., Civic and Commercial to Low
5 Density Residential.

6 A staff memo from the Community and Economic Development (CED) Department explained the City has received
7 an application to amend the General Plan Map. The application was received from Chase Freebairn of Cole West North, LLC
8 for approximately 12.83 acres located approximately 963 S. 2000 W. The request includes two parcels. The applicant provided
9 the following reasons for the requested change:

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

23 The property is located east of Sorensen Construction and Utah Onions along 2000 W. 2000 W is also known as State
24 Route 108. The north, south, and east edges of the property are bordered by single family homes. The current zoning on the
25 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
26 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
27 single family lots with a minimum lot size of 8,000 sf. The property is General Planned for 'Civic'. This is left over from when
28 the school district owned the property and was planning on building an elementary school. The school district decided against
29 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

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1 low, medium, and high residential designations. The applicant has requested an amendment to the general plan map from 'Civic'
2 to 'Low Density Residential' designation. As explained in 10.20.070 (D)(3-4) of the Syracuse Municipal Code (SMC), the
3 Planning Commission is the advisory body to the City Council for zoning and general plan map amendments. The Planning
4 Commission is required to hold a public hearing and forward a recommendation to approve, approve with modifications, or
5 deny the request. The City Council will then review the recommendation and make a decision. During the public meeting, the
6 City Council can approve, approve with modifications, or deny the proposal. 10.20.070 (E) explains that amendments to the
7 zoning map are matters of legislative discretion by the City Council after considering if the application would be harmonious
8 with the overall character of the existing development, the extent to which it may adversely affect adjacent property, and the
9 adequacy of facilities and services intended to serve the subject property, including but not limited to roadways, parks and
10 recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and
11 refuse collection. The Planning Commission held a public hearing and discussed the item on December 2, 2025. They are
12 forwarding a recommendation for approval. City Council reviewed the item during their January 27, 2026 work session
13 meeting.

14 COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT ORDINANCE 26-03 AMENDING THE
15 SYRACUSE CITY GENERAL PLAN MAP FOR APPROXIMATELY 12.83 ACRES OF REAL PROPERTY LOCATED
16 AT APPROXIMATELY 963 S. 2000 W., CIVIC AND COMMERCIAL TO LOW DENSITY RESIDENTIAL.
17 COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

18
19 4k. Common consent: Proposed Ordinance 26-04 amending the Syracuse
20 City zoning map for approximately 12.83 acres of property located at
21 approximately 963 S. 2000 W., Agricultural (A-1) to Residential (R-3),
22 applicant CW Land.

23 A staff memo from the Community and Economic Development (CED) Department explained the City has received
24 a rezone application from Chase Freebairn of Cole West North, LLC for approximately 12.83 acres located approximately 963
25 S. 2000 W. The request includes two parcels. The applicant provided the following reasons for the requested change:

26 "Cole West is planning to purchase approximately 12.83 acres from the Davis School District (DSD). We plan to
27 rezone approximately 12 of those acres to the R-3 zone, consistent with the Syracuse City General Plan and for the
28 purpose of developing a 36-lot residential subdivision, consistent with the surrounding properties. Per our agreement
29 with DSD, within 30 days following the Closing of the property, Cole West shall deed approximately 0.83-0.85 acres
30 +/- at the west end of the property to Syracuse City without monetary consideration in order to help facilitate the city's

1 intentions of building a possible fire station adjacent to the proposed residential development. Cole West also commits
2 to preserving the large existing tree onsite, and incorporating it into the development in addition to storm water
3 detention and possible amenities. Cole West will also approach the adjacent property owner to the west that owns
4 parcel ID# 120500126 to see if they desire to join this application jointly to rezone the rear portion of their property
5 to make for more orderly future development and to prevent their property from becoming landlocked without frontage
6 onto 1925 W. Should the owner of this parcel choose to participate, we will amend our rezone application to include
7 their property."

8 The property is located east of Sorensen Construction and Utah Onions along 2000 W. 2000 West is also known as
9 State Route 108. The north, south, and east edges of the property are bordered by single family homes. The current zoning on
10 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
11 west is planned for a future fire station which will most likely remain A-1 zoning. The requested zoning is R-3. The R-3 zone
12 permits single family lots with a minimum lot size of 8,000 sf. The property is General Planned for 'Civic'. This is left over
13 from when the school district owned the property and was planning on building an elementary school. R-3 would be allowed
14 in the low, medium, and high residential designations. The applicant has requested an amendment to the general plan map from
15 'Civic' to 'Low Density Residential' designation. It is proposed that a development agreement is included with this project's
16 rezone to make sure both parties are in agreement concerning the following: the proposed land dedication for the fire station,
17 preservation of the large tree, maximum number of lots, and the purchase of secondary water shares. The draft agreement has
18 been provided to the Council and staff will execute the agreement once council authorizes staff to do so when zoning is
19 approved. As explained in 10.20.070 (D)(3-4), Planning Commission is the advisory body to the City Council for zoning and
20 general plan map amendments. The Planning Commission is required to hold a public hearing and forward a recommendation
21 to approve, approve with modifications, or deny the request. The City Council will then review the recommendation and make
22 a decision. During the public meeting, the City Council can approve, approve with modifications, or deny the proposal.
23 10.20.070 (E) explains that amendments to the zoning map are matters of legislative discretion by the City Council after
24 considering if the application would be harmonious with the overall character of the existing development, the extent to which
25 it may adversely affect adjacent property, and the adequacy of facilities and services intended to serve the subject property,
26 including but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage
27 systems, water supplies, and waste water and refuse collection. The Planning Commission held a public hearing and discussed
28 the item on December 2, 2025. They are forwarding a recommendation for approval. City Council reviewed the item during
29 their January 27, 2026 work session meeting.

1 COUNCILMEMBER CRAGUN MADE A MOTION TO ADOPT ORDINANCE 26-04 AMENDING THE
2 SYRACUSE CITY ZONING MAP FOR APPROXIMATELY 12.83 ACRES OF PROPERTY LOCATED AT
3 APPROXIMATELY 963 S. 2000 W., AGRICULTURAL (A-1) TO RESIDENTIAL (R-3), APPLICANT CW LAND.
4 COUNCILMEMBER ROBERTSON SECONDED THE MOTION; ALL VOTED IN FAVOR.

5
6 5. Proposal to transition to paperless utility billing.

7 A memo from the Administrative Services Director/City Recorder explained she and the Utility Billing Supervisor
8 are proposing to transition to paperless billing to reduce costs associated with current practices, encourage environmentally
9 friendly options, and support the city's increasing digital infrastructure by making paperless utility billing the default method.

10 Administrative Services Director/City Recorder Brown reviewed her staff memo and recognized Utility Billing
11 Supervisor Craythorn for leading the groundwork on the proposal. She explained that the City currently mails paper statements
12 to all utility customers, while offering an electronic option through Express Bill Pay. The proposal would make electronic
13 billing the default for all customers, with paper billing available as an opt-in. She noted that a prior incentive campaign had
14 already encouraged a number of residents to switch, resulting in approximately \$8,800 in annual savings. The City currently
15 budgets around \$84,000 annually for paper billing, and even without further action, the budget could be reduced by
16 approximately \$17,000 per year. A full transition to electronic billing could yield substantially greater savings. Ms. Brown
17 outlined several communication strategies to notify residents, including a dedicated letter to all utility customers, a message on
18 existing utility bills, the City newsletter, social media, and the City website. She indicated that for those who still wished to
19 receive a paper statement, a fee of approximately \$1–\$2 per month, consistent with practices at other utility providers, was
20 being considered.

21 Council discussion reflected general support for the direction of the proposal. Councilmember Watson expressed
22 support for the cost savings and for maintaining a physical mail option for those who prefer it, noting he was also open to
23 passing the cost of that service to the end user. Councilmember Pollard raised concern about residents who may not be online
24 and could be left without a bill if they are not properly notified. He was uncomfortable with charging a fee for paper billing,
25 arguing that receiving a bill is a basic expectation of City service. He suggested continuing to emphasize positive incentives
26 rather than introducing a fee. Mayor Maughan acknowledged those concerns but noted that the incentive program had run its
27 course, and that the potential savings — equivalent to an additional staff position — were significant given the City's budget
28 constraints. He emphasized the need for a strong public awareness campaign before any transition was finalized.

1 Councilmember Watson added that the broader budget process would likely require creative approaches to cost management,
2 and this proposal was a strong example of that thinking.

3 Ms. Brown concluded that no formal action was needed at this meeting — the purpose was to gauge Council support
4 before staff invested additional effort in communicating the proposal to residents. She also noted that any fee for paper
5 statements would only be proposed alongside a free electronic alternative, and that detailed policy decisions would come
6 through the upcoming budget process. The Council expressed general consensus to move forward.

7
8 6. Mayor/Council reports and announcements

9 The Council and Mayor then provided announcements about recent and upcoming community events, and other
10 opportunities for public involvement.

11
12 7. Public comments

13 There were no public comments.

14
15 Mayor Maughan recessed the meeting at 6:30 p.m. to allow the Council to move to the City Council Conference Room
16 for the remainder of the meeting. The meeting reconvened at 6:40 p.m.

17
18 8. Biennial review, Police Department (in Council conference room).

19 An Administrative staff memo explained the purpose of this memo is to introduce the biennial “deep dive” review of
20 the Police Department. This review is part of the City Council’s ongoing commitment to effective governance, accountability,
21 and continuous improvement across City operations. The biennial review provides an opportunity for the Council and
22 Administration to engage in a focused, in-depth discussion of departmental performance, resource alignment, and emerging
23 challenges.

