



# SYRACUSE CITY

## Syracuse City Council Work Session Agenda

**June 23, 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: 858 2273 4897

Streamed on Syracuse City [YouTube Channel](#)

- a. Meeting called to order.
- b. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes. (*Individuals wishing to provide public comment may do so via email to City Recorder Cassie Brown, [cassieb@syracuseut.gov](mailto:cassieb@syracuseut.gov), by 4:00 p.m. on June 23, 2026. Comments submitted by the deadline will be read for the record of the meeting.*)
- c. Victim Advocate report. (10 min.)
- d. Planning items:
  1. Application for pre-application consultation with City Council, Rick Scadden of Blox Development. (15 min.)
  2. Proposed amendment to Syracuse Municipal Code (SMC) Section 8.10.170 pertaining to building permit issuance practices. (10 min.)
- e. Discussion/review of possible amendments to Syracuse Municipal Code (SMC) Titles 4 and 10 to require recycling programs for multi-family residential communities. (15 min.)
- f. Consideration to vacate a utility easement granted by Floyd Hamblin. (10 min.)
- g. Discussion/review of proposed Interlocal Cooperation Agreement between Davis County cities and Davis County (Davis Stormwater Coalition). (10 min.)
- h. Discussion/review of proposed amendments to the Syracuse City Storm Water Management Program (SWMP). (10 min.)
- i. Discussion/review of options for Park-and-Ride parking lot regulations. (10 min.)
- j. Discussion regarding options of pursuing "Just Serve" City designation. (10 min.)
- k. Continued discussion/review of option to implement a Transportation Utility Fee. (15 min.)
- l. Discuss/review draft amendments to Syracuse City Recruitment and Retention Policy. (15 min.)
- m. Adjourn.

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

### CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 18<sup>th</sup> day of June, 2026 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 June 18, 2026.

CASSIE Z. BROWN, MMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

June 23, 2026

Agenda Item “c”

Victim Advocate Presentation

## ***Factual Summation***

- Question regarding this agenda item may be directed to Celeste Hopkins or Colin Winchester.
- One requirement of our participation in the Victims of Crime Act (VOCA) grant is that the advocate provide semi-annual updates to the Council on the program.
- Celeste Hopkins serves as the victim advocate in Syracuse and Clinton and Sunset. All three cities share financially in the local match requirements of the VOCA grant.

## ***Discussion Goals***

The following items outline the goals of this discussion:

1. Receive information regarding the victim advocate program for Syracuse City.
2. Ask questions of Celeste related to the program.



# Victim Service Program

*Semi-Annual Report*

Celeste Hopkins  
Victims' Advocate





# Agenda

1 FY25 and FY26- Number of Victims Served

2 FY25 vs FY26- Services Provided

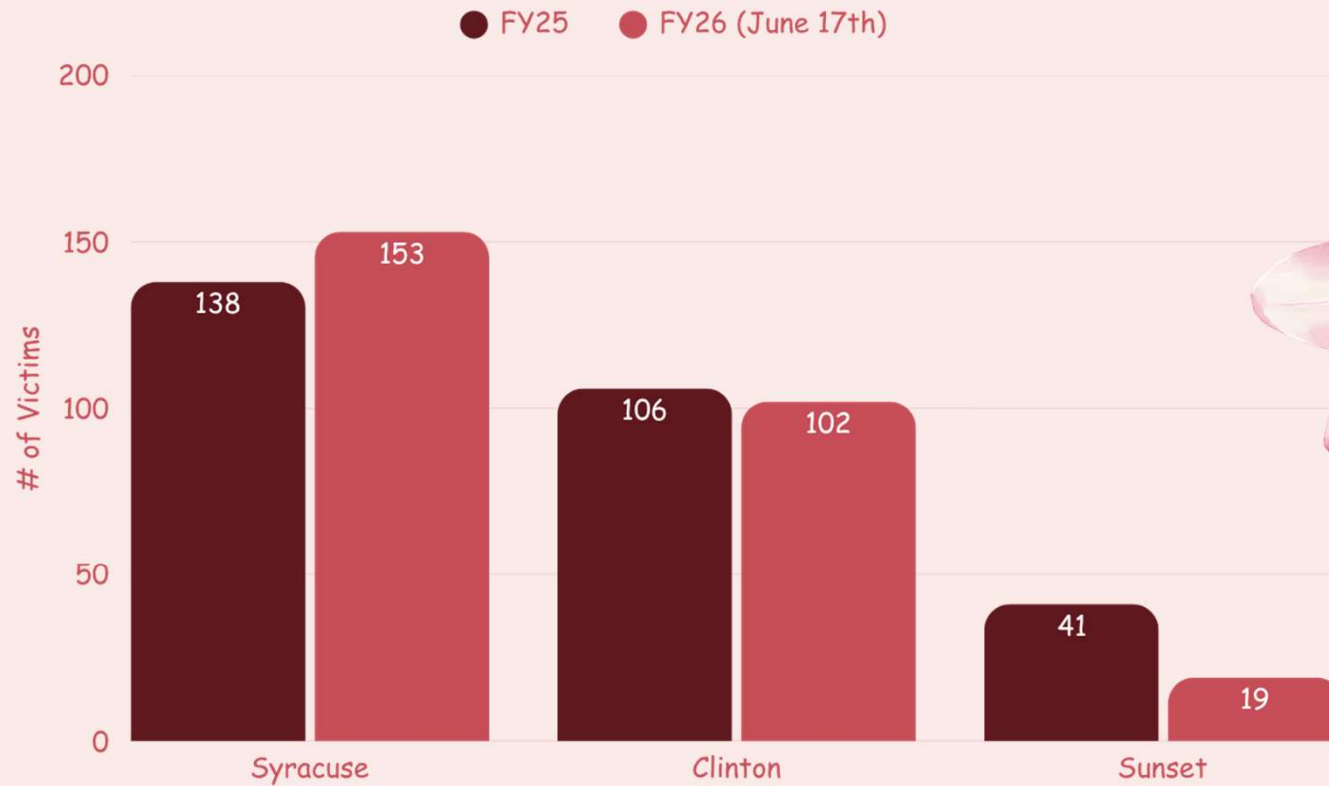
3 Syracuse City: FY25 vs FY26- Services Provided

4 Syracuse City: FY26- Victimization Categories

5 Positive Impact on a Survivor



FY25 vs FY26- All Agencies- Number of Victims Served

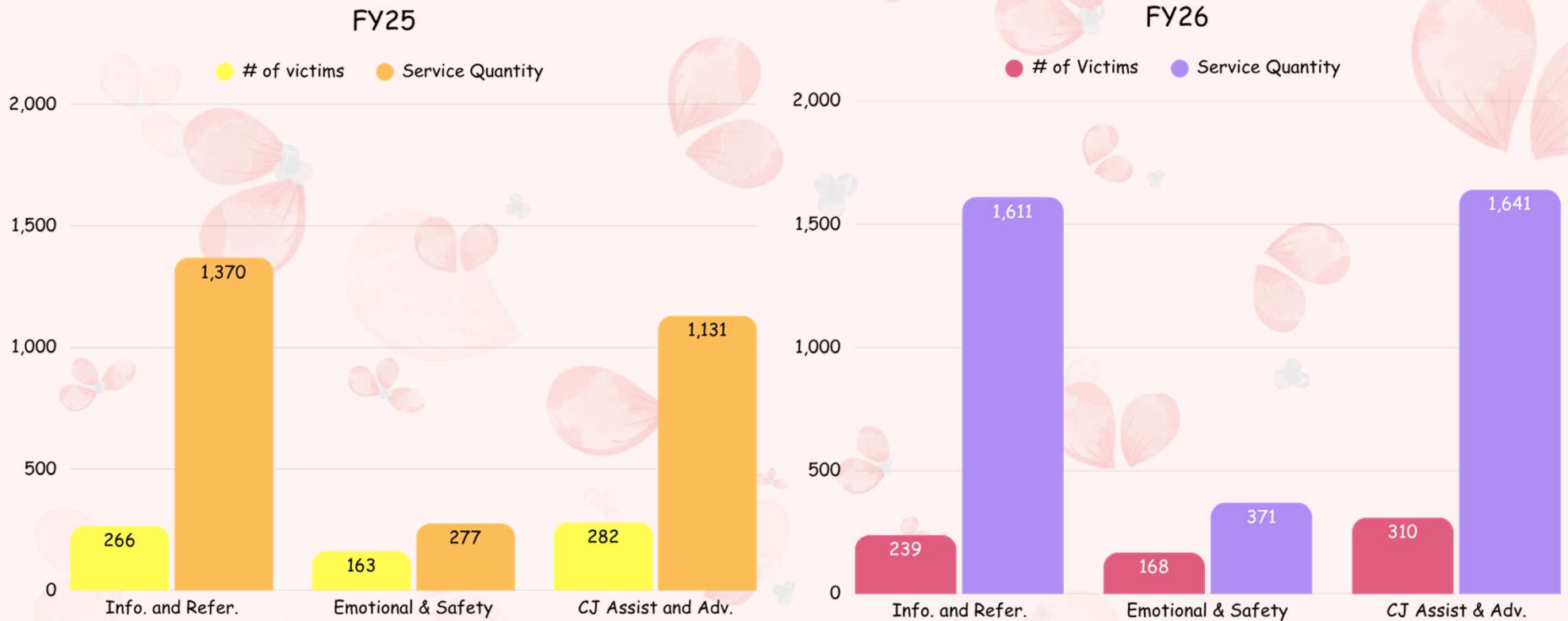


**Total # Victims:**  
**FY25: 285**  
**FY26: 274**

Total Number of Victims: **FY25- 285 & FY26- 270**

\*All agencies combined\*

## Comparison of Services Provided- FY25 vs FY26



# Syracuse City- FY25 vs FY26 Comparison of Services

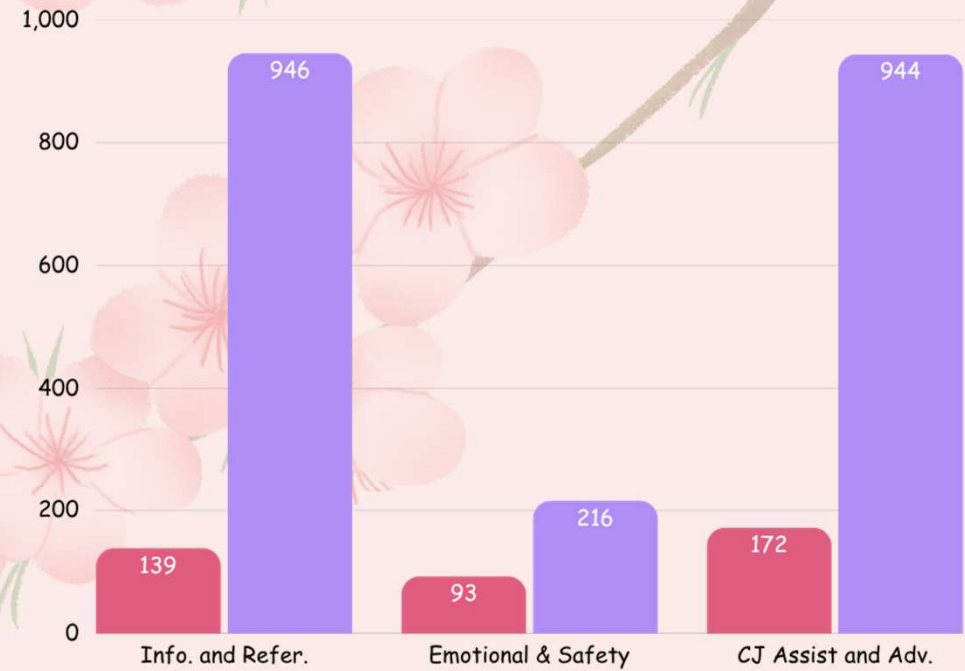
FY25

# of victims Service Quantity

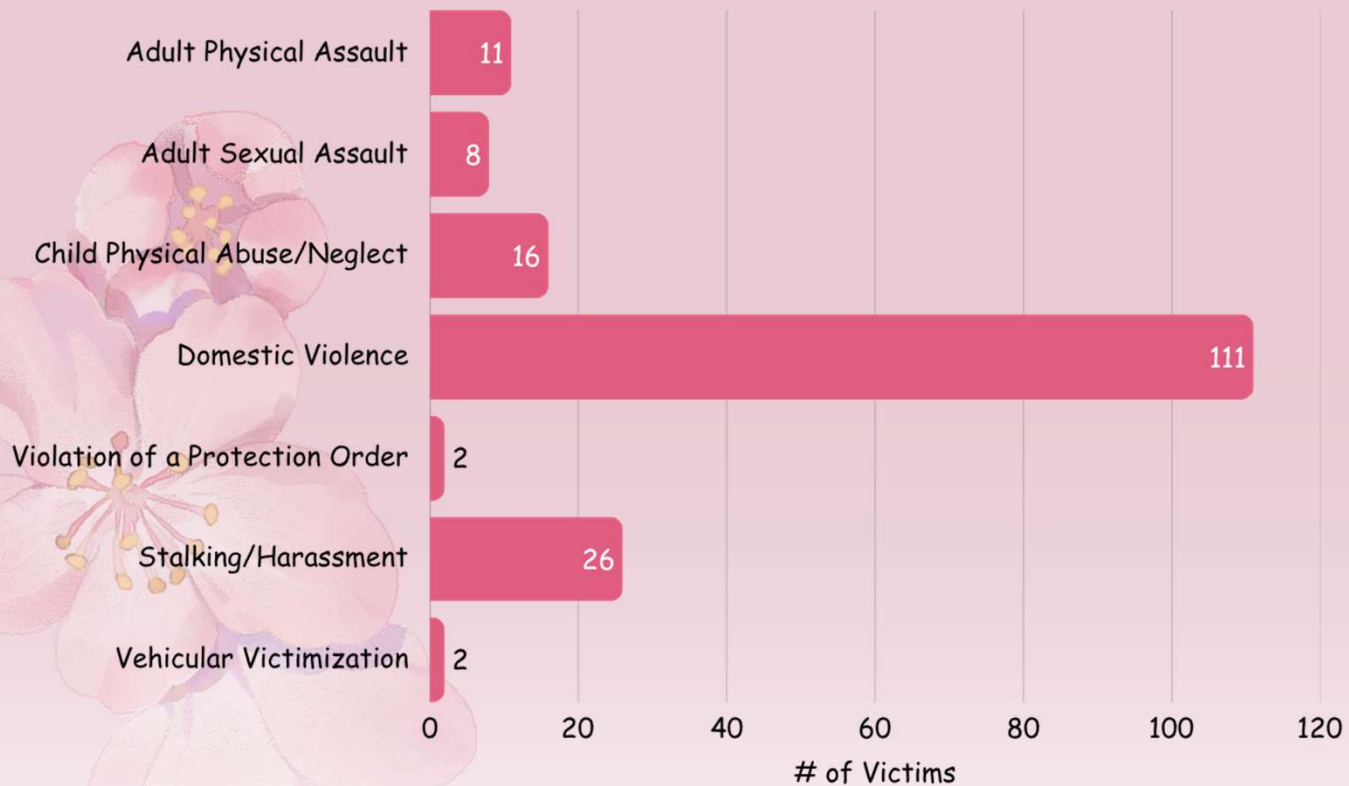


FY26

# of victims Service Quantity



# Syracuse City (FY26)- Victimization Categories



\*The count of victimizations may exceed the number of victims, as some victims are impacted by multiple types of crime\*





Ok thank you Celeste for everything you do for my daughter and I and all the other victims if nobody's told you your truly a amazing angel and I can't thank you enough 💕

You guys are so amazing and I appreciate it i don't know what is would do without your support love and encouragement I would be locked in my house not knowing what was next omg i hate thinking about it constantly but this is what keeps me going

## Positive Impact on a Survivor

- Jane Doe, Female, DV Survivor
- Spent 5 hours in ER with survivor.
- IPV exam performed



- Jane Doe surprised me with red roses for mother's day on the day her interview was scheduled with the detective.
- Has expressed many times how much she appreciates the detective, the department, and program.



# Thank You! :)

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Victims' Advocate- Celeste Hopkins  
Email- [chopkins@syracuseut.gov](mailto:chopkins@syracuseut.gov)  
Work Cell- (801) 643- 8131

*"Like the lotus, your strength is not measured by what tried to bury you, but by your ability to rise, and bloom." —Unknown*



# COUNCIL AGENDA

June 23, 2026

## Agenda item "d.1"

Pre-Application Consultation

### *Factual Summation*

The city has received a request for a pre-application consultation. The request is from Rick Scadden of Blox Development.

### *10.20.065 Pre-application City Council consultation.*

*Any landowner or designee may apply for and receive a pre-application consultation with the City Council about a development opportunity that would require a zone change. The consultation is voluntary, informal and nonvesting. The pre-application consultation will occur during a public, nonvoting meeting and individual Council Members will provide their input to the applicant. [Ord. 22-13 § 1 (Exh. A).]*

### *Goal of Discussion*

The purpose of this discussion item is to provide input about the development opportunity.

### *Attachments*

Materials emailed from Rick Scadden.

## Noah Steele

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**From:** Rick Scadden <ricksadden@gmail.com >  
**Sent:** Thursday, April 9, 2026 11:08 AM  
**To:** Kyle Laws; Boyd Davis; Brody Bovero; Noah Steele  
**Cc:** Landon Hart; Dallin Hart; jenn@barlowcorputah.com; jeremyrsadden@gmail.com; Ernest D Rowley, PLS, CFedS  
**Subject:** Subject: Coordinated Property Realignment & Development Consolidation Discussion  
**Attachments:** 4580 Scadden-Highway 193-177 ANNEX v1.0-Davis Bndry Adjust.pdf

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

All,

I hope this email finds everyone well.

We are reaching out to initiate a discussion regarding a potential realignment of property boundaries and development plans between Syracuse and West Point. The goal is to consolidate developments into a single jurisdiction rather than having the projects split across both cities.

All involved property owners are aligned in this approach and share the same objective—to simplify the development process, improve coordination, and ultimately deliver a more cohesive and efficient project within one city. (See attachment)

Before moving too far down a specific path, we wanted to engage both of you early to better understand:

- What processes would need to be followed to adjust boundaries and/or reassign jurisdiction
- Whether this would involve annexation, boundary agreements, or other mechanisms
- Any key considerations, constraints, or preferences from each City
- How you would recommend structuring coordination between both municipalities to move this forward efficiently

Our intent is to work collaboratively with both Cities to find a solution that aligns with your respective goals while also streamlining the projects for all parties involved.

Would you be available for a joint discussion to explore this further? We are happy to coordinate schedules and come prepared with exhibits or concepts to help guide the conversation.

We appreciate your time and look forward to your guidance on next steps.

Best regards,  
Rick Scadden

Blox Development





# COUNCIL AGENDA

June 23, 2026

Submitted by Colin Winchester

## **Agenda Item “d.2”      ORD 26-XX - Amending SMC 8.10.170 re Building Permits**

### ***Factual Summation***

- It has been the City’s *practice* to require that natural gas lines and electrical power lines be installed prior to the issuance of building permits within a subdivision. However, that requirement is not included in current SMC 8.10.170, which lists several building permit prerequisites.
- The oversight was brought to the City’s attention when a subdivision developer recently requested several residential building permits in a new subdivision in which natural gas lines and power lines had not yet been installed.
- It is recommended that SMC 8.10.170 be amended to conform to the City’s practice.

### ***Discussion Goals***

Discuss and determine whether to advance the proposed ordinance to the next available business meeting for approval.

**ORDINANCE 26-XX**  
**AN ORDINANCE AMENDING SYRACUSE MUNICIPAL CODE SECTION 8.10.170**  
**REGARDING THE ISSUANCE OF BUILDING PERMITS IN SUBDIVISIONS**

**WHEREAS**, current Syracuse Municipal Code Section 8.10.170 lists items that must be completed before the City will issue any building permit within a subdivision; and

**WHEREAS**, current Syracuse Municipal Code Section 8.10.170 requires the installation of water systems, sewer systems and drainage systems, but does not require the installation of natural gas systems or electrical power systems; and

**WHEREAS**, the City Council desires to amend Syracuse Municipal Code Section 8.10.170 to require the installation of natural gas systems and electrical power systems before the City will issue any building permit within a subdivision;

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

Section 1. Syracuse Municipal Code Section 8.10.170 is amended to read as attached hereto.

Section 2. 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 14TH DAY OF JULY, 2026.**

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CASSIE Z. BROWN  
City Recorder

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DAVE MAUGHAN  
Mayor

Voting by the Council:

AYE

NAY

Councilmember Brown

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Councilmember Cragun

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Councilmember Pollard

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Councilmember Robertson

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Councilmember Watson

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### **8.10.170 Issuance of building permit.**

(A) The following requirements shall be met prior to the issuance of any building permit within a subdivision:

(1) All required fencing must be installed as a condition of subdivision approval in compliance with Syracuse City zoning ordinance;

(2) All water and sewer and drainage systems must be installed, inspected and tested;

(3) All curb and gutter must be installed;

(4) A minimum of eight inches of road base must be in place and graded;

(5) All lots within the subdivision must be rough graded so that weeds and other vegetation can be maintained by the contractor; and

(6) All other utilities required to service proposed buildings, including natural gas lines and power lines, must be installed.

(B) Contractors will be responsible to see that all construction materials and/or debris are continuously secured or removed from construction site in accordance with Chapter 6.10 SMC, Property Maintenance Regulations.



# COUNCIL AGENDA

June 23, 2026

Submitted by Colin Winchester

**Agenda Item “e”      ORD 26-XX – Amend SMC Title 4 and Title 10 to  
Require Recycling Programs for Multi-Family  
Residential Communities**

***Factual Summation***

In February 2025, the Council implemented single-stream curbside recycling for all residences serviced by the City’s waste management contractor. The Council did not include multi-family residential communities at that time because the household waste from those residential units is collected and hauled away pursuant to private contracts.

The proposed ordinance requires existing and future multi-family residential communities to implement a recycling program by January 1, 2027.

The proposed ordinance also requires future multi-family residential communities to include recycling dumpsters within their site plans. The site plan provision (SMC 10.92.040(F)) was the subject of a public hearing before the Planning Commission on June 16, 2026. Following the public hearing, the Planning Commission voted to recommend the site plan provision to the City Council for approval.

FYI, attached is a spreadsheet showing the existing multi-family residential communities within the City, and the building types and numbers of residential units in each of those communities.

***Discussion Goals***

Discuss and determine whether to forward the proposed ordinance to the next available business meeting for approval.

| Community                        | Building Style(s)                  | Number of Units | Recycling Offered? | Collector |
|----------------------------------|------------------------------------|-----------------|--------------------|-----------|
| Aria<br>1400 W Antelope          | 3 story walk up                    | 351             | No                 | Republic  |
| Arlo<br>1600 W Antelope          | 3 story walk up                    | 252             | No                 | Robinson  |
| Hunter's Cove<br>1500 S 2000 W   | 2 story towns                      | 26              | No                 |           |
| Melrose<br>850 W Antelope        | 2 story towns<br>3 story towns     | 54              | Yes                | Robinson  |
| Rentmeister 1<br>2050 W 2250 S   | 2 story walk up                    | 16              | No                 | Robinson  |
| Rentmeister 2<br>1050 W Antelope | 2 story walk up                    | 12              | No                 | Robinson  |
| Rosewood<br>1600 S 200 W         | 3 story towns<br>2 story walk up   | 18              | No                 | Robinson  |
| Syracuse West<br>1900 W 2250 S   | 2 story walkup                     | 16              | No                 | Robinson  |
| The Madison<br>1550 W 300 S      | 3 story walkup<br>11 single family | 187             | Yes                | Ace       |
| Veridian<br>1800 W Hwy 193       | 3 story walk up<br>2 story towns   | 300             | No                 | Atlas     |

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CASSIE Z. BROWN  
City Recorder

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DAVE MAUGHAN  
Mayor

Voting by the Council:

AYE

NAY

Councilmember Brown

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Councilmember Cragun

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Councilmember Pollard

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Councilmember Robertson

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Councilmember Watson

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### **8.10.170 Issuance of building permit.**

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(6) All other utilities required to service proposed buildings, including natural gas lines and power lines, must be installed.

(B) Contractors will be responsible to see that all construction materials and/or debris are continuously secured or removed from construction site in accordance with Chapter 6.10 SMC, Property Maintenance Regulations.



# COUNCIL AGENDA

June 23, 2026

Agenda Item “f”                      Consideration to vacate a utility easement

## *Factual Summation*

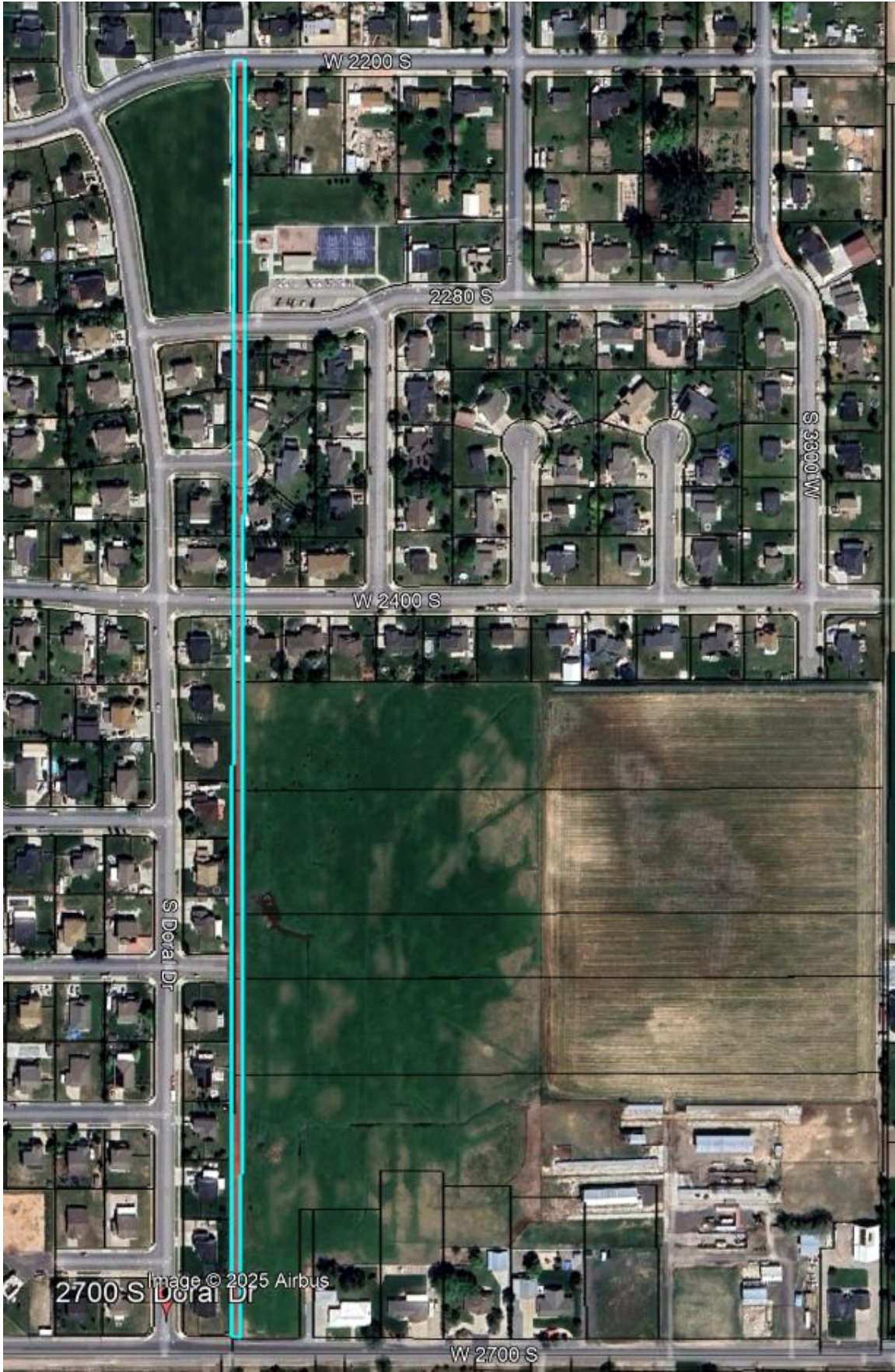
In 1982, Floyd Hamblin granted an easement for sewer and storm drain that served the Ranchettes West Subdivision. In 2004 Tuscan Meadows Subdivision was built which allowed the sewer and storm drain lines to be relocated along Doral Drive. North Davis Sewer District filed a quit claim to vacate their interest in the utility easement, which gave full rights to Syracuse City.

There is no city-owned storm drain in that easement, so the easement serves no purpose for public infrastructure. A letter was sent out to each property owner indicating the city’s consideration to vacate the easement and inviting them to express any concerns.

Responses received have been in support of vacating the easement.

## **Discussion Items**

If the council is in favor of vacating the easement, a quit claim document can be drafted for the mayor to sign.



W 2200 S

2280 S

W 2400 S

S 3600 W

S Dorai Dr

2700 S Dorai Dr

W 2700 S

Image © 2025 Airbus



# COUNCIL AGENDA

June 23, 2026

Agenda Item “g”

## **Interlocal Cooperation Agreement between Davis County Cities and Davis County**

### ***Factual Summation***

- The interlocal agreement is updated every five years, which coincides with each new UPDES permit term. It allows the cities to work together as Davis County Storm Water Coalition to share resources in the effort to prevent pollution in the storm water. This agreement is required to implement the control measures of the storm water management program.
- Any questions about this agenda item can be directed to Robert Whiteley.

### ***Discussion Items:***

This fulfills requirements in the permit issued by the State DWQ to remain in compliance with protecting our storm water from pollution.

**2026 INTERLOCAL COOPERATION AGREEMENT  
BETWEEN DAVIS COUNTY CITIES AND  
DAVIS COUNTY  
FOR  
UPDES GENERAL PERMIT**

THIS AGREEMENT (Agreement) is entered into this 8th day of September, 2026, by and between the following parties: DAVIS COUNTY, a body corporate and politic of the State of Utah, and the following cities, each of which is a municipal corporation of the State of Utah: BOUNTIFUL, CENTERVILLE, CLEARFIELD, CLINTON, FARMINGTON, FRUIT HEIGHTS, KAYSVILLE, LAYTON, NORTH SALT LAKE, SOUTH WEBER, SUNSET, SYRACUSE, WEST BOUNTIFUL, WEST POINT and WOODS CROSS (Parties).

*WITNESSETH:*

WHEREAS, the parties are "public agencies," and are authorized by the *Utah Interlocal Cooperation Act*, §11-13-101, *et seq.*, *Utah Code Annotated*, to enter into agreements with each other for joint or cooperative action; and

WHEREAS, the Environmental Protection Agency (EPA) has published its "Final Rule" setting forth the National Pollutant Discharge Elimination System (NPDES) permit application rules and regulations for stormwater discharges to municipal separate storm sewer systems; and

WHEREAS, the State of Utah, through its Department of Environmental Quality, Division of Water Quality (DWQ), has statutory rulemaking authority and authority to issue pollutant discharge elimination system permits within the State of Utah pursuant to the rules and regulations of the Utah Pollutant Discharge Elimination System (UPDES); and

WHEREAS, the State of Utah has issued a General Permit for Discharges from Small Municipal Separate Storm Sewer Systems, Permit No. UTR 090000 (Permit), to each party of this Agreement, which Permit is incorporated herein by this reference; and

WHEREAS, the rules and regulations provide that more than one entity may jointly implement activities to comply with UPDES permit requirements under Section 4.3 of the Permit; and

WHEREAS, the parties are willing to jointly implement activities to fulfill a portion of the UPDES permit requirements; and

WHEREAS the parties desire to enter into this Agreement setting forth their present understanding as to their respective responsibilities with regard to their participation as permittees under their Permit.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

1. Compliance with Permit. As permittees, the parties agree to jointly implement and enforce within their own jurisdictions, their respective responsibilities for complying with the Permit requirements including but not limited to, those responsibilities and requirements set forth in Parts 4.0, 5.0, and 6.0 of the Permit.

