



Cedar City

10 North Main Street • Cedar City, UT 84720
435-586-2950 • FAX 435-586-4362
www.cedarcity.org

CITY COUNCIL WORK MEETING
MARCH 18, 2015
5:30 P.M.

Mayor
Maile L. Wilson

Council Members
Ronald R. Adams
John Black
Paul Cozzens
Don Marchant
Fred C Rowley

City Manager
Rick Holman

The City Council meeting will be held in the Council Chambers at the City Office, 10 North Main Street, Cedar City, Utah. The agenda will consist of the following items:

- I. Call to Order
- II. Agenda Order Approval
- III. Administration Agenda
 - Mayor and Council Business
 - Staff Comment
- IV. Public Agenda
 - Public Comments
- V. Business Agenda
 - Public
 1. Consider a Memorandum of Understanding for Thunderbird Gardens Trail with the BLM – Dave Jacobsen
 2. Consider approval of Boulevard Plaza PUD Phase 2 vicinity plan – Jonathan Stathis/Bob Platt
 3. Public Hearing to consider a request to waive City fees for the Iron County Search and Rescue Carnival – Royce Houchen
 4. Consider final plat approval of The Villa's at Sunset Canyon, PUD phase 2 – Paul Bittmenn/Tim Watson
 - Staff
 5. Consider amendments to the Cross Hollow Event Center Policy & Procedures – Larry Olds
 6. Consider the Lift Station SCADA installation project for the Wastewater Treatment Plant – Darrell Olmsted
 7. Consider a resolution adopting the Cedar City Sanitary Sewer Management Plan -- Darrell Olmsted
 8. Review bids on Wastewater Treatment Plant LED Light retrofit project – Kit Wareham
 9. Consider an ordinance adopting the City's Personnel & Purchasing policies – Paul Bittmenn
 10. Consider an ordinance amending Cedar City Ordinance 27-2 Discharging Firearms within the City Limits – Paul Bittmenn

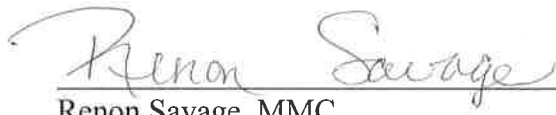
Dated this 16th day of March, 2015.



Renon Savage, MMC
City Recorder

CERTIFICATE OF DELIVERY:

The undersigned duly appointed and acting recorder for the municipality of Cedar City, Utah, hereby certifies that a copy of the foregoing Notice of Agenda was delivered to the Daily News, and each member of the governing body this 16th day of March, 2015.



Renon Savage, MMC
City Recorder

Cedar City Corporation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

If you are planning to attend this public meeting and, due to a disability, need assistance in accessing, understanding or participating in the meeting, please notify the City not later than the day before the meeting and we will try to provide whatever assistance may be required.



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Color Country District Office
Cedar City Field Office
176 East DL Sargent Drive
Cedar City, UT 84721
Telephone (435) 865-3000
www.blm.gov/ut/st/en/fo/cedar_city.html

In Reply Refer To:
8300
UTC01000

MEMORANDUM OF UNDERSTANDING

BETWEEN: Cedar City and Bureau of Land Management (BLM), Cedar City Field Office.

AUTHORITY: The basis for this Memorandum of Understanding (MOU) is found in support or stimulation of a public purpose authorized by the following Federal statute(s):

1. Federal Land Policy and Management Act of 1976, 43 USC Section 1737 (b) and (c).
2. Cedar Beaver Garfield Antimony Land Use Plan Signed October 1986.

PURPOSE: The purpose of this MOU is to provide a basic outline for the construction of the Thunderbird Gardens Trailhead (0.7 acres), Red Hill Trailhead (0.5 acres), connector trails to trailheads, facilities, fences, and maintenance of trailheads, trails and access in support of the Hurricane Cliffs trails system. It is necessary to construct these trailheads to secure access points for the trails network, and to increase the recreation opportunities on BLM and Cedar City property, for the people of the United States.

Statement of Agreement

Cedar City

Cedar City will benefit from this MOU through a possible increase in tourism, additional recreational opportunities for local and non-local visitors and improve the health of the community both physically and mentally. Trail systems are also an attractive selling point for individuals or businesses making a choice to relocate.

Cedar City will:

1. Meet on an Ad Hoc basis with representatives of the BLM to discuss and agree on guidelines for project development to meet the purposes of this MOU.
2. Identify and comply with all applicable local, state, and federal laws and regulations as they relate to this project.
3. Communicate with the BLM before any work will be done on the trailheads and trails.