24 Police Chief Alex Davis used the aid of a PowerPoint presentation to provide the biennial review; the presentation
25 covered the Department's guiding principles, key performance indicators, statistical data, staffing considerations, and future
26 planning needs.

27 Guiding Principles and Community Highlights: Chief Davis opened by expressing gratitude for the support of the city
28 administration, council, and mayor, and noted that Syracuse has built a strong team across the organization as a whole. The
29 department's guiding principles are Pride, Accountability, Cooperation, and Excellence, operating under the slogan "Setting

1 the Pace." He highlighted several recent examples of officers exemplifying these values, including officers purchasing gifts for
2 children through the Salvation Army Angel Tree on their own initiative, an officer successfully de-escalating a situation
3 involving a young adult with autism by connecting with him through shared interests, and Officer Fox negotiating a peaceful
4 resolution with an armed individual in crisis — later following up with the individual by bringing flowers to check on her
5 wellbeing. Chief Davis also noted competitive grant awards received by the department, including a \$33,000 state asset
6 forfeiture grant and a \$20,000 alcohol drug-free equipment fund grant, which will be used to modernize vehicle camera systems,
7 establish a bike patrol program, upgrade crime scene investigation equipment, and explore advanced report-writing technology
8 to reduce officer administrative time.

9 Key Performance Indicators: Chief Davis reported that 100% of employees exceeded the state-mandated 40 hours of
10 training, with sworn officers averaging over 109 hours in 2025. 77% of supervisors received more than 15 hours of supervisor-
11 specific training, with the goal being to reach 100%. 81% of urgent calls were responded to within the target timeframe against
12 a goal of 85%, though the average response time was 5 minutes and 58 seconds. 100% of cases assigned to investigators were
13 resolved within the target timeframe. Mayor Maughan asked for context on how often cases are closed due to lack of leads;
14 Chief Davis explained that it is quite common, particularly for delayed-reporting incidents with no witnesses or physical
15 evidence. 70% of sworn officers hold valid Crisis Intervention Training certification, with the department on track to exceed
16 80% by May. Over 220 self-initiated community-oriented policing details were logged in 2025, though Chief Davis noted this
17 figure is likely an undercount. The rate of sustained external complaints was 0.003 per 1,000 interactions.

18 Staffing: The City Council has approved 31 sworn officer positions. As of the presentation, the department has 26
19 sworn officers, 1 in a conditional hiring process, 2 vacancies, and 2 frozen positions. The officer turnover rate in 2025 was
20 25%, compared to a citywide rate of approximately 12%. Council Member Abraham Pollard asked whether exit interviews are
21 conducted and whether the city has a clear understanding of why officers are leaving. Chief Davis and City Manager Brody
22 Bovero confirmed that exit interviews are conducted. Departures in 2025 included retirements, officers leaving law
23 enforcement entirely, and one officer who relocated to a neighboring agency preferring a more junior role. Chief Davis noted
24 that 60% of scheduled patrol shifts operated at a risk level where a single call-out would drop staffing below minimum.

25 Statistical Data: Total police activity decreased from 16,700 cases in 2024 to 15,300 in 2025, an 8% decline, despite
26 population growth. Chief Davis offered possible explanations including less proactive enforcement, compounded by the frozen
27 traffic officer position. Property crime data showed a notable spike in false pretense offenses, increasing from 37 to 69 incidents,
28 which the department characterizes as cybercrime. Mayor Maughan commented that these types of crimes — such as gift card
29 scams and online fraud — are increasingly sophisticated and largely beyond the investigative capacity of a local agency, as

1 perpetrators are often in foreign countries. Chief Davis agreed, noting that the department directs victims to the federal IC3
2 reporting portal so that federal agencies can aggregate the data and pursue organized cybercrime networks.

3 Officers Per 1,000 Population and Mutual Aid: The department currently sits at approximately 0.8 sworn officers per
4 1,000 residents, compared to a Utah statewide average of 1.6 to 1.7. Chief Davis presented data showing that in 2024, the
5 department provided more mutual aid than it received, but in 2025, that relationship was somewhat inverted. City Manager
6 Bovero noted that a 60/40 split in either direction is typical, and that significant deviation warrants attention. Mayor Maughan
7 provided context for the council, noting that rising mutual aid demand is a county-wide concern, particularly since South
8 Weber, West Point, and Fruit Heights are served by the county sheriff rather than their own departments, increasing pressure
9 on neighboring agencies.

10 Future Considerations: Chief Davis identified several items for future planning. Population and commercial growth
11 continue to present staffing and resource challenges. A new elementary school opening in the fall will require approximately 5
12 new crossing guards at an estimated cost of \$45,000, which is mandated by state statute. Mayor Maughan noted that he has
13 raised with legislators the possibility of the school district sharing in that financial burden. He also urged all council members
14 to actively recruit crossing guard candidates within their networks, emphasizing how personally rewarding the role is for those
15 who serve in it. Chief Davis also discussed community-oriented policing as dependent on maintaining baseline staffing levels
16 to allow officers discretionary time for community engagement.

17 On the topic of retention versus recruitment, Chief Davis emphasized the significant cost and pipeline constraints
18 associated with replacing an officer — from equipment and uniforms to the 16-week field training period and the 9 to 12
19 months before a new officer operates independently. He referenced a slide originally from retired Chief Atkins categorizing
20 retention factors by what the department can control, what leadership can improve upon, and what falls to the broader city —
21 including compensation, benefits, and the retirement system.

22 A 5-year staffing projection was presented, based on a 5% annual population growth rate. Maintaining the current
23 ratio of 0.8 officers per 1,000 residents would require incremental sworn officer additions over the next five years.

24 Organizational Chart and Build-Out: Chief Davis presented the current organizational structure and a proposed 2031
25 build-out. Key proposed changes include the addition of a records supervisor position, conversion of a part-time records role
26 to full time, two additional patrol sergeants offset by the elimination of the master officer classification, a third detective, and
27 a dedicated crossing guard coordinator. Chief Davis noted that both the crossing guard coordinator and records supervisor
28 positions represent current needs, not future ones. Master Officer Beam currently handles the crossing guard coordinator role

City Council Regular meeting
February 10, 2026

1 as a collateral duty alongside responsibilities as emergency management coordinator, which Chief Davis described as
2 unsustainable, particularly with five new crossing guards being added.

3 Safety Rankings and Closing: Chief Davis reported that Syracuse has moved from 3rd to 2nd in the state safety
4 rankings. He noted that the top-ranked entity is a combined patrol district with twice the resources, and characterized Syracuse
5 as effectively the number one ranked city. When asked by Council Member Brett Cragun for his top three priorities for the
6 council, Chief Davis responded: retaining current staff through the existing recruitment and retention policy, a dedicated
7 crossing guard coordinator position, and a records supervisor position.

8 Mayor Maughan closed the discussion by expressing sincere appreciation for the department's officers and leadership,
9 praising the culture Chief Davis has maintained and the caliber of individuals who choose to serve Syracuse.

10 Ops Comms / Dispatch Transition: Council Member Pollard raised the issue of the impending dissolution of the Davis
11 Communications District and what it will cost the city. Mayor Maughan explained that the state requires dispatch districts to
12 be contiguous, and because Kaysville has joined a southern district, the remaining northern cities — including Syracuse — will
13 no longer be able to maintain contiguity with the current district. The practical result is that Layton City is the only legally
14 contiguous option available. Mayor Maughan noted that he and neighboring mayors explored the possibility of forming a new
15 special service district but concluded that the ongoing operational costs of a new district would exceed the cost of joining
16 Layton. Layton has already expanded its dispatch capacity, having taken on Clearfield and others, and built its new dispatch
17 center specifically to accommodate future growth. City Manager Bovero added that a legislative change would be required to
18 allow new district formation if Layton were ever to withdraw service, but that the natural current solution points toward joining
19 Layton. Council Member Pollard expressed concern about the long-term implications for both police and fire services,
20 particularly in the event of a major emergency or natural disaster, and noted that continued growth in the county could
21 eventually strain even Layton's capacity.

22
23 9. Consideration of adjourning into Closed Executive Session pursuant to
24 the provisions of Section 52-4-205 of the Open and Public Meetings Law
25 for the purpose of discussing the character, professional competence, or
26 physical or mental health of an individual; pending or reasonably imminent
27 litigation; or the purchase, exchange, or lease of real property (if
28 necessary).

City Council Regular meeting
February 10, 2026

1 COUNCILMEMBER POLLARD MOVED TO ADJOURN INTO CLOSED EXECUTIVE SESSION PURSUANT
2 TO THE PROVISIONS OF SECTION 52-4-205 OF THE OPEN AND PUBLIC MEETINGS LAW FOR THE PURPOSE OF
3 DISCUSSING THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN
4 INDIVIDUAL; PENDING OR REASONABLY IMMINENT LITIGATION; OR THE PURCHASE, EXCHANGE, OR
5 LEASE OF REAL PROPERTY. COUNCILMEMBER WATSON SECONDED THE MOTION. ALL VOTED AYE.

6 The Closed Session began at 7:18

7 The Business Meeting reconvened at 7:47 p.m.

8

9 COUNCILMEMBER ROBERTSON MADE A MOTION TO ADJOURN. COUNCILMEMBER WATSON
10 SECONDED THE MOTION ALL VOTED IN FAVOR TO ADJOURN.