2. Administration of Agreement. The administration of this Agreement shall be done by the public works directors of each party, or their official designee, constituting the Davis County Storm Water Coalition (Coalition). Each party will have one voting right. No separate legal entity is created by the terms of this Agreement.

3. Costs. The parties agree that each party shall be responsible to pay for those costs relating to their own stormwater systems, and that the parties shall reimburse each other for expenses incurred in providing services for each other as may be agreed by the parties concerning the various tasks and responsibilities required under the Permit.

4. Joint Cooperation. As reasonably necessary, the parties agree to assist each other in providing and sharing information, drawings, plans, data, etc., which are required to comply

with the requirements set forth in the Permit. The specific activities that the parties agree to assist each other in are set forth as follows:

- a. Jointly purchase educational and training materials, as determined by the Coalition, for distribution to:
  - i. Residents.
  - ii. Institutions, industrial and commercial facilities.
  - iii. Developers and contractors (construction); and
  - iii. Municipal Separate Storm Sewer System (**MS4**) owned or operated facilities.
- b. Use the Coalition as a county-wide committee to:
  - i. Train personnel.
  - ii. Create partnerships; and
  - iii. Obtain input and feedback from special interest groups.
- c. Annually contribute updated storm drain system information for county-wide mapping purposes.
- d. Jointly prepare and promote model ordinances, updates and standards that address:
  - i. Illicit discharges.
  - ii. Construction site storm water runoff; and
  - iii. Long-term storm water management.
- e. Jointly arrange for and provide education about hydrologic methods and criteria for selecting and sizing post-construction **BMPs**.
- f. Jointly participate to develop draft Standard Operating Procedures.
- g. Jointly evaluate, identify, target and provide educational materials and

outreach to address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges.

5. Term of Agreement. The parties agree that the duration of this Agreement shall commence upon entry and shall continue in effect for the term of the Permit (which expires at midnight, May 11, 2031) and for an additional 120 days from the effective date of the renewal of the Permit by DWQ.

6. Property. In the event that any property is acquired by the parties jointly for the undertaking, and paid for by them, then it shall be divided as the parties' representatives shall agree, or if no agreement is reached, then it shall be divided according to their respective payments for property, or if it cannot be practically divided, then the property shall be sold and the proceeds divided according to the parties' proportionate share of the purchase of the item of property. If property is purchased at one party's sole expense in connection with this Agreement, then the property so purchased shall be and remain the property of the party which purchased it.

7. Entire Agreement. This Agreement embodies the entire agreement between the parties, and it cannot be altered except in a written amendment which is signed by the parties.

8. Governmental Immunity. The parties recognize and acknowledge that each party is covered by the Utah Governmental Immunity Act, as set forth in *Utah Code Ann. § 63G-7-101, et seq.*, as amended, and nothing herein is intended to waive or modify any and all rights, defenses or provisions provided therein. Officers and employees performing services pursuant to this Agreement shall be deemed officers and employees of the party employing their services, even if performing functions outside of the territorial limits of such party, and shall be deemed officers and employees of such party under the provisions of the Utah Governmental Immunity Act. Each party shall be responsible and shall defend the action of its own employees, negligent

or otherwise, performed pursuant to the provisions of this Agreement.

9. No Third-Party Benefits. This Agreement is not intended to benefit any person or entity not named as a party hereto.

10. Severability. If any provision of this Agreement is determined by a court to be invalid or unenforceable, such determination shall not affect any other provision hereof, each of which shall be construed and enforced as if the invalid or unenforceable portion were not contained herein. Such invalidity or unenforceability shall not affect any valid and enforceable application thereof, and each such provision shall be deemed to be effective, operative and entered into in the manner and to the full extent permitted by applicable law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the day and year first above written.

*[Signature Pages to Follow]*

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

DAVIS COUNTY

By: \_\_\_\_\_  
John Crofts, Chair  
Davis County Commission

ATTEST:

\_\_\_\_\_  
Brian McKenzie  
Davis County Clerk/Auditor

Approved as to Form:

\_\_\_\_\_  
Office of Davis County Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF BOUNTIFUL

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF CENTERVILLE

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF CLEARFIELD

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF CLINTON

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF FARMINGTON

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF FRUIT HEIGHTS

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF KAYSVILLE

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF LAYTON

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF NORTH SALT LAKE

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF SOUTH WEBER

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF SUNSET

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF SYRACUSE

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF WEST BOUNTIFUL

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF WEST POINT

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney

**Approval of  
Interlocal Cooperation Agreement between  
Davis County and Davis County Cities for  
UPDES General Permit**

Date \_\_\_\_\_

CITY OF WOODS CROSS

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

Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

Approved as to Form:

\_\_\_\_\_  
City Attorney



# COUNCIL AGENDA

June 23, 2026

Agenda Item “h”

## Storm Water Management Program

### *Factual Summation*

- Syracuse City has updated the SWMP in compliance with the Utah Pollutant Discharge Elimination System General Permit for discharges from small municipal separate storm sewer systems issued by the Utah Division of Water Quality. This general permit is issued in compliance with the provisions of the Utah Water Quality Act, Title 19, Chapter 5, UCA 2004 and the Federal Water Pollution Control Act (33 USC).
- Updates to the SWMP are required each time the general permit is reissued. This permit is effective May 12, 2026 to May 11, 2031 when the permit will again be renewed. Permittees that are renewing are given 180 days after the effective date to submit an updated SWMP to the division.
- The main purpose of the SWMP is to provide a program that will improve the quality of storm water to the maximum extent practicable. These are achieved by setting measurable goals through six control measures. The control measures include the following:
  - Public education and outreach on storm water impacts
  - Public involvement / participation
  - Illicit discharge detection and elimination
  - Construction site storm water runoff control
  - Long-term storm water management in new development and redevelopment
  - Pollution prevention and good housekeeping for municipal operations
- This is a draft document for your review. Any questions about this agenda item can be directed to Robert Whiteley.

### *Discussion Items*

A final version of this document will need to be presented in a public meeting and adopted by resolution in a business meeting. Public must be allowed to comment on it.

Feel free to comment on anything in the draft plan. Updates can be included in the final version.



2026 - 2031

# STORM WATER MANAGEMENT PROGRAM

Syracuse City, Utah



Prepared by: Robert Whiteley, PE  
PUBLIC WORKS DIRECTOR

SYRACUSE CITY CORPORATION  
Storm Water Management Program

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# 1.0 Introduction

## 1.1 Introduction

This Storm Water Management Program (SWMP) has been developed exclusively for Syracuse City, Utah. Syracuse City is located between Ogden and Salt Lake City in Davis County west of Layton City and situated along the east shore of the Great Salt Lake. This SWMP has been implemented for the purpose of:

1. Reducing the discharge of pollutants from the Municipal Separate Storm Sewer System (MS4);
2. Protect water quality; and
3. Satisfy the appropriate water quality requirements of the Utah Water Quality Act

Six control measures have been incorporated into the SWMP in order to implement the program in accordance with the Small MS4 General UPDES Permit UTR 090000.

These control measures include the following:

1. Public education and outreach on storm water impacts
2. Public involvement / participation
3. Illicit discharge detection and elimination (IDDE)
4. Construction site storm water runoff control
5. Long-term storm water management in new development and redevelopment (post-construction storm water management)
6. Pollution prevention and good housekeeping for municipal operations

The water quality within Syracuse City is relatively good. None of the streams or waterways has been identified as protected under Section 303(d) of the USEPA regarding impaired waters. This list is found online at the following link:

<http://www.deq.utah.gov/ProgramsServices/programs/water/wqmanagement/assessment/PreviousIR.htm>.

Syracuse City is an active member of the Davis County Storm Coalition. The coalition works together to promote improved storm water quality.

All pollution including nitrogen and phosphorus reductions are a collaborative effort with the storm coalition to evaluate, identify, target, and provide outreach to improve water quality in the area.

The storm drain system is maintained by Syracuse City Public Works Department,

Environmental Division. The Environmental Superintendent is responsible to implement and coordinate the Best Management Practices (BMP's) contained within this SWMP.

This SWMP is reviewed annually in conjunction with the preparation of an annual report submitted to the State Department of Environmental Quality, Division of Water Quality. Any updates to this report follow procedures outlined in Section 4.4 of the general permit.

## 1.2 Definitions

Definitions are defined in the Utah Pollutant Discharge Elimination System Permit Number UTR090000, Section 7.

## 1.3 General Requirements

General requirements for a storm water management program, as specified in the Small MS4 General Permit are specified in the UPDES Permit Section 2.2. include the following:

1. Permit number;
2. MS4 location description and map;
3. Information regarding the overall water quality concerns, priorities, measurable goals, and interim milestones specific to the Permittee that were considered in the development and/or revisions to the SWMP;
4. A description of program elements that will be implemented (or are already being implemented) in each of the six minimum control measures.
5. A description of any modifications to ongoing processes implemented in accordance with the previous MS4 General Permit for each of the six minimum control measures;
6. A description of how Syracuse has met existing requirements of the Permit by referencing existing program areas that already meet the Permit requirements. The description shall include specific details for complying with the required items in each of the six minimum control measures contained within the SWMP.
7. A description of measurable goals that include, as appropriate, the year by which Syracuse will achieve required actions for any new Permit requirements, including interim milestones. This description shall include specific details for complying with the required items in each of the six minimum control measures contained within the SWMP.

8. A description of the roles and responsibilities of all offices, departments, Directors, or sub-sections, and if necessary other responsible entities. The SWMP shall also include any necessary agreements, contracts, or memorandum of understanding (“MOUs”) between said entities that affect the implementation and operation of the SWMP.
9. Joint submittals of Co-Permittees (not applicable to Syracuse) and the associated responsibility in meeting requirements of the SWMP;
10. A certification and signature;

### 1.4 Storm Water Ordinance

Syracuse City has an Illicit Discharge and Erosion Control ordinance in Title 4, Chapter 40 that has been adopted by the governing body. The ordinance was modified in 2018 to comply with the 80th percentile storm requirements. It was modified in 2020 regarding non-gravity discharge. The ordinance is found online at the following link: <http://www.codepublishing.com/UT/Syracuse/>

### 1.5 Nutrient Pollution: Nitrogen and Phosphorus

Syracuse City actively participates with the Davis Storm Water Coalition in a combined effort to identify target sources and educate the public about how they can help to reduce these nutrients from storm water.

### 1.6 Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

---

Authorized Signature

Date

## 2.0 SWMP General Information

### 2.1 Program Effective

This Storm Water Management Program was adopted by Syracuse City Council by Resolution R2026-## on DATE. It is effective until May 11, 2031.

### 2.2 Local Contact Representatives

The responsible representative(s), position and phone number for Syracuse City regarding this SWMP listed in notification priority order are:

|                 |                                     |              |
|-----------------|-------------------------------------|--------------|
| Public Works    | During business hours/ Admin. Prof. | 801-825-7235 |
| Public Works    | after hours emergency on-call       | 801-643-5775 |
| Darel Webb      | Environmental Superintendent        | 801-837-6777 |
| Joe Dodd        | Environmental Maintenance Worker    | 801-809-2811 |
| Marshal Mathis  | Environmental Maintenance Worker    | 801-388-7155 |
| Robert Whiteley | Public Works Director               | 801-614-9682 |

### 2.3 Agency Contacts

|                                |                                |              |
|--------------------------------|--------------------------------|--------------|
| Spill Hotline                  | Davis County Health Department | 801-807-3872 |
| Dalton Boucher                 | Davis County Health Department | 801-525-5077 |
| Kedric Capron                  | Davis County Health Department | 385-394-1411 |
| Randy Olson                    | Davis County Health Department | 801-525-5132 |
| Brian Child                    | Olympus Insurance              | 801-486-1373 |
| Utah Division of Water Quality | Environmental Incidents        | 801-536-4123 |
| Utah Division of Water Quality | General Office                 | 801-536-4300 |
| Utah Division of Water Quality | Wireless                       | 801-231-1769 |

### 2.4 Description of Roles and Responsibilities

The following positions have the described responsibility for implementation and management of the specific measures as described in the SWMP.

#### Public Works Director

This individual is responsible for overall management of the storm water collection system. Responsibilities include working with governance to ensure sufficient budget is allocated to implement the SWMP, maintenance of the SWMP document, development of a capital improvement program, and general supervision of all public

works staff.

### Environmental Superintendent

This individual is responsible for daily implementation of the SWMP. This includes maintenance activities, compliance with the General Permit requirements, monitoring and measurement reporting requirements, inspection, documentation, and supervision of all environmental maintenance workers.

### Environmental Maintenance Worker

This individual is responsible for assisting the Environmental Superintendent with maintenance activities, compliance with SWMP requirements, inspection, documentation, and monitoring and measurement reporting requirements.

### Administrative Professional

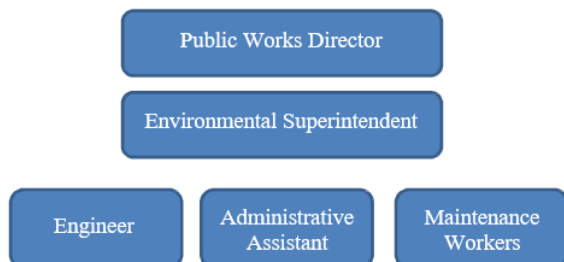
This individual is responsible for receiving emergency notifications and making notifications to necessary individuals and agencies. This individual also assists with recordkeeping of the SWMP and well as reporting annually and as needed. This individual also assists with storm water activity permits and with tracking all stormwater inspections related to construction.

### Engineer

This individual is responsible for the development and maintenance of collection system design standards; maintenance of collection system mapping; and maintenance of the storm drain system model; and construction inspections.

## 2.5 Organizational Chart

Below is the organization chart associated with the SWMP. This represents how individuals in the organization work together specifically supporting the stormwater program. This does not represent the organization structure established in the department for daily operations.



## 3.0 Public Education and Outreach on Storm Water Impacts

### 3.1 Existing program elements

Public education is an essential part of the success of this SWMP. Reaching out to the public is achieved in many ways, such as: monthly newsletter, website, social media, email, signs, printed material, public meetings, pre-development meetings, pre-construction meetings, staff meetings, surveys, volunteer service requests, and community events. Emergency situations may justify other means of public notification, such as: television, radio, and reverse phone notification. Typically our city will encourage the public annually to sign up for Everbridge, which is an avenue that people can voluntarily sign up for emergency notifications occurring in their area. Notify Me is another method for residents to receive notifications from the city. Utilizing these methods, the public becomes more aware of ways to improve water quality in storm water.

<https://www.daviscountyutah.gov/emergency-management/emergency-alert-sign-up>

### 3.2 Long term ongoing processes

All the requirements in this control measure have already been programmed and are an ongoing process. Some improvements have been the use of social media with the ever-growing ability to reach large audiences; also, an increasing number of individuals sign up on Everbridge.

### 3.3 Measurable goals

All the goals are currently programmed for this control measure.

### 3.4 Summary

A detailed summary of the control measures including: permit requirements, audience, goals, achievement method, and frequency are included in the appendix.

## 4.0 Public Involvement / Participation

### 4.1 Existing program elements

Public participation is achieved with ordinances that have been in place to regulate storm water quality. The ordinance is the controlling document to comply with the general permit for discharges from small municipal separate storm sewer systems.

The Storm Water Management Program is made available to the public for review and input. Once drafted, it is placed in a packet presented to the city council. The contents of the packet are available on the city website. The city council reviews the document in a work session as well as in a regular business session. Both sessions allow the council as well as the public to provide input during a public hearing that is given proper public noticing according to state law.

Once the SWMP is adopted by resolution from the city council, it is posted to the city website throughout the life of the permit. Contact information is included in the SWMP document for interested parties having inquiries.

### 4.2 Long-term ongoing processes

All the requirements in this control measure have already been programmed and are an ongoing process. Some of the improvements have been the ability to include more comprehensive information in the council packet, since they are all accessed electronically. This also improves the ability to share information to the public.

### 4.3 Measurable goals

All the goals have been achieved in this control measure.

### 4.4 Summary

A detailed summary of the control measures including: permit requirements, audience, goals, achievement method, and frequency are included in the appendix.

## 5.0 Illicit Discharge Detection and Elimination

### 5.1 Existing program elements

An IDDE program is in place to systematically find and eliminate sources of non-storm water discharges and to prevent illicit connections and discharges. This program is included in the appendix.

### 5.2 Long-term ongoing processes

Maps of the storm system are updated annually with all new developments and modifications. Maps include the outfalls of the storm system that discharge into ditches that feed the Great Salt Lake.

Ordinance is in place to prohibit all non-storm water discharges including spills, illicit connections, illegal dumping, and sanitary sewer overflows. The ordinance includes enforcement for violations.

Priority areas likely to have illicit discharges involve new construction. New construction is checked for correct connection to utility laterals that are stubbed into the lot. This check is done as a part of the building inspection. It is accomplished by dye testing the pipes. A certificate of occupancy cannot be issued if this test fails.

Dry weather screening of all outfalls are done once every five years. An inspection process and form are included in the appendix.

Standard Operating Procedures have been established for tracing the source of an illicit discharge, characterizing the potential threat of an illicit discharge, ceasing illicit discharges, spill and improper disposal, and program evaluation and assessment. These SOP's are found in the Standard Operating Procedure manual at public works.

Information is given to the public regarding the hazards associated with illicit discharges and improper disposal of waste, as well as collection facilities available for household hazardous waste. A hotline is available to the public for notification of spills and illicit discharges. The city website is also available and widely used by the public for "Fix-it Request", which initiates a work order for the maintenance crew.

A spill/dumping response plan and flowchart is included in the IDDE Program found in the appendix. All incidents are kept on file for review and tracking.

All employees are trained during orientation and annually regarding the IDDE program. The training includes: identification, investigation, termination, cleanup, reporting, and enforcement of all illicit discharges. Records of all trainings are kept.

### 5.3 Measurable goals

Maps will be converted over from KMZ to GIS. (Control Measure 3a, Permit 4.2.3.1)

Update the city webpage with HHW information and hotline. (Control Measure 3h and 3i, Permit 4.2.3.3.5 and 4.2.3.3.6)

Review and update all SOP's to meet current practices and requirements. (Control Measures 3j-3p, Permit 4.2.3.4.1 through 4.2.3.4.5)

Update the online fix-it request system to meet requirements. (Control Measure 3m, Permit 4.2.3.4.2)

### 5.4 Summary

A detailed summary of the control measures including: permit requirements, audience, goals, achievement method, and frequency are included in the appendix.

# 6.0 Construction Site Storm Water Runoff Control

## 6.1 Existing program elements

Storm water pollution reduction from construction sites is currently programmed as a part of this SWMP.

## 6.2 Long-term ongoing processes

An ordinance is currently in place to reflect UPDES requirements for construction activities. Developers and contractors are made aware of the ordinance requirements during pre-construction meetings. Construction shall not occur until all SWPPP permits are in place for both the city and state. A qualified person representing the contractor is required to inspect each construction site and maintain all BMP's. All enforcement actions are documented and kept on file. An SOP is in place for pre- construction reviews of SWPPP's on construction projects. An SOP for construction site inspection is also in place. All SOP's are found in the Standard Operating Procedure manual.

Construction oversight inspections are performed during all phases: before land disturbance, at least once a year during active construction, after construction during final walk through warranty inspection, and for each verified complaint. Contractors are notified of the requirements to clean up the site and file a Notice of Termination with the State and the city. A deposit is returned after the site is completely cleaned up and temporary BMP's are removed. Priority construction sites are inspected monthly. Construction inspection frequency can be reduced for specific conditions, such as: adequate compliance history, frozen conditions, and arid locations.

Construction inspections by contractors or their representative can be done electronically or they may opt-out and perform the inspections on paper. All construction oversight inspections, re-inspections, and enforcements are performed electronically by Syracuse and tracked on inspection reports. Follow ups from inspections are done to ensure compliance. Enforcement actions are taken for non-compliance. Records are kept for five years.

Contractors who the city hire to build capital projects are informed of the stormwater program requirements during the pre-construction meeting. Training is

provided to all public works inspectors related to construction site storm water runoff control.

### 6.3 Measurable goals

Review and update the construction oversight enforcement SOP (Control Measure 4d, Permit 4.2.4.2.1) and construction inspection SOP (Control Measure 4i, Permit 4.2.4.4.1)

Review and update the pre-construction checklist that occurs during the design review stage. (Control Measure 4f, Permit 4.2.4.3.1)

### 6.4 Summary

A detailed summary of the control measures including: permit requirements, audience, goals, achievement method, and frequency are included in the appendix.

# 7.0 Long-term Storm Water Management in New Development and Redevelopment

## 7.1 Existing program elements

Ordinance is in place that includes post-construction controls. The ordinance includes enforcement for violators, protects water quality, and aims to reduce pollutants to the storm drain system. The general plan describes a sensitive overlay zone to protect sensitive areas of the city.

## 7.2 Long-term ongoing processes

At project close-out, a final warranty inspection is performed to ensure that the as-built infrastructure was constructed properly. Long term storm water management controls are checked during the final inspection.

All privately-owned detention basins are required to have a maintenance agreement in place. These basins are inspected once every five years by the city to ensure they are being maintained properly. Access to private property for stormwater infrastructure inspections is allowed by city ordinance. An inventory of all public and private detention basins is updated annually. An inventory of all stormwater controls are updated in GIS after project construction is complete.

All public works staff being involved in the SWMP are trained on an annual basis.

## 7.3 Measurable goals

Low Impact Development is included in design review and pre-development meetings for discussion and consideration. (Control Measure 5c, Permit 4.2.5.1.3)

Stormwater quality report is required from all developments submitted to city engineer. This will indicate efforts that each development is making to meet 80<sup>th</sup> percentile rainfall retention and LID techniques. (Control Measure 5d, Permit 4.2.5.1.4)

Create an SOP for plan reviews. Include stormwater quality report submittal and review. (Control Measure 5j, Permit 4.2.5.3.1).

Create an SOP for construction site inspection and enforcement of post construction

storm controls. (Control Measure 5I, Permit 4.2.5.4)

## 7.4 Summary

A detailed summary of the control measures including: permit requirements, audience, goals, achievement method, and frequency are included in the appendix.

# 8.0 Pollution Prevention and Good Housekeeping for Municipal Operations

## 8.1 Existing program elements

This program includes processes for all city-owned facilities regarding SOP's, pollution prevention BMP's, SWPPP's, and training.

## 8.2 Long-term ongoing processes

Inventory of city-owned facilities and storm water controls are contained in this document in the maps appendix. The assessment of each facility indicates potential threat of contaminants from each site. High priority sites have been determined from the assessment. A SWPPP for each high- priority site is included on the map.

Visual inspections are performed monthly and comprehensive inspections are performed every six months on each high-priority site. Points of storm water discharge are visually observed annually on each high priority site.

SOP's have been developed for city-owned facilities, material storage areas, parks and open space, vehicles and equipment, roads and parking lots, and storm water collection system.

## 8.3 Measurable goals

A new parks maintenance building was constructed in 2024. This will be added as a high priority site. All requirements in this control measure will be updated to include that new site.

A new fire station was constructed in 2024. A floor drain inventory will be updated to include that building. (Control Measure 6o, Permit 4.2.6.6)

## 8.4 Summary

A detailed summary of the control measures including: permit requirements, audience, goals, achievement method, and frequency are included in the appendix.

# Appendix A: UPDES General Permit for Small MS4's

Current Electronic Version found here:

<https://documents.deq.utah.gov/water-quality/stormwater/updes/DWQ-2020-005275.pdf>

# **Appendix B: Ordinance 4.40 Illicit Discharge and Erosion Control**

Current electronic version found here:

<https://www.codepublishing.com/UT/Syracuse/#!/Syracuse04/Syracuse0440.html#4.40>

# Appendix C: Resolution

**RESOLUTION NO. R2026-xx**

**A RESOLUTION OF THE SYRACUSE CITY COUNCIL AUTHORIZING THE ADOPTION OF THE 2026 STORM WATER MANAGEMENT PROGRAM FOR SYRACUSE CITY, UTAH.**

**WHEREAS**, The State of Utah Department of Environmental Quality, Division of Water Quality requires Syracuse City to complete and adopt a Storm Water Management Program in compliance with the Utah Water Quality Act, Title 19, Chapter 5 UCA, providing authorization to discharge storm water under the Utah Pollutant Discharge Elimination System (UPDES) through the general permit for discharges from small municipal separate storm sewer systems; and

**WHEREAS**, the purpose of the Storm Water Management Program is to establish a plan to reduce the discharge of pollutants from the storm drain system, protect water quality, and satisfy the appropriate water quality requirements of the Utah Water Quality Act.

**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 and accepted the 2026 Storm Water Management Program.

**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 xx<sup>th</sup> DAY OF xxxxxxx, 2026.**

**SYRACUSE CITY**

ATTEST:

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

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

# Appendix D: Inter-local Agreement

**2026 INTERLOCAL COOPERATION AGREEMENT  
BETWEEN DAVIS COUNTY CITIES AND  
DAVIS COUNTY  
FOR  
UPDES GENERAL PERMIT**

THIS AGREEMENT (Agreement) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the following parties: DAVIS COUNTY, a body corporate and politic of the State of Utah, and the following cities, each of which is a municipal corporation of the State of Utah: BOUNTIFUL, CENTERVILLE, CLEARFIELD, CLINTON, FARMINGTON, FRUIT HEIGHTS, KAYSVILLE, LAYTON, NORTH SALT LAKE, SOUTH WEBER, SUNSET, SYRACUSE, WEST BOUNTIFUL, WEST POINT and WOODS CROSS (Parties).

*WITNESSETH:*

WHEREAS, the parties are "public agencies" and are authorized and to comply with the *Utah Interlocal Cooperation Act*, §11-13-101, *et seq.*, *Utah Code Annotated*, to enter into agreements with each other for joint or cooperative action; and

WHEREAS, the Environmental Protection Agency (EPA) has published its "Final Rule" setting forth the National Pollutant Discharge Elimination System (NPDES) permit application rules and regulations for stormwater discharges to municipal separate storm sewer systems; and

WHEREAS, the State of Utah, through its Department of Environmental Quality, Division of Water Quality (DWQ), has statutory rulemaking authority and authority to issue pollutant discharge elimination system permits within the State of Utah pursuant to the rules and regulations of the Utah Pollutant Discharge Elimination System (UPDES); and

WHEREAS, the State of Utah has issued a General Permit for Discharges from Small Municipal Separate Storm Sewer Systems, Permit No. UTR 090000 (Permit), to each party of this Agreement, which Permit is incorporated herein by this reference; and

WHEREAS, the rules and regulations provide that more than one entity may jointly implement activities to comply with UPDES permit requirements under Section 4.3 of the General Permit for Discharges from Small Municipal Separate Storm Sewer Systems; and

WHEREAS, the parties are willing to jointly implement activities to fulfill a portion of the UPDES permit requirements; and

WHEREAS the parties desire to enter into this Agreement setting forth their present understanding as to their respective responsibilities with regard to their participation as permittees under their Permit.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

1. Compliance with Permit. As permittees, the parties agree to jointly implement and enforce within their own jurisdictions, their respective responsibilities for complying with the Permit requirements including but not limited to, those responsibilities and requirements set forth in Parts 4.0, 5.0, and 6.0 of the Permit.

2. Administration of Agreement. The administration of this Agreement shall be done by the public works directors of each party, or their official designee, constituting the Davis County Storm Water Coalition (Coalition). Each party will have one voting right. No separate legal entity is created by the terms of this Agreement.

3. Costs. The parties agree that each party shall be responsible to pay for those costs relating to their own stormwater systems, and that the parties shall reimburse each other for expenses incurred in providing services for each other as may be agreed by the parties concerning the various tasks and responsibilities required under the Permit.

4. Joint Cooperation. As reasonably necessary, the parties agree to assist each other in providing and sharing information, drawings, plans, data, etc., which are required to comply

with the requirements set forth in the Permit. The specific activities that the parties agree to assist each other in are set forth as follows:

- a. Jointly purchase educational and training materials, as determined by the Coalition, for distribution to:
  - i. Residents
  - ii. Institutions, industrial and commercial facilities
  - iii. Developers and contractors (construction)
  - iv. Municipal Separate Storm Sewer System (**MS4**) owned or operated facilities
- b. Use the Coalition as a county-wide committee to:
  - i. Train personnel
  - ii. Create partnerships
  - iii. Obtain input and feedback from special interest groups
- c. Annually contribute updated storm drain system information for county-wide mapping purposes
- d. Jointly prepare and promote model ordinances, updates and standards that addresses:
  - i. Illicit discharges
  - u. Construction site storm water runoff
  - m. Long-term storm water management
- e. Jointly arrange for and provide education about hydrologic methods and criteria for selecting and sizing post-construction **BMPs**
- f. Jointly participate to develop draft Standard Operating Procedures
- g. Jointly evaluate, identify, target and provide educational materials and

outreach to address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges

5. Term of Agreement. The parties agree that the duration of this Agreement shall commence upon entry and shall continue in effect for the term of the Permit (which expires at midnight, May 11, 2026) and for an additional 120 days from the effective date of the renewal of the Permit by the Division.

6. Property. In the event that any property is acquired by the parties jointly for the undertaking, and paid for by them, then it shall be divided as the parties' representatives shall agree, or if no agreement is reached, then it shall be divided according to their respective payments for property, or if it cannot be practically divided, then the property shall be sold and the proceeds divided according to the parties' proportionate share of the purchase of the item of property. If property is purchased at one party's sole expense in connection with this Agreement, then the property so purchased shall be and remain the property of the party which purchased it.

7. Entire Agreement. This Agreement embodies the entire agreement between the parties, and it cannot be altered except in a written amendment which is signed by the parties.

8. Governmental Immunity. The parties recognize and acknowledge that each party is covered by the Utah Governmental Immunity Act, as set forth in *Utah Code Ann.* §§, 630-7-101, *et seq.*, as amended, and nothing herein is intended to waive or modify any and all rights, defenses or provisions provided therein. Officers and employees performing services pursuant to this Agreement shall be deemed, officers and employees of the party employing their services, even if performing functions outside of the territorial limits of such party and shall be deemed officers and employees of such party under the provisions of the Utah Governmental Immunity Act. Each party shall be responsible and shall defend the action of its own employees, negligent

or otherwise, performed pursuant to the provisions of this Agreement.

9. No Third-Party Benefits. This Agreement is not intended to benefit any person or entity not named as a party hereto.

10. Severability. If any provision of this Agreement is determined by a court to be invalid or unenforceable, such determination shall not affect any other provision hereof, each of which shall be construed and enforced as if the invalid or unenforceable portion were not contained herein. Such invalidity or unenforceability shall not affect any valid and enforceable application thereof, and each such provision shall be deemed to be effective, operative and entered into in the manner and to the full extent permitted by applicable law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the day and year first above written.

*[Signature Pages to Follow]*

# Appendix E: BMP Maintenance Agreement

## **STORMWATER MANAGEMENT/BMP FACILITIES MAINTENANCE AGREEMENT Syracuse, Utah**

THIS AGREEMENT, made and entered into this day of , 20 , by and between (Owner) hereinafter called the "Landowner", and Syracuse, Utah, hereinafter called "City". WITNESSETH, that WHEREAS, the Landowner is the owner of certain real property described as (Development Name/Parcel Identification Number) as recorded by deed in the land records of Davis County, Utah, Deed Book Page , hereinafter called the "Property". WHEREAS, the Landowner is proceeding to build on and develop the property; and WHEREAS, the Site Plan/Subdivision Plan known as \_ , (Name of Plan/Development) hereinafter called the "Plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for detention and/or Structural Best Management Practices (BMP) of stormwater within the confines of the property; and

WHEREAS, the City and the Landowner, its successors and assigns, including any homeowners association, agree that the health, safety, and welfare of the residents of Syracuse, Utah, require that on-site stormwater management/BMP facilities as constructed be maintained on the Property; and

WHEREAS, the City requires that on-site stormwater management/BMP facilities as constructed be adequately maintained by the Landowner, its successors and assigns, including any homeowners association.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Landowner, its successors and assigns, including any homeowners association, shall adequately maintain the stormwater management/BMP facilities as constructed by approved design plans in accordance with current engineering standards. This includes all private pipes and channels built to convey stormwater to the facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions.
2. The Landowner, its successors and assigns, shall inspect the stormwater management/BMP facility and submit an inspection report annually to the City. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, pond areas, access roads, etc. Deficiencies and corrective actions shall be noted in the inspection report.