4. Enforce city ordinance SECTION 27-2. "Discharging Firearms" within the Thunderbird Gardens area
5. Assist with monitoring of the trailheads for vandalism, shooting, dumping, and any other illegal activity.
6. Provide a dump truck to haul material to the trailheads and debris away from the trailheads during construction.
7. Monitor the Thunderbird Gardens area with law enforcement.
8. Maintenance of the access road into Thunderbird Gardens Trailhead from the end of the paved road to the trailhead. The road (paved or unpaved surface) would need to be maintained in a manner that would allow access for low-clearance vehicles.
9. Install and maintain the trailhead sign on Main Street provided by the BLM. Install No Shooting and No Dumping signs in the vicinity of Thunderbird Gardens area and water control dams above the golf course.

10. Nothing in this agreement shall bind future Cedar City Councils to funding projects in relationship to this agreement.

BLM CEDAR CITY FIELD OFFICE

The BLM proposes to improve the non-motorized single-track trail opportunity east of Cedar City on the Hurricane Cliffs. All trails would be constructed with native material to accommodate non-motorized travel and be approximately 18-24 inches wide. All trails would meet the International Mountain Bicycling Association (IMBA) guidelines for sustainable trails. These improvements would assist with controlling unauthorized trail building, and offer a trail experience with sustainable non-motorized single-track trails. These trails that are near Cedar City would coincide with the Cedar City master trail plan and link where possible with existing and future Cedar City trailheads. The trails would make a large network that would allow for non-motorized recreation opportunities from Fiddlers Canyon to Shurtz Canyon. The trail network would be diverse with a variety of trail styles and difficulty levels.

The BLM will:

1. Meet on an Ad Hoc basis with representatives of Cedar City to discuss and agree on guidelines (i.e. long-term trailheads, future improvements and trail access) for project development.
2. Communicate with the city before any modification/work will be completed on the trailheads and trails.
3. Assist with monitoring of the site for vandalism, shooting, dumping, and any other illegal activity.
4. Acquire permission before constructing trails on city property.

5. Coordinate with the International Mountain Biking Association (IMBA) on the development of the trail network with site design and survey.
6. Provide a sign identifying the location of the trailhead that will be installed on Main Street by the city.
7. Install trail entrances (bike cattle guards or walk-overs) to prevent motorized vehicle use on trails designated for non-motorized use.
8. Install trail signage on city property, at locations approved by City.
9. Provide engineering of trailheads and all needed construction equipment (except dump truck) for the installation of trailheads and trails.
10. Construct all trails including sections of trail located on city property which provide connectivity to trailheads and the trail network located on city and BLM land.
11. Maintain the trailhead and trail network including segments on city property.
12. Provide trash cans at the trailheads and remove trash from the trailheads.
13. Install interpretive kiosks.
14. Produce a map of trail network that will be placed on kiosks at trailheads.
15. Install and furnish materials for the post and rail fence/ boulders to delineate trailhead parking.
16. Purchase gravel/road-base type material for the trailheads and portions of the access road to Thunderbird Gardens.
17. Leave all current motorized routes open on BLM administered lands for future use of motorized travel to and from Thunderbird Gardens (routes currently open to motorized travel include an ATV trail to Ghost Flats and a route between Thunderbird Gardens and Hwy 14 and will be maintained in accordance with the BLM, Travel Management Plan.)
18. To the greatest extent legally possible BLM shall hold harmless and indemnify Cedar City, its elected and appointed officials, employees and assigns, from claims related to injury or damage to persons or property resulting from BLM's construction and/or

maintenance of trails, trail heads, access roads, or related facilities that are specifically or implicitly discussed or described in this memorandum of understanding either on BLM property or on Cedar City property. Cedar City shall indemnify and hold harmless BLM from claims related to injury to persons or property resulting from Cedar City's construction and/or maintenance of trails, trail heads, access roads, or related facilities that are specifically or implicitly discussed or described in this memorandum of understanding either on BLM or Cedar City property.

It is Mutually Agreed Upon and Understood as Follows:

1. This MOU may be revised, as necessary, by the issuance of a written amendment, consented to, signed, and dated by both parties.
2. Either party may terminate this MOU by providing 30 days written notice.
3. All improvements placed on Cedar City Property at the direction of either party shall thereupon become the property of Cedar City and shall remain in place for the use of the public into perpetuity and will be maintained by the BLM as part of the Hurricane Cliffs trail system.
4. The BLM reserves the right to conduct all reasonable and necessary inspections of the Trailheads to ensure that the project meets all applicable federal, state and local laws and regulations, and conforms to the terms of the Statement of Agreement.
5. Both parties will agree upon a final design of the trailheads and trails before construction on City property.
6. Both Parties will agree upon location of trails on city property and use type (i.e, mountain bikes only, non-motorized, equestrian or mixed use) before installation.