11

12

13 The meeting adjourned at 7:48p.m.

14

15

16

17

18 _____
19 Dave Maughan
20 Mayor

Cassie Z. Brown, MMC
City Recorder

21 Date approved: _____



COUNCIL AGENDA

March 10, 2026

Submitted by Colin Winchester & Cassie Brown

Agenda Item #5a **ORD 26-05 Amending SMC 2.40.020 (Retention Schedules)**

Factual Summation

- Local governments are required by state law to adopt retention schedules. Retention schedules dictate the length of time the local government must retain a record before it can destroy the record.
- Syracuse has, with one exception to date, adopted the retention schedules promulgated by the State’s Division of Archives and Records (“Archives”). See SMC 2.40.020. That exception relates to the retention of audio recordings of Council meetings; in 2012 the City Council amended the Code to call for permanent retention of audio recordings, but staff now feels that requirement is onerous and should be eliminated. The Administrative Services Director/City Recorder feels that relying upon the State of Utah General Retention Schedule (GRS) of three years for audio recordings is sufficient. Audio recordings are rarely accessed after the written minutes of a meeting are approved and requiring retention of the recordings permanently is taking a significant amount of file storage space on the City’s servers. Additionally, there is no way to ensure migration of the records in a format that will always be accessible. Any questions regarding this recommendation can be referred to Administrative Services Director/City Recorder Brown.
- Additionally, Archives’ retention schedule for prosecution files for all non-felony court cases is 10 years after the court case is closed. It is proposed that Syracuse adopt a much shorter retention schedule for infraction cases – 2 years after case closure rather than 10 years after case closure. FYI, infractions are Utah’s lowest level of criminal offenses and consist mostly of minor traffic offenses.
- Archives does not have a retention schedule for non-felony offenses that are declined for prosecution by a prosecutor. It is proposed that Syracuse adopt a retention schedule of 2 years after declination for non-felony cases that are declined for prosecution.
- Both of these proposals have been vetted by Archives and tentatively approved for adoption by the Syracuse City Council. Any questions regarding these two recommendations can be referred to City Attorney Winchester.

Discussion Goals

Vote on proposed amendments to SMC 2.40.020 (Retention Schedules)

ORDINANCE 26-05
AN ORDINANCE AMENDING SYRACUSE MUNICIPAL CODE
SECTION 2.40.020 REGARDING RETENTION SCHEDULES

WHEREAS, local governments are required by state law to adopt retention schedules that dictate the length of time the local government must retain a record before it can destroy the record; and

WHEREAS, Syracuse City has, with one exception to date, adopted the retention schedules promulgated by the Utah Division of Archives and Records Service (“Archives”); and

WHEREAS, City Administration proposes to eliminate that exception pertaining to the permanent retention of audio recordings of City Council meetings and default to the three-year retention period included in the State of Utah General Retention Schedule (GRS); and

WHEREAS, Archives’ retention schedule for prosecution files for all non-felony court cases is 10 years after the court case is closed; and

WHEREAS, the City Attorney recommends that Syracuse City adopt a 2-year retention schedule for infraction cases; and

WHEREAS, Archives does not have a retention schedule for non-felony offenses that are declined for prosecution by a prosecutor; and

WHEREAS, the City Attorney recommends that Syracuse City adopt a 2-year retention schedule for non-felony cases that are declined for prosecution; and

WHEREAS, the latter two recommendations have been vetted by Archives and tentatively approved for adoption by the Syracuse City Council; and

WHEREAS, the Syracuse City Council desires to adopt all the recommendations;

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Syracuse Municipal Code Section 2.40.020 is amended to read as attached hereto.

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

Section 3. This Ordinance shall become effective ten days after adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH,
THIS 10TH DAY OF MARCH, 2026.

CASSIE Z. BROWN
City Recorder

DAVE MAUGHAN
Mayor

Voting by the Council:

AYE

NAY

Councilmember Brown

Councilmember Cragun

Councilmember Pollard

Councilmember Robertson

Councilmember Watson

2.40.020 Retention schedule.

~~All government records of the City shall be retained in accordance with the Utah Municipal General Records Retention Schedule (1998), as updated, which is hereby adopted by reference as the Syracuse City records retention schedule, except that audio recordings of the meetings of the City Council shall be kept permanently rather than the two years identified by the retention schedule.~~

(A) Except as provided in this Section, all records of the City shall be retained in accordance with the General Retention Schedules adopted by the Utah Division of Archives and Records Service.

(B) Prosecution files for infraction court cases shall be retained for two years after the court case is closed.

(C) Prosecution files for non-felony cases that have been declined for prosecution shall be retained for two years after declination.



COUNCIL AGENDA

March 10, 2026

Submitted by Colin Winchester

Agenda Item #5b

ORD 26-06 Amending SMC 2.45.060 (Appointment Process for Special District Boards)

Factual Summation

- The process for appointing persons to special district boards (such as the mosquito abatement district board, the sewer district board, and the waste management district board) currently requires a work meeting and a public hearing before the Council may consider/appoint a person to fill the vacancy.
- The Council recently indicated its desire to streamline the process and to provide for nomination by the Mayor followed by advice and consent of the Council.
- It is proposed that SMC Section 2.45.060 be amended to eliminate the work session discussion, eliminate the public hearing, and provide for nomination by the Mayor followed by advice and consent of the Council.

Discussion Goals

Vote whether to approve proposed Ordinance 26-06.

ORDINANCE 26-06
AN ORDINANCE AMENDING SYRACUSE MUNICIPAL CODE SECTION
2.45.060 RE APPOINTMENTS TO SPECIAL DISTRICT BOARDS

WHEREAS, current Syracuse Municipal Code Section 2.45.060 requires a work meeting discussion and a public hearing before the City Council can appoint a person to a special district board; and

WHEREAS, the City Council desires to streamline the current process by providing for nominations by the Mayor followed by advice and consent by the Council;

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Syracuse Municipal Code Section 2.45.060 is amended to read as attached hereto.

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

Section 3. This Ordinance shall become effective ten days after adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 10TH DAY OF MARCH, 2026.

CASSIE Z. BROWN
City Recorder

DAVE MAUGHAN
Mayor

Voting by the Council:

AYE

NAY

Councilmember Brown

Councilmember Cragun

Councilmember Pollard

Councilmember Robertson

Councilmember Watson

2.45.060 Appointments to ~~local districts~~ special district boards.

~~(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.~~

(A) The Mayor shall submit a nominee who is a member of the Council to the Council for its approval during a regular or special meeting, which approval or denial shall proceed by motion supported by a majority vote.

(B) If the Council approves the nominee, the individual shall be appointed by resolution.

(C) If the Council denies the nominee, the Mayor shall submit another nominee who is a member of the Council, following the procedure set forth in this Section.

(D) If a vacancy exists in both the Council and a special district board, the Council shall fill the vacancy in the Council before filling the vacancy on the special district board.



COUNCIL AGENDA

March 10, 2026

Agenda Item #5c Proposed Resolution R26-11 amending the Syracuse City Personnel Policies and Procedures Manual.

Factual Summation

- Any question regarding this agenda item may be directed at Assistant City Manager, Stephen Marshall.

Discussion Items

Periodically City Administration and Department Heads propose changes to the personnel policies and procedures manual. We discussed the proposed changes in our February work session.

5.080. Position Adjustments.

(e) Advancements. An Advancement is defined as an extra pay increase that recognizes an employee's improved skill, knowledge, or capability. Some advancements also include a change in title to a higher position in the wage scale, but typically does not include a significant increase in the employee's responsibilities or supervisory duties (e.g., Maintenance Worker I to a Maintenance Worker II). Frontline (non-supervisory) employees who meet the requirements for an advancement established in each department will receive an automatic 5% wage increase. Employees that also move to a higher titled position will receive at least the minimum of the wage scale of the new position. Each employee in a frontline position is eligible for a maximum of two advancements, if the position allows. Employees are not eligible for an advancement if they have received disciplinary suspension within the last six (6) months or are currently on disciplinary probation. The wage increase becomes effective on the first pay period following the final approved date of the advancement.

7.080. Retirement Program.

(d) Deferred Compensation Plan. Eligible employees shall be allowed to contribute to the deferred compensation plans provided by the Utah Retirement Systems. The City may match, dollar for dollar, up to four percent (4%) of an employee's base wages that the employee contributes to his or her deferred compensation plan(s), for qualifying and eligible employees. Such City contributions shall not exceed a total of four percent (4%) of the employee's base wages and shall be contributed directly into a URS 401(k) or Roth 401(k) plan account. The determination as to whether or not the City will match deferred compensation contributions will be based on the availability of funds and will be re-evaluated on an "as needed" basis.

Action Items

Consider whether to approve the resolution amending the policies and procedures manual.

RESOLUTION R26-11

**A RESOLUTION UPDATING AND AMENDING THE SYRACUSE CITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, the City Council has determined that necessary changes to the Syracuse City Personnel Policies and Procedures Manual are needed;

WHEREAS, Syracuse City Staff has reviewed the Syracuse City Personnel Policies and Procedures Manual and has recommended changes to advancements and retirement options in the Policies and Procedures Manual;

WHEREAS, the City Council has determined that approval of the amendment to the Syracuse City Personnel Policies and Procedures Manual will help promote the orderly operation of the City;

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY
COUNCIL OF SYRACUSE DAVIS COUNTY, STATE OF UTAH, AS FOLLOWS:**

SECTION 1: Amendments. That the proposed amendments to the Syracuse City Personnel Policies and Procedures Manual, attached hereto as Exhibit A, are hereby adopted and considered amended.