3. The Landowner, its successors and assigns, hereby grant permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the stormwater management/BMP facilities whenever the City deems necessary. The purpose of inspection is to follow-up on reported deficiencies and/or to respond to citizen complaints. The City shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs, if necessary.

4. In the event the Landowner, its successors and assigns, fails to maintain the stormwater management/BMP facilities in good working condition acceptable to the City, the City may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner, its successors and assigns. This provision shall not be construed to allow the City to erect any structure of permanent nature on the land of the Landowner outside of the easement for the stormwater management/BMP facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.

5. The Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the stormwater management/BMP facilities (including sediment removal) is outlined on the approved plans, the schedule will be followed.

6. In the event the City pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City hereunder.

7. This Agreement imposes no liability of any kind whatsoever on the City and the Landowner agrees to hold the City harmless from any liability in the event the stormwater management/BMP facilities fail to operate properly.

8. This Agreement shall be recorded among the land records of Syracuse, Utah, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowners association.

*[Signatures to follow]*



# Appendix F: BMP's

The following Best Management Practices are currently programmed:

ETCH Education and Training: Community Hotline

ETEM Education and Training: Educational Materials

ETET Education and Training: Employee Training

ETMC Education and Training: Media Communication

ETPP Education and Training: Public Participation

IMID Inspection and Monitoring: Illicit Discharge

IMIO Inspection and Monitoring: Inlets and Outfalls

IMOE Inspection and Monitoring: Outfall Examination

MSHW Material Storage: Household Hazardous Waste

OMHP Operation and Maintenance: Housekeeping Practices

OMUO Operation and Maintenance: Used Oil

PRLD Planning and Regulations: Low Impact Development

PRMP Planning and Regulation: Mapping

PROD Planning and Regulation: Ordinance Development

PRSP Planning and Regulation: SOP Manual

PRSW Planning and Regulation: Storm Water Pollution Prevention Plan

# Appendix G: BMP Schedule

The BMP's are scheduled on a reoccurring system to ensure that all that is programmed is accomplished and spread the workload out over each year to efficiently accomplish the requirements and prevent overload from excessive tasks.

|                                                 |                      | January                                                                      | February                                                                     | March                                                                        | April                                                                                      |
|-------------------------------------------------|----------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| inspector<br>12-month<br>inspection<br>schedule | Yearly Train & Mtg's |                                                                              | Train contractors on IDDE program (1d)                                       |                                                                              | Train PW staff on SWMP req's (4o) construction-focus; 4th grade water fair (1a)            |
|                                                 | Maintenance          |                                                                              |                                                                              | Spray herbicide in detention basins                                          | Oxygen sensor calibration. Inspect all private owned grease traps connected to city sewer. |
|                                                 | Pre-Newsletter       |                                                                              | Newsletter: Waste management / dumpsters(1b)                                 | Newsletter: Clean gutters and SD inlets(1b) Fertilizer                       | Newsletter: onsite SW infiltration (1b)                                                    |
|                                                 | Construction         | Pre-construction Meeting (4b) (4f) (4h)                                      | Pre-construction Meeting (4b) (4f) (4h)                                      | Pre-construction Meeting (4b) (4f) (4h)                                      | Pre-construction Meeting (4b) (4f) (4h)                                                    |
|                                                 | Monthly              | Inspect during const. and at final. (5m)                                     | Inspect during const. and at final. (5m)                                     | Inspect during const. and at final. (5m)                                     | Inspect during const. and at final. (5m)                                                   |
|                                                 | SWPPP                | Spot check manholes                                                          | Spot check manholes                                                          | Spot check manholes                                                          | Spot check manholes                                                                        |
|                                                 | Inspect              | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k) | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k) | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k) | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k)               |
|                                                 | Monthly              | Visual inspection of high-priority city owned property (6f)                  | Visual inspection of high-priority city owned property (6f)                  | Visual inspection of high-priority city owned property (6f)                  | Visual inspection of high-priority city owned property (6f)                                |
|                                                 | 6-month              | Comprehensive inspection of PW & Parks sites (6g).                           |                                                                              | Clean PW oil/water separators by drying bed.                                 |                                                                                            |
|                                                 | 12-month             |                                                                              |                                                                              | Wet weather screening (6h) SSMP due 4/15                                     | BMPs at PW and Parks are in place (6d)                                                     |
|                                                 |                      |                                                                              |                                                                              |                                                                              |                                                                                            |
|                                                 |                      |                                                                              |                                                                              |                                                                              |                                                                                            |

|                  |                    | May                                                                          | June                                                                         | July                                                                                      | August                                                                       |
|------------------|--------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Train & Mtg's    |                    |                                                                              | Train Parks and PW on WQ Impact (6s)                                         |                                                                                           | Train all employees on IDDE program (3r)                                     |
|                  | Mapping/ Inventory | Update map of storm drain main and outfalls (3a)                             | Update inventory data (5o) (5p) (5q)                                         | Letter/brochures to schools, churches, ind, comm. illicit discharge & waste disposal (1c) | Map and list all IDDE's and determine if there are any priority areas (3d)   |
| Maintenance      |                    | Six-month routine cleaning SD, LD, SS                                        | Clean City Hall detention basin for Heritage Days                            |                                                                                           |                                                                              |
|                  | Newsletter         | Newsletter: swimming pool care (1b)                                          | Newsletter: lawn care (1b); Businesses (1c)                                  | Newsletter: Vehicle repair and washing (1b)                                               | Newsletter: parking lot sweeping (1b)                                        |
| Pre-construction |                    | Pre-construction Meeting (4b) (4f) (4h)                                      | Pre-construction Meeting (4b) (4f) (4h)                                      | Pre-construction Meeting (4b) (4f) (4h)                                                   | Pre-construction Meeting (4b) (4f) (4h)                                      |
|                  | Mitigation         | Inspect during const. and at final. (5m)                                     | Inspect during const. and at final. (5m)                                     | Inspect during const. and at final. (5m)                                                  | Inspect during const. and at final. (5m)                                     |
| Monthly          | Household          | Spot check manholes                                                          | Spot check manholes                                                          | Spot check manholes                                                                       | Spot check manholes                                                          |
|                  | SWPPP              | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k) | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k) | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k)              | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k) |
| 6-month          | Yearly             | Visual inspection of high-priority city owned property (6f)                  | Visual inspection of high-priority city owned property (6f)                  | Visual inspection of high-priority city owned property (6f)                               | Visual inspection of high-priority city owned property (6f)                  |
|                  | Inspect            |                                                                              | Clean PW oil/water separators by drying bed.                                 | Comprehensive inspection of PW & Parks sites (6g).                                        |                                                                              |
| 12-month         | Inspect            |                                                                              |                                                                              |                                                                                           | Annual field inspect priority areas of past violations (3e)                  |
|                  | Inspect            |                                                                              |                                                                              | Inspect all city det. basins every other year (5n).                                       |                                                                              |
| 24-month         | Inspect            |                                                                              |                                                                              |                                                                                           |                                                                              |
| 60-month         | inspect            | Update USMP permit and SWMP                                                  | Inspect all private Det. Basins every five years (5n).                       | LID meeting with city planners and engineers (1f)                                         | Dry weather screen all outfalls for illicit discharge (3f)                   |

|                |               | September                                                                    | October                                                                                       | November                                                                     | December                                                                     |
|----------------|---------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| g/<br>Inventor | Train & Mtg's | Send mailers to businesses on IDDE (1c)                                      | Jamboree (1b)                                                                                 | Train PW staff on long-term storm management (5r)                            |                                                                              |
|                | y             | Update floor drain map and inventory (6o)                                    | Inventory city facilities (6a)                                                                |                                                                              |                                                                              |
| t-<br>M        | Maintenance   | Spray herbicide in detention basins                                          | Oxygen sensor calibration.<br>Inspect all private owned grease traps connected to city sewer. | Six-month routine cleaning SD, LD, SS;                                       |                                                                              |
|                | ter           | Newsletter: Building & Equip Maint. (1b)                                     | Newsletter: Matl storage (and HHW disposal 1b) (3h)                                           | Newsletter: Clean gutters and SD inlets (1b)                                 | Newsletter: Salt & Deicing use (1b)                                          |
| ructi<br>H     | Pre-con       | Pre-construction Meeting (4b) (4f) (4h)                                      | Pre-construction Meeting (4b) (4f) (4h)                                                       | Pre-construction Meeting (4b) (4f) (4h)                                      | Pre-construction Meeting (4b) (4f) (4h)                                      |
|                | on            | Inspect during const. and at final. (5m)                                     | Inspect during const. and at final. (5m)                                                      | Inspect during const. and at final. (5m)                                     | Inspect during const. and at final. (5m)                                     |
| SWPPP          | Inspect       | Spot check manholes                                                          | Spot check manholes                                                                           | Spot check manholes                                                          | Spot check manholes                                                          |
|                | Inspect       | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k) | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k)                  | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k) | Inspect all construction sites (4j, 4l, 4m, 4n); Priority sites monthly (4k) |
| Monthly        | Inspect       | Visual inspection of high-priority city owned property (6f)                  | Visual inspection of high-priority city owned property (6f)                                   | Visual inspection of high-priority city owned property (6f)                  | Visual inspection of high-priority city owned property (6f)                  |
|                | 6-month       | Clean PW oil/water separators by drying bed.                                 |                                                                                               |                                                                              | Clean PW oil/water separators by drying bed.                                 |
| 12-month       | inspect       | Collect volunteer hours (1a); Annual MS4 Report due 10/1                     | Clean city-owned oil/water separators                                                         |                                                                              | Update SWMP.                                                                 |
|                | inspect       |                                                                              |                                                                                               |                                                                              |                                                                              |
| 60-month       | inspect       |                                                                              |                                                                                               |                                                                              |                                                                              |
|                | inspect       |                                                                              |                                                                                               |                                                                              |                                                                              |

## **Appendix H: Storm Water Activity Permit**

For construction of a subdivision phase or any single development of one acre and larger, the application shown is used. For any individual lot that is part of a common plan of development, the building permit is used.

Additional information is included to assist with understanding what is included in the development of a SWPPP.



**STORM WATER ACTIVITY PERMIT APPLICATION AND AGREEMENT  
FOR CONSTRUCTION OF A SUBDIVISION PHASE OR ANY  
SINGLE DEVELOPMENT ONE ACRE AND LARGER**



NAME OF APPLICANT: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
 ADDRESS OF APPLICANT: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_  
 SUBDIVISION NAME \_\_\_\_\_ PHASE # \_\_\_\_\_  
 JOB LOCATION ADDRESS: \_\_\_\_\_  
 TOTAL LAND AREA DISTURBED (ACRES): \_\_\_\_\_ UPDES PERMIT NO: UTR- \_\_\_\_\_ EXP. \_\_\_\_\_

**NOTE: FURNISH MAP OR SKETCH SHOWING STORM WATER POLLUTION PREVENTION PLAN (SWPPP). THE SWPPP SHALL BE AVAILABLE ON THE PROJECT SITE DURING THE ENTIRE DURATION OF CONSTRUCTION.**  
**GENERAL INFORMATION**

1. A Notice of Intent (NOI) shall be filed with the State Department of Environmental Quality (DEQ).
2. Property corners or disturbance limits must be clearly marked before construction begins. Contractors and/or developers will submit documentation on how long-term BMP's were selected, pollutant removal expected from the BMP and technical basis supporting performance claims.
3. Applicant shall maintain all storm water management control measures according to the UPDES Construction General Permit, SWPPP, and Syracuse City ordinances.
4. Notice of Violation – Pursuant to Title IV of the Syracuse City Ordinance, failure to comply with the SWPPP requirements, the UPDES Permit or any City Code may result in a Notice of Violation (NOV). The City will order compliance by a written Notice of Violation to the responsible person. Such notice may be in the form of a citation or a stop work order.
5. In consideration for the granting of this Permit by the City, the applicant hereby guarantees: To perform the work applied for in a professional manner and in conformity with ordinances of Syracuse City and To hold harmless Syracuse City, its officers, agents and employees from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of any work performed under a permit issued pursuant to this application.
6. This permit is not transferable or assignable. Transfer of responsibility may occur only with the filing of another permit. The applicant is responsible for the performance and requirements of the work under this permit.
7. Extensions for excess time must be requested by the applicant prior to the Notice of Termination (NOT).
8. A Notice of Termination (NOT) shall be filed with both Syracuse City and the State DEQ.
9. **FINES SHALL BE ASSESSED AFTER THE NOTICE OF TERMINATION (NOT) AT \$100 PER OCCURRENCE OF INCOMPLETE BMP'S. FINES SHALL BE TAKEN FROM THE DEPOSIT WITH A REMAINING BALANCE (IF ANY) RETURNED TO THE APPLICANT AFTER THE FINAL SWPPP INSPECTION.**

\_\_\_\_\_  
 Contact Name

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**OFFICIAL CITY USE ONLY**

Filing Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Pre-Construction Date: \_\_\_\_\_

Depositor: \_\_\_\_\_

Administrative Fee: \$75.00

Deposit \$1000.00

Check # \_\_\_\_\_ Visa/MC \_\_\_\_\_

Check # \_\_\_\_\_ Visa/MC \_\_\_\_\_

Receipt/Confirmation No.: \_\_\_\_\_

Receipt/Confirmation No.: \_\_\_\_\_

## **DEVELOPMENT OF SWPPP**

The development stage comprises the collection of construction site information, assessment of that information to determine best management practices and procedures, and compilation of the SWPPP.

**COLLECT SITE INFORMATION** Several pieces of information should be collected before a Storm Water Pollution Prevention Plan can be prepared. This information will provide the technical basis for selection of erosion and sedimentation control BMPs and post construction BMPs. A significant amount of this data must be included in the SWPPP, as specified by the UPDES permit. It is suggested that the following items be collected.

**Existing Conditions Map** - Obtain a topographic site map of the proposed construction area. The map should indicate the existing land use of the site as well as the location of surface waters on or near the site boundaries.

**Soils Information** - Collect soil information about the site. This information can generally be obtained from the National Resources Conservation Service (NRCS). In some cases, soil sampling may need to be conducted. This information will typically identify soil constraints, design criteria, and slope stability.

**Runoff Water Quality** - Where possible, obtain stormwater quality data from runoff collected at or near the proposed construction site.

**Name of Receiving Water** - Identify the receiving water(s) which ultimately collect runoff from your site.

**Rainfall Data** - Determine the amount of rainfall you anticipate in your design of stormwater management measures.

**Measure Site Area** - The UPDES stormwater permit requires an estimate of the total area of the site and the total area of the site that is expected to be disturbed by excavation, grading, or other activities. The area of the site can usually be found on the deed of sale for the property, the record plat, or site survey. The amount of area to be disturbed will generally need to be estimated based upon contractor knowledge of the construction project.

**Determine the Runoff Coefficient** - The runoff coefficient is the partial amount of the total rainfall which will become runoff. It provides an estimate of the development's impact on runoff after construction is complete. Consult design guides to obtain average runoff coefficient values for the specific land uses at the site.

**DEVELOP SITE PLAN** The site plan will be developed based on information obtained during site collection and assessment and on objectives of the proposed construction project. Several pollution prevention principles should be considered when developing a site plan for the project. They are:

- Disturb the smallest vegetated area possible;
- Keep the amount of cut and fill to a minimum; and
- Limit impacts to sensitive areas such as:
  - Steep and/or unstable slopes,
  - Surface waters, and wetlands,
  - Areas with erodible soils,
  - Existing drainage channels.

Once the preliminary design is developed, a narrative description of the nature of the construction activity should be prepared and included in the SWPPP. The narrative should include: a brief description of the project, a sequence of major soil disturbing activities involved in the project, and the approximate project duration.

**SELECT BEST MANAGEMENT PRACTICES** At this stage, it should be possible to identify Best Management Practices (BMPs) to be used during the construction activities. BMPs for erosion and sediment control are employed to limit the amount and rate of erosion and to capture the transported sediment before it has the opportunity to enter a storm water collection system or water course. The selection of BMPs is site-specific with regard to activity, topography, soil conditions, and storm water facilities. After selection of controls, make a list of each control that you plan to use on the site. Include in this list a description of each control, its purpose, and why it is appropriate in this location.

**PREPARE POLLUTION PREVENTION SITE MAP** The owner and/or designer should prepare a site map of the proposed construction area. The map should be of sufficient scale to clearly show on-site features. Additionally, the following features should be delineated:

- Area of soil disturbance;
- Drainage patterns;
- Approximate slopes after major grading;
- Location of structural and nonstructural controls;
- Location of areas where stabilization practices are planned;
- Areas of cut and fill;
- Surface waters (including wetlands);
- Locations where storm water is discharged to a surface water; and
- The name of the receiving water(s) and the ultimate receiving water(s).

**PREPARE A MONITORING, INSPECTION, AND MAINTENANCE PLAN** The construction general permit requires that a monitoring, inspection, and maintenance plan be a component of the SWPPP. This portion of the SWPPP will identify procedures to ensure maintenance of control measures identified in the site plan remain in effective operating condition. To meet these objectives, the monitoring effort should have these elements:

**Site Inspections** Personnel, with knowledge of correct installation and working BMPs, shall inspect areas exposed to soil erosion in accordance with a set inspection schedule. The Utah General Permit requires that inspections occur during construction "...at least once every seven calendar days and within 24 hours of the end of a storm that is 0.5 inches or greater."

**Record Keeping** Records of all inspections, compliance certifications, and noncompliance reporting are to be retained for at least three years by the owner/developer. These inspection reports should include the following information:

- scope of the inspection;
- name and qualifications of personnel inspecting;
- incidents of non-compliance;
- certification that the facility is in compliance with the SWPPP and the State General

Permit;

- signature of the inspector; and
- major observations regarding the implementation of controls.

## **SWPPP IMPLEMENTATION**

The implementation stage occurs during the commencement of construction and consists of implementation BMPs, SWPPP review and modifications, and final stabilization of the site.

**SUBMIT NOTICE OF INTENT** The construction general permit requires that a Notice of Intent (NOI) be submitted to the Utah Division of Water Quality (UDWQ) prior to the start of construction. The NOI is a notification that a construction project is about to begin, the location of the project, the responsible parties, and a certification that a SWPPP has been prepared and will be followed. The owner of the construction project is responsible for submitting the NOI.

**SUBMIT CITY PERMIT** A Storm Water Activity Permit must be submitted to the city with all fees and deposit paid prior to the start of construction.

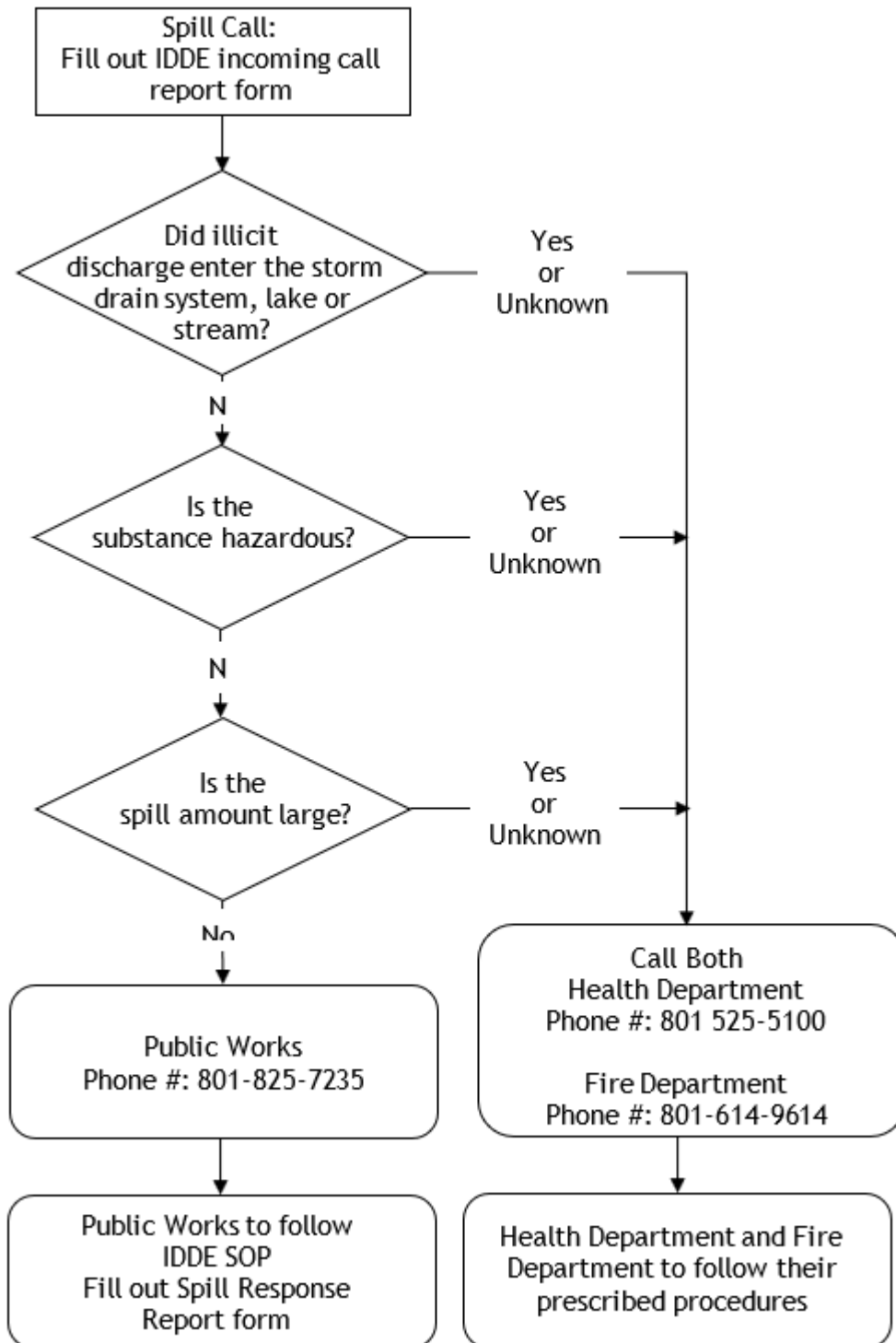
**IMPLEMENT CONTROLS** Construct or perform the controls which were selected for the SWPPP at the commencement of the construction project. The controls should be constructed or applied in accordance with standard specifications. If there are no specifications for a specific control measure, good engineering practices should be followed.

**SWPPP REVIEW AND MODIFICATIONS** During the course of construction, unanticipated changes may occur which affect the SWPPP, such as schedule changes, phasing changes, staging area modifications, off-site drainage impacts and repeated failures of designed controls. These changes must be made known to the UDWQ and the SWPPP revised accordingly. During the preparation and review of the modified SWPPP, construction may continue with temporary modifications to the erosion and sediment control BMPs. Revisions to the SWPPP are also required when the properly installed systems are ineffective in the prevention of silt transport off of the site. This may be due to unforeseen site conditions or construction techniques which adversely affect the system as designed. Revisions to the SWPPP are also required if there is a new, deleted, or moved activity that could result in a significant amount of pollutants discharged in the storm water.

**FINAL STABILIZATION** As soon as practical after construction activities have been completed in a disturbed area, permanent stabilization (where not already implemented in the BMPs) should commence to prevent further erosion of soil from that area. All disturbed areas of a site (except those portions which are covered by pavement or a structure) should be finally stabilized once all construction activities are completed. Final stabilization is most often attained through seeding, mulching, and use of geotextiles or chemical stabilization methods.

**NOTICE OF TERMINATION** The Notice of Termination (NOT) is typically the final task required to comply with the requirements of an UPDES stormwater permit for a construction activity. The NOT communicates to the UDWQ that the construction activity has ceased, and the area is stabilized.

# Appendix I: IDDE Program



# **SYRACUSE CITY Illicit Discharge Detection and Elimination Program**

## **1.1 Purpose**

This Illicit Discharge Detection and Elimination program is to systematically find and eliminate sources of non-storm water discharges from the storm drain system and to implement defined procedures to prevent illicit connections and discharges according to the minimum performance measures listed herein.

## **1.2 Maps**

The storm drain system has been mapped. It is updated annually with new developments or modifications. It shows the location of all outfalls which all discharge into the same receiving waterbody, the Great Salt Lake. It also shows pipes and drain ditches.

## **1.3 Ordinance**

Non-storm water discharges are prohibited in the ordinance 4.40 “Illicit Discharge and Erosion Control”. The ordinance includes spills, illicit connections, and illegal dumping. Enforcement and fines have been established for those in violation.

## **1.4 Detection**

Procedures for detection of illicit discharges are the same across all land use types throughout the city. A majority of the city is residential most of which is relatively new infrastructure. Identified priority areas are new Construction. All new construction is a priority to ensure that all underground utility laterals are connected properly prior to issuing a certificate of occupancy. This inspection is a routine part of the building inspector’s responsibility.

The city has an ongoing manhole inspection responsibility where manholes conditions are observed each month. These are documented on an inspection form for Spot Check Manholes.

Another method of detection involves smoke testing the mains by inducing sewer smoke fluid (light hydrocracked distillate) into manholes and observing all openings where points of discharge are checked.

Dye testing is another method the city uses to verify illicit connections. A dye tablet is dropped into various parts of the system to observe flow paths. Every new building must pass the dye test to ensure that all utility connections were made properly prior to getting a certificate of occupancy. These are documented on the building inspector’s inspection form.

Spills, illicit connections, sanitary sewer overflows, and illegal dumping activities are detected by visual observation made by employees or by notification from general public. Procedures are followed as outlined in the Spill/dumping Response Procedure and Flowchart.

### **1.5 Dry weather screening**

All outfall locations are screened during dry weather at least one time during the five-year permit term. An inspection form and checklist are included.

### **1.6 DWQ Notification**

In any event that a discovery is made that a discharger may need a separate UPDES permit, notification to the State DEQ Division of Water Resources.

### **1.7 Standard Operating Procedures**

SOP's have been developed for the following:

1. Tracing the source of an illicit discharge
2. Characterizing potential threat of illicit discharges found or reported
3. Ceasing or removing an illicit discharge

### **1.8 Public information**

Information is provided to the public through several methods, such as: Newsletter, website, email, mail, social media, and community events. Employees receive information through trainings.

Facilities that accept household hazardous waste from the general public are identified on the website.

A hotline has been established for the general public to use to notify the city of any perceived or identified illicit discharge. All calls that come in are entered as a work order for the department to respond to.

The general public has the ability to initiate work orders for areas of concern by using the city website. The link "Fix-it Request" allows the informer to input the location and concern as well as a date, phone, and email of the informer.

### **1.9 Spill/Dumping response procedure and flow chart**

Response to informant providing information or concerns from a perceived or actual spill or illicit dumping will follow this procedure.

1. Call 911 if emergency assistance is needed.

2. Try to contain as much as possible as soon as possible until help arrives.
  - a. Use spill response kit stored at public works shop (next to fuel tank).
  - b. Use oil absorbent (stored in each city vehicle or in 35 gal containers in shop bay, south shop, fuel dispenser, or cemetery).
  - c. Use extra waddle bags (fill as needed with rock or sand).
3. Call the public works department environmental division at 801-825- 7235.
  - a. City employee taking the phone call must fill out a work order and phone call the public works environmental division.
  - b. Responding public works employee must fill out Spill Response Report Form.
4. Call the health department at 801-525-5000, if an uncontrolled quantity of contaminants have entered a storm drain and is being conveyed.
5. Dispose of waste properly.

#### **1.10 Program Evaluation**

Procedures for the evaluation and assessment of the IDDE include maintaining a database and map of all IDDE events.

#### **1.11 Employee Training**

All staff is trained on an annual basis regarding the IDDE program. Public Works employees' orientation includes training in the IDDE program.