Future Improvements of Trailhead

Cedar City and the BLM will work together in the future to improve the trailhead as use increases and facilities are needed to accommodate users. Funding for labor and materials for improvements will be determined and agreed upon through a modification of this MOU on an as need basis.

1. Installation of drainage features such as culverts and rip rap to help maintain the access road especially the drainage crossing above the water retention basins.
2. Installation of shade structures
3. Installation of amenities (fire ring, grill, picnic table, benches, bike rack, etc.)
4. Installation of a Restroom

5. Installation of drinking water

6. Maintenance of restroom building (toilet paper, cleaning, graffiti removal, etc.)

APPROVALS:

Accepted for Cedar City by:

Date _____

Maile L. Wilson
Mayor

[Seal]
Attest:

Renon Savage
Recorder

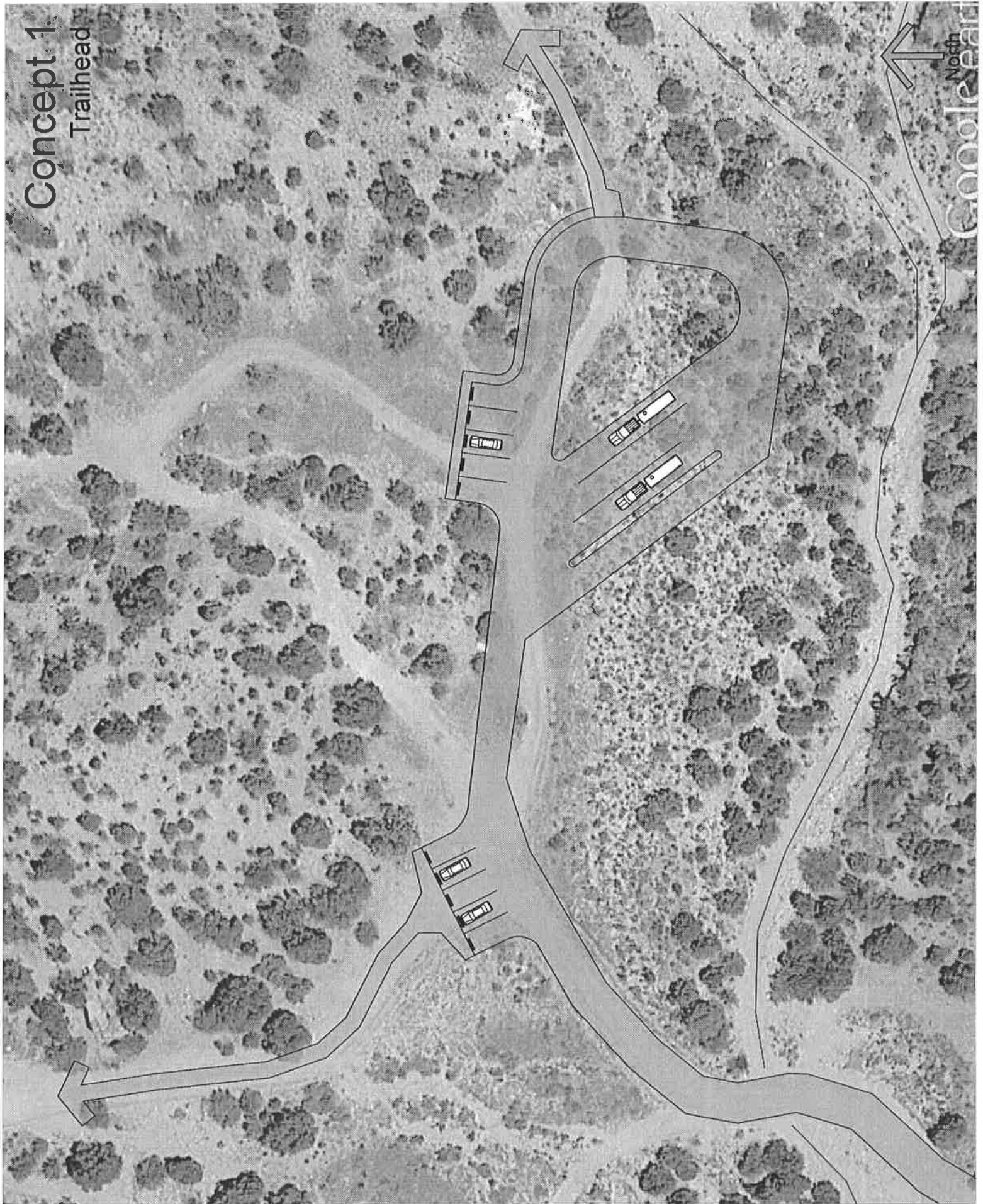
Accepted for the BLM by:

Date _____

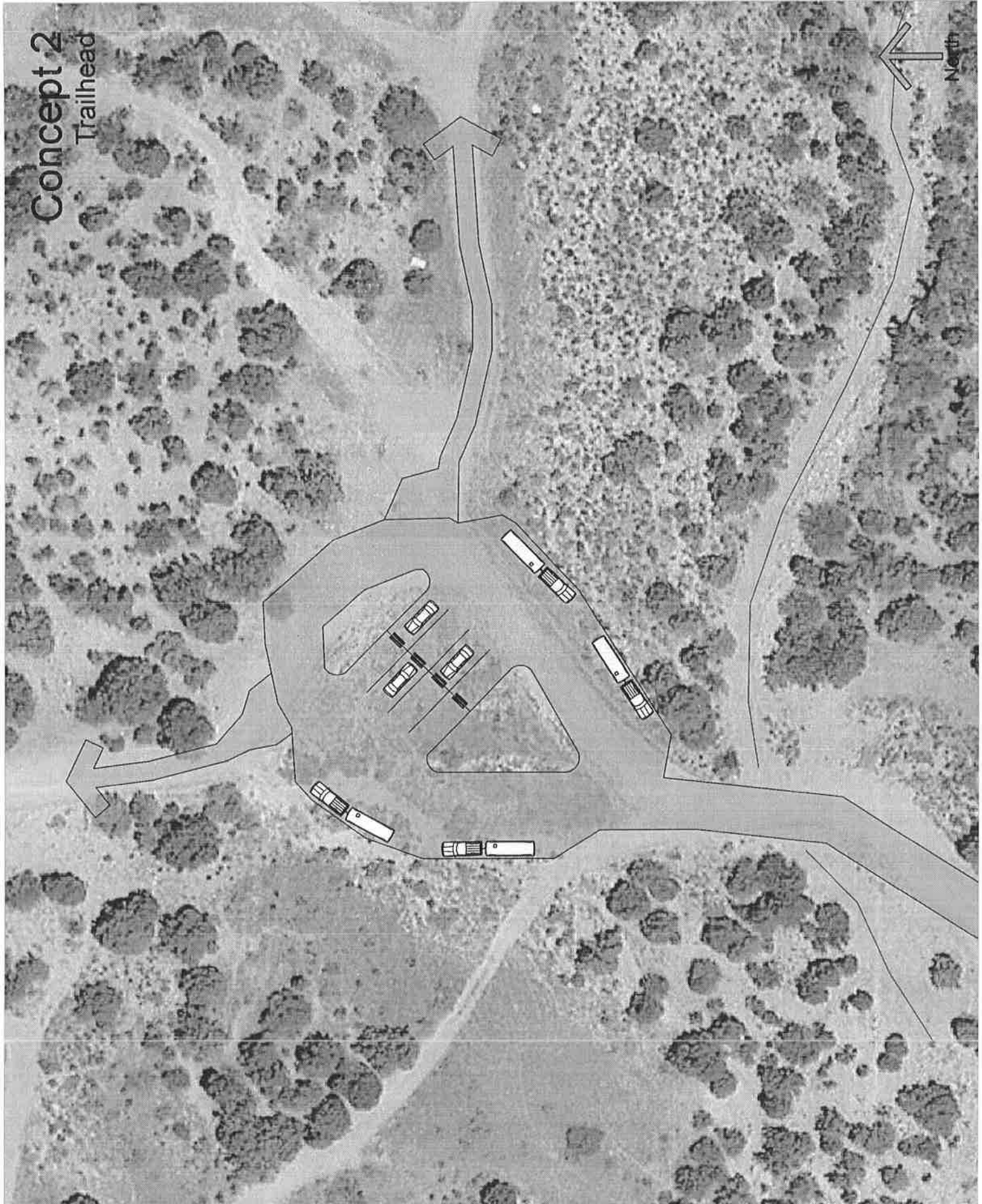
Elizabeth R. Burghard
Field Manager

Concept 1

Trailhead