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 10th DAY OF MARCH, 2026.**

SYRACUSE CITY

ATTEST:

Cassie Z. Brown, City Recorder

By: _____
Dave Maughan, Mayor

Exhibit A

5.080. Position Adjustments.

(e) Advancements. An Advancement is defined as an extra pay increase that recognizes an employee's improved skill, knowledge, or capability. Some advancements also include a change in title to a higher position in the wage scale, but typically does not include a significant increase in the employee's responsibilities or supervisory duties (e.g., Maintenance Worker I to a Maintenance Worker II). Frontline (non-supervisory) employees who meet the requirements for an advancement established in each department will receive an automatic 5% wage increase. Employees that also move to a higher titled position will receive at least the minimum of the wage scale of the new position. Each employee in a frontline position is eligible for a maximum of two advancements, if the position allows. Employees are not eligible for an advancement if they have received disciplinary suspension within the last six (6) months or are currently on disciplinary probation. The wage increase becomes effective on the first pay period following the final approved date of the advancement.

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COUNCIL AGENDA

March 10, 2026

Proposed Rezone - R-1 to PO

Agenda item #5d

Summary

The city has received a rezone application from Chris Lessig of Rake LLC for approximately 2.205 acres located approximately 2600 W Quail Bluff Drive. The request includes one parcel. The applicant provided the following reasons for the requested change:

"We would like to build Professional Office space."

Context

The property is located on the south side of Antelope on the new frontage road. The north edge of the property has access on the frontage road. The frontage road is named Quail Bluff Drive. The road is a continuation of Bluff Road that was re-routed when the West Davis Highway was constructed. In 2021, UDOT demolished three homes to make room for the widening of Antelope Drive. To the south of the property is single family residential and a detention basin. The east is vacant surplus UDOT property and single family. The West is additional vacant UDOT property, Bluff Road, and West Davis Corridor. To the North is Antelope Drive and north of that, is more vacant surplus UDOT and single family residential.

Zoning

The current zoning on the parcel is R-1. Zoning to the west is PO and R-1. Zoning to the south is R-1. Zoning to the east is R-2. Zoning to the north is commercial and R-1. The requested zoning is PO. The PO zone's purpose is *"to provide appropriate locations for the development, maintenance, and protection of professional and administrative establishments. The regulations of this zone shall promote a quiet environment for business administration, professional/medical, and government activities, free from the congestion and traffic of the usual commercial business district. The professional office zone is intended to provide a buffer or transition along minor or major collector streets adjoining residential neighborhoods. To this end, the regulations permit professional office buildings, medical, and appropriate non-automobile oriented financial facilities primarily for the service of the area residents. The intensity of development of such a district shall reflect its environmental setting with building height and coverage generally similar to and harmonious with those of neighboring residential districts."*

General Plan

The property is general planned for 'Commercial'. The PO 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. To the east is Low Density Residential, and to the west is Commercial.

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 on February 03, 2026 and is forwarding a recommendation for approval.

The City Council discussed this item during the February 24, 2026 work meeting.

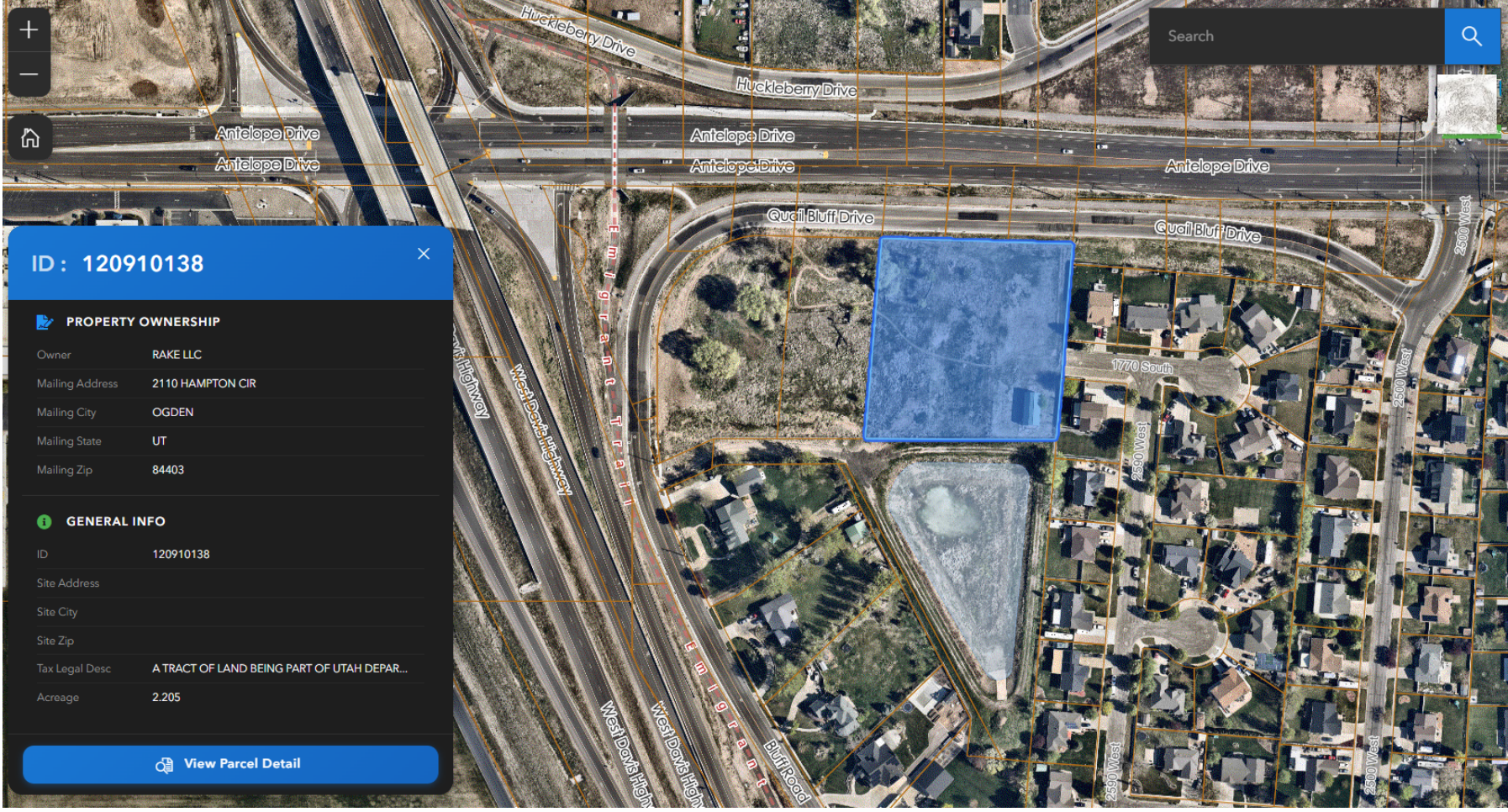
Attachments

Vicinity Map

General Plan Map

Zoning Map

Zoning Ordinance



ID: 120910138

PROPERTY OWNERSHIP

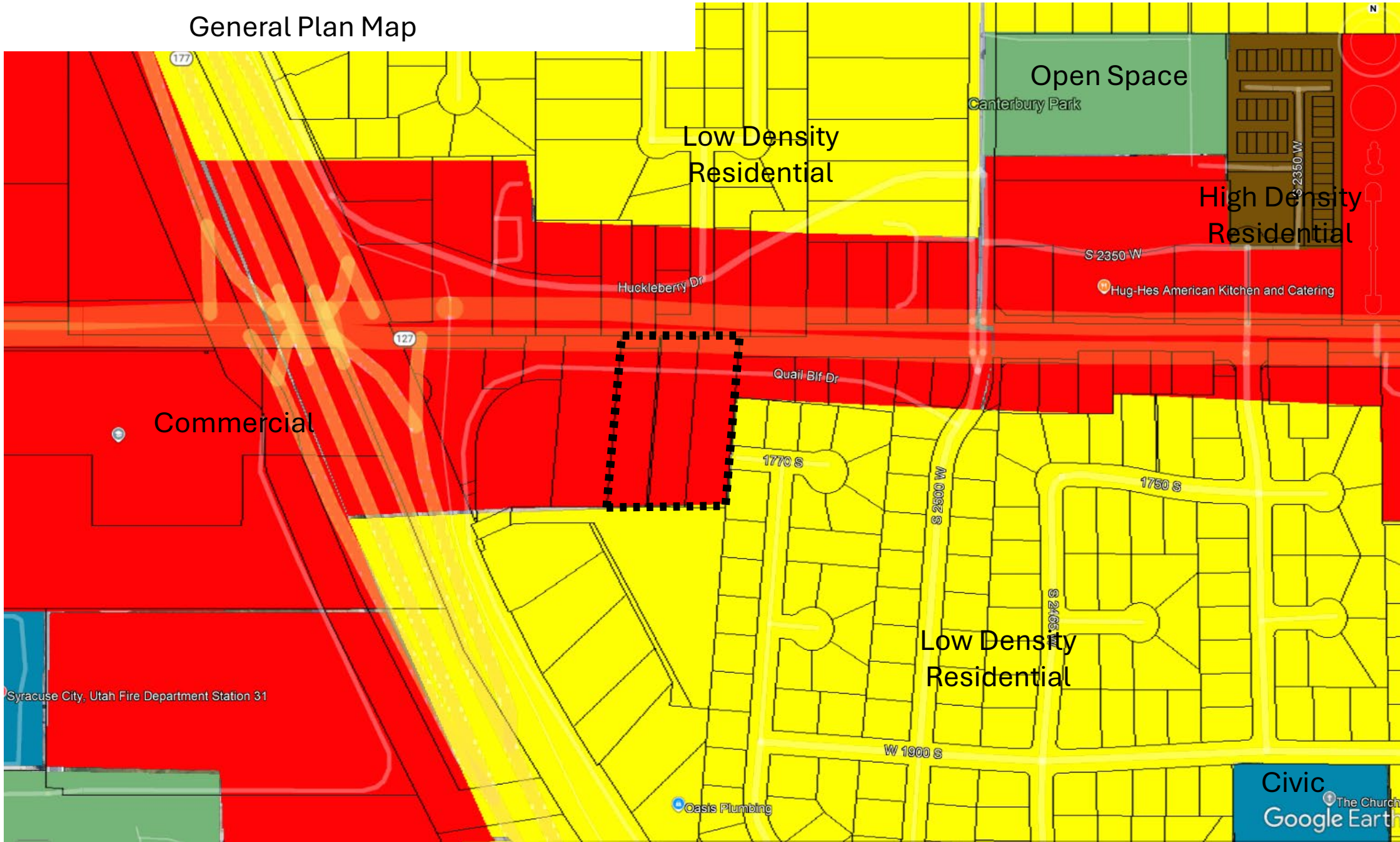
Owner	RAKE LLC
Mailing Address	2110 HAMPTON CIR
Mailing City	OGDEN
Mailing State	UT
Mailing Zip	84403