# Appendix J: Forms

The following forms, logs, and checklists are available at public works facility:

Dry Weather Screening Checklist

Dry Weather Screening and Visual Storm Water Discharge Examination

Code Violation Form

Environmental Complaint Questionnaire

Discharge / Spill Inspection Report

Illicit Discharge Inspection Report (summary log)

SWPPP plan review checklist

Storm Outfall Map

Outfall inspection form

Monthly inspection of high priority city facilities

Comprehensive inspection of high priority city facilities

SWPPP compliance inspection form

Detention Basin (BMP) log, public and private maintained

Construction site enforcement log

Volunteer community land stewardship

Training log

Storm Drain Box Inspection and Cleaning Log

# Appendix K: Control Measures Summary

This section shows a summary in table format of every requirement in the UPDES general permit. It is categorized by each control measure indicated by the number and subcategorized by the individual requirements in each control measure by a letter. There are six control measures as follows:

1. Public education and outreach on storm water impacts
2. Public involvement / participation
3. Illicit discharge detection and elimination (IDDE)
4. Construction site storm water runoff control
5. Long-term storm water management in new development and redevelopment (post-construction storm water management)
6. Pollution prevention and good housekeeping for municipal operations

| Control Measure         | 1a                                                                                                                                                                            | 1b                                                                                                                                                                      | 1c                                                                                                                                                                                  | 1d                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit          | 4.2.1.1                                                                                                                                                                       | 4.2.1.2                                                                                                                                                                 | 4.2.1.3                                                                                                                                                                             | 4.2.1.4                                                                                                                                    |
| Audience/Responsibility | General Public in Syracuse                                                                                                                                                    | General Public in Syracuse                                                                                                                                              | Institutions, industrial, and commercial in Syracuse                                                                                                                                | Engineers, Construction Contractors, Developers, Development Review Staff, Land Use Planners                                               |
| Requirement             | Educate public about ways to avoid, minimize, reduce, or eliminate pollutants in storm water, improve water quality, and participate in environmental stewardship activities. | Provide information on the prohibitions of illicit discharges and improper waste disposal. Document efforts.                                                            | Provide information on prohibition of illicit discharges and improper waste disposal. Document efforts.                                                                             | Provide information on developing a SWPPP with BMP's to reduce adverse impacts from storm water runoff from development. Document efforts. |
| Frequency               | Annual                                                                                                                                                                        | Annual                                                                                                                                                                  | Annual                                                                                                                                                                              | Annual                                                                                                                                     |
| Achievement Method      | Fourth grade water fair. Community Service                                                                                                                                    | Newsletter, Website, Email, Mail, social media, community events                                                                                                        | Send mailers to businesses on IDDE                                                                                                                                                  | Davis Storm Coalition "Contractor's Night Out"                                                                                             |
| Measure of Success      | Document water fair. Document volunteer participation and work accomplished                                                                                                   | Improved septic system maintenance, lawn care maintenance, on-site infiltration, automobile maintenance and washing, swimming pool discharge, and pet waste management. | Site has improved lawn maintenance, storm water infiltration, building and equipment maintenance practices, salt storage, material storage, solid waste, parking lot sweeping, etc. | Plans include SWPPP. Documented in pre-construction meeting minutes.                                                                       |
| Goal                    | Currently programmed                                                                                                                                                          | Currently programmed                                                                                                                                                    | Currently programmed                                                                                                                                                                | Currently programmed                                                                                                                       |

|                                |                                                                                                                                    |                                                                                                       |                                                                                                                                           |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>         | <b>2a</b>                                                                                                                          | <b>2b</b>                                                                                             | <b>2c</b>                                                                                                                                 |
| <b>General Permit</b>          | 4.2.2.1                                                                                                                            | 4.2.2.2                                                                                               | 4.2.2.3                                                                                                                                   |
| <b>Audience/Responsibility</b> | General Public in Syracuse                                                                                                         | General Public in Syracuse                                                                            | General Public in Syracuse                                                                                                                |
| <b>Requirement</b>             | Adopt a program to create opportunities for the public to provide input during the update of the SWMP and affiliated ordinances.   | Make the revised SWMP available to the public for review.                                             | The updated SWMP remains available for public review and input for the life of the permit. Include a contact person with phone and email. |
| <b>Frequency</b>               | Once with each MS4 general permit renewal                                                                                          | Once with each MS4 general permit renewal                                                             | Once with each MS4 general permit renewal                                                                                                 |
| <b>Achievement Method</b>      | Achievement Complete                                                                                                               | Achievement Complete                                                                                  | Achievement Complete                                                                                                                      |
| <b>Measure of Success</b>      | Ordinance was last updated in 2018 in compliance with the SWMP requirements. SWMP update approved by resolution from City Council. | Updated SWMP in posted on city website and was included in the city council packet for public review. | Updated SWMP is posted on city website. It contains contact person with phone and email.                                                  |
| <b>Goal</b>                    | Complete                                                                                                                           | Complete                                                                                              | Complete                                                                                                                                  |

|                                |                                                                                                                                             |                                                                                                       |                                                                                                             |                                                                                                                                                                                                                          |
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| <b>Control Measure</b>         | <b>3a</b>                                                                                                                                   | <b>3b</b>                                                                                             | <b>3c</b>                                                                                                   | <b>3d</b>                                                                                                                                                                                                                |
| <b>General Permit</b>          | 4.2.3.1                                                                                                                                     | 4.2.3.2                                                                                               | 4.2.3.2.1                                                                                                   | 4.2.3.3.1                                                                                                                                                                                                                |
| <b>Audience/Responsibility</b> | Syracuse Public Works                                                                                                                       | Syracuse City Council                                                                                 | Syracuse City Council                                                                                       | Syracuse Public Works                                                                                                                                                                                                    |
| <b>Requirement</b>             | Maintain a current storm water map showing all outfalls, receiving waters, storm pipes, and storm inlets, manholes, and control structures. | Prohibit non-storm water discharges into the storm water collection system with an ordinance.         | Must have legal authority to detect, investigate, eliminate, and enforce against non-stormwater discharges. | Implement a written plan to detect and address non-storm water discharges to the storm system. Include spills, illicit connections, sanitary sewer overflows, and illegal dumping. Include a list of all priority areas. |
| <b>Frequency</b>               | Annual                                                                                                                                      | Once                                                                                                  | Once                                                                                                        | Update priority list annually.                                                                                                                                                                                           |
| <b>Achievement Method</b>      | Update GIS map with storm drain infrastructure.                                                                                             | Achievement Complete                                                                                  | Achievement Complete                                                                                        | Achievement Complete                                                                                                                                                                                                     |
| <b>Measure of Success</b>      | Maps are updated with current information.                                                                                                  | Ordinance is complete with all required enforcement. Fee schedule includes fines for illegal actions. | Ordinance is complete with all required enforcement. Fee schedule includes fines for illegal actions.       | All incidents are mapped and reviewed annually to determine if there are any priority areas. At this point, no priority areas have been identified.                                                                      |
| <b>Goal</b>                    | Verify with GIS map                                                                                                                         | Complete                                                                                              | Complete                                                                                                    | Currently programmed                                                                                                                                                                                                     |

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| <b>Control Measure</b>          | <b>3e</b>                                                                                 | <b>3f</b>                                                                        | <b>3g</b>                                                                                                                            | <b>3h</b>                                                                                                                |
| <b>General Permit</b>           | 4.2.3.3.2                                                                                 | 4.2.3.3.3                                                                        | 4.2.3.3.4                                                                                                                            | 4.2.3.3.5                                                                                                                |
| <b>Audience/ Responsibility</b> | Syracuse Public Works                                                                     | Syracuse Public Works                                                            | Syracuse Public Works                                                                                                                | Syracuse Public Works                                                                                                    |
| <b>Requirement</b>              | Field inspect priority areas listed in 4.2.3.3.1 and document inspections.                | Dry weather screening to verify outfall locations and detect illicit discharges. | Notify Utah DEQ Division of Water Quality if a discharger may need a separate UPDES permit.                                          | Promote or provide services for the collection of household hazardous waste.                                             |
| <b>Frequency</b>                | Annually                                                                                  | Once during the five year permit term.                                           | Upon discovery.                                                                                                                      | annual                                                                                                                   |
| <b>Achievement Method</b>       | Inspection schedule                                                                       | Inspection schedule                                                              | Visual observation.                                                                                                                  | Achievement Complete                                                                                                     |
| <b>Measure of Success</b>       | Priority areas are inspected and findings documented. Corrective actions have been taken. | Document inspections of all outfalls.                                            | Check the list of multi-sector general permit for storm water discharges associated with industrial activities from the DWQ website. | Information is on the city website letting people know that HHW can be disposed at the landfill. Annually in newsletter. |
| <b>Goal</b>                     | Currently programmed                                                                      | Currently programmed                                                             | Upon discovery.                                                                                                                      | Update website with HHW info                                                                                             |

|                                |                                                                                                                                                                           |                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                   |
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| <b>Control Measure</b>         | <b>3i</b>                                                                                                                                                                 | <b>3j</b>                                                                                                                                                                                                                                           | <b>3k</b>                                                                                                                                                                                                                                                                                                            | <b>3l</b>                                                                                                                                                                                         |
| <b>General Permit</b>          | 4.2.3.3.6                                                                                                                                                                 | 4.2.3.4.1                                                                                                                                                                                                                                           | 4.2.3.4.1.1                                                                                                                                                                                                                                                                                                          | 4.2.3.4.1.2                                                                                                                                                                                       |
| <b>Audience/Responsibility</b> | Syracuse Public Works                                                                                                                                                     | Syracuse Public Works                                                                                                                                                                                                                               | Syracuse Public Works                                                                                                                                                                                                                                                                                                | Syracuse Public Works                                                                                                                                                                             |
| <b>Requirement</b>             | IDDE hotline: publicly list or promote a local hotline for public reporting of spills and illicit discharges. Document calls, followup actions, and feedback from public. | Update Standard Operating Procedures for tracing the source of an illicit discharge. Include specific procedures for visual inspections, opening manholes, using pipe cameras, field tests with chemical indicators, collecting water samples, etc. | Source of an IDDE having direct impact on storm system: IDDE inspection report must include: notification date, investigation date, discharge date, discharge observation date, location, discharge description, method of discovery, removal date, method of removal. Determine if analytical monitoring is needed. | IDDE report (no impact to storm system) must include: notification date, investigation date, location, discharge description, steps taken to confirm the discharge was no impact to storm system. |
| <b>Frequency</b>               | Upon discovery                                                                                                                                                            | Upon discovery                                                                                                                                                                                                                                      | Upon discovery                                                                                                                                                                                                                                                                                                       | Upon discovery                                                                                                                                                                                    |
| <b>Achievement Method</b>      | Ongoing, based upon public notifications.                                                                                                                                 | Investigate and report findings.                                                                                                                                                                                                                    | Investigate and report findings.                                                                                                                                                                                                                                                                                     | Investigate and report findings.                                                                                                                                                                  |
| <b>Measure of Success</b>      | Hotline listed on the website. Records are documented of calls.                                                                                                           | SOP is complete with requirements                                                                                                                                                                                                                   | SOP is complete with requirements                                                                                                                                                                                                                                                                                    | SOP is complete with requirements                                                                                                                                                                 |
| <b>Goal</b>                    | Update website with phone number                                                                                                                                          | Update SOP                                                                                                                                                                                                                                          | Update SOP and inspection forms.                                                                                                                                                                                                                                                                                     | Update SOP and inspection forms.                                                                                                                                                                  |

|                                 |                                                                                                                                            |                                                                                                                                                                                                                                                  |                                                                                                                                                                                     |                                                                                                                                          |
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| <b>Control Measure</b>          | <b>3m</b>                                                                                                                                  | <b>3n</b>                                                                                                                                                                                                                                        | <b>3o</b>                                                                                                                                                                           | <b>3p</b>                                                                                                                                |
| <b>General Permit</b>           | 4.2.3.4.2                                                                                                                                  | 4.2.3.4.3                                                                                                                                                                                                                                        | 4.2.3.4.4                                                                                                                                                                           | 4.2.3.4.5                                                                                                                                |
| <b>Audience/ Responsibility</b> | Syracuse Public Works                                                                                                                      | Syracuse Public Works                                                                                                                                                                                                                            | Syracuse Public Works                                                                                                                                                               | Syracuse Public Works                                                                                                                    |
| <b>Requirement</b>              | Update Standard Operating Procedures for characterizing the nature of illicit discharges and the potential public or environmental threat. | Update Standard Operating Procedures for ceasing the illicit discharge. Notification to authorities, notification to property owner, remove the discharge, contain the discharge, follow up inspections, escalate enforcement with legal action. | Update Standard Operating Procedures for spill and improper disposal response. Flowchart showing procedures, agencies responsible and contact information, Update the contact list. | Update Standard Operating Procedures for program evaluation and assessment. Maintain database for mapping and tracking spills/discharges |
| <b>Frequency</b>                | Upon discovery                                                                                                                             | Upon discovery                                                                                                                                                                                                                                   | As contact info changes                                                                                                                                                             | Once                                                                                                                                     |
| <b>Achievement Method</b>       | Update fix-it request data entry                                                                                                           | Investigate and report findings.                                                                                                                                                                                                                 | Investigate and report findings.                                                                                                                                                    | SOP                                                                                                                                      |
| <b>Measure of Success</b>       | SOP is complete with requirements                                                                                                          | SOP is complete with requirements                                                                                                                                                                                                                | SOP is complete with requirements                                                                                                                                                   | SOP is complete with requirements                                                                                                        |
| <b>Goal</b>                     | Update the fix-it request entry system.                                                                                                    | Update SOP and inspection forms.                                                                                                                                                                                                                 | Update SOP and inspection forms.                                                                                                                                                    | Update SOP and inspection forms.                                                                                                         |

|                                     |                                              |                                                                                                                                                    |                                                                                                                                                    |
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| <b>Control Measure</b>              | <b>3q</b>                                    | <b>3r</b>                                                                                                                                          | <b>3s</b>                                                                                                                                          |
| <b>General Permit</b>               | 4.2.3.5                                      | 4.2.3.6                                                                                                                                            | 4.2.3.12                                                                                                                                           |
| <b>Audience/<br/>Responsibility</b> | Syracuse Public Works                        | Syracuse Public Works                                                                                                                              | Syracuse Public Works                                                                                                                              |
| <b>Requirement</b>                  | Thoroughly document all IDDE investigations. | Train all staff regarding: identification and reporting IDDE's, investigation termination cleanup and enforcement, and documentation requirements. | The DWQ Director reserves the right to request documentation or further investigation of a particular non-storm water discharge of concern.        |
| <b>Frequency</b>                    | Upon discovery.                              | within 60 days of hire and annually thereafter.                                                                                                    | Upon request                                                                                                                                       |
| <b>Achievement Method</b>           | Investigate and report findings.             | Orientation                                                                                                                                        | Investigate and report findings.                                                                                                                   |
| <b>Measure of Success</b>           | Keep all records for 5 years                 | Keep records of training from orientation.                                                                                                         | Notify appropriate authorities, notify property owner, remove or eliminate the discharge, follow up inspection, and enforcement with fine imposed. |
| <b>Goal</b>                         | Upon discovery.                              | Currently programmed                                                                                                                               | Upon discovery.                                                                                                                                    |

|                                     |                                                                                                                                                                                                           |                                                                                                                                                                 |                                                                                                                                                                                      |                                                                                                                                                                                |
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| <b>Control Measure</b>              | <b>4a</b>                                                                                                                                                                                                 | <b>4b</b>                                                                                                                                                       | <b>4c</b>                                                                                                                                                                            | <b>4d</b>                                                                                                                                                                      |
| <b>General Permit</b>               | 4.2.4.1.1                                                                                                                                                                                                 | 4.2.4.1.2                                                                                                                                                       | 4.2.4.1.3                                                                                                                                                                            | 4.2.4.2.1                                                                                                                                                                      |
| <b>Audience/<br/>Responsibility</b> | Syracuse Public Works                                                                                                                                                                                     | Contractors, Developers                                                                                                                                         | Syracuse City Council                                                                                                                                                                | Syracuse Public Works                                                                                                                                                          |
| <b>Requirement</b>                  | Revise and enforce an ordinance that requires erosion and sediment control on construction sites. Require a SWPPP with BMP's to protect water quality, reduce discharge of pollutants, and control waste. | Ensure contractors obtain and maintain coverage under the current UPDES Storm Water General Permit for Construction Activities for the duration of the project. | Update ordinance to include a provision for access by qualified personnel to inspect construction storm water BMP's on private properties that discharge to city storm drain system. | Construction Enforcement SOP: processes to minimize violations, escalating enforcement with appeals, process to notify and document enforcement, Define authority for enforce. |
| <b>Frequency</b>                    | As necessary                                                                                                                                                                                              | As necessary                                                                                                                                                    | Once                                                                                                                                                                                 | Once                                                                                                                                                                           |
| <b>Achievement Method</b>           | Ordinance                                                                                                                                                                                                 | During pre-construction meetings.                                                                                                                               | Ordinance update                                                                                                                                                                     | SOP update                                                                                                                                                                     |
| <b>Measure of Success</b>           | Ordinance is updated to reflect current UPDES Storm Water General Permit for Construction Activities.                                                                                                     | Meeting minutes reflect that developers are notified to complete an NOI on the State DWQ website.                                                               | Ordinance is updated to reflect current UPDES Storm Water General Permit for Construction Activities.                                                                                | SOP updated with enforcement of construction site violations                                                                                                                   |
| <b>Goal</b>                         | Complete                                                                                                                                                                                                  | Currently programmed                                                                                                                                            | Complete                                                                                                                                                                             | Update SOP                                                                                                                                                                     |

|                                     |                                                                                                                                                                            |                                                                                                                                                                                                         |                                                                                            |                                                        |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Control Measure</b>              | <b>4e</b>                                                                                                                                                                  | <b>4f</b>                                                                                                                                                                                               | <b>4g</b>                                                                                  | <b>4h</b>                                              |
| <b>General Permit</b>               | 4.2.4.2.2                                                                                                                                                                  | 4.2.4.3.1                                                                                                                                                                                               | 4.2.4.3.2                                                                                  | 4.2.4.3.3                                              |
| <b>Audience/<br/>Responsibility</b> | Syracuse Public Works                                                                                                                                                      | Syracuse Public Works                                                                                                                                                                                   | Syracuse Public Works                                                                      | Syracuse Public Works                                  |
| <b>Requirement</b>                  | Document and track all enforcement actions.                                                                                                                                | Develop a pre-construction checklist for SWPPP review. Include review of: site design, planned operations at the site, planned BMP's, planned BMP's post construction, and the city enforcement policy. | Develop procedures for receiving public input related to storm pollution from the project. | Determine if the construction site is a priority site. |
| <b>Frequency</b>                    | As necessary upon occurrence.                                                                                                                                              | Each pre-construction meeting                                                                                                                                                                           | Planning Commission meetings.                                                              | Each pre-construction meeting                          |
| <b>Achievement Method</b>           | As violation is identified during the inspection.                                                                                                                          | Pre-construction meeting minutes                                                                                                                                                                        | Planning commission meeting minutes                                                        | Pre-construction meeting minutes                       |
| <b>Measure of Success</b>           | Contractor/developer is notified of violation. Documented in inspection report. Uncleared violation results in enforcement beginning with fines, then Class B Misdemeanor. | Pre-construction meeting minutes                                                                                                                                                                        | Planning commission meeting minutes                                                        | Pre-construction meeting minutes                       |
| <b>Goal</b>                         | Currently programmed                                                                                                                                                       | Update the design review checklist                                                                                                                                                                      | Currently programmed                                                                       | Currently programmed                                   |

|                                 |                                                                                                                                                                 |                                                                                                                                                                                 |                                                                                                                                     |                                                                                                                                                                                  |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>          | 4i                                                                                                                                                              | 4j                                                                                                                                                                              | 4k                                                                                                                                  | 4l                                                                                                                                                                               |
| <b>General Permit</b>           | 4.2.4.4.1                                                                                                                                                       | 4.2.4.4.2                                                                                                                                                                       | 4.2.4.4.3                                                                                                                           | 4.2.4.4.4                                                                                                                                                                        |
| <b>Audience/ Responsibility</b> | Syracuse Public Works                                                                                                                                           | Contractors, Developers                                                                                                                                                         | Syracuse Public Works                                                                                                               | Syracuse Public Works                                                                                                                                                            |
| <b>Requirement</b>              | Construction Inspection SOP: construction site inspection/ enforce of storm water pollution control measures. Incl those responsible for inspections & enforce. | Monthly inspections by a qualified person using the Divisions official form.                                                                                                    | Inspection of priority construction sites must be conducted monthly by a qualified person using the official state inspection form. | Inspect at all phases of construction: pre disturbance, at least once each year, post construction, and for complaints. Done by a qualified person with the official state form. |
| <b>Frequency</b>                | Develop SOP: once                                                                                                                                               | monthly, but can be reduced if its not a priority site, has adequate compliance history, construction activities are suspended during freeze, or weather is dry (Arid <10"/yr). | Monthly                                                                                                                             | As specified                                                                                                                                                                     |
| <b>Achievement Method</b>       | Update SOP.                                                                                                                                                     | monthly during construction.                                                                                                                                                    | Achievement complete.                                                                                                               | As specified                                                                                                                                                                     |
| <b>Measure of Success</b>       | SOP is updated. Inspections are being completed for all construction sites one acre or larger.                                                                  | Inspection documentation                                                                                                                                                        | Priority sites are inspected monthly regardless of conditions.                                                                      | Inspections are documented.                                                                                                                                                      |
| <b>Goal</b>                     | Update SOP.                                                                                                                                                     | Currently Programmed                                                                                                                                                            | Currently Programmed                                                                                                                | Currently programmed                                                                                                                                                             |

|                                     |                                                                                       |                                                                                                                                                            |                                                                                                                  |                                                                                                                                                                                                       |
|-------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>              | <b>4m</b>                                                                             | <b>4n</b>                                                                                                                                                  | <b>4o</b>                                                                                                        | <b>4p</b>                                                                                                                                                                                             |
| <b>General Permit</b>               | 4.2.4.4.5                                                                             | 4.2.4.4.6                                                                                                                                                  | 4.2.4.5                                                                                                          | 4.2.4.6                                                                                                                                                                                               |
| <b>Audience/<br/>Responsibility</b> | Syracuse Public Works                                                                 | Syracuse Public Works                                                                                                                                      | Syracuse Public Works                                                                                            | Syracuse Public Works                                                                                                                                                                                 |
| <b>Requirement</b>                  | PW may conduct electronic oversight inspections for any documented reason of concern. | Take all necessary follow up actions to ensure construction sites are in compliance with the permit. Track and document all reinspections and enforcement. | Train all staff having responsibility for SWMP. Training must include dates, course description, and attendance. | Maintain records of all site plan reviews, SWPPP's, inspections, enforcements (verbal warnings, stop work order, warning letter, notice of violation, etc.). Records must be kept for five (5) years. |
| <b>Frequency</b>                    | As necessary upon occurrence.                                                         | As necessary with each applicable construction project.                                                                                                    | Within 60 days of hire and annually thereafter.                                                                  | As necessary for construction.                                                                                                                                                                        |
| <b>Achievement Method</b>           | Achievement complete.                                                                 | Achievement complete.                                                                                                                                      | Department Staff Meeting                                                                                         | Achievement complete                                                                                                                                                                                  |
| <b>Measure of Success</b>           | Inspections are documented.                                                           | Site findings are documented on the inspection sheet. Reinspections, fines, and enforcement is documented in the file.                                     | Topic covered include: permitting, plan review, construction inspections, and enforcement.                       | Inspection records are maintained for each construction site and kept on file for each permit for five years.                                                                                         |
| <b>Goal</b>                         | Currently programmed                                                                  | Currently programmed                                                                                                                                       | Currently programmed                                                                                             | Currently programmed                                                                                                                                                                                  |

|                                |                                                                                                                                                             |                                                                                                                                                                                       |                                                                                                                                  |                                                                                              |
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| <b>General Control Measure</b> | <b>5a</b>                                                                                                                                                   | <b>5b</b>                                                                                                                                                                             | <b>5c</b>                                                                                                                        | <b>5d</b>                                                                                    |
| <b>General Permit</b>          | 4.2.5.1.1                                                                                                                                                   | 4.2.5.1.2                                                                                                                                                                             | 4.2.5.1.3                                                                                                                        | 4.2.5.1.4                                                                                    |
| <b>Audience/Responsibility</b> | Syracuse City Council                                                                                                                                       | Syracuse Public Works                                                                                                                                                                 | Syracuse Public Works                                                                                                            | Syracuse Public Works                                                                        |
| <b>Requirement</b>             | New development or redevelopment must minimize impact in areas to protect sensitive lands, such as erosion, flood control, over disturbance, wetlands, etc. | Require new development to retain up to the 80th percentile rainfall onsite. Redevelopment has no need to change existing retention unless the impervious area increases 10% or more. | Include a process which requires the evaluation of LID used to infiltrate, evapotranspire, or harvest storm water from the site. | If LID in not feasible, provide rationale for alternative design.                            |
| <b>Frequency</b>               | Once                                                                                                                                                        | Each development                                                                                                                                                                      | Each development review                                                                                                          | Each development review                                                                      |
| <b>Achievement Method</b>      | Achievement Complete                                                                                                                                        | Achievement Complete                                                                                                                                                                  | Development review                                                                                                               | Development review                                                                           |
| <b>Measure of Success</b>      | General Plan includes sensitive overlay zone over properties, which requires water quality/wetland approval from ACOE.                                      | City code 4.40.110c requires a storm water quality report submitted by developer's engineer.                                                                                          | Low Impact Development is discussed in pre-development meetings and included in all development reviews.                         | City code 4.40.110c requires a storm water quality report submitted by developer's engineer. |
| <b>Goal</b>                    | Complete                                                                                                                                                    | Complete                                                                                                                                                                              | Include in pre-development meetings                                                                                              | Include in pre-development meetings                                                          |

|                                |                                                                                                                                                                                                                        |                                                                                                       |                                                                                 |                                                                           |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>Control Measure</b>         | <b>5e</b>                                                                                                                                                                                                              | <b>5f</b>                                                                                             | <b>5g</b>                                                                       | <b>5h</b>                                                                 |
| <b>General Permit</b>          | 4.2.5.2                                                                                                                                                                                                                | 4.2.5.2.1                                                                                             | 4.2.5.2.2                                                                       | 4.2.5.2.3                                                                 |
| <b>Audience/Responsibility</b> | Syracuse City Council                                                                                                                                                                                                  | Syracuse Public Works                                                                                 | Syracuse City Council                                                           | Syracuse Public Works                                                     |
| <b>Requirement</b>             | Develop an ordinance that requires long term post-construction storm water controls for development and redevelopment. The ordinance requires BMP selection, design installation, operation and maintenance standards. | Implement enforcement provisions of the ordinance to include specific processes for repeat violators. | Ordinance allows access to private property for inspection of storm facilities. | Maintenance agreements of detention basins.                               |
| <b>Frequency</b>               | Once                                                                                                                                                                                                                   | Once                                                                                                  | Once                                                                            | There is no minimum inspection frequency. City to determine.              |
| <b>Achievement Method</b>      | Achievement complete                                                                                                                                                                                                   | Update ordinance                                                                                      | Achievement complete                                                            | As needed.                                                                |
| <b>Measure of Success</b>      | City code 4.40.090-110 includes post construction controls for new development and redevelopment sites.                                                                                                                | Ordinance includes enforcement for violators.                                                         | City code 4.40.090F includes access to private property for storm inspections.  | City code 4.40.110F requires maintenance agreements for detention basins. |
| <b>Goal</b>                    | Complete                                                                                                                                                                                                               | Complete                                                                                              | Complete                                                                        | Complete                                                                  |

|                           |                                                                                                                                                            |                                                                                                         |                                                                                                        |                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>    | 5i                                                                                                                                                         | 5j                                                                                                      | 5k                                                                                                     | 5l                                                                                               |
| <b>General Permit</b>     | 4.2.5.2.4                                                                                                                                                  | 4.2.5.3.1                                                                                               | 4.2.5.3.2                                                                                              | 4.2.5.4                                                                                          |
| <b>Agency/Responsible</b> | Syracuse Public Works                                                                                                                                      | Syracuse Public Works                                                                                   | Syracuse Public Works                                                                                  | Syracuse Public Works                                                                            |
| <b>Requirement</b>        | Maintain documentation on how city code protects water quality. Include: selection of storm controls, pollutant removal, and basis supporting performance. | Adopt and implement procedures for site plan review which evaluates WQ impacts from design to closeout. | Review as-built plans to ensure that the plans include long term storm water management measures.      | Adopt and implement SOP for site inspection and enforcement of post construction storm controls. |
| <b>Frequency</b>          | Each development                                                                                                                                           | Once                                                                                                    | Each development                                                                                       | Once                                                                                             |
| <b>Achievement Method</b> | During final warranty inspections                                                                                                                          | Issue water quality form                                                                                | At project close-out or warranty inspection.                                                           | SOP update                                                                                       |
| <b>Measure of Success</b> | Inspection record documents any incomplete items from construction.                                                                                        | Water quality report is completed at pre-construction.                                                  | Post construction is added to the utility maps. Inspectors verify that infrastructure meets standards. | SOP update                                                                                       |
| <b>Goal</b>               | Currently programmed                                                                                                                                       | Create SOP for plan review                                                                              | Currently programmed                                                                                   | Update the SOP                                                                                   |

| <b>Control Measure</b>          | <b>5m</b>                                                                               | <b>5n</b>                                                                                                                                                                         | <b>5o</b>                                                                           |
|---------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>General Permit</b>           | 4.2.5.4.1                                                                               | 4.2.5.4.2                                                                                                                                                                         | 4.2.5.5                                                                             |
| <b>Audience/ Responsibility</b> | Syracuse Public Works                                                                   | Property owners having storm water discharge to city system.                                                                                                                      | Syracuse Public Works                                                               |
| <b>Requirement</b>              | Control verification inspection. Inspection during installation and final walk through. | Inspect and maintain permanent BMP's as directed in a maintenance agreement.                                                                                                      | Inventory all structural storm water control measures installed on developed sites. |
| <b>Frequency</b>                | each construction project having storm water controls installed                         | Every other year by owner. Every five years by city.                                                                                                                              | Update annually                                                                     |
| <b>Achievement Method</b>       | Inspection report                                                                       | Inspection schedule                                                                                                                                                               | Inspection schedule                                                                 |
| <b>Measure of Success</b>       | Inspection indicates acceptable installation.                                           | Inspections documented with date; inspector name/ signature; project location; current ownership; description of condition; maintenance issues; violations; compliance deadlines. | Inventory is updated with all post construction BMP sites on utility maps.          |
| <b>Goal</b>                     | Currently programmed                                                                    | Currently programmed                                                                                                                                                              | Currently programmed                                                                |

|                                |                                                                                                                                                                                      |                                                                  |                                                                                                                                                                                       |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>         | <b>5p</b>                                                                                                                                                                            | <b>5q</b>                                                        | <b>5r</b>                                                                                                                                                                             |
| <b>General Permit</b>          | 4.2.5.5.1                                                                                                                                                                            | 4.2.5.5.2                                                        | 4.2.5.6                                                                                                                                                                               |
| <b>Audience/Responsibility</b> | Syracuse Public Works                                                                                                                                                                | Syracuse Public Works                                            | Syracuse Public Works                                                                                                                                                                 |
| <b>Requirement</b>             | Inventory must include project name, owner name, contact information, location, start/end date, etc. Include description of BMP's, maintenance required, and inspection information. | Update inventory of all structural storm water control measures. | Train all staff having responsibility for SWMP including permitting, plan review, site inspections, and enforcement. Training must include dates, course description, and attendance. |
| <b>Frequency</b>               | Update annually                                                                                                                                                                      | Update annually                                                  | Within 60 days of new hire and annually thereafter.                                                                                                                                   |
| <b>Achievement Method</b>      | Inspection schedule                                                                                                                                                                  | Inspection schedule                                              | Department Staff Meeting                                                                                                                                                              |
| <b>Measure of Success</b>      | Specific project information is stored in project files for each development.                                                                                                        | Inventory is updated with all post construction BMP sites.       | Topics include: fundamentals of long-term storm water management, plan review, inspections, enforcement, LID practices, SWMP post construction controls.                              |
| <b>Goal</b>                    | Currently programmed                                                                                                                                                                 | Currently programmed                                             | Currently programmed                                                                                                                                                                  |

| General Control Measure     | 6a                                                                                                                                                          | 6b                                                                                                                                               | 6c                                                                            | 6d                                                                                                                                                                            |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Permit              | 4.2.6.1                                                                                                                                                     | 4.2.6.2                                                                                                                                          | 4.2.6.3                                                                       | 4.2.6.3.1                                                                                                                                                                     |
| Audience/<br>Responsibility | Syracuse Public Works                                                                                                                                       | Syracuse Public Works                                                                                                                            | Syracuse Public Works                                                         | Syracuse Public Works                                                                                                                                                         |
| Requirement                 | Keep a current written inventory of public works yard and park maintenance yard related to storm water controls. Permit includes specific items to include. | Assess PW and Parks buildings & yards for the following pollutants: sediment, nutrients, metals, hydrocarbons, pesticides, chlorides, and trash. | Identify high-priority city-owned facilities based upon assessment completed. | Implement water quality control measures and BMP's at PW and Parks buildings to protect storm water pollution. Monitor control measures regularly. Specify frequency in SWMP. |
| Frequency                   | Annually update                                                                                                                                             | Once                                                                                                                                             | Once                                                                          | Annually                                                                                                                                                                      |
| Achievement Method          | Inspection schedule                                                                                                                                         | Include in SWMP                                                                                                                                  | Include in SWMP                                                               | Include in SWMP                                                                                                                                                               |
| Measure of Success          | Inventory is updated.                                                                                                                                       | Assessment complete and included in the SWMP.                                                                                                    | Status of high-priority sites included in SWMP.                               | SWPPP is complete and retained at all high-priority sites.                                                                                                                    |
| Goal                        | Update inventory with new parks building                                                                                                                    | Update inventory with new parks building                                                                                                         | Update inventory with new parks building                                      | Update inspection with new parks building                                                                                                                                     |

|                                 |                                                                                                                                           |                                                                                                                                                                                   |                                                                                                                                                                                                              |                                                                                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>          | <b>6e</b>                                                                                                                                 | <b>6f</b>                                                                                                                                                                         | <b>6g</b>                                                                                                                                                                                                    | <b>6h</b>                                                                                                                                                                                           |
| <b>General Permit</b>           | 4.2.6.3.2                                                                                                                                 | 4.2.6.4.1                                                                                                                                                                         | 4.2.6.4.2                                                                                                                                                                                                    | 4.2.6.4.3                                                                                                                                                                                           |
| <b>Audience/ Responsibility</b> | Syracuse Public Works                                                                                                                     | Syracuse Public Works                                                                                                                                                             | Syracuse Public Works                                                                                                                                                                                        | Syracuse Public Works                                                                                                                                                                               |
| <b>Requirement</b>              | Develop a SWPPP for each high-priority city-owned site. Identify potential sources of pollution. Include SOP's used to reduce pollutants. | Perform a visual inspection of all high-priority city-owned sites. Clean up spills, track inspections on a log, keep log with SWMP. Identify deficiencies and corrective actions. | Comprehensive inspection of all high-priority city-owned sites: storm controls, waste storage, vehicle maintenance, fueling areas, material handling areas, etc. Document inspections. Correct deficiencies. | Perform a visual observation of the storm water discharge from all high-priority city-owned sites in accordance with SOP. Document any deficiencies and corrective actions. Keep on file with SWMP. |
| <b>Frequency</b>                | Once                                                                                                                                      | Monthly                                                                                                                                                                           | twice each year                                                                                                                                                                                              | Annually                                                                                                                                                                                            |
| <b>Achievement Method</b>       | Retain with SWMP                                                                                                                          | Inspection schedule                                                                                                                                                               | Inspection schedule                                                                                                                                                                                          | Inspection schedule                                                                                                                                                                                 |
| <b>Measure of Success</b>       | SWPPP is complete and retained at all high-priority sites.                                                                                | Log is completed. Site is clean. Spills are documented. Defficiencies are corrected.                                                                                              | Inspection report completed and kept on file with SWMP. Corrective actions documented and completed.                                                                                                         | Inspection report completed and kept on file with SWMP. Corrective actions documented and completed.                                                                                                |
| <b>Goal</b>                     | Update Parks site with SWPPP.                                                                                                             | Update log with Parks bldg                                                                                                                                                        | Update log with Parks bldg                                                                                                                                                                                   | Update log with Parks bldg                                                                                                                                                                          |