GENERAL INFO

ID	120910138
Site Address	
Site City	
Site Zip	
Tax Legal Desc	A TRACT OF LAND BEING PART OF UTAH DEPAR...
Acreage	2.205

View Parcel Detail

General Plan Map



ORDINANCE NO. 26-07

AN ORDINANCE AMENDING THE SYRACUSE CITY ZONING MAP FOR APPROXIMATELY 2.205 ACRES OF REAL PROPERTY LOCATED AT APPROXIMATELY 2600 W QUAIL BLUFF DR. FROM R-1 TO PO

WHEREAS, the City Council is authorized by state law and city ordinance to amend zoning designations within the City when it considers such amendments appropriate; and

WHEREAS, the City received an application for an amendment to the zoning map from Chris Lessig of Rake LLC, proposing that property located at approximately 2600 W. Quail Bluff Dr. be changed from R-1 to PO; and

WHEREAS, the Planning Commission reviewed the application for the proposed amendment and conducted a properly noticed public hearing on Feb. 03, 2026; and

WHEREAS, the Planning Commission forwarded a recommendation to the City Council to approve the proposed zoning map amendment; and

WHEREAS, the City Council, having reviewed the Planning Commission's recommendation and the proposed zoning map amendment, found it in the best interest of the City to approve the requested zoning; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Amendment. The zoning map of Syracuse City is hereby amended, changing the zoning for property located at approximately 2600 W Quail Bluff Dr. from R-1 to PO, as more particularly depicted in Exhibit A.

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

Section 3. Effective Date. This Ordinance shall become effective ten days after adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS
10TH DAY OF MARCH, 2026.**

CASSIE Z. BROWN
City Recorder

DAVE MAUGHAN
Mayor

Voting by the Council:

AYE

NAY

Councilmember Brown

Councilmember Cragun

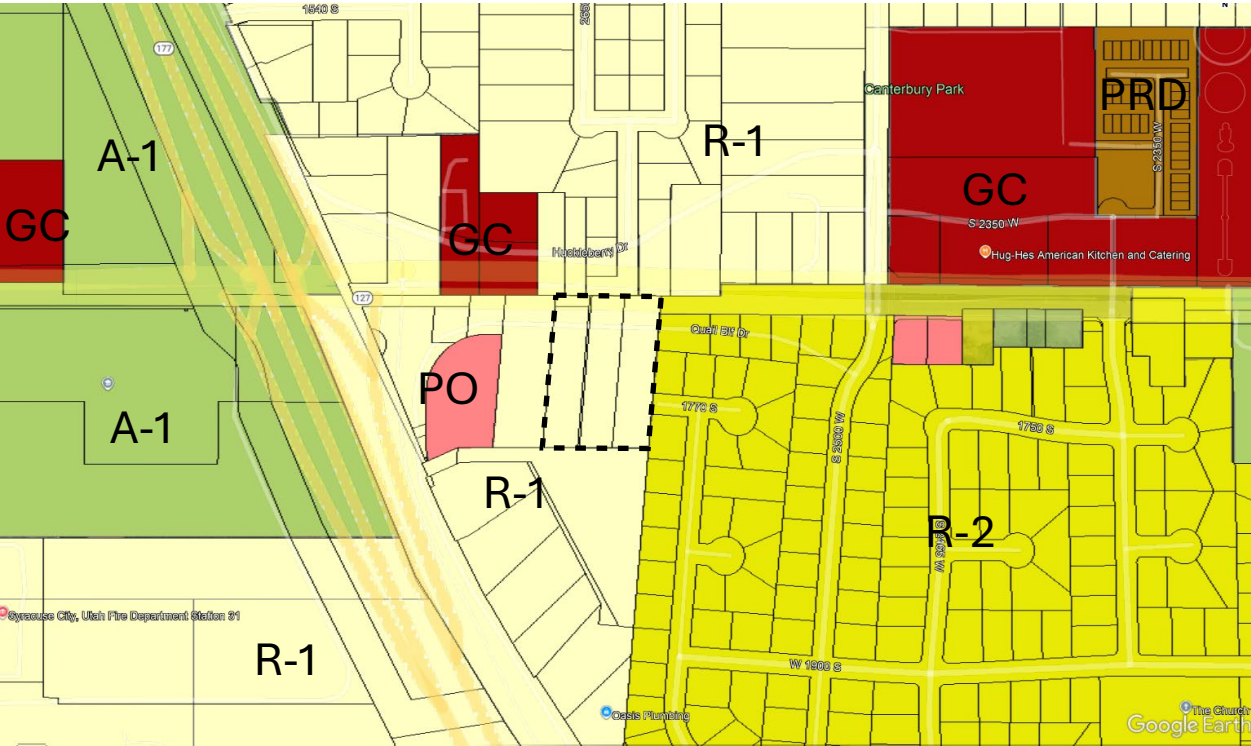
Councilmember Robertson

Councilmember Pollard

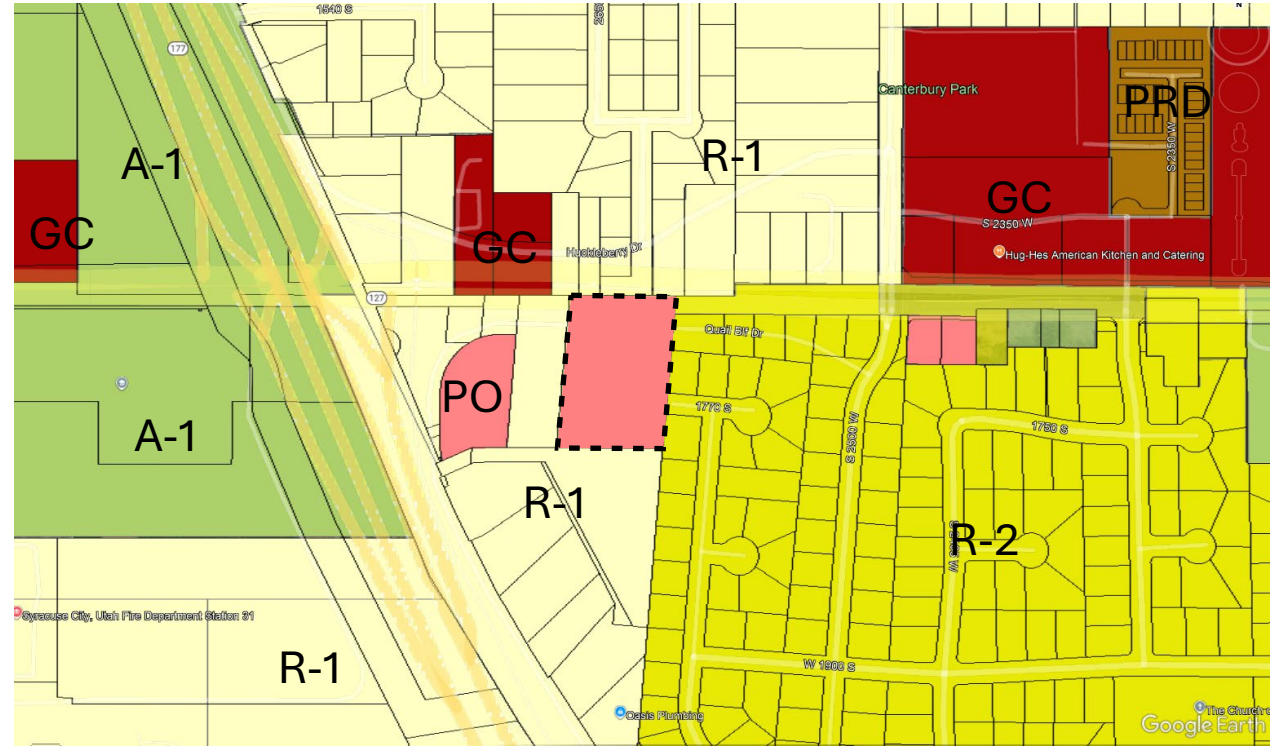
Councilmember Watson

Exhibit A

Current Zoning



Proposed Zoning



Chapter 10.85

PO – PROFESSIONAL OFFICE ZONE

Sections:

10.85.010 Purpose.

10.85.020 Permitted uses.

10.85.030 Conditional uses.

10.85.040 Minimum lot standards.

10.85.050 Distance between buildings.

10.85.060 Off-street parking and loading.

10.85.070 Signs.

10.85.080 Special provisions.

10.85.010 Purpose.

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

10.85.020 Permitted uses.

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

(A) Administrative and executive [offices](#).

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

10.85.030 Conditional uses.

The following may be permitted as [conditional uses](#) after application and approval as specified in SMC [10.20.080](#).

- (A) Accessory [buildings](#) (200 square feet or greater) (minor).
- (B) [Animal hospitals](#) (major).
- (C) Churches or religious service [buildings](#) (major).
- (D) [Dwellings](#), limited to one unit per property. Occupancy of the unit shall be limited to the business owner or employee and their [family](#) (major).
- (E) Optical shops (minor).
- (F) [Public](#) and quasi-public [buildings](#) (major).
- (G) [Temporary commercial uses](#) (see SMC [10.35.050](#)) (minor). [Ord. 20-28 § 1 (Exh. A); Ord. 11-10 § 10; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-030.]

10.85.040 Minimum lot standards.

All lots developed and all [structures](#) and [uses](#) placed on lots shall be in accordance with the following standards. Lot [area](#) for properties in this [zone](#) shall front existing minor or major collector streets of the City and include all property as described on the most recent plat of record.

(A) Lot area: minimum of one-half acre to maximum of 10 acres.

(B) Lot width: 100 feet.

(C) Front yard: 15 feet.

(D) Side yards: as required by [site plan](#) review.

(E) Rear yard: as required by [site plan](#) review.

(F) [Building](#) height: the height of [buildings](#) over 35 feet may be equal to the horizontal distance from the nearest [zone](#) boundary line. [Buildings](#) 35 feet high or less may be located within 10 feet of the [zone](#) boundary line. In determining height, exclude [uses](#) not for human occupancy, such as chimneys, flagpoles, [church](#) towers, and similar [structures](#). [Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-040.]

10.85.050 Distance between buildings.

In this [zone](#), where there is more than one [office](#) building constructed on a site, there shall be a minimum distance between [structures](#) of at least 20 feet. [Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-050.]

10.85.060 Off-street parking and loading.

Off-street parking and loading shall be provided as specified in Chapter [10.40](#) SMC. [Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-060.]

10.85.070 Signs.

[Signs](#) permitted in this [zone](#) shall be those allowed in [professional office](#) zones by Chapter [10.45](#) SMC. [Ord. 12-05 § 2; Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-070.]

10.85.080 Special provisions.

(A) [Landscaping](#). In this [zone](#), the following [landscaping](#) requirements shall include:

(1) Ten feet of [landscaping](#) along [frontage](#) areas not occupied by drive accesses.

(2) A sprinkling system and plantings with substantial live plant material for the purpose of buffering, screening, and beautifying the site (plant maturity [landscaping](#) should represent, as a minimum standard, compatibility with surrounding developed properties and [uses](#) with permanent maintenance by the owner or occupants).

(3) A minimum buffer of 10 feet adjacent to residential zoning.

(4) A landscaped [area](#) of five feet adjacent to off-street parking within required [yard](#) areas providing it does not abut residential zoning or [uses](#) (landscaping in [areas](#) adjacent to residential [uses](#) shall be according to buffering requirements per Chapter [10.30](#) SMC).

(5) [Landscaping](#) installed in all [parkstrips](#) to the same standards as other on-site [landscaping](#) as well as a minimum of two trees per every 50 feet of [frontage](#) (asphalt, paving stones, or brick or concrete paving in place of [landscaping](#) between the sidewalk and curb is prohibited).

(6) [Landscaping](#) covering at least 15 percent of the development site. [Landscaping](#) shall be installed within four months of occupancy and maintained in good condition.

(a) [Turfgrass](#) is not to exceed 15 percent of the total landscaped [area](#).

(b) No [turfgrass](#) in [parkstrips](#) or [areas](#) with widths less than eight feet.

(c) Drip irrigation only in landscape [areas](#) less than eight feet wide.

(B) Fencing. Where the site abuts a residential [zone](#), a six-foot-high decorative texture solid [masonry](#) wall shall be located along the property line. All fencing must comply with Chapter [10.30](#) SMC.

(C) Trash Storage. A screened or otherwise enclosed [area](#), or outside [area](#) designated for a trash dumpster or other trash-control device, shall be an integral part of the on-site [buildings](#) to keep the trash out of [public](#) view and prevent litter from scattering throughout the [area](#). The [building](#) materials for dumpster enclosures shall be similar to those of the primary [use](#) building.

(D) Lighting. The following provisions shall apply to installation, maintenance, and operation of outdoor lighting in this zone:

(1) All lights shall have shields to direct all light toward the earth's surface and away from reflective surfaces.

(2) Light fixtures or lamps shall have shields or shades to direct incident rays away from all adjacent property.

- (3) Lights on poles shall not be taller than the [building](#) whose [area](#) they illuminate nor taller than 15 feet, whichever is shorter.
- (4) Any facilities requiring floodlights may not arrange the light(s) in such a way that it will shine towards roadways, onto adjacent residential property or residential [use](#) property, or into the night sky.
- (5) The placement of any light fixture shall be in such a manner that no light-emitting surface is visible from any residential [area](#) when viewed at ground level.
- (6) The level of lighting shall not exceed one-half foot-candle at any residential property line or one foot-candle at any nonresidential property line.
- (7) Any canopy [structure](#) used at a business [office](#) location must have recessed lights with diffusers that do not extend below the surface of the canopy.
- (8) Any luminaire on a pole, stand, or mounted on a [building](#) must have a shield, an adjustable reflector, and a nonprotruding diffusor. [Ord. 22-08 § 1 (Exh. A); Ord. 11-02 § 1 (Exh. A); Ord. 08-07 § 1 (Exh. A); Ord. 06-27; Ord. 06-17; Code 1971 § 10-18-080.]

The Syracuse Municipal Code is current through Ordinance 25-41, passed November 18, 2025.

Disclaimer: The city clerk's office has the official version of the Syracuse Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://syracuseut.gov/>

City Telephone: (801) 614-9633

Codification services provided by [General Code](#)



COUNCIL AGENDA

March 10, 2026

Agenda Item #6 Authorize Administration to execute Lease agreement with Antelope BMX

Factual Summation

- Any question regarding this agenda item may be directed at Assistant City Manager, Stephen Marshall.

Discussion Items

Our initial memorandum of understanding with Antelope BMX included design, specifications, location, and features for the BMX park and pump track. It also included responsibilities for the city as well as Antelope BMX for ongoing use and maintenance. In the initial agreement it stated:

The BMX Track will be owned and operated as a private recreational use that occupies publicly owned land. In consideration for the use of such land, Antelope BMX shall lease the property from the City through a separate lease agreement. It is anticipated that the annual lease-rate will be negotiated at a later time, and that the initial lease period shall be ten (10) years in length.

The proposed lease agreement determines the lease rate, start date, escalation in price for future years, and a 10-year initial lease term limit. We will collect the current year and next year's lease payment on March 1st and then payment will be due at the beginning of the lease year the following March 1st. We are proposing a base lease of \$1,200 with a 3% annual escalator. Here are some comparative lease rates at other BMX tracks:

Santa Clara BMX in Santa Clara- Pays \$1200 per year, or \$100 a month to Santa Clara city.

Virgin BMX in Virgin- Pays \$1 per year to the Bureau of Land Management.

Rad Canyon BMX in South Jordan- Pays \$1 per year to Salt Lake County.

Deseret Peak BMX in Tooele- Pays \$1000 per year to Tooele County.

Action Items

The following items outline the actions to be taken:

1. Determine whether to authorize administration to execute proposed lease agreement with Antelope BMX.

**LEASE AGREEMENT FOR SYRACUSE BMX PARK
ANTELOPE BMX INC**

LEASE AGREEMENT (“Agreement”) dated March 1, 2026, by and between Syracuse City, a political subdivision of the State of Utah (“City”), and Antelope BMX Inc, a domestic nonprofit corporation (“Lessee”). City and Lessee are collectively referred to as the Parties.

1. Premises. City hereby leases to Lessee, and Lessee hereby leases from City, the BMX portion of City-owned property located east of the Syracuse Equestrian Center (the “Premises”), for the operation and maintenance of a USA BMX sanctioned bicycle motocross course and related improvements (“BMX Track”).

2. Term. The initial term of this Agreement is ten years, commencing on March 1, 2026, and ending on March 1, 2036, unless terminated earlier as provided herein. The Parties may mutually agree in writing to renew or extend this Agreement.

3. Rent. Lessee shall pay City annual rental as follows, which includes an annual 3% increase:

Year	Period	Due Date	Amount
Past	Pre 3/1/2026	3/1/2026	\$1,200
1	3/1/2026 through 3/1/2027	3/1/2026	\$1,200
2	3/1/2027 through 3/1/2028	3/1/2027	\$1,236
3	3/1/2028 through 3/1/2029	3/1/2028	\$1,273
4	3/1/2029 through 3/1/2030	3/1/2029	\$1,311
5	3/1/2030 through 3/1/2031	3/1/2030	\$1,351
6	3/1/2031 through 3/1/2032	3/1/2031	\$1,391
7	3/1/2032 through 3/1/2033	3/1/2032	\$1,433
8	3/1/2033 through 3/1/2034	3/1/2033	\$1,476
9	3/1/2034 through 3/1/2035	3/1/2034	\$1,520
10	3/1/2035 through 3/1/2036	3/1/2035	\$1,566

4. Ownership of Improvements. All BMX Track improvements, including the racing surface, fencing, announcer’s booth, registration building, sheds, bleachers, and other BMX-related facilities, shall be owned by Lessee. At the expiration or termination of this Agreement, Lessee may remove such improvements at its expense within 90 days, provided the Premises is restored to a safe and usable condition acceptable to City. Any improvements not removed within such time shall become property of City.