|                                 |                                                                                                                                                                                                                                                                 |                                                                                                                           |                                                                                                                         |                                                                                               |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Control Measure</b>          | <b>6i</b>                                                                                                                                                                                                                                                       | <b>6j</b>                                                                                                                 | <b>6k</b>                                                                                                               | <b>6l</b>                                                                                     |
| <b>General Permit</b>           | 4.2.6.5.1                                                                                                                                                                                                                                                       | 4.2.6.5.2                                                                                                                 | 4.2.6.5.3                                                                                                               | 4.2.6.5.4                                                                                     |
| <b>Audience/ Responsibility</b> | Syracuse Public Works                                                                                                                                                                                                                                           | Syracuse Public Works                                                                                                     | Syracuse Public Works                                                                                                   | Syracuse Public Works                                                                         |
| <b>Requirement</b>              | Develop and implement SOP for all city-owned buildings and facilities. SOP includes: chemical storage and handling; spill prevention; dumpsters and waste management; facility maintenance; parking lot sweeping; land maintenance; and inventory floor drains. | SOP must include a schedule for parking lot sweeping and storm system maintenance.                                        | Document proper disposal of all waste removed during cleaning of the storm drain system. This includes street sweeping. | Ensure that vehicles, equipment, and other wash waters are not discharged to the storm drain. |
| <b>Frequency</b>                | Once                                                                                                                                                                                                                                                            | Once                                                                                                                      | Once                                                                                                                    | Once                                                                                          |
| <b>Achievement Method</b>       | SOP                                                                                                                                                                                                                                                             | SOP                                                                                                                       | SOP                                                                                                                     | SOP                                                                                           |
| <b>Measure of Success</b>       | SOP is updated. Employees are trained to understand SOP's for the building in which they work.                                                                                                                                                                  | SOP is updated to protect water quality in areas of material storage, heavy equipment storage, and equipment maintenance. | SOP is updated to protect water quality in parks and open space.                                                        | SOP is updated to protect water quality from vehicles and equipment.                          |
| <b>Goal</b>                     | Update with parks bldg                                                                                                                                                                                                                                          | Update with parks bldg                                                                                                    | Update with parks bldg                                                                                                  | Update with parks bldg                                                                        |

|                                 |                                                                      |                                                                           |                                                                                              |                                                                                                                                                                                                                                    |
|---------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>          | <b>6m</b>                                                            | <b>6n</b>                                                                 | <b>6o</b>                                                                                    | <b>6p</b>                                                                                                                                                                                                                          |
| <b>General Permit</b>           | 4.2.6.5.5                                                            | 4.2.6.5.6                                                                 | 4.2.6.6                                                                                      | 4.2.6.7                                                                                                                                                                                                                            |
| <b>Audience/ Responsibility</b> | Syracuse Public Works                                                | Syracuse Public Works                                                     | Syracuse Public Works                                                                        | Contractors performing municipal maintenance                                                                                                                                                                                       |
| <b>Requirement</b>              | Minimize discharges to storm system from snow disposal and melt.     | develop a spill prevention plan in coordination with the fire department. | Inventory all floor drains inside buildings and ensure they do not drain to the storm drain. | City-retained contractors shall be held to the same storm water pollution prevention standards as the city. Contracts must specify this requirement. City must inspect periodically to ensure responsibilities are being achieved. |
| <b>Frequency</b>                | Once                                                                 | Once                                                                      | Once                                                                                         | Once                                                                                                                                                                                                                               |
| <b>Achievement Method</b>       | SOP                                                                  | SOP                                                                       | SOP                                                                                          | Include in contracts                                                                                                                                                                                                               |
| <b>Measure of Success</b>       | SOP is updated to protect water quality from vehicles and equipment. | SOP is updated to protect water quality from roads and parking lots.      | SOP is updated to protect water quality from polluted storm water conveyances.               | Third party contractors of the city performing maintenance is in compliance with storm water pollution prevention measures.                                                                                                        |
| <b>Goal</b>                     | Update with parks bldg                                               | Update with parks bldg                                                    | Update with parks bldg and fire 32                                                           | Currently programmed                                                                                                                                                                                                               |

|                                |                                                                                                                                                                                                 |                                                                                          |                                                                                                                                                                                                                                    |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Measure</b>         | <b>6q</b>                                                                                                                                                                                       | <b>6r</b>                                                                                | <b>6s</b>                                                                                                                                                                                                                          |
| <b>General Permit</b>          | 4.2.6.8                                                                                                                                                                                         | 4.2.6.9                                                                                  | 4.2.6.10                                                                                                                                                                                                                           |
| <b>Audience/Responsibility</b> | Syracuse Public Works                                                                                                                                                                           | Syracuse Public Works                                                                    | Syracuse Public Works                                                                                                                                                                                                              |
| <b>Requirement</b>             | Develop and implement a process to assess water quality impacts of all flood management structural controls. Determine if changes should be made to improve water quality. Include in the SWMP. | Develop a plan to retrofit existing developed sites that adversely impact water quality. | Train all staff having responsibility for construction, operation, or maintenance job functions. Training must include dates, course description, and attendance.                                                                  |
| <b>Frequency</b>               | Once                                                                                                                                                                                            | Once                                                                                     | Within 60 days of new hire and annually thereafter                                                                                                                                                                                 |
| <b>Achievement Method</b>      | Include in SWMP                                                                                                                                                                                 |                                                                                          | PW staff and Parks staff                                                                                                                                                                                                           |
| <b>Measure of Success</b>      | Public detention basins are assessed by the city. Private detention basins are assessed by the property owner. Regional open channels in the city are assessed by the county.                   | There are no identified adverse impacts to water quality that requires retrofitting.     | Training includes" importance of protecting storm water, requirements of control measure 6, inspection, ways to minimize impacts to storm water, SOP's for O&M, SWPPP's for high priority sites, and the city's reporting process. |
| <b>Goal</b>                    | Currently programmed                                                                                                                                                                            | Complete                                                                                 | Update with parks                                                                                                                                                                                                                  |

# Appendix L: Fiscal Summary

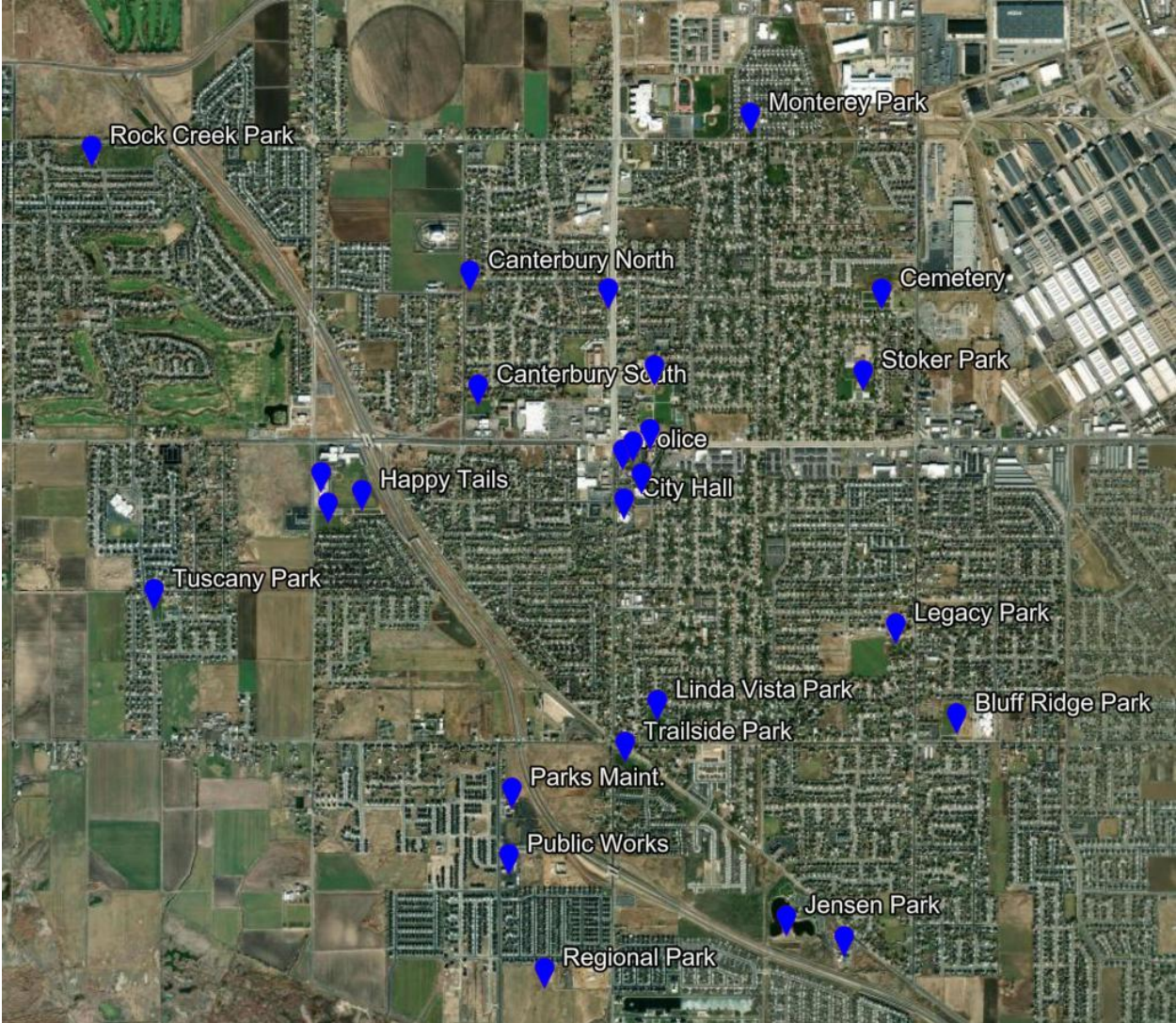
Current electronic version found here:

<https://syracuseut.gov/165/Approved-Budget>

# Appendix M: City Facilities

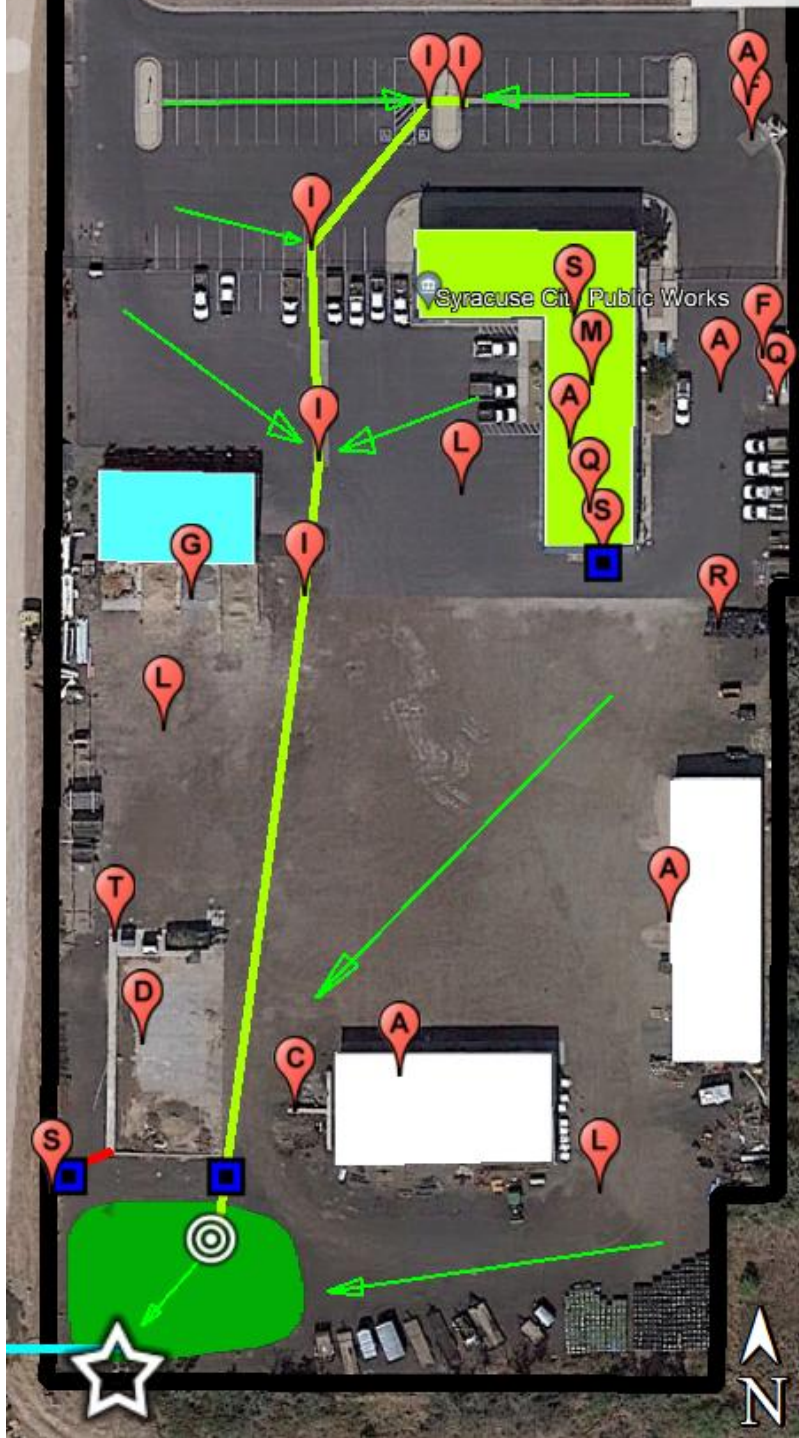
| Ref | Facility             | Location             | High Priority |  | Ref | Facility             | Location             | High Priority |
|-----|----------------------|----------------------|---------------|--|-----|----------------------|----------------------|---------------|
| A   | Police Station       | 1751 South 2000 West | No            |  | L   | Jensen Park          | 3176 South Bluff Rd  | No            |
| B   | Bluff Ridge Park     | 876 West 2700 South  | No            |  | M   | Legacy Park          | 2356 South 1000 West | No            |
| C   | Canterbury North     | 1175 South 2500 West | No            |  | N   | Linda Vista Park     | 1800 West 2700 South | No            |
| D   | Canterbury Park      | 1585 South 2500 West | No            |  | O   | Linear Park          | 2000 West 1275 South | No            |
| E   | Cemetery             | 1200 South 1000 West | Yes           |  | P   | Monterey Park        | 1200 South 1000 West | No            |
| F   | Centennial Park      | 1800 South 2000 West | No            |  | Q   | Public Works         | 3061 South 2400 West | Yes           |
| G   | City Hall            | 1979 West 1900 South | No            |  | R   | Rock Creek Park      | 700 South 3850 West  | No            |
| H   | Community Center     | 1912 West 1900 South | No            |  | S   | Stoker Park          | 1575 South 1150 West | No            |
| I   | Fire Station 31      | 1869 South 3000 West | No            |  | T   | Trailside Park       | 2700 South 2000 West | No            |
| J   | Founders Park        | 1904 West 1700 South | No            |  | U   | Tuscany Meadows Park | 2350 South 3400 West | No            |
| K   | Fremont Park         | 1950 South 3000 West | No            |  | V   | Museum               | 1891 West 1700 South | No            |
| L   | Jensen Park          | 3176 South Bluff Rd  | No            |  | W   | Fire Station 32      | 3418 South Bluff Rd  | No            |
| M   | Legacy Park          | 2356 South 1000 West | No            |  | X   | Parks Maintenance    | 2921 South 2400 West | Yes           |
| N   | Linda Vista Park     | 1800 West 2700 South | No            |  | Y   | Happy Tails dogpark  | 1950 South 2800 West | No            |
| O   | Linear Park          | 2000 West 1275 South | No            |  | Z   | Regional Park        | 3500 South 2400 West | No            |
| P   | Monterey Park        | 1200 South 1000 West | No            |  |     |                      |                      |               |
| Q   | Public Works         | 3061 South 2400 West | Yes           |  |     |                      |                      |               |
| R   | Rock Creek Park      | 700 South 3850 West  | No            |  |     |                      |                      |               |
| S   | Stoker Park          | 1575 South 1150 West | No            |  |     |                      |                      |               |
| T   | Trailside Park       | 2700 South 2000 West | No            |  |     |                      |                      |               |
| U   | Tuscany Meadows Park | 2350 South 3400 West | No            |  |     |                      |                      |               |

# Syracuse City Facilities, 2026



# Syracuse Public Works

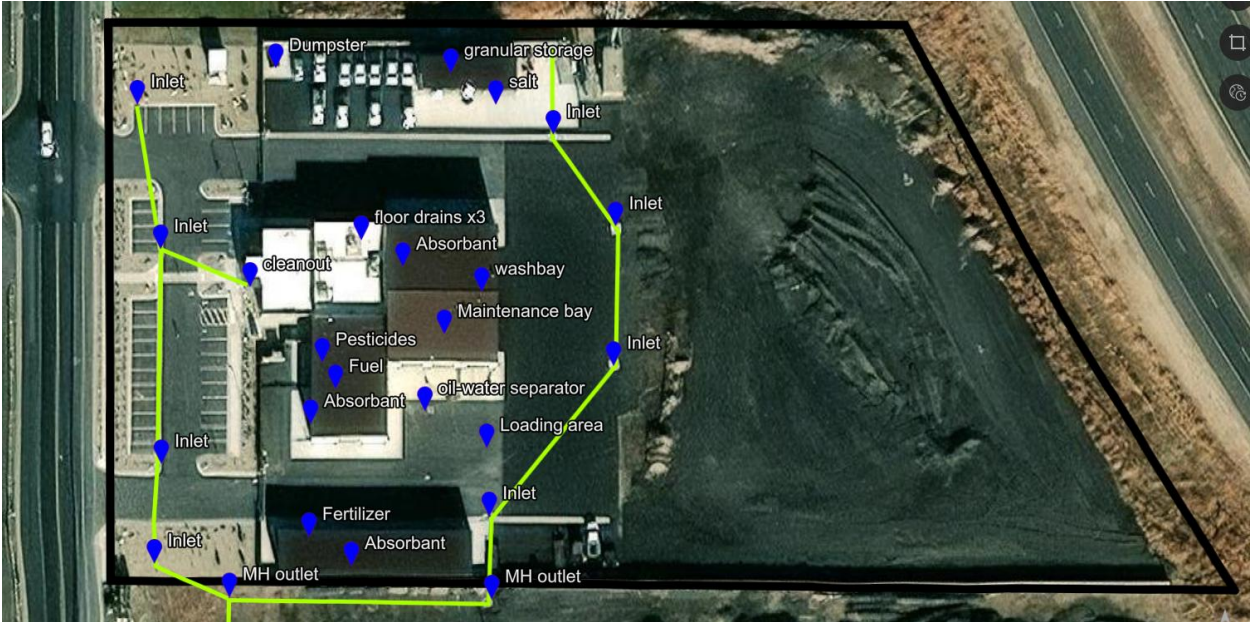
## Storm Water Pollution Prevention Plan



### Legend

- A** Absorbent
- C** Concrete/Asphalt rubble
- D** Detention Basin
- F** Fuel
- G** Granular Storage
- I** Inlet
- L** Loading Area
- M** Maintenance
- Office** Office
- oil-water box** oil-water box
- Outfall Ditch** Outfall Ditch
- Outfall Monitoring** Outfall Monitoring
- Outfall to SD Pipe** Outfall to SD Pipe
- R** Recyclables
- Retention Basin** Retention Basin
- Salt Storage** Salt Storage
- SD Pipe** SD Pipe
- Sewer** Sewer
- S** Sewer
- Site Drainage** Site Drainage
- Storage Shed** Storage Shed
- T** Trash Dumpster

# Syracuse Parks Maintenance Storm Water Pollution Prevention Plan



# Syracuse City Cemetery

## Storm Water Pollution Prevention Plan





# COUNCIL AGENDA

June 23, 2026

Agenda Item “i”                      Discussion on Park and Ride Regulation Options

## **Background**

Syracuse City has received and reviewed concerns related to the use of City-owned park-and-ride lots and related parking impacts on public roadways. A work group reviewed these issues and identified several areas where the City Council may wish to consider amendments to Syracuse Municipal Code Chapter 11.20.

The purpose of this memo is not to recommend a specific regulatory approach, but to outline issues identified by the work group and present possible regulatory options for Council discussion and direction.

## **Issues Identified**

The work group identified several recurring issues involving City-controlled park-and-ride lots and public roadways, including:

1. Commercial vehicles using park-and-ride lots for overnight parking, staging, or long-term storage;
2. Refrigerated commercial trucks or trailers operating refrigeration units overnight;
3. Vehicles, trailers, campers, or recreational vehicles being used for camping, sleeping, lodging, storage, or habitation;
4. Long-term storage of vehicles, trailers, campers, recreational vehicles, boats, or similar property in public areas;
5. The need to clarify or limit parking in park-and-ride lots during overnight hours;
6. The need to address recreational vehicles, camp trailers, boats, and similar equipment stored on public streets or rights-of-way; and
7. The possible need to update existing commercial vehicle parking regulations in residential areas.

## **Possible Regulatory Options**

The City Council may wish to consider one or more of the following options as amendments to Chapter 11.20 of the Syracuse Municipal Code.

### **1. Prohibit Commercial Vehicles in City Park-and-Ride Lots**

One option would be to prohibit commercial vehicles from stopping, standing, parking, storing, staging, or remaining in City-controlled park-and-ride lots unless expressly authorized by the City.

This type of regulation could apply to commercial vehicles such as truck tractors, semi-trucks, semi-trailers, box trucks, dump trucks, flatbeds, tow trucks, cargo trucks, refrigerated commercial vehicles, refrigerated trailers, and similar vehicles.

The Council could also consider exceptions for official City business, public utility work, emergency response, construction activity, transit operations, or other written City-approved purposes.

This option would provide a clear standard for enforcement by prohibiting commercial vehicle use of park-and-ride lots generally, rather than limiting only overnight commercial parking.

### **2. Prohibit Overnight Parking in Park-and-Ride Lots**

Another option would be to prohibit all vehicles from stopping, standing, parking, storing, or being left in a City-controlled park-and-ride lot during designated overnight hours.

The work group report identified a possible overnight restriction from **12:00 a.m. to 5:00 a.m.**

This option would apply to all vehicles, not only commercial vehicles. It could help preserve park-and-ride lots for daytime commuter and public parking use while reducing overnight storage, camping, staging, or similar uses.

A defined overnight restriction may also reduce enforcement ambiguity because enforcement would not depend on determining whether a vehicle has remained in place for a longer continuous period.

### **3. Clarify Prohibitions on Camping, Sleeping, or Habitation**

The Council may also consider clarifying existing City Code provisions to expressly prohibit camping, sleeping, lodging, residing, or using a vehicle, trailer, camper, recreational vehicle, or

similar conveyance for habitation in a City parking facility or park-and-ride lot, unless expressly authorized by the City.

Possible language for discussion could include:

“No person may camp, sleep, lodge, reside, or use any vehicle, trailer, camper, recreational vehicle, or other conveyance for habitation in a City parking facility or park-and-ride lot, unless expressly authorized by the City.”

This approach would address habitation-related concerns while keeping the regulation within the City’s existing parking and public property framework.

#### **4. Address Refrigerated Trucks Through Commercial Vehicle and Overnight Parking Restrictions**

The work group discussed refrigerated commercial vehicles and trailers operating refrigeration units overnight in park-and-ride lots. One option would be to address this issue through broader commercial vehicle restrictions and overnight parking restrictions, rather than creating a separate refrigeration-unit or idling-specific regulation.

Under this approach, refrigerated commercial vehicles or trailers would be prohibited because the vehicle or trailer itself would not be allowed in the park-and-ride lot, or because no vehicle would be allowed to remain in the lot during overnight hours.

This may provide a simpler enforcement framework than focusing on whether a refrigeration unit is operating or whether a vehicle is idling.

#### **5. Add or Amend Definitions**

The Council may wish to consider adding or amending definitions in Chapter 11.20 to reduce ambiguity and support enforcement. Possible definitions could include:

**City parking facility:** Any parking lot, park-and-ride lot, parking area, off-street parking facility, driveway, access area, or other property owned, leased, operated, controlled, or maintained by Syracuse City and made available for vehicle parking or vehicle access.

**Park-and-ride lot:** A City parking facility designated, signed, intended, or commonly used for commuter parking, rideshare parking, transit access, carpooling, or similar public commuter use.

**Commercial vehicle:** Any vehicle, trailer, semi-trailer, truck tractor, vehicle combination, or similar conveyance used or maintained for business, trade, occupation, employment,

transportation of property, transportation of equipment, delivery, hauling, or other commercial enterprise.

**Overnight:** The period between 12:00 a.m. and 5:00 a.m.

**Recreational vehicle:** Motor homes, travel trailers, camp trailers, fifth-wheel trailers, truck campers, boats, boat trailers, off-road vehicle trailers, and similar recreational equipment.

## **6. Establish a 24-Hour Limit for Recreational Vehicles, Camp Trailers, Boats, and Similar Equipment on Public Roadways**

The Council may also consider a related amendment addressing recreational vehicles and similar property parked or stored on public streets, roadways, shoulders, park strips, or rights-of-way.

Possible language for discussion could include:

“No person may park, store, or leave a recreational vehicle, camp trailer, travel trailer, fifth-wheel trailer, boat, boat trailer, utility trailer, off-road vehicle trailer, or similar recreational equipment on any public street, public roadway, public right-of-way, shoulder, or park strip for more than 24 consecutive hours.”

The Council may also wish to consider language preventing a person from moving a vehicle or trailer a short distance simply to restart the 24-hour period. Possible language could include:

“Moving a vehicle, trailer, boat, or recreational equipment from one location to another nearby location for the purpose of avoiding the 24-hour limitation shall constitute evasion of the parking restriction and shall not restart the 24-hour period.”

This option would allow limited short-term placement for loading, unloading, cleaning, preparation, or similar purposes while addressing extended storage on public roadways.

## **7. Update Commercial Vehicle Parking Rules in Residential Areas**

The work group also discussed whether the City should revise existing commercial vehicle parking rules in residential areas. One option would be to eliminate any limited-time parking allowance for commercial vehicles in residential areas and replace it with an active loading or unloading standard.

Possible language for discussion could include:

“No person may stop, stand, park, or leave a commercial vehicle on any public street, public right-of-way, shoulder, park strip, City parking facility, or public property located within a

residential area, except while actively engaged in loading or unloading passengers, goods, materials, equipment, tools, or merchandise at a specific property or work site in the immediate area.”

Additional language could require the vehicle to be moved immediately after the loading or unloading activity is complete and could clarify that commercial vehicles may not be parked, staged, stored, or left in residential areas for driver rest, dispatch, convenience parking, overnight parking, fleet storage, business storage, or any unrelated purpose.

This option would provide a more activity-based standard for enforcement.

## **8. Use Signage to Support Enforcement**

The Council may wish to consider requiring or authorizing signage at park-and-ride lot entrances and other appropriate locations within each lot. Signage could identify the applicable restrictions and provide notice that violations may result in citation or towing.

Possible sign language could include:

### **CITY PARK-AND-RIDE LOT**

Passenger vehicles only.

Commercial vehicles prohibited.

No overnight parking, 12:00 a.m.–5:00 a.m.

No vehicle storage, trailer storage, camping, or habitation.

Violators may be cited and/or towed at owner’s expense.

Syracuse Municipal Code Chapter 11.20.

## **Policy Considerations**

In reviewing these options, the City Council may wish to consider the following questions:

- Whether commercial vehicles should be prohibited from park-and-ride lots entirely or only during overnight hours;
- Whether the proposed overnight restriction should apply to all vehicles or only certain categories of vehicles;
- Whether 12:00 a.m. to 5:00 a.m. is the appropriate overnight restriction period;
- Whether recreational vehicles, boats, trailers, and similar equipment should be limited to 24 hours on public roadways;
- Whether commercial vehicle parking in residential areas should be regulated through an active loading or unloading standard;

- Whether any exceptions should be included for City-authorized activity, public utility work, construction, transit operations, emergency response, or other public purposes; and
- Whether signage should be required before enforcement begins.

## **Discussion Item**

The work group identified several possible amendments to Chapter 11.20 that could help address parking, storage, commercial vehicle, overnight use, and habitation concerns in City-owned park-and-ride lots and related public areas.

These options are presented for Council discussion and policy direction. Based on Council feedback, staff and the City Attorney can prepare ordinance language for future consideration.



# COUNCIL AGENDA

June 23, 2026

Agenda Item “j”                      Discussion Pursuing Just Serve City Designation

## **Background**

The JustServe City Program recognizes cities that demonstrate a commitment to volunteerism and community service. To receive the designation, the City would generally need to adopt and display a volunteerism proclamation and submit it to JustServe. The program also encourages cities to list volunteer opportunities on JustServe.org and recognize outstanding community volunteers through the JustServe Hero Award.

The attached JustServe materials provide additional detail on the designation process, program expectations, and potential future Global JustServe City Award criteria.

## **Alignment with City Mission and Key Results**

The designation appears to align with Syracuse City’s mission to provide quality, affordable services while promoting community pride, fostering economic development, and preparing for the future.

It most directly supports the City-wide vision statement related to fostering “a strong sense of community pride, involvement, and public safety through improvements, events, and services.” It also aligns with the City’s targeted key result to seek out, actively recruit, and communicate with residents willing to volunteer skills and talents toward City initiatives and goals.

While volunteerism would not replace core City services, the program could help connect residents with opportunities to support community events, parks and recreation efforts, beautification projects, emergency preparedness, neighborhood service, and other appropriate City or community initiatives.

## **Potential Benefits**

Possible benefits of pursuing the designation include:

- Providing a public statement of the City’s support for volunteerism and civic involvement;
- Highlighting this tool to connect residents with local service opportunities;
- Supporting community pride and resident engagement;
- Strengthening partnerships with schools, churches, civic groups, nonprofits, and residents;
- Creating a formal framework to recognize outstanding volunteers;
- Supporting City goals related to volunteer engagement, public communication, and community-based service.

## **Use in City Publications**

If the City receives the designation, it could be incorporated into City communications and branding materials where appropriate, including:

- City website and volunteer opportunity pages;
- Newsletters, utility bill inserts, and social media posts;
- Community event materials;
- Recognition of volunteer award recipients;

Any use of the JustServe logo or designation would be reviewed against the style guide provided by JustServe.

## **Fiscal Impact**

No direct application fee or significant direct cost has been identified. The primary impact would be staff time to coordinate the proclamation, communication, volunteer listings, and recognition efforts.

## **Discussion Item**

This is presented for the Council’s consideration. If desired to move forward, this can be scheduled to adopt the resolution at the July Council meeting.



# JUSTSERVE

## -CITY PROGRAM-

### *Overview and Awards*

JustServe believes in spreading hope, goodness, and unity through the vital role of volunteerism. With motivated individuals and communities, we can build united and harmonious societies.

The JustServe City program, in conjunction with the free JustServe volunteer platform, links individuals from every walk of life with local service projects. Through this program, we strive to partner with and recognize cities for their efforts. Together, we can recognize individuals for the selfless efforts they are making to bring hope and goodness to others. JustServe.org strives to make it easier for residents to find and engage in volunteer opportunities and will regularly acknowledge and celebrate the contributions of volunteers.

#### **Become a JustServe City**

The JustServe City Award is a recognition designed to honor cities that demonstrate an exceptional commitment to volunteering and have made a significant impact in their community through these efforts.

#### **Qualifications**

1. Create and display a City Volunteerism Proclamation in a visible location for your area.
2. Email your signed proclamation to [awards@justserve.org](mailto:awards@justserve.org).
3. Work to meet criteria outlined for a Global JustServe City Award.