5. Use of Premises. Lessee shall: (a) operate the BMX Track as a USA BMX sanctioned facility, providing public access to practices and races consistent with sanctioning requirements; (b) ensure compliance with all applicable laws, ordinances, and regulations; (c) permit public spectating of practices and races subject to USA BMX rules and event fees; and (d) use the Premises exclusively for BMX related purposes unless otherwise approved in writing by City.
6. Lessee's Maintenance and Repair Responsibilities. Lessee shall be solely responsible for the operation, maintenance, and repair of the BMX Track, including its racing surface, structures, fencing, spectator seating, restrooms during events, litter removal, and utilities serving BMX improvements.
7. City's Maintenance and Repair Responsibilities. City shall maintain surrounding park property, including parking lots, landscaping, irrigation, and permanent restroom facilities.
8. Access to Premises. City may access the Premises at any time for any reason. Lessee may secure access to the Premises by use of lock(s), but must give City a key or the combination to the lock(s).
9. Insurance and Indemnification. Lessee shall maintain commercial general liability insurance with minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, naming City as an additional insured. Proof of insurance shall be provided to City upon request and at least annually. Lessee shall indemnify, defend, and hold harmless City, its officers, employees, and agents from all claims, damages, or liabilities arising out of Lessee's use or occupancy of the Premises, except to the extent caused by City's sole negligence.
10. Assignment and Subleasing. Lessee shall not assign or sublease any portion of the Premises without City's prior written consent.
11. Default and Termination. Either Party may terminate this Agreement for cause upon 30 days' written notice to the other Party if the other Party materially breaches its obligations and fails to cure within such period. Either Party may terminate without cause upon 180 days' written notice to the other Party. Upon termination, Lessee shall vacate the Premises and restore Premises as provided in Paragraph 4.
12. Compliance with USA BMX Standards. Lessee shall ensure that all operations comply with USA BMX sanctioning requirements and safety standards, including event insurance provisions.
13. Notices. Any notices required under this Agreement shall be delivered personally or by certified mail to the addresses listed below:

To City:	To Lessee:
Assistant Syracuse City Manager	Zach Randall
1979 West 1900 South	306 S Sweet Apricot Cove
Syracuse, UT 84075	Layton, UT 84040

14. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Utah, and venue shall lie in the Second Judicial District Court in and for Davis County, State of Utah.

15. Entire Agreement. This Agreement constitutes the entire agreement between the Parties concerning the BMX Track and supersedes all prior or contemporaneous discussions, representations or agreements.

16. Modifications. This Agreement may only be modified by mutual written agreement of the Parties.

SYRACUSE CITY:

ANTELOPE BMX INC:

Dave Maughan
Mayor

Zach Randall
Title: _____

ATTEST:

Cassie Z. Brown
Recorder



COUNCIL AGENDA

March 10, 2026

Agenda Item #7

Review of the 2025 Municipal Wastewater Planning Program annual report to Utah DWQ.

Factual Summation

- Any question regarding this agenda item may be directed to Robert Whiteley
- Please see attached Resolution 26-12 and the 2025 MWPP annual report.

The Utah Department of Environmental Quality, Division of Water Quality has established the Utah Sanitary Sewer Management Program for the purpose of monitoring wastewater facilities throughout the State. The State requires that the city submit an annual Municipal Wastewater Planning Program Report.

This resolution acknowledges that the city council has received and reviewed the annual report prior to its submittal. It is due by April 15th.

Action Items

The following items outline the actions to be taken:

Whether to approve Resolution 26-12 acknowledging that the city council has reviewed the 2025 Municipal Wastewater Planning Program.

RESOLUTION NO. R26-12

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL AFFIRMING
THE SYRACUSE CITY COUNCIL'S REVIEW OF THE MUNICIPAL
WASTEWATER PLANNING PROGRAM ANNUAL SELF-ASSESSMENT.**

WHEREAS, Syracuse City participates in the State of Utah's Municipal Wastewater Planning Program; and

WHEREAS, the State of Utah requests that municipalities with wastewater facilities submit an annual report to the Utah Department of Environmental, Division of Water Quality; and

WHEREAS, the Mayor and City Council have reviewed the current Municipal Wastewater Planning Program Annual Report prepared by the Syracuse City Public Works Department; and

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

Section 1. That the City Council of Syracuse affirms that it has reviewed the city's current Municipal Wastewater Planning Program Annual Report and has taken all appropriate actions necessary to maintain effluent requirements contained in UPDES Permit.

Section 2. This resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 10th DAY OF March, 2026.

SYRACUSE CITY

ATTEST:

Cassie Z. Brown, City Recorder

By: _____
Dave Maughan, Mayor

Full MWPP Survey - 2026

Municipal Wastewater Planning Program survey for the year 2025.

water@syracuseut.gov [Switch account](#)



* Indicates required question

Email *

dwebb@syracuseut.gov

Section I: General Information

Note: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of the assistance. Please answer questions as accurately as possible to give the best evaluation of your facility. If you need assistance please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our [Frequently Asked Questions](#) page

What is the name of the Facility? *

Syracuse City Public Works Department



What is the Name of the person responsible for this organization? *

Robert Whiteley

What is the Title of the person responsible for this organization? *

Public Works Director

What is the Email Address for the person responsible for this organization? *

rwhiteley@syracuseut.gov

What is the Phone number for the person responsible for this organization? *

801-825-7235

Please identify the Facility Location? *

Please provide either Longitude and Latitude, address, or a written description of the location (with area or point).

3061 S 2400 W , Syracuse, UT 84075



Are you a federal facility?

A federal facility is a military base, a national park, or a facility associated with a federal government organization (e.g., BLM, Forest Service, etc.)

Yes

No

Clear selection

Next

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Clear form

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Full MWPP Survey - 2026

water@syracuseut.gov [Switch account](#)



* Indicates required question

Financial Evaluation Section

As you begin this survey you must keep in mind which part of the wastewater system that you represent, unless you represent it all (e.g., collections, treatment, or both). If you only represent the collection system please respond to each question thinking only of collection system data as you proceed through this survey. The same goes for treatment and both. If you get a question that does not apply to the part of the system which you represent then leave it unanswered. However, please try to answer as many questions as you possibly can.

This section is completed by:

Brooke Gerfen

Are sewer revenues maintained in a dedicated purpose enterprise/district account?

Yes

No

Clear selection



Are you collecting 95% or more of your anticipated sewer revenue?

Yes

No

Clear selection

Are Debt Service Reserve Fund requirements being met?

Yes

No

Clear selection

Where are sewer revenues maintained?

General Fund

Combined Utilities Fund

Other

Clear selection

What was the average MONTHLY User Charge for 2025?

\$31.52



Do you have a water and/or sewer customer assistance program (CAP)?

Yes

No

Clear selection

Are property taxes or other assessments applied to the sewer systems?

Yes

No

Clear selection

What is the yearly amount of revenue that you receive from these taxes?

N/A

Are sewer revenues sufficient to cover operations & maintenance costs, and repair & replacement costs (OM&R) at this time?

Yes

No

Clear selection



Are projected sewer revenues sufficient to cover operation & maintenance, and repair and replacement costs for the next five years?

Yes

No

Clear selection

Does the sewer system have sufficient staff to provide proper operation & maintenance, and repair and replacement?

Yes

No

Clear selection

Has a repair and replacement sinking fund been established for the sewer system?

Yes

No

Clear selection

Is the repair & replacement sinking fund sufficient to meet anticipated needs?

Yes

No

Clear selection



Are sewer revenues sufficient to cover all costs of current capital improvements projects?

Yes

No

Clear selection

Has a Capital Improvements Reserve Fund been established to provide for anticipated capital improvement projects?

Yes

No

Clear selection

Are projected Capital Improvements Reserve Funds sufficient for the next five years?

Yes

No

Clear selection

Are projected Capital Improvements Reserve Funds sufficient for the next ten years?

Yes

No

Clear selection



Are projected Capital Improvements Reserve Funds sufficient for the next twenty years?

Yes

No

Clear selection

Have you completed a rate study within the last five years?

Yes

No

Clear selection

Do you charge Impact fees?

Yes

No

Clear selection

If you charged Impact Fees, how much were they? =

If not a flat fee, use total collected impact fees for the year divided by the total number of entities who paid fees that year.

\$3454.03



Have you completed an impact fee study in accordance with UCA 11-36a-3 within the last five years?

Yes

No

Clear selection

Do you maintain a Plan of Operations?

Yes

No

Clear selection

Have you updated your Capital Facility Plan within the last five years?

Yes

No

Clear selection

In what year was the Capital Facility Plan last updated?

2024



Do you use an Asset Management system for your sewer systems?

Yes

No

Clear selection

Do you know the total replacement cost of your total sewer system capital assets?

Yes

No

Clear selection

Replacement Cost =

N/A

Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?

Yes

No

Clear selection



What is the sewer/treatment system annual asset renewal cost as a percentage of its total replacement cost?

4%

Describe the Asset Management System. Check all that apply:

- Spreadsheet
- GPS
- Accounting Software
- Specialized Software

What is the 2025 Capital Assets Cumulative Depreciation for your facility?

\$9,473,314

What is the 2025 Capital Assets Book Value?

Book Value = (total cost) - (accumulated depreciation)

\$19,221,940

Cost of projected capital improvements - Please enter a valid numerical value - 2025?

\$775,000



Cost of projected capital improvements - Please enter a valid numerical value - 2026 through 2030?

\$600,000

Cost of projected capital improvements - Please enter a valid numerical value - 2031 through 2035?

\$1,000,000

Cost of projected capital improvements - Please enter a valid numerical value - 2036 through 2040?

\$1,000,000

Cost of projected capital improvements - Please enter a valid numerical value - 2041 through 2045?

\$1,000,000

Purpose of Capital Improvements - 2025? Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity



Purpose of projected Capital Improvements - 2026 through 2030? - Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements - 2031 through 2035 Check all that apply.?

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements - 2036 through 2040? - Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

Purpose of projected Capital Improvements from 2041 through 2045? - Check all that apply.

- Replace/Restore
- New Technology
- Increased Capacity

To the best of my knowledge, the Financial Evaluation section is completed and accurate.

- True
- False

[Clear selection](#)

Do you have a collection system? *

- Yes
- No

[Back](#)

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Full MWPP Survey - 2026

water@syracuseut.gov [Switch account](#)



Collection System

Including piping and lift stations.

This form is completed by [name]?

The person completing this form may receive Continuing Education Units (CEUs).

Darel Webb

Part I: SYSTEM DESCRIPTION

Please answer the following questions regarding SYSTEM DESCRIPTION.

What is the largest diameter pipe in the collection system?

Please enter the diameter in inches.

18"



What is the average depth of the collection system?

Please enter the depth in feet.

9 feet

What is the total length of sewer pipe in the collection system?

Please enter the length in miles.

119

How many lift/pump stations are there in the collection system?

0

What is the largest capacity lift/pump station in the collection system?

Please enter the design capacity in gpm.

0

Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

Yes

No

Clear selection



What year was your collection system first constructed?

This can be an approximate guess if you really are not sure.

1960

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed?

If more than one, cite the oldest.

1998

Part II: DISCHARGES

Please answer the following questions regarding DISCHARGES.

How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

0

How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure, except plugged laterals?

0

Sanitary Sewer Overflow (SSO)

Class 1 - a Significant SSO means a SSO backup that is not caused by a private lateral obstruction or problem that:

- (a) affects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the State.

Class 2 - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria

How many Class 1 SSOs were there in Calendar year 2025?

0

How many Class 2 SSOs were there in Calendar year 2025?

0

Please indicate what caused the SSO(s) in the previous 2 questions.

N/A

Please specify whether the SSOs were caused by contract or tributary community, etc.

N/A

Part III: NEW DEVELOPMENT

Please answer the following questions regarding NEW DEVELOPMENT.

Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?

Yes

No

Clear selection

Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?

Yes

No

Clear selection

What is the number of new commercial/industrial connections in 2025?

11

What is the number of new residential sewer connections added in 2025?

149



How many equivalent residential connections are served?

149

Part IV: OPERATOR CERTIFICATION

Please answer the following questions regarding OPERATOR CERTIFICATION.

How many collection system operators do you employ?

4

What is the approximate population served?

38,400

State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at least at the Facility's Grade. List the designated Chief Operator/DRC for the Collection System by: First and Last Name, Grade, and email.

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Robert Whiteley

Grade III

rwhiteley@syracuseut.gov

Please list all other wastewater collection system operators with DRC responsibilities in the field, by name and certification grade. Please separate names and certification grade for each operator by commas.

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Darel Webb
Grade III
dwebb@syracuseut.gov

Please list all other wastewater collection system operators by name and certification grade. Please separate names and certification grades for each operator by commas.

Grades: SLS17-1, Grade I, Grade II, Grade III, and Grade IV.

Jeremy Morris
Grade III
jmorris@syracuseut.gov

Lynn Mitchell
Grade III
lmitchell@syracuseut.gov

Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?

- Yes
 No

Clear selection

Part V: FACILITY MAINTENANCE

Please answer the following questions regarding FACILITY MAINTENANCE.



Have you implemented a preventative maintenance program for your collection system?

Yes

No

Clear selection

Have you updated the collection system operations and maintenance manual within the past 5 years?

Yes

No

Clear selection

Do you have a written emergency response plan for sewer systems?

Yes

No

Clear selection

Do you have a written safety plan for sewer systems?

Yes

No

Clear selection



Is the entire collections system TV inspected at least every 5 years?

Yes

No

Clear selection

Is at least 85% of the collections system mapped in GIS?

Yes

No

Clear selection

Part VI: SSMP EVALUATION

Please answer the following questions regarding SSMP EVALUATION.

Have you completed a Sewer System Management Plan (SSMP)?

Yes

No

Clear selection

Has the SSMP been adopted by the permittees governing body at a public meeting?

Yes

No

NOT yet

Has the completed SSMP been public noticed?

Not yet

Yes

No

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USMP Public Notice Date

Date of public notice?

Date

03/03/2026

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Continue 1

During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?

Yes

No

Clear selection

What adjustments were made to the SSMP (i.e. line cleaning, CCTV inspections, manhole inspections, and/or SSO events)?

NONE



During 2025, was any part of the SSMP audited as part of the five year audit?

- Yes
- No

Clear selection

If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?

N/A

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Plan?

- Yes
- No

Clear selection

Does the collection system have more than 2,000 connections?

- Yes
- No

Clear selection

Has a fats, oil, and grease (FOG) or fats, oil, sand, and grease program been developed by the collection system?

Yes

No

Clear selection

Part VII: NARRATIVE EVALUATION

Please answer the following questions regarding NARRATIVE EVALUATION.

Describe the physical condition of the sewerage system: (lift stations, etc. included)

No lift stations

98% of the piping is PVC and is in good condition.

2% is concrete and is also in good condition.

What sewerage system capital improvements does the utility need to implement in the next 10 years?

Replace piping as needed. Grind inverts as needed to function properly.

What sewerage system problems, other than plugging, have you had over the last year?

Concrete, grout, buildup at manholes, flushable wipes, grease buildups, low spots with rocks, silt and sand

Is your utility currently preparing or updating its capital facilities plan?

Yes

No

Clear selection

Does the municipality/district pay for the continuing education expenses of operators?

100%

Partially

Does not pay

Clear selection

Is there a written policy regarding continued education and training for wastewater operators?

Yes

No

Clear selection

Do you have any additional comments?

NONE



To the best of my knowledge, the Collections System section is completed and accurate

- True
- False

Clear selection

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Wastewater Treatment Options

You have either just completed or just bypassed questions about a Collection System. If this section was bypassed by mistake, in the next question you will have the option to return to the questions on a Collection System. If you are good with the progress up to now, next you will determine what kind of Wastewater Treatment you have, or you can choose NO Wastewater Treatment.

What kind of wastewater treatment do you have in your wastewater treatment system?

- Mechanical Plant
- Discharging Lagoon
- Non-Discharging Lagoon
- No Treatment of Wastewater
- Collections (go back to Collections)

Clear selection

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* Indicates required question

Adopt & Sign

I have reviewed this report and to the best of my knowledge the information provided in this report is correct. *

- True
- False

Has this been adopted by the City Council or District Board? *

- yes
- No

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COUNCIL AGENDA

March 6, 2026

Agenda Item #8 Authorize Administration to issue letter of support for
Community Funding Projects for federal grants

Background

Each year, members of Congress accept applications for Congressional Community Funding Projects (CFP) to support local infrastructure and community improvement initiatives. Syracuse City has the opportunity to submit project requests through the offices of Congressman Blake Moore and Senator John Curtis for potential federal funding consideration.

In order to strengthen these applications, the City is requesting authorization for the administration to submit a **formal letter of support on behalf of Syracuse City** endorsing the proposed projects.

Proposed Projects

The projects under consideration for submission include:

1. Antelope Drive Improvements

This project would provide improvements along the Antelope Drive corridor intended to enhance safety, mobility, and multimodal access. Proposed elements include:

- Construction of a **shared-use paved trail**
- **Safety enhancements** for pedestrians, cyclists, and motorists
- **Intersection performance improvements** to improve traffic operations and reduce congestion

These improvements would support regional connectivity, improve safety for non-motorized users, and enhance transportation infrastructure along a key corridor within Syracuse City.

2. Police Station and Emergency Operations Center (EOC) Improvements

This project would support modernization and operational enhancements within the Syracuse City Police Station and Emergency Operations Center. Proposed improvements include:

- **Communication and audio-visual system upgrades**

- **Associated furnishings and equipment**
- **Building security enhancements**
- **Victim interview room improvements** to better support sensitive investigations

These upgrades would strengthen the City's emergency management capabilities and improve the functionality and security of critical public safety facilities.

Fiscal Impact

The Antelope Drive Improvements project would require a 20% local match if federal funding is awarded. At this time, the City has **not identified a funding source for the required match**. The estimate project cost is between \$3 million - \$6 million.

It is our understanding that the Police Station and Emergency Operations Center (EOC) Improvements project does not require a local funding match under the Congressional Community Funding Project program. Any project agreements or appropriations related to awarded funds would be presented to the City Council for approval through the normal budget and project authorization process.

Next Steps

Vote on whether to authorize the Administration to issue a letter of support from the City regarding the aforementioned projects.