#### **Be Designated a Global JustServe City**

The Global JustServe City title is a prestigious designation which honors cities that actively list service opportunities, encourage unity and city values through service, and recognize individuals for their service in the community.

#### **Qualifications**

1. Be an active JustServe City.
  - List service opportunities online and on JustServe.org for residents to contribute.
  - Post the JustServe City Proclamation to communicate commitment and status.
2. Encourage unity and city values by supporting diverse groups in their service efforts.
3. Formally recognize individuals for serving the community with the JustServe Hero Award.

#### **Recognize Individuals with the JustServe Hero Award**

The JustServe Hero Award is a prestigious recognition designed to honor individuals who have demonstrated an exceptional commitment to volunteering and have made a significant impact in their community through their selfless service.

#### **Qualifications**

1. Serve or reside within a JustServe City.
2. Be an outstanding volunteer who contributes to the betterment of their community as determined by the city. Considering factors are the number of volunteer hours, the number of projects, the individual's efforts to encourage others to volunteer, and the individual's efforts to provide transformative service that impacts the community.

As we spread hope and goodness through service, please share your community's service efforts on social media. **Tag #justserve on social media.**



## Frequently Asked Questions

1. When applying for the JustServe City designation, who sends the email to apply?
  - Either the city official or the JustServe specialist that is working with the city sends an email to [awards@justserve.org](mailto:awards@justserve.org)
2. When applying for the JustServe City designation, what information should be included along with the city's volunteerism proclamation?
  - If the city official is sending the request, then:
    - Name of City
    - Contact information for the person that is sending in the proclamation (phone, email).
  - Or, if the specialist is sending in the request, then:
    - Name of City
    - Specialist contact information including mailing address.
3. What is the process after a city applies for the JustServe City designation? Who reviews the application?
  - Once the proclamation is sent in, we will let the city, or the specialist know that we have received the proclamation. Then within 7 days we will get the certificate framed and a swag box put together. We will send these items to the local JS Specialist so they can make the presentation to the city. We also include a next steps document for the specialists.
4. How are city officials notified that their application has been accepted and their city has been designated a JustServe City?
  - If they send in the request themselves, we will notify them that we received the request. We will work with the local specialist to notify the city that their application has been accepted and they have been designated a JustServe City.
5. Where on JustServe.org are cities listed that have been designated a JustServe City?
  - We will add the JustServe city logo to the banner of their city's organization page. Once we have a few more cities that are designated as JS City we will have a specific page that highlights the JS Cities.
6. What materials do city officials receive along with their JustServe City designation?
  - They receive a framed certificate, a swag box, flash drive with the JustServe logos, style guide and a digital version of the hero certificate.
7. How is the JustServe Hero template provided to JustServe City officials?
  - It will be provided on a flash drive.



8. Do city officials need to report to JustServe anything about JustServe Hero award recipients?
  - They do not need to report anything. However, if they would like to be nominated to receive the Global JS City Award, they will need to know how they have recognized the members of the community for their contributions.
9. What on-going support and reporting is expected by city officials and/or the JustServe specialist after a city receives the JustServe City designation?
  - No expected reporting from the city officials. If the specialists can track how the cities are recognizing volunteers, that may be helpful to record but is not required. The specialist will nominate the JS Cities to receive the Global JS City Award. This nomination will be based on using JS and how they are recognizing the members of the community for their service.
10. Is there an application process for a city to receive the Global JustServe City award? Or does a city need to be recommended for the award by someone, like a JustServe specialist?
  - The city will work through the JS Specialists. There will be an application process to receive the Global JustServe City award. The JS Specialist will make the nomination.
11. How is the application/recommendation for the Global JustServe City award submitted to JustServe?
  - Currently through [awards@justserve.org](mailto:awards@justserve.org). In the coming months it will be an online application that will be found on the website.
12. After a city applies for the Global JustServe City award who reviews it?
  - JustServe HQ staff will review all applicants that have been nominated to receive the Global JustServe City award.
13. How are city officials notified that their application has been accepted and their city has been chosen to receive the Global JustServe City award?
  - We will be recognizing and announcing the Global JustServe City award at the annual National League of Cities (NLC) Conference. Then typically there is a local presentation with the local JS Specialist and the City.
14. What materials do city officials receive along with the Global JustServe City award?
  - They receive the award and the pull up banner.
15. Who prints the Global JustServe City award certificate and banner?
  - JS Staff will be printing the Global JustServe City award certificate and banner.



16. Who presents the Global JustServe City award?

- At the NLC conference, the JS staff will make the announcements and recognize the cities in attendance. The local specialists will make the presentation locally.

17. Only the first 100 cities will receive a Global JustServe Award pull-up banner. How many cities have received the award to date, and how do we stay aware of the current count?

- Currently we have 10 cities that have received the designation of being a JustServe City. And 7 that have received the Global JustServe City Award. We will be giving an update each month and soon it will be updated on the website.

18. What on-going support and reporting is expected by city officials and/or the JustServe specialist after a city receives the Global JustServe City award?

- The same support that we would give any organization.

19. Which cities have received the designation so far?

- South Jordan, UT
- Houston, TX
- Chandler, AZ
- Mesa, AZ
- Winchester, VA
- Oshawa, ON
- Los Angeles, CA
- Louisville, KY
- Spruce Grove, AB
- Franklin, TN

20. What are the criteria for the Hero Award? Who decides who should receive the award?

- Cities set the criteria and decide who should receive the award. Generally, the award should go to a volunteer who has shown a high level of dedication.

Proclamation No. [Number]

COMMITMENT TO VOLUNTEERISM IN  
[City Name]

WHEREAS we firmly believe that the values of compassion, empathy, and community support are the foundation of a united harmonious society and fosters connections that transcend differences; and

WHEREAS the strength and prosperity of our cities, towns, and villages are based in the selflessness of its residents to serve and uplift one another; and

WHEREAS, we acknowledge the profound impact that can be achieved when we extend a helping hand to our neighbors, especially those of diverse backgrounds and lifting them up and collectively working to improve lives; and

WHEREAS we nurture a culture of giving within our cities, emphasizing that volunteerism is not just a duty but a source of personal fulfillment and community strength; and as we work side by side with and learn from each other, mutual understanding increases, misconceptions can be corrected, and new friendships are built; and

WHEREAS we urge all citizens to care for one another, volunteer, and engage in acts of service and kindness that contribute to our city's betterment and its inhabitants' well-being, regardless of background or belief; and

WHEREAS the [City/Town/Village Name] has joined a growing list of supporters, including the President of the National League of Cities and hundreds of leaders to date, in making a commitment to volunteerism;

NOW, THEREFORE, BE IT PROCLAIMED I [Full Name], [Mayor/Executive Officer] of [City/ Town/Village Name], that the [City/Town/Village Name] commits to promoting volunteerism, leveraging JustServe.org to make it easier for residents to find and engage in volunteer opportunities and will regularly acknowledge and celebrate the contributions of volunteers.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the great seal of the [City/Town/Village Name] to be affixed on [Date]

---

[Full Name], [Mayor/Executive Officer]

GIVING SERVICE

**LEADS TO A LONGER LIFE**



**SERVICE REDUCES STRESS**



GIVING SERVICE MEANS

**GIVING BACK**



GIVING SERVICE

**INCREASES SELF-ESTEEM**



PARTICIPATING IN SERVICE ALLOWS FOR

**CAREER EXPLORATION**

# Benefits of Service

 JUSTSERVE | [justserve.org](http://justserve.org)



PARTICIPATING IN SERVICE HELPS WITH

**SKILL DISCOVERY AND DEVELOPMENT**

COMMUNITY SERVICE HELPS DEVELOP

**INTERPERSONAL COMMUNICATION SKILLS**



SERVICE PROVIDES OPPORTUNITIES FOR

**MAKING CONNECTIONS**

VOLUNTEERING DEVELOPS AN

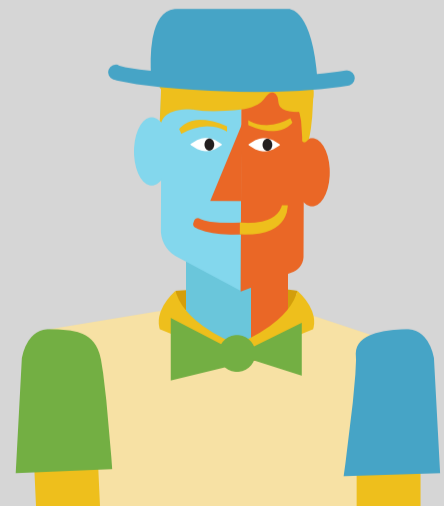
**INCREASED SENSE OF**

**SOCIAL RESPONSIBILITY**



REGULARLY PARTICIPATING IN SERVICE OPPORTUNITIES

**COMBATS DEPRESSION**





# COUNCIL AGENDA

## June 23, 2026

### Agenda Item “k” Road Utility Fee Discussion

#### *Factual Summation*

We discussed the transportation utility fee at the May 26 work session. The notes from that meeting are included in this factual summation below. During the previous work session, the council requested more information about commercial categories and the possibility of using different subcategories based on business type and traffic generation.

Below is the chart from our transportation utility fee analysis study. There are approximately 110 commercial businesses split into three categories based on square footage of building space.

Table 4: Example Monthly Fees Scenario Comparison

|                             | Scenario 1                    | Scenario 2   | Scenario 3   | Scenario 4   |       |
|-----------------------------|-------------------------------|--------------|--------------|--------------|-------|
| Pavement % Poor             | 25%                           | 20%          | 15%          | 10%          |       |
| Pavement % Good             | Under 50%                     | 55%          | 60%          | Over 65%     |       |
| Additional Funding from TUF | \$ -                          | \$ 500,000   | \$ 1,250,000 | \$ 2,000,000 |       |
| Total Pavement Funding      | \$ 1,500,000                  | \$ 2,000,000 | \$ 2,750,000 | \$ 3,500,000 |       |
|                             | <b>Potential Monthly Fees</b> |              |              |              |       |
| Single Family               | -                             | \$3          | \$7          | \$10         | 9,853 |
| Multi-Family (Per Unit)     | -                             | \$2          | \$5          | \$8          | 1,279 |
| Commercial <5k              | -                             | \$35         | \$88         | \$141        | 48    |
| Commercial 5-10k            | -                             | \$106        | \$264        | \$423        | 28    |
| Commercial >10k             | -                             | \$211        | \$529        | \$846        | 34    |
| Institutional               | -                             | \$42         | \$106        | \$169        | 37    |

If the council wanted to calculate the fee based on traffic impact, one option would be to use a simple four-tier system as follows:

**Low trip commercial** - professional offices, financial institutions, real estate, accountants.

**Medium trip commercial** - general retail, sit down restaurants, medical offices, gyms, personal services.

**High trip commercial** - grocery stores, convenience stores, hotels, fast food restaurants, big box retail.

**Industrial** – manufacturing, warehouses, distribution centers, contractor yards

This would create 7 categories in total:

1. Single-Family Residential
2. Multi-Family Residential
3. Low Commercial
4. Medium Commercial
5. High Commercial
6. Industrial
7. Institutional

If the council wants to make this change, an update to our transportation utility fee analysis study will be required. We will not know what the updated fees are until the study is updated.

### ***May 26<sup>th</sup> Discussion detail***

During the budget retreat meeting April 12, 2024, staff was given direction to explore a road utility fee and how that may look for Syracuse. A road condition study that details the Pavement Surface Evaluation Rating (PASER) of every city road was completed June 2024. During council meeting on August, 27, 2024 there was a discussion of the road condition study findings. During council meeting February 25, 2025 funding scenarios were discussed. The results of the road study is included in the packet.

HB425 signed on March 24, 2026 (Utah Code 10-6-134.5) enables municipalities to impose transportation utility fees, which requires a detailed study to ensure they are based on actual road usage. If an ordinance is passed by city council, it has a ten-year life. Continuing the fee beyond ten years would require another ordinance at that time. An annual report must be submitted to the state auditor describing the financial status of the fund and the need for the fund.

A transportation utility fund is a dedicated fund that can pay for pavement maintenance and associated labor costs needed to increase road maintenance to a level of service desired by city council.

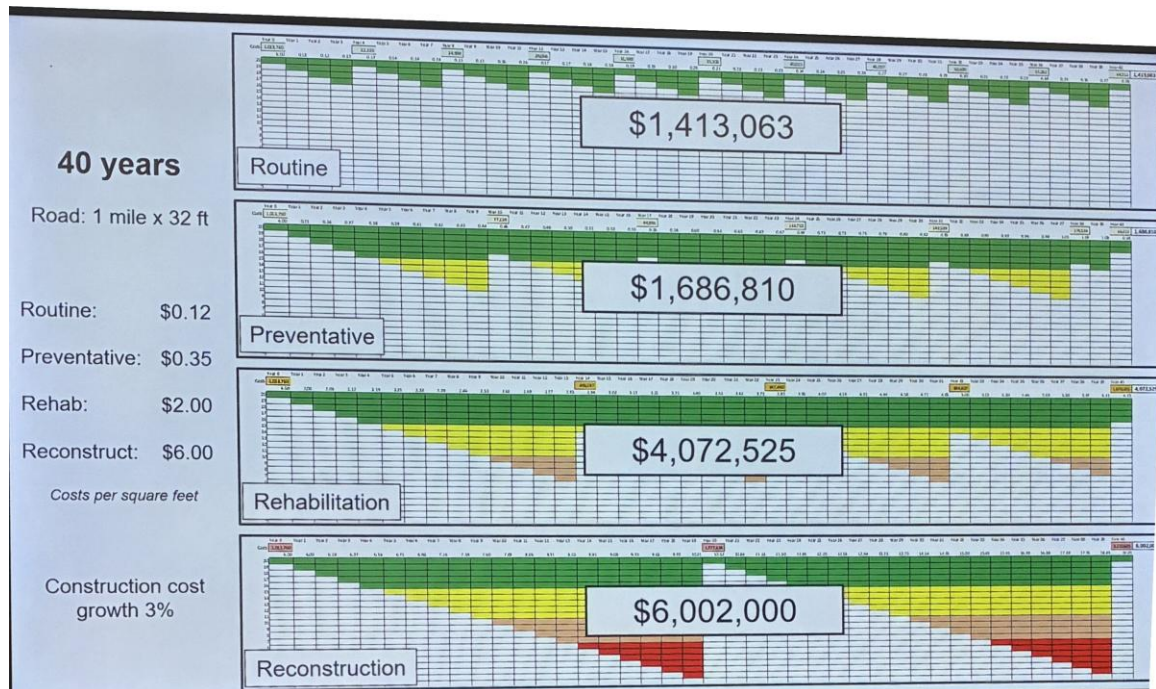
Road life is generally 20 years and can be extended to longer life with surface treatments. Surface treatments in 5 or 10-year increments will extend the life of roads and significantly reduce overall costs to preserve the pavement condition.

Four scenarios were presented in the TUF analysis. These are not the only options, only a place to begin discussions. The council may bring ideas for other scenarios to discuss.

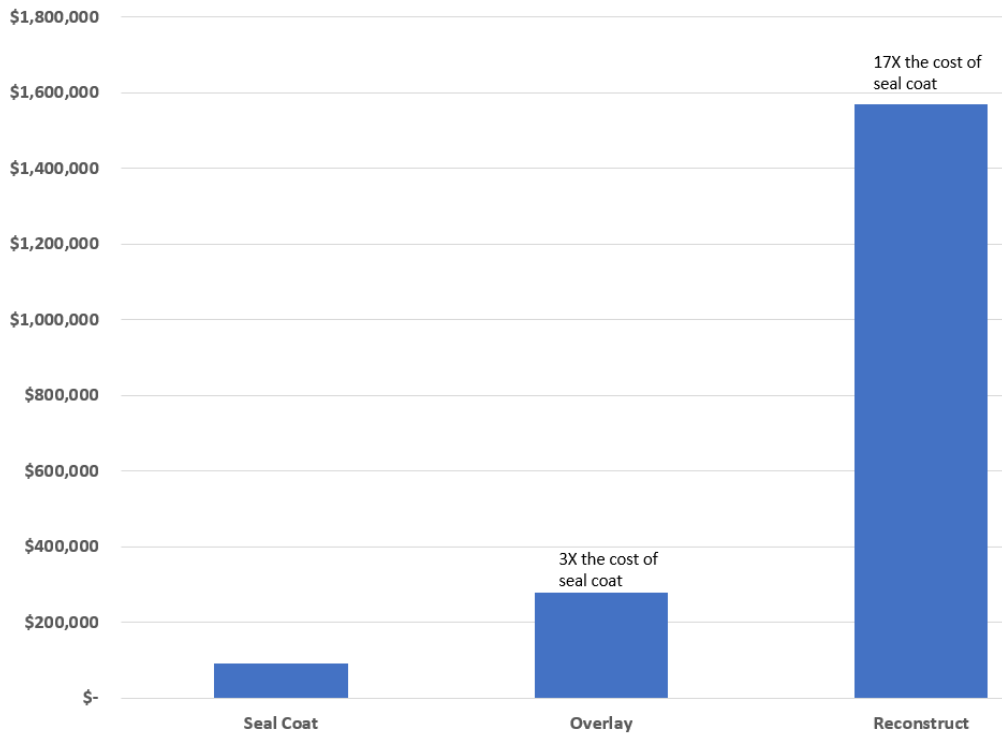
Discuss what is an acceptable level of service for pavement conditions.

Review the information. Give input on our path forward.

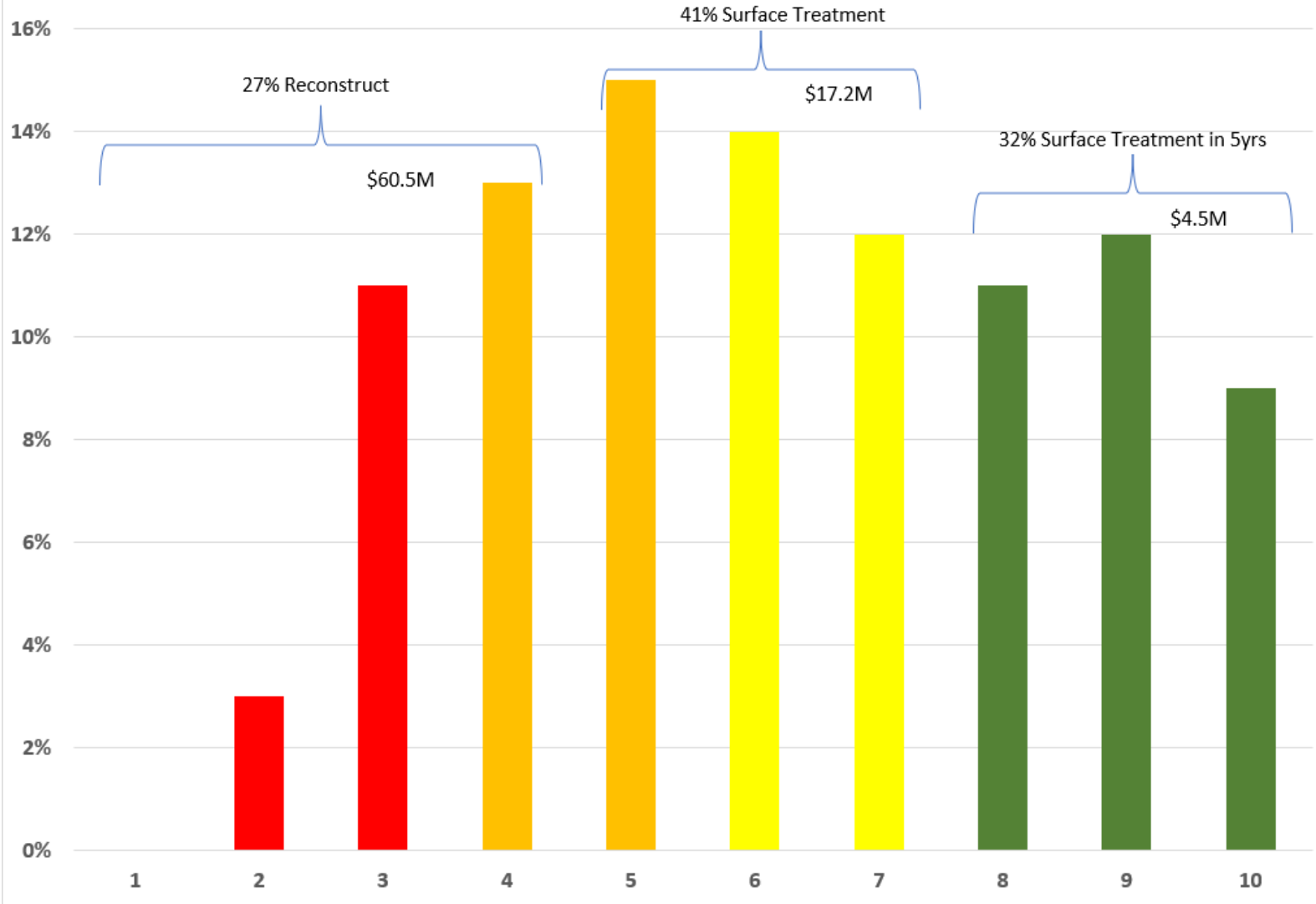
In a forty-year period, a mile of road will cost approximately 4.25 times less if routine surface treatments are done rather than rebuilding the road at the end of its life. This is because seal coats are less expensive than removing and replacing asphalt.



### 2025 cost to maintain one mile of paved road (asphalt only)

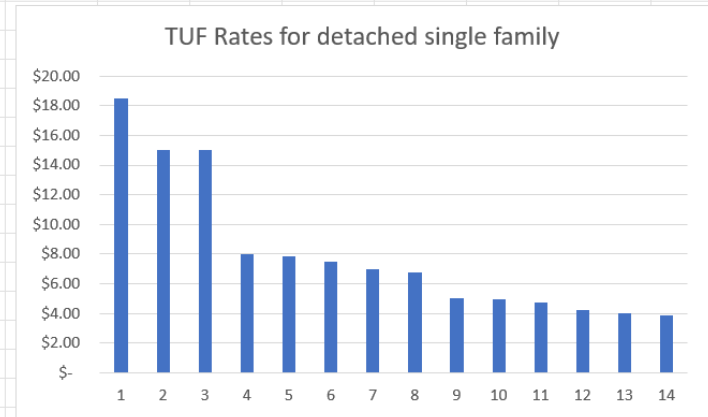


# Paser Rating



**Transportation Utility Fee, Rate Examples from other cities, 2025**

|                 | Detached single family | Multi-family | Comm <5k    | Comm 5-10k  | Comm >10k   | Institutional |
|-----------------|------------------------|--------------|-------------|-------------|-------------|---------------|
| Highland        | \$ 18.50               | \$ 18.50     | \$ 18.50    | \$ 18.50    | \$ 18.50    | \$ 18.50      |
| South Weber     | \$ 15.00               | \$ 15.00     | \$ 15.00    | \$ 15.00    | \$ 15.00    | \$ 15.00      |
| North Ogden     | \$ 15.00               | \$ 15.00     | \$1.5/eru   | \$1.5/eru   | \$1.5/eru   | \$1.5/eru     |
| Mapleton        | \$ 8.00                | \$ 8.00      | \$ 8.00     | \$ 8.00     | \$ 8.00     | \$ 8.00       |
| Kaysville       | \$ 7.85                | \$ 5.45      | \$3/ksf     | \$6/ksf     | \$9/ksf     | \$4.5/ksf     |
| Fruit Heights   | \$ 7.50                | \$ 7.50      | \$ 7.50     | \$ 7.50     | \$ 7.50     | \$ 7.50       |
| Farr West       | \$ 7.00                | \$ 7.00      | \$ 7.00     | \$ 7.00     | \$ 7.00     | \$ 7.00       |
| Pleasant Grove  | \$ 6.76                | \$ 6.76      | \$ 33.02    | \$ 188.84   | \$ 188.84   | \$ 33.02      |
| Santa Clara     | \$ 5.00                | \$ 5.00      | \$ 8.00     | \$ 147.00   | \$ 147.00   | \$ -          |
| South Ogden     | \$ 4.96                | \$ 4.96      | \$ 15.72    | \$ 95.55    | \$ 286.76   | \$ 61.48      |
| Vineyard        | \$ 4.75                | \$ 4.75      | \$70/ksf    | \$70/ksf    | \$70/ksf    | \$70/ksf      |
| Provo           | \$ 4.20                | \$ 2.52      | \$ 30.05    | \$ 90.38    | \$ 269.93   | \$ 109.53     |
| Pleasant View   | \$ 4.00                | \$ 4.00      | \$ -        | \$ -        | \$ -        | \$ -          |
| Farmington      | \$ 3.90                | \$ 3.90      | \$ 2.00     | \$ 2.00     | \$ 2.00     | \$ 2.00       |
| South Salt Lake | \$ -                   | \$ -         | \$21.66/ksf | \$21.66/ksf | \$21.66/ksf | \$ -          |
| Average         | \$ 8.03                |              |             |             |             |               |





**Date:** March 13, 2025  
**To:** Robert Whiteley, Syracuse City Public Works Director  
**From:** Dallas Wall, Clancy Black; WCG  
**Subject:** Syracuse Pavement Management Plan

## **INTRODUCTION**

This memo describes the recommended method of implementation, and the methodology of the pavement management plan provided to Syracuse City by WCG. Three cost scenarios are presented in this memo along with the resulting pavement condition and performance measures. This information can be used to forecast pavement conditions and determine the most appropriate funding level based on community priorities.

## **BACKGROUND**

Current pavement management efforts by Syracuse City combine pavement upgrades with other necessary utility maintenance or repairs to maximize the value of the dollars spent, or addressed pavements based on their failing condition.

Pavement assets have been designed for a certain service life and are then allowed to degrade to a failing level and then replaced. The FHWA has recognized that this method of asset management is too costly to maintain. Engineers have developed methods of pavement preservation to extend the service life of pavements and thereby defer or eliminate the future replacement costs. The FHWA<sup>1</sup>, asserts that pavement management plans should balance the degradation rates of the pavement with preservation efforts. The information herein is based on Pavement Surface Evaluation and Rating (PASER) method developed by the University of Wisconsin-Madison<sup>2</sup>.

## **CURRENT CONDITION**

As of this report Syracuse City manages 261 lane-miles of pavement. The following information was gained from the pavement asset inventory in spring of 2024.

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<sup>1</sup> Galehouse, L., Sorenson, J. (2007). A Quick Check of Your Highway Network Health. National Center for Pavement Preservation, US Department of Transportation.

<sup>2</sup> Walker, D., Entine, L., Kummer, S. (2013), PASER Manual Asphalt Roads, Transportation Information Center, University of Wisconsin-Madison

1. Average PASER rating: 6.2, (good/fair)
  - a. Poor (PASER 1-3): 14%
  - b. Fair (PASER 4-5): 28%
  - c. Good (Paser 6-7): 26%
  - d. Very Good (Paser 8-10): 32%

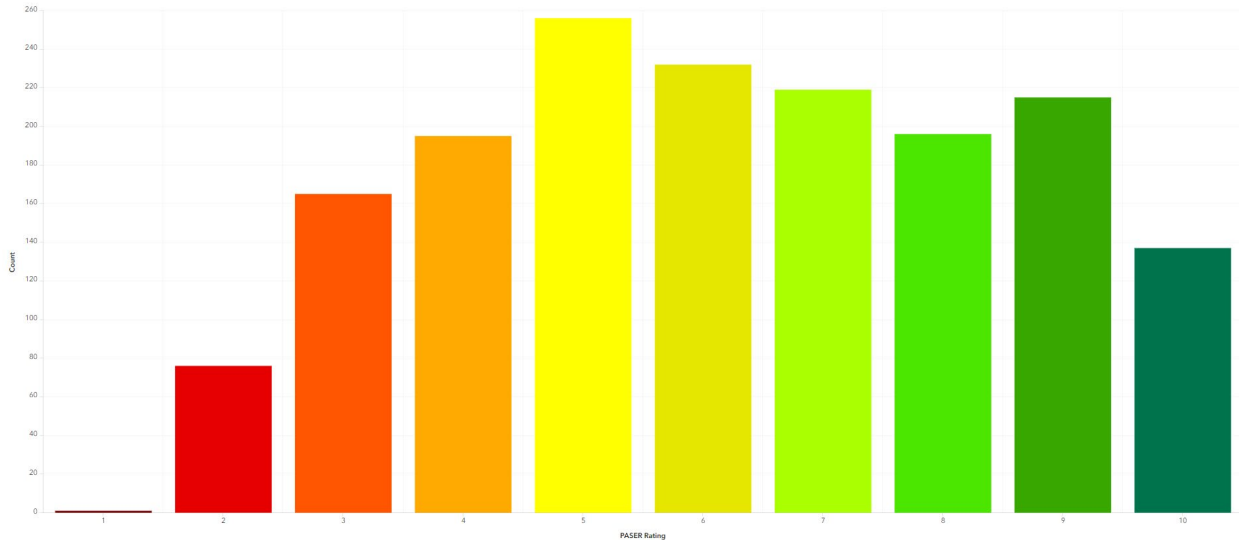


Figure 1 Number of Segments by Paser Rating.

2. Recommended Treatment Category
  - a. Preservation (PASER rating 5-7): 41%.
  - b. Reconstruction and Rehabilitation (PASER rating 1-4): 27%.
  - c. None (PASER rating 8-10): 32%:

## RECOMMENDED PROCESS

Pavement preservation methodologies are based on the principle that projects should provide the equivalent service life in years, as the total asset degrades each year. By balancing these two numbers (i.e., service life added per year = asset life lost per year) the pavement asset can be maintained indefinitely. Adding more service life through additional funding will allow the asset condition to increase over time. Preserving less service life than the asset life degrades will result in the condition decreasing.

This section identifies the steps that should be taken each year by the Asset Manager to determine project location and type. The first step is determining the preferred treatment category based on the existing condition. The treatment categories are as follows:

1. Preservation treatments: Used to protect the structural integrity of the pavement.

- a. Crack sealing – keeps moisture from reaching the base material. Appropriate for existing PASER rating of 6 – 8.
  - b. Low seal surface treatments. The purpose of low seal surface treatments is to protect the pavement surface from deterioration and seal cracks (crack sealing is normally part of the project scope).
    - i. Seal coats –Typically used when surface flushing occurs, and cracking is less extensive. Appropriate for existing PASER rating of 5 – 6.
    - ii. Chip seals –Typically used surface cracking is present but structural integrity of pavement is still acceptable. Chip seals provide additional mass to the pavement surface which adds to the overall structure of the pavement. Appropriate for existing PASER rating of 5 – 6.
2. Rehabilitation (high seal surface treatments)
- a. 2-inch overlay – adds layer of asphalt to current surface. Typically used when cracking becomes severe, and surface is flushing but base material is mostly intact. May require soft spot repair to address localized failures of base material. Appropriate for existing PASER rating of 4 – 5.
  - b. 2-inch mill/fill – removes current surface and replaces with new asphalt material. Typically used to maintain pavement elevations and avoid sharp changes at intersections and driveways. Often includes areas of soft spot repair to address localized failures of base material. Appropriate for existing PASER rating of 3 – 4.
  - c. Pulverize and/or install new asphalt – completely pulverize or remove the asphalt surface down to the base material. Typically used when the pavement has lost its structural integrity. Includes larger areas of soft spot repair to address failures of the base material. Appropriate for existing PASER rating of 2 – 3.
3. Total reconstruct – removal of asphalt surface and base material and replacement with new materials. Used when the base material has lost its integrity and pavement is in complete failure. Appropriate for existing PASER rating of 1.

Syracuse City should prioritize addressing pavements with a PASER rating of 5 or higher first with preservation funds in order to maintain them at that level or higher. The remaining funds may be used to address areas with PASER ratings lower than 5. This is because the preservations treatments for ratings of 5 or higher are much more cost efficient than rehabilitation treatments. This may result in some pavements being allowed to degrade to poor condition and should be reserved for very low volume roads. If the added service life each year is higher than the degradation of the pavement during the year, all pavements will eventually be addressed, and poor pavements can potentially be eliminated over time.

## **Budget**

Currently the City funds about \$1,500,000 annually for pavement maintenance. Table 1 shows the proportions of funds that are recommended for each level of treatment based on the funding strategies and existing condition listed above. These proportions are targets to guide decision

making, adjustments will be required from year to year. It should be noted that estimates are based on model output, so years with lower than feasible values for a specific category should be moved to an adjacent category. An example of this is in 2027, since the values for crack sealing and total reconstruction might be insufficient to deliver a project, the amounts might be added to each other or moved to the seal coat / chip seal amounts or combined with rehabilitation budgets.

*Table 1 Model Estimates of Budget Needs by Year and Treatment Type*

| Year | Crack Seal | Seal Coat / Chip Seal | Rehabilitation | Total Reconstruction | Total Expenditures |
|------|------------|-----------------------|----------------|----------------------|--------------------|
| 2026 | \$120,000  | \$1,380,000           | \$0            | \$0                  | \$1,500,000        |
| 2027 | \$20,000*  | \$760,000             | \$630,000      | \$90,000*            | \$1,500,000        |
| 2028 | \$130,000  | \$1,370,000           | \$0            | \$0                  | \$1,500,000        |
| 2029 | \$220,000  | \$370,000             | \$470,000      | \$440,000            | \$1,500,000        |
| 2030 | \$160,000  | \$400,000             | \$390,000      | \$550,000            | \$1,500,000        |
| 2031 | \$180,000  | \$180,000             | \$240,000      | \$900,000            | \$1,500,000        |
| 2032 | \$90,000   | \$1,410,000           | \$0            | \$0                  | \$1,500,000        |
| 2033 | \$50,000   | \$470,000             | \$150,000      | \$830,000            | \$1,500,000        |
| 2034 | \$30,000   | \$790,000             | \$100,000      | \$580,000            | \$1,500,000        |
| 2035 | \$30,000   | \$1,470,000           | \$0            | \$0                  | \$1,500,000        |

\* Model estimates with lower values might be better addressed by moving budgets to/from other categories.

## Scope Identification

Scoping for future projects is done by identifying areas with existing PASER ratings from 5 – 7 and prioritizing crack sealing for these areas. All locations should receive crack sealing, and segments with ratings of 5 – 6 will then be flagged for either seal coat or chip seal surface treatments. Chip seal is preferred to maintain the pavements for greater periods of time. Because the inventory is based on short segment links, areas of similar condition should be grouped to simplify and reduce costs during construction. Budget funds for rehabilitation should be used to address areas with PASER ratings of 2 – 4 and reconstruction funds for areas with PASER ratings of 1.

## Design and Bidding

Once locations have been scoped for treatment, the locations should be verified on site to confirm the status of the pavements and anticipate delivery methods. Based on the asset inventory in 2024 the PASER rating will degrade at approximately 0.5 points per year. This suggests that the overall ratings map should be updated at least every two years to account for new projects and track the continual degradation of the untreated pavements.

Project designs and bid packages should be completed in the fall/winter so that contract documents can be prepared and construction begin in the summer. Bidding prices tend to be lower in the winter months when contractors' schedules are still open and flexible.

The current paving plan is based on the unit prices provided by existing contracts in 2024 and documented in Appendix A. It is anticipated that unit prices will increase. To offset the cost increases this paving plan assumed that the purchasing power of the annual budget would be diminished by 3% per year.

### Construction

Paving projects typically begin in the spring and continue until temperatures drop in the fall. Careful tracking of the quantity of soft spot repairs should be documented to improve future estimates. This paving plan assumes a portion soft spot repair based on PASER ratings and was included in the budgets for the rehabilitation estimates. Item underruns or overruns can also have significant impacts on the estimates and should be carefully documented.

Figure 1 shows the anticipated schedule for the pavement plan.

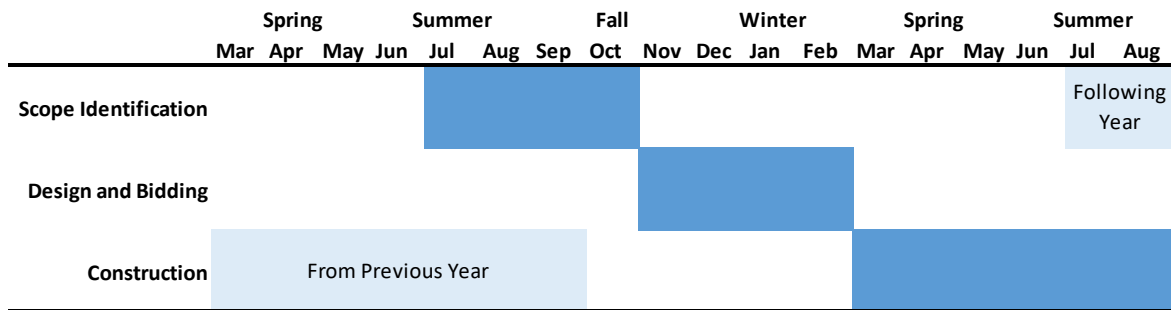


Figure 2 Anticipated Annual Schedule of Pavement Plan

### FORECAST OF CONDITIONS WITH EXISTING FUNDING

Figure 2 shows the anticipated 10-year condition of pavements based on the current funding scenario listed above in Table 1. The current funding will result in an average pavement rating of poor for 25% of the city and is insufficient to maintain the current pavement condition. As can be see in years 9 and 10 the percent of Good condition pavements begin to steadily decrease due to insufficient funding.

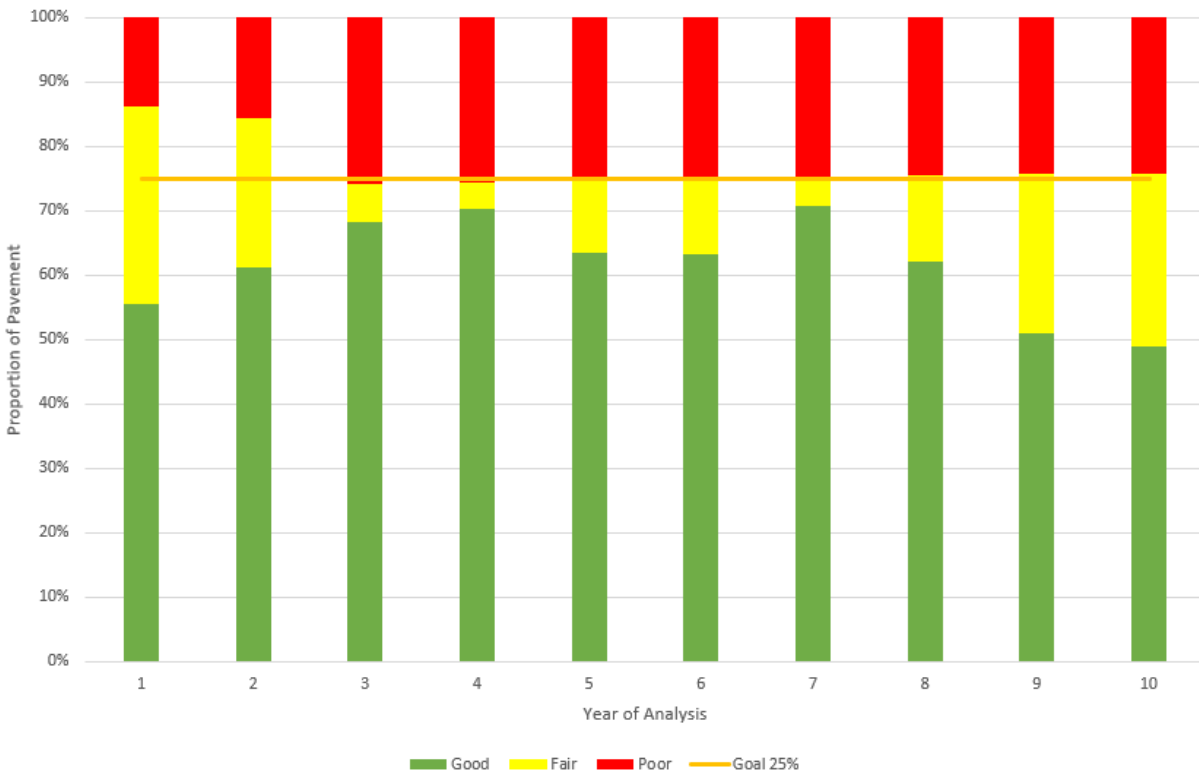


Figure 3 Predicted 10-Year Status of Pavements at Current Funding

## FORECAST WITH INCREASED FUNDING

The following scenarios are future options for increased funding based on Syracuse City’s desired pavement condition level. The three additional scenarios include total funding of \$2M, \$2.75M, and \$3.5M respectively. Each scenario has an increase of Good condition pavements by about 5% and a reduction in Poor condition pavement by about 5%. This allows the City to identify their desired level of funding based on citizens and the City’s expectation for pavement condition.

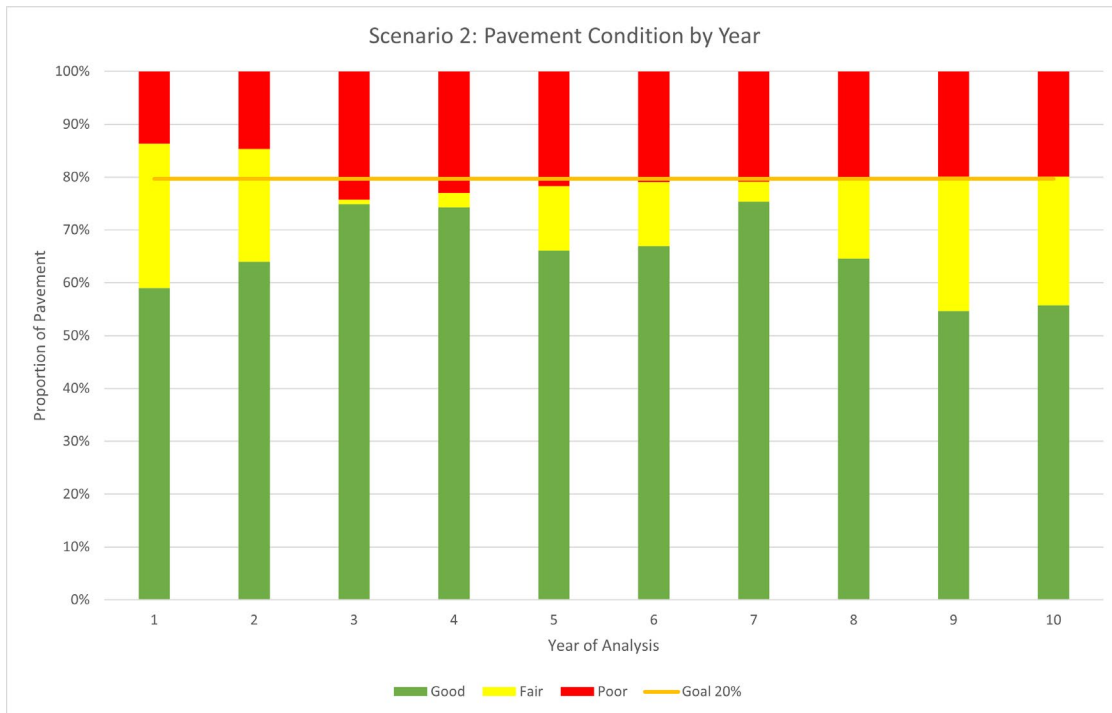


Figure 4 Scenario 2 condition with \$2M in total pavement funding.

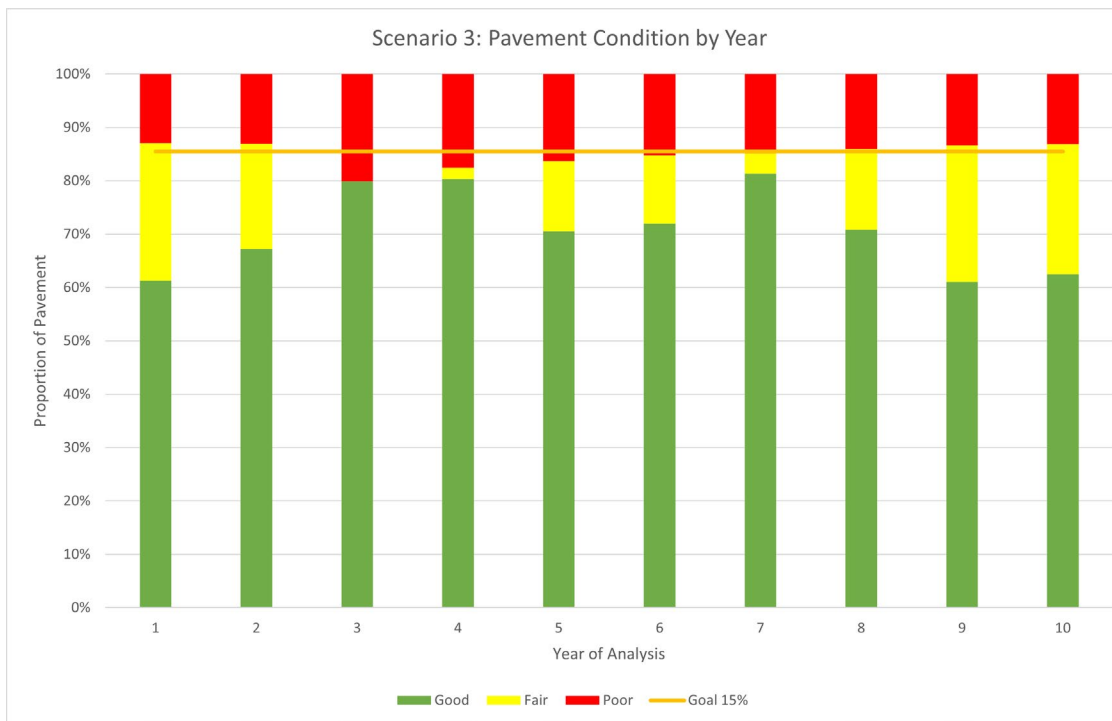


Figure 5 Scenario 2 condition with \$2.75M in total pavement funding.

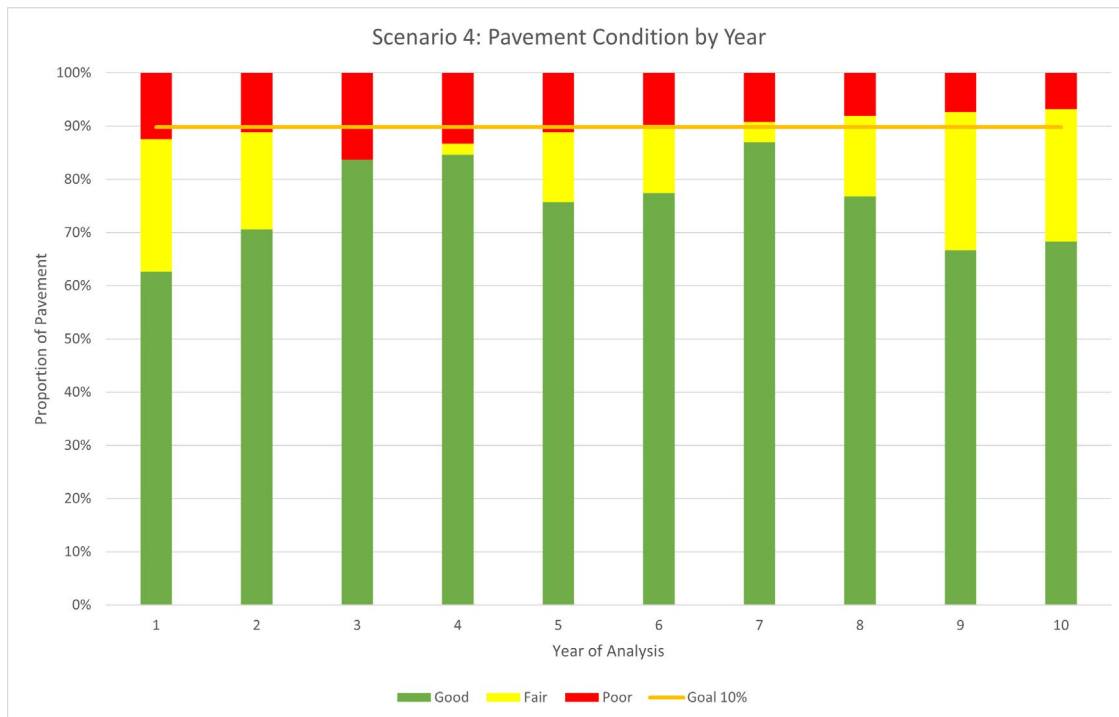


Figure 6 Scenario 4 condition with \$3.5M in total pavement funding.

## SUMMARY

The pavement plan addresses locations with PASER ratings of 5-7 first with crack seal and surface treatments and then addresses locations with lower ratings. This will result in the most efficient use of funds by keeping good pavements in good condition and avoiding expensive reconstruction projects.

Pavement projects should be planned in the summer/fall, designed and bid in the winter, and built in the spring/summer. This utilizes optimal bidding windows and provides a steady, reliable process for identifying the best locations for preservation or rehabilitation.

Existing funding is not sufficient to maintain pavements in adequate condition. Syracuse must identify additional funds to increase the percentage of roads in good condition and avoid a steady decrease in condition. Three funding scenarios are presented along with the existing conditions.

## APPENDIX A - ASSUMPTIONS

The following assumptions were used to develop a model of the current condition of the pavement asset for Syracuse City:

1. Pavement will degrade linearly as previously calculated.
2. Funding will be discounted 3% per year to account for loss in purchasing power.
3. Treatments by Paser Rating:
  - a. 8-10: none
  - b. 6-7: crack seal
  - c. 5-6: seal coat / chip seal
  - d. 4: structural 2" overlay
  - e. 3: 2-inch mill and fill
  - f. 2: pulverize and add new asphalt
  - g. 1: removal of current pavement, install new base material and asphalt.
4. Unit costs (including 7% overhead):
  - a. Crack sealing (in house installation, material costs only): \$0.60/lb (State materials contract)
    - i. PASER rating of 7: cracking distance between 15 feet with  $\frac{1}{4}$  to  $\frac{1}{2}$  inch crack widths.
    - ii. PASER rating of 6: cracking distance of 10 feet with  $\frac{1}{2}$  inch widths
    - iii. Crack fill depths are 3-inches with 50% overfill.
  - b. Seal Coat: \$0.33/sq ft (pricing suggested by Brian Bloeman during asset management meeting kickoff, March 9, 2025)
  - c. Chip Seal: \$0.38/sq ft (bid sheet provided by Syracuse)
  - d. Soft spot repair: \$2.95/ sq ft (bid sheet provided by Syracuse)
    - i. PASER rating of 4: 5% of pavement has soft spots.
    - ii. PASER rating of 3: 15% of pavement has soft spots.
    - iii. PASER rating of 2: 20% of pavement has soft spots.
  - e. 2" overlay: \$1.23/ sq ft (bid sheet provided by Syracuse)
  - f. 2" mill and overlay: \$1.36/ sq ft (bid sheet provided by Syracuse)
  - g. Removal plus 4" pavement and base course: \$8.22/ sq ft (bid sheet provided by Syracuse, assumes 4-inch asphalt and removal and replacement of 12 inches of base course)
5. Years Added by Treatment (collector/arterial, local) These estimates were initially based on the average service life of treatments put forth by Smith (2023)<sup>3</sup> and then extrapolated from the conclusions of the Syracuse Asset Inventory effort in 2024.
  - a. Crack sealing: 2 (collector/arterial), 3 (local) years.

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<sup>3</sup> Smith, Z., (2023), Noble County Highway Department Transportation Asset Management – Highways 2023 Road Evaluation Report. Page 13.

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- b. Seal Coat: 3 (collector/arterial), 4 (local) years.
  - c. Chip Seal: 6 (collector/arterial), 8 (local) years.
  - d. Soft spot repair: Done in conjunction with other rehabilitation and reconstruction efforts.
  - e. 2" overlay: 10 (collector/arterial), 13 (local) years.
  - f. 2" mill and overlay: 12 (collector/arterial), 16 (local) years.
  - g. Pulverize and new asphalt: 15 (collector/arterial), 20 (local) years.
  - h. 4" pavement with base course: 15 (collector/arterial), 20 (local) years
6. Average lane width: 18 feet (includes shoulders, based on standard roadway widths and lane counts from the city). Local streets are typically 35 feet wide; collector arterials are 35-50 feet wide).



**Date:** March 13, 2025  
**To:** Robert Whiteley, Stephen Marshall; Syracuse City  
**From:** Jeremy Searle, PE, PTOE; WCG  
**Subject:** Transportation Utility Fee Assessment

## **INTRODUCTION**

A transportation utility fee (TUF) is a financing mechanism that treats the transportation system like a utility, allowing the City to charge fees similar to how they would for culinary water, wastewater, electricity, and others. This fee is directly used for maintenance costs of city roads. Because the use of the transportation system is not metered like electricity or water, the amount that is charged for a TUF is based on estimates of the number of trips generated by each land use type. These estimates are typically informed by trip-generation rates prepared by the Institute of Transportation Engineers (ITE).

This memo outlines the proposed approach for calculating TUFs within Syracuse City. This method and the final outcomes were not finalized through a rigorous financial analysis due to changes in City plans. A detailed financial analysis is needed before these figures can be used to assess fees.

## **CALCULATION METHODOLOGY**

There are a variety of methods for calculating TUFs, ranging from the straightforward flat fee method (same monthly fee for every utility hook up) to developing a unique vehicle trip generation estimate for every utility hook in a city based on land use.

There are pros and cons to each method. In the flat fee example, it is very easy for a city to calculate this fee, however it can lead to an unfair distribution of fees when a single-family home pays the same fee as a large commercial store. On the other hand, doing a unique vehicle trip generation estimate for every single utility hook up is precise, however this requires significant initial effort and ongoing maintenance and recalculation of fees every year and for every new hook up. Broadly speaking, the goal is to find a method a city can easily implement, using data they already collect, that calculates fair and defensible TUFs.

From discussions with Syracuse City and reviewing their available data, it was determined that the following 6 land-use categories would be utilized. These categories match the existing business license types already tracked by Syracuse City. Using this data will limit future burden on the city as it's already a maintained database and easy to obtain. Based on a review of best practices, TUFs other cities in Utah have successfully implemented, and senate bills, we believe splitting fees into these 6 categories, then using ITE Trip Generation rates to calculate an average for each bin, is a fair and defensible approach.

- Detached single family home
- All attached housing styles (townhomes, apartments, etc.)
- Commercial (smaller than 5,000 sqft)
- Commercial (between 5,000 and 10,000 sqft)
- Commercial (greater than 10,000 sqft)
- Institutional

All data sources went through a thorough review process. Inconsistencies were found in the original commercial size bins and corrected working closely with city staff.

The following sections provide a detailed description of the process taken to calculate the proposed TUFs for Syracuse City.

**Step 1: Calculate total yearly pavement cost**

The Syracuse Pavement Management Plan (2025) estimated the yearly cost to maintain city owned roadways with an existing funding scenario and three potential future funding scenarios. The TUF can only be charged for the budget shortfall based on the City's planned funding level, so the first step is deciding on a pavement performance metric and applicable level of funding. For the Syracuse City Council Meeting on February 25, 2025 the following funding scenarios were presented:

*Table 1: Pavement Funding Scenarios*

|                             | <b>Scenario 1</b> | <b>Scenario 2</b> | <b>Scenario 3</b> | <b>Scenario 4</b> |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Pavement % Poor             | 25%               | 20%               | 15%               | 10%               |
| Pavement % Good             | Under 50%         | 55%               | 60%               | Over 65%          |
| Additional Funding from TUF | \$ -              | \$ 500,000        | \$ 1,250,000      | \$ 2,000,000      |
| Total Pavement Funding      | \$ 1,500,000      | \$ 2,000,000      | \$ 2,750,000      | \$ 3,500,000      |

For the next several steps of the process Scenario 3 funding is used as an example.

## Step 2: Calculate total daily trips within Syracuse

The city provided a list of all utility hook ups within Syracuse, and associated land use from the 6 categories listed above. The following trip generation rates were used to estimate total trips for each hook up. All trip generation rates are from the ITE Trip Generation Manual, 11<sup>th</sup> Edition.

For commercial and institutional uses the most common land use and size within the category were utilized to estimate the average total daily trip generation.

Table 2: Trip Generation Rates (some values are rounded for display simplicity)

| Category                                                  | ITE LU Code | ITE Description                             | Daily Trips per 1,000 SQFT | Estimated Average Size | Total Daily Trip Gen | Units |
|-----------------------------------------------------------|-------------|---------------------------------------------|----------------------------|------------------------|----------------------|-------|
| Detached single family home                               | 210         | Single-Family Detached Housing              | --                         | --                     | 9                    | 9,853 |
| All attached housing styles (townhomes, apartments, etc.) | 220         | Multifamily Housing (Low-Rise)              | --                         | --                     | 7                    | 1,279 |
| Commercial (smaller than 5,000 sqft)                      | 821         | Shopping Plaza (40-150k) - Supermarket - No | 51                         | 2,500 SQFT             | 127                  | 48    |
| Commercial (between 5,000 and 10,000 sqft)                | 821         | Shopping Plaza (40-150k) - Supermarket - No | 51                         | 7,500 SQFT             | 380                  | 28    |
| Commercial (greater than 10,000 sqft)                     | 821         | Shopping Plaza (40-150k) - Supermarket - No | 51                         | 15,000 SQFT            | 760                  | 34    |
| Institutional                                             | 560         | Church                                      | 8                          | 20,000 SQFT            | 152                  | 37    |

Using this information a total number of daily trips in the city was calculated.

$$2025 \text{ average midweek daily trips} = \text{total trip gen} * \text{units per category}$$

$$2025 \text{ average midweek daily trips} = 149,696$$

## Step 3: Calculate cost per daily trip

The cost per daily trip must be calculated. This is done by dividing the total eligible yearly pavement costs by the average daily trips.

$$\text{Cost per daily trip} = \text{eligible yearly pavement cost} / 2025 \text{ average midweek daily trips}$$

$$\text{Cost per daily trip} = \$1,250,000 / 149,696$$

$$\text{Cost per daily trip} = \$8.35$$

#### Step 4: Calculate cost per category

The final step is calculating the cost in each of the 6 land use categories. The cost per detached single family home is shown below.

$$\text{Cost per category} = \text{cost per daily trip} * \text{daily trips}$$

*Example:*

$$\text{Cost per detached single family home} = \$8.35 * 9.43 \text{ trips}$$

$$\text{Cost per detached single family home} = \$78.74 \text{ per year}$$

$$\text{Cost per detached single family home} = \$6.56 \text{ per month}$$

Using the Scenario 3 (\$1,250,000) assumption the following costs per month were calculated.

*Table 3: Example Monthly Fees (Scenario 3)*

| <b>Land Use</b>        | <b>Monthly Fees</b> |
|------------------------|---------------------|
| Detached Single Family | \$6.56              |
| Multi-family           | \$4.69              |
| Commercial <5k         | \$88.10             |
| Commercial 5-10k       | \$264.29            |
| Commercial >10k        | \$528.57            |
| Institutional          | \$105.77            |

The same calculation can then be applied to different levels of pavement funding. The TUFs for the 4 scenarios are provided in the table below.

Table 4: Example Monthly Fees Scenario Comparison

|                               | Scenario 1   | Scenario 2   | Scenario 3   | Scenario 4   |       |
|-------------------------------|--------------|--------------|--------------|--------------|-------|
| Pavement % Poor               | 25%          | 20%          | 15%          | 10%          |       |
| Pavement % Good               | Under 50%    | 55%          | 60%          | Over 65%     |       |
| Additional Funding from TUF   | \$ -         | \$ 500,000   | \$ 1,250,000 | \$ 2,000,000 |       |
| Total Pavement Funding        | \$ 1,500,000 | \$ 2,000,000 | \$ 2,750,000 | \$ 3,500,000 |       |
| <b>Potential Monthly Fees</b> |              |              |              |              |       |
| Single Family                 | -            | \$3          | \$7          | \$10         | 9,853 |
| Multi-Family (Per Unit)       | -            | \$2          | \$5          | \$8          | 1,279 |
| Commercial <5k                | -            | \$35         | \$88         | \$141        | 48    |
| Commercial 5-10k              | -            | \$106        | \$264        | \$423        | 28    |
| Commercial >10k               | -            | \$211        | \$529        | \$846        | 34    |
| Institutional                 | -            | \$42         | \$106        | \$169        | 37    |

## PEER CITY COMPARISON

A high-level comparison to other cities in Utah that have implemented TUFs was completed. Generally, Scenario 3 results in lower monthly TUFs for housing units than other cities, but higher commercial and institutional fees.

Table 5: Peer City Comparison (Scenario 3)

| Syracuse<br>Per month  | Per Month Compare* |           |          |               |             |
|------------------------|--------------------|-----------|----------|---------------|-------------|
|                        | Provo              | Kaysville | Highland | Fruit Heights | Santa Clara |
| Detached Single Family | \$7                | \$4       | \$8      | \$19          | \$5         |
| Multi-family           | \$5                | \$2       | \$5      | \$19          | \$5         |
| Commercial <5k         | \$88               | \$79      | \$15     | \$19          | \$8         |
| Commercial 5-10k       | \$264              | \$237     | \$45     | \$19          | \$147       |
| Commercial >10k        | \$529              | \$237     | \$90     | \$19          | \$147       |
| Institutional          | \$106              | \$22      | \$90     | \$19          | N/A         |

\*Normalized as closely as possible as many cities use different categories and methods

## CURRENT LEGISLATION

Recent legislation has proposed that churches to be exempt from TUFs. A proposed S.B. 310 substitution in the 2025 general session provides the following statement:

*A town shall exempt a religious organization from payment of a transportation utility fee established under this section.*

This exception or any similar exception would result in specific land-uses costs being passed on to other users. Below is a table with religious organizations removed from the

Scenario 3 TUF calculations. This represents an approximate 2% increase for all land uses if religious organizations are exempt.

Table 6: Example Monthly Fees (Scenario 3)<sup>1</sup>

| Land Use               | Monthly Fees - No Exemptions | Monthly Fees - Churches Exempt |
|------------------------|------------------------------|--------------------------------|
| Detached Single Family | \$6.56                       | \$6.70                         |
| Multi-family           | \$4.69                       | \$4.79                         |
| Commercial <5k         | \$88.10                      | \$90.01                        |
| Commercial 5-10k       | \$264.29                     | \$270.04                       |
| Commercial >10k        | \$528.57                     | \$540.09                       |
| Institutional          | \$105.77                     | \$108.07                       |

## CONCLUSIONS

A fair and defensible method of calculating transportation utility fees (TUFs) was developed for Syracuse City. This method utilizes information on utility hook ups, land use type, and square footage of commercial uses, and applies trip generation rates from the ITE Trip Generation Manual to develop specific TUFs for 6 separate land use types. This methodology may need to be updated based on any legislation, and a final financial analysis must be completed before a fee can be implemented.

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<sup>1</sup> Additional updates to the trip generation calculation should be made if religious organizations are made officially exempt from TUFs



# COUNCIL AGENDA

June 23, 2026

Agenda Item “I”                      Discussion on Recruitment and Retention Policy

## Background

As discussed in the annual budget retreat, this item is aimed at re-evaluating Syracuse City’s Recruitment and Retention Policy. While the catalyst for this re-evaluation is the growing concern over the policy’s affordability, particularly in light of personnel costs outpacing City revenue growth and the resulting structural deficit in the General Fund- the primary intent of this discussion is twofold:

1. Review the importance of having a well-balanced policy, particularly regarding competitive compensation and budget affordability.
2. Begin discussing some concrete proposals in “bite-size” sections, so the Council can adequately consider each part of the policy during the meetings. **This discussion will primarily focus on Sections 2.C.2 and 2.C.3 of the policy to discuss competitive wage scales and benefits.**

Proposed edits to the policy are attached.

## Revisiting the Purpose and Goals of the Policy

The current policy aims to:

- Attract and retain the best talent possible in a competitive market;
- Minimize inefficiencies associated with high employee turnover and lack of knowledge or talent;
- Provide a stable and transparent system of employee career advancement;
- Reward performance over tenure;

- Benchmark compensation and benefits regularly to remain competitive in the market.

## **Section 2.C.2 Discussion: Level of Compensation**

The policy establishes a market-based compensation framework intended to help Syracuse City remain competitive while also accounting for the City's fiscal condition. Wage scales are generally tied to benchmark comparisons with other cities and entities, with different adjustment standards depending on the City's financial circumstances. Here is a summary of the proposed changes to this section of the policy:

1. **Setting the Wage Scales and Wages:** Under the policy, wage scales are adjusted based on the agreed "market wage", which in the current draft is
  - a. Average of the top 3 for non-supervisory positions
  - b. Average of the top 4 for supervisory positions

The wages are adjusted to the same 'market' level as the wage scale unless the financial conditions dictate that the city is in a budget situation that calls for a reduced amount. The categories in the draft are: Normal Year, Constrained Year, Severely Constrained Year, or Emergency Year.

**Analysis:** This change aims to create a responsiveness to the cost of city services (in the form of employee wages) based on the City's financial situation from year to year.

### **-Difference Between Wage Standards-**

The current draft lowers the standard for 'market wages' from the average of the top 3 for all positions to average of the top 3 for frontline positions only, and average of the top 4 for supervisory positions. It is estimated that in a normal year, this would realize a budget savings of approximately \$90,000 in the next fiscal year.

In a Constrained Year or Severely Constrained Year, the benchmark wage adjustments would drop further to achieve an estimated savings of between \$200,000 to \$250,000.

There is still real concern that lowering the standard to these levels increases the risk of the City losing in wage competition, and creating a situation where a significant tax increase will be needed to regain a competitive position in the future. This has been the experience of some nearby entities recently.

The Council asked to see an estimate of the budgetary impact if the standard were adjusted from average of the top 3 to average of the top 4 for all positions. The estimated differences is a savings of \$180,000 in a Normal Year.

- Concerns with Private Sector Raises-

The Council also previously discussed the sensitivity with wage increases versus the recent experience of the private sector. The following represents a summary of the data, which was assisted by Ai in the research:

**Prompt:** Using data pertaining only to private sector employees, not government employees, what is the average wage increase amount in the USA for private sector employees from 2020 to 2025. Use reputable sources only. If possible, break out the different averages by the different private sector categories.

**Response:** Using BLS Current Employment Statistics data via FRED, the average hourly wage for U.S. private-sector employees increased from about \$29.36/hour in 2020 to \$36.44/hour in 2025. That is a \$7.08/hour increase, or 24.1%, equal to about \$1.42/hour per year over five years.

This is nominal average hourly earnings, not inflation-adjusted. It covers private nonfarm payroll employees only, excludes government employees, and excludes benefits, irregular bonuses, retroactive pay, and employer payroll taxes. FRED identifies the source as the U.S. Bureau of Labor Statistics, with monthly, seasonally adjusted dollars-per-hour data from the CES establishment survey.

| Private-sector category              | 2020 avg hourly wage | 2025 avg hourly wage | Increase      | % increase   | Avg increase per year |
|--------------------------------------|----------------------|----------------------|---------------|--------------|-----------------------|
| <b>Total private</b>                 | <b>\$29.36</b>       | <b>\$36.44</b>       | <b>\$7.08</b> | <b>24.1%</b> | <b>\$1.42/yr</b>      |
| Goods-producing                      | \$29.98              | \$37.20              | \$7.22        | 24.1%        | \$1.44/yr             |
| Private service-providing            | \$29.21              | \$36.27              | \$7.06        | 24.2%        | \$1.41/yr             |
| Mining and logging                   | \$34.54              | \$40.31              | \$5.77        | 16.7%        | \$1.15/yr             |
| Construction                         | \$31.65              | \$39.70              | \$8.06        | 25.5%        | \$1.61/yr             |
| Manufacturing                        | \$28.75              | \$35.45              | \$6.70        | 23.3%        | \$1.34/yr             |
| Trade, transportation, and utilities | \$25.23              | \$30.97              | \$5.75        | 22.8%        | \$1.15/yr             |
| Wholesale trade                      | \$32.37              | \$38.73              | \$6.36        | 19.6%        | \$1.27/yr             |
| Retail trade                         | \$20.84              | \$25.46              | \$4.62        | 22.2%        | \$0.92/yr             |
| Transportation and warehousing       | \$25.32              | \$31.55              | \$6.23        | 24.6%        | \$1.25/yr             |
| Utilities                            | \$43.56              | \$52.54              | \$8.98        | 20.6%        | \$1.80/yr             |
| Information                          | \$43.79              | \$52.59              | \$8.80        | 20.1%        | \$1.76/yr             |
| Financial activities                 | \$37.84              | \$47.57              | \$9.73        | 25.7%        | \$1.95/yr             |

| Private-sector category               | 2020 avg hourly wage | 2025 avg hourly wage | Increase | % increase | Avg increase per year |
|---------------------------------------|----------------------|----------------------|----------|------------|-----------------------|
| Professional and business services    | \$35.11              | \$44.26              | \$9.15   | 26.1%      | \$1.83/yr             |
| Private education and health services | \$28.51              | \$35.59              | \$7.09   | 24.9%      | \$1.42/yr             |
| Leisure and hospitality               | \$17.11              | \$22.84              | \$5.73   | 33.5%      | \$1.15/yr             |
| Other services                        | \$26.59              | \$33.07              | \$6.48   | 24.4%      | \$1.30/yr             |

2. **Responding to Positions with Recruitment & Retention Issues:** Except during an Emergency Year, positions that consistently experience weak applicant pools or high turnover for competitive reasons may receive wage adjustments at no less than the Constrained Year standard. The Council also retains the ability to adjust wage scales and wages at any time to address competitiveness or labor market issues.

**Analysis:** As the level of compensation goes down in Constrained and Severely Constrained years, it can make a bad situation worse when it comes to positions that are already in a tight labor market. This can be catastrophic to city services. This provision provides some protection to ensure the city has a higher chance of staying competitive for these positions, even during a financially difficult year.

3. **Career Progression:** The policy distinguishes between advancements, promotions, and annual merit increases.

An **advancement** recognizes an employee’s increased skill, knowledge, or capability. These are generally used for frontline, non-supervisory positions and may include movement to a higher title within the wage scale, such as Maintenance Worker I to Maintenance Worker II. Employees who qualify for an advancement receive an increase to at least the minimum of the new wage scale, but not less than a 5% increase.

A **promotion** involves movement to a higher position with significantly increased responsibilities or supervisory duties. Employees who are promoted receive an increase to at least the minimum of the new wage scale, but not less than a 10% increase.

The Council previously inquired about what other cities offer for advancements and promotions. We have reached out to our benchmark cities to get that information. As of Wednesday, June 17<sup>th</sup>, the following responses have been received:

| City           | Advancements                                                                | Promotion                   |
|----------------|-----------------------------------------------------------------------------|-----------------------------|
| Syracuse City  | 5% or bottom of wage scale                                                  | 10% or bottom of wage scale |
| Kaysville City | 5% or bottom of wage scale                                                  | 5% or bottom of wage scale  |
| Layton City    | <i>Public Safety</i><br>5% 1 <sup>st</sup> , 8% 2 <sup>nd</sup> advancement | 10% or bottom of wage scale |
|                | <i>Non-Public Safety: 5%</i>                                                | 10% or bottom of wage scale |

The policy also continues the City’s merit-based compensation approach. Syracuse City does not use automatic step increases or cost-of-living increases based solely on time in service. Instead, annual merit increases are tied to employee performance and improvement.

**Analysis:** While benchmarking wage ensure the city pays the market rate for a position, the opportunity for an employee to progress through a career is through merit increase, advancements, and/or promotions. The current draft has annual merit increases at 33% of the annual sales tax growth rate. Since sales tax can be volatile, the Council may want to consider smoothing it over the average of 2 or 3 years.

### **Section 2.C.3 Discussion: Competitive Benefits Policy**

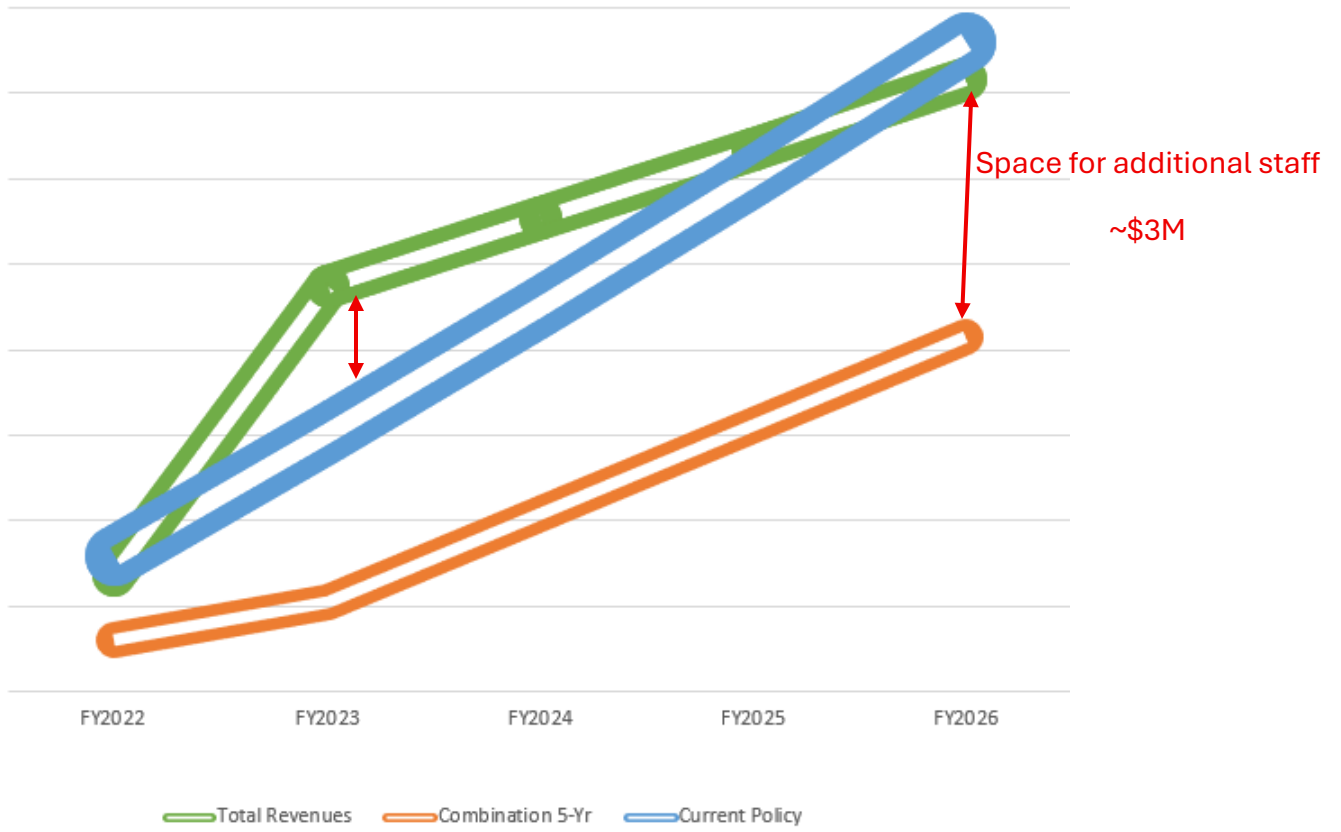
The policy requires the City’s benefits package to be reviewed with the City Council every four years. The purpose of this review is to determine whether adjustments are needed to keep the City competitive with benchmark cities and entities.

**Analysis:** In addition to comparing benefit levels with benchmark organizations, the City would evaluate whether other benefit options could help distinguish Syracuse City in recruitment and retention. This gives the Council flexibility to consider benefits that may improve the City’s competitiveness beyond wages alone.

### **Budgetary Analysis**

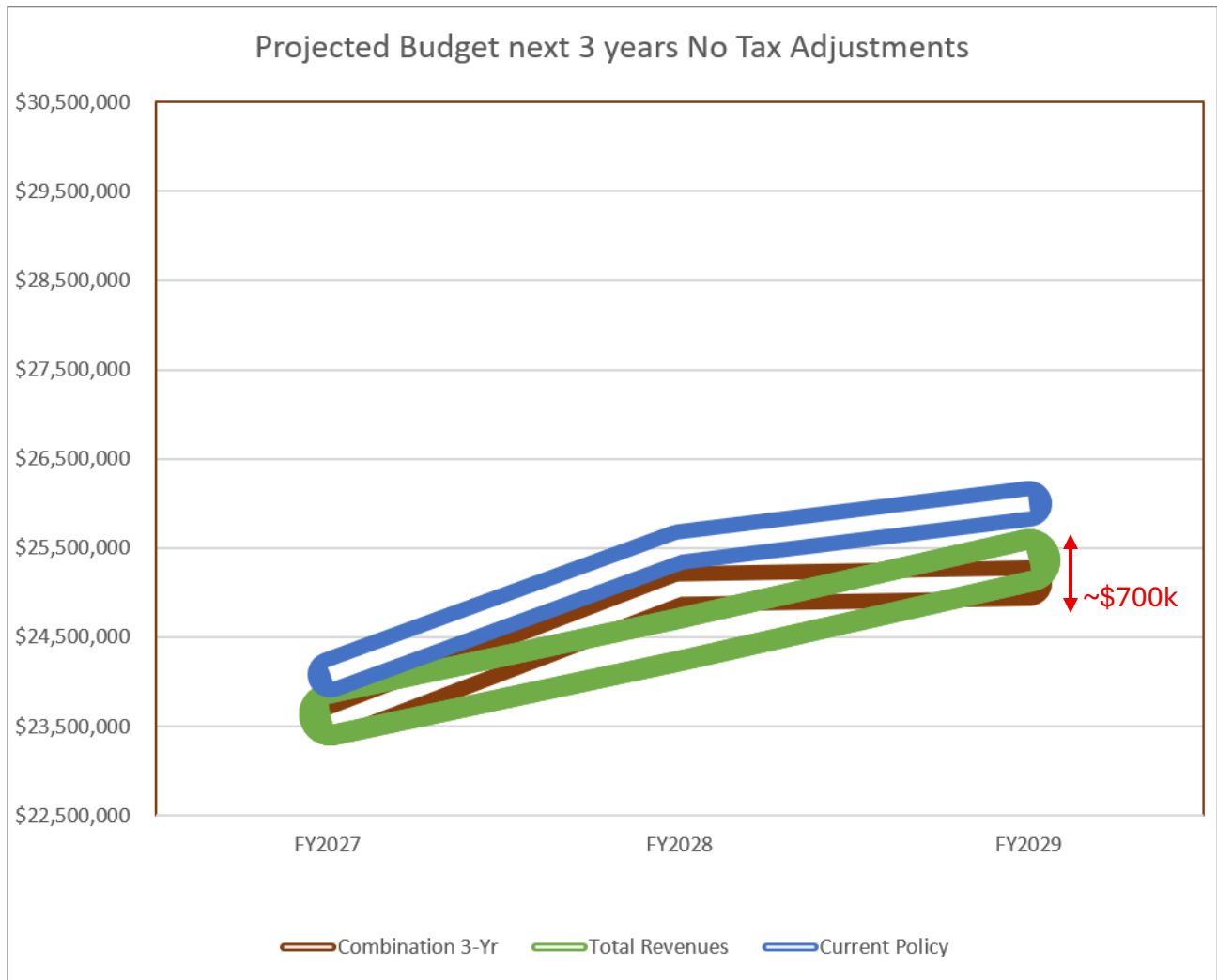
The Council requested some budgetary estimates on how the proposed policy would impact the City financially. Below are hypothetical graphs of how the current draft policy would have played out from FY2022 to FY2026, a projection of FY2027 to FY2029 without any tax rate adjustments, and a hypothetical with a 10% increase between FY2027 and FY2029.

### Hypothetical Historical Analysis of Proposed Policy



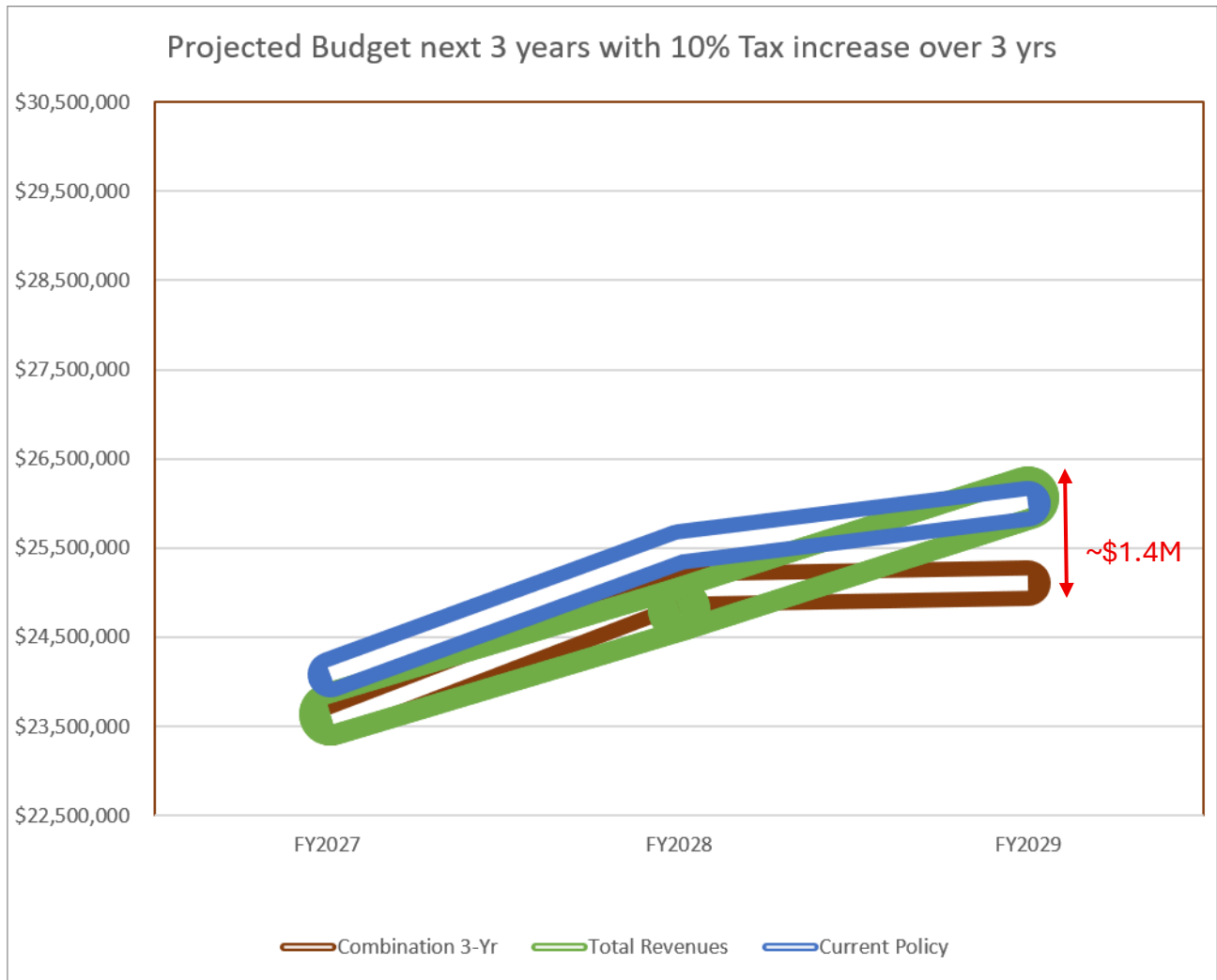
#### Assumptions:

1. FY22 tax increase was 16.74%
2. FY23 tax increase was 33.54%
3. No tax increases FY24 through FY26
4. No additional staff included in costs



**Assumptions:**

1. \$800k additional sales tax in FY27, includes Costco but not area around Costco
2. \$1M reduction in cost in FY29 due to bond payoff
3. Wage competition remains high
4. No additional staff included in costs



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**Discussion Items**

1. Review the proposed changes to section 2.C.3 through 2.C.3 of the policy
2. Discuss potential solutions to address concerns of the existing policy.
3. Provide direction to the Administration regarding these sections.



## RECRUITMENT & RETENTION POLICY

### 1) PURPOSE

- A. The purpose of this policy is to establish a planned approach to ensure that Syracuse City attracts the best talent possible, and motivates and retains that talent for the overall benefit of the citizens.
- B. It is essential that Syracuse City recruits and retains the best talent possible to ensure the most efficient use of City resources. Excessive turnover and any lack of direction provided by City leadership will produce inefficiencies that waste City resources, and will degrade the quality of service provided to the citizenry.

### 2) COMPONENTS OF THE POLICY

#### A. Leadership & Responsibility

##### Executive/Administration

As the Executive/Administrative branch of Syracuse City, the leadership and responsibility for creating an environment that breeds productive, dedicated, and engaged employees lies primarily with the City Manager, and ultimately with the Mayor, with the support of the department heads and the City Council.

##### City Council

The City Council will be tasked with reviewing programs and policies proposed by the City Manager and/or Mayor, and adopting policies that align with the purpose of this policy.

##### Employees

Employees are responsible for bringing a positive, constructive approach to the workplace. Issues affecting recruitment and retention are to be addressed by employees in a professional and constructive manner.

## B. Employee Compensation Policy

It is the general policy of Syracuse City that it will compensate its employees on a merit-based system in a manner that is competitive with the market, for wages and benefits. Overcompensating does not ensure the best service and undercompensating erodes the City's ability to attract and retain quality employees.

## C. Administration of the Policy

### 1. Comparison Market

#### (a) Benchmarking of Comparison Entities

(i) Wage scales for all positions will be benchmarked against the following core cities:

1. Roy
2. Clinton
3. Clearfield
4. Layton
5. Kaysville
6. Farmington
7. West Point

(ii) In addition to the core cities, the following cities/entities will be benchmarked in these respective departments:

1. Public Works: Maintenance Workers, Crew Leaders, and Superintendents
  - a. North Davis Sewer District
  - b. Central Davis Sewer District
  - ~~b.c.~~ Central Weber Sewer Improvement District
  - ~~e.d.~~ Weber Basin Water Conservancy District
  - ~~d.e.~~ Davis & Weber Counties Canal Company
  - ~~e.f.~~ Roy Water Conservancy District
2. Fire Department

- a. North Davis Fire District
- b. South Davis Metro Fire District
- c. Weber Fire District
- d. North View Fire District

(iii) If the core lists above do not produce enough comparable positions to calculate the wage scale for any given position, the following cities will be added for comparison: Subject to consent by the City Council, a city/entity that is not included in the core lists above may be added to the benchmark list for any given position if all of the following parameters are met:

1. North Ogden
2. West Haven
3. Centerville
4. Bountiful
5. North Salt Lake
6. Davis County
7. Weber County

- ~~3. The population, customers served, number of employees, or size of service area are similar (within 30%) to that of Syracuse City.~~
- ~~4. The job duties and/or level of responsibility of the comparable position is arguably the same or more similar to Syracuse City than a city/entity in the core list.~~
- ~~5. The comparable city/entity is located within either Davis or Weber counties.~~

(iv) If, after adding the cities in section iii above, there still aren't enough comparable positions to calculate the benchmark for a given position, the position's benchmark comparisons will be merged with the closest benchmarked position in the city that does have sufficient comparables to calculate the average.

- ~~6. Subject to consent by the City Council, a benchmark city/entity may be removed from the core lists above if any of the following parameters are met:~~

~~7. The job duties and/or level of responsibility of the comparable position is substantially different than the same position in Syracuse City.~~

~~8. The wage scale data published by the city/entity is older than 6 months, and more updated numbers cannot be obtained.~~

~~9. The wage scale data published by the city/entity differs from their advertised job announcements without a reasonable explanation.~~

**(b) Gathering Benchmark Data from Comparison Cities/Entities**

- (i) The wage benchmarking process will happen once per year, typically in February, and in preparation for the annual budget.
- (ii) The City will primarily rely on the Technet system, or other similar cooperative data sharing platform to gather wages scales from other cities and entities. At the discretion of the City Council, a third-party contractor may be used to gather the data instead of Technet.
- (iii) The benchmarking data for each position will be verified with the official wage scales of each city. City administration will check for errors, inconsistencies, or other flaws. City administration will make any necessary corrections, and conduct any additional research needed to ensure the integrity of the data.

**(c) ~~Periodic~~ Annual Market Adjustments**

- (i) Every ~~two years~~year, the wage scales for each department will be reviewed and adjusted to comply with the policy's level of compensation outlined below. This process will occur during the annual preparation of the budget, with associated wage adjustments becoming effective the first pay period of July. Wages will be adjusted commensurate with the wage scale as determined by the policy, unless otherwise determined by the City Council. ~~Where possible, these reviews should coincide with the regularly scheduled in-depth review of each department's operations conducted by the City Council.~~

~~(ii) The departments will receive their wage scale review in the following order:~~

~~1. Year 1: Public Works, Admin Services, Courts/Records, Fire~~

~~2. Year 2: Police, Parks & Recreation, CED~~

**2. Level of Compensation**

**(a) Setting Wage Scales**

- (i) Coinciding with the ~~Periodic Market Adjustments~~annual market adjustments for each department, the wage scales for each position will be set at the average of the top three cities/entities for non-supervisory positions, and

average of the top four cities/entities for supervisory positions, however each position's wage scale will be at least ~~10~~5% higher than the position below. Adjustments to wages will be administered per policy, as explained in the following budgetary scenarios:

1. Normal Year: A year in which revenues are expected to cover expenses without a tax increase; or only a minor tax increase is required; or a significant tax increase is needed and one (1) or fewer significant tax increases have occurred within the prior four (4) years.

In a Normal Year:

a. Non-supervisory position wages shall be adjusted to the average of the top three (3) benchmark entities; and

b. Supervisory position wages shall be adjusted to the average of the top four (4) benchmark entities.

2. Constrained Year: A year in which a significant tax increase is required to fund expenses and at least two (2) significant tax increases have occurred within the prior four (4) years.

In a Constrained Year:

a. Non-supervisory position wages shall be adjusted to the average of the top four (4) benchmark entities, according to annual performance of the employee (see c below); and

b. Supervisory position wages shall be adjusted to the average of the top five (5) benchmark entities, according to the annual performance of the employee (see c below).

c. Top performing employees, as determined by the annual performance review, will receive the full wage adjustment, while average and below average (but still meeting minimum performance standards) will receive progressively less than the full adjustment.

3. Severely Constrained Year: A year in which, absent a significant tax increase, the City is at risk of reaching its minimum fund balance reserve within the next two (2) years; or a significant tax increase is required and three (3) or more significant tax increases have occurred within the prior four (4) years.

In a Severely Constrained Year:

a. Wages shall adjust according to the Constrained Year standard; however, the maximum increase shall be capped at the annual URS Index.

4. Emergency Year: A year in which the City has fallen below its minimum fund balance reserve; or a significant economic shift has

materially reduced expected revenues and is likely to persist for multiple years; or other catastrophic economic conditions exist that threaten the City's ability to provide basic services.

In an Emergency Year: All wage scale adjustments and compensation decisions shall be determined by the City Council on a case-by-case basis.

(ii) Exemptions for Certain Positions: Except for during an Emergency Year, positions demonstrating ongoing recruitment and retention challenges may be exempted from downward benchmarking levels associated with constrained fiscal conditions. Specifically, positions that consistently experience weak applicant pools, defined as ten (10) or fewer qualified applicants per recruitment, or high turnover evidenced by repeated employee departures within a two (2) year period for competitive reasons, may receive wage adjustments at no less than the Constrained Year wage scale standard.

~~(i)(iii)~~ (iii) At any time, the City Council may adjust a position's wage scales and wages to be different than the policy standard above to address competitiveness and labor market issues.

#### **(b) Career Progression**

- (i) 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 1 to a Maintenance Worker 2). Frontline (non-supervisory) employees who meet the requirements for an advancement established in each department will receive an increase to the minimum wage of the entering wage scale, but at least a 5% increase. ~~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.
- (ii) Promotions: ~~Promotions are~~ Promotion is defined as a movement to a higher position that significantly increases the employee's responsibilities and/or supervisory duties. An employee who is promoted will receive an increase to the minimum wage of the entering wage scale, but at least a 10% increase.
- (iii) **Annual Merit Increase:** Syracuse City has adopted a "pay for performance" ethic, and therefore does not use programmed step increases or cost of living increases based on time of service. A merit-based system is created to encourage continuous improvement of employees, for the overall benefit of the City. Commensurate with employee performance and improvement, the City Manager will administer a system that provides a path for employees to progress through the salary and wage scale for each position

1. In order to determine the budgeted amount for merit increases, the Council will:

(a) For Normal and Constrained Years: Calculate one-third (1/3) of the annual sales tax growth rate from the previous year, and set that as the average merit increase percentage for each position. For Constrained Years, however, the percentage amount will be capped at a maximum of 2.5% the moving average of wage increases for the last 3 years of benchmark cities/companies; and or

(a)(b) For Severely Constrained or Emergency Years: Calculate the average merit increases on a case by case basis as determined by the City Council.

1. ~~If the calculated average wage increase of benchmark cities in a given year is greater than 150% of the average of the previous two years, the Council will discuss the situation to determine if a special adjustment can be approved in order to stay competitive with a rapidly changing market.~~ Each department will be allotted a proportional share of the budgeted merit increase dollars based on the following formula:

Dept Share of Budgeted Merit Increase Dollars= (Average merit increase approved by the City Council) X Total payroll of the department

Note: Department heads will be considered a separate pool for these purposes.

(iv) For each department, the average evaluation score will be calculated. The average score will be targeted to receive the average merit increase. Scores above the average evaluation will be provided a higher merit increase, and scores below the average will be provided a lower merit increase. Nevertheless, in no case shall the highest merit increase be higher than 50% above the average, unless approved by the City Council. Any score below a 3 will not be eligible for a merit increase. Employees who were hired within the evaluation year will receive a pro-rated merit increase based on the number of months of service, as outlined in the City's employee policy manual.

(v) Wage Compression: To ensure the integrity and competitiveness of the City's compensation structure, a comprehensive wage compression review shall be conducted at least once every two (2) years. The purpose of this review is to identify and address instances of wage compression, defined as situations where employees with less experience, lower qualifications, or lower performance are compensated at rates equal to or disproportionately close to those of more experienced or higher-performing employees within the same classification or organizational hierarchy.

1. Adjustments resulting from the compression review shall be targeted, incremental, and based on objective factors including tenure, relevant experience, certifications, and documented performance.
2. This review shall not address “natural compression” resulting from differences in individual performance, merit increases, or other performance-based compensation decisions, but shall instead focus on structural or market-driven compression caused by changes in wage scale minimums or external labor market pressures.

~~(iv)~~(vi)

### 3. Competitive Benefits Policy

- (b) Every four years, the City’s benefits package will be reviewed with the City Council to determine if adjustments need to be made.
- (c) Methodology: Benefit levels will be comparable with the benchmark cities/entities. In addition, the City will evaluate the feasibility of other benefits that may set the City apart from the others for recruitment and retention purposes.

### 4. Reviewing Effectiveness of the Policy

- (b) At a minimum of Eevery two years, the City will conduct an internal survey of employees for the purpose of gathering input on the City’s recruitment and retention efforts.
- (c) At a minimum of Eevery four years, the City Council and Administration will conduct a comprehensive review of this policy to evaluate its effectiveness in achieving its purpose.

### 5. Communication of the Policy

- (b) The Administration will produce materials and information that outlines the predictable and stable nature of career progression outlined in this policy in a way that employees will be able to reasonably understand and envision a future with the City.
- (c) The Administration will produce materials and information for employees that clearly outlines the level of compensation outlined in this policy.
- (d) The City will utilize the following venues and outlets for communication of the policy:
  - (iv) Written material during the on-boarding process.
  - (v) Electronic information accessible to the employee through intranet or similar means.

(vi) Periodic presentation of the policy in all-employee meetings or open enrollment meetings.

(vii) Written and electronic material available to potential candidates through the website or other similar means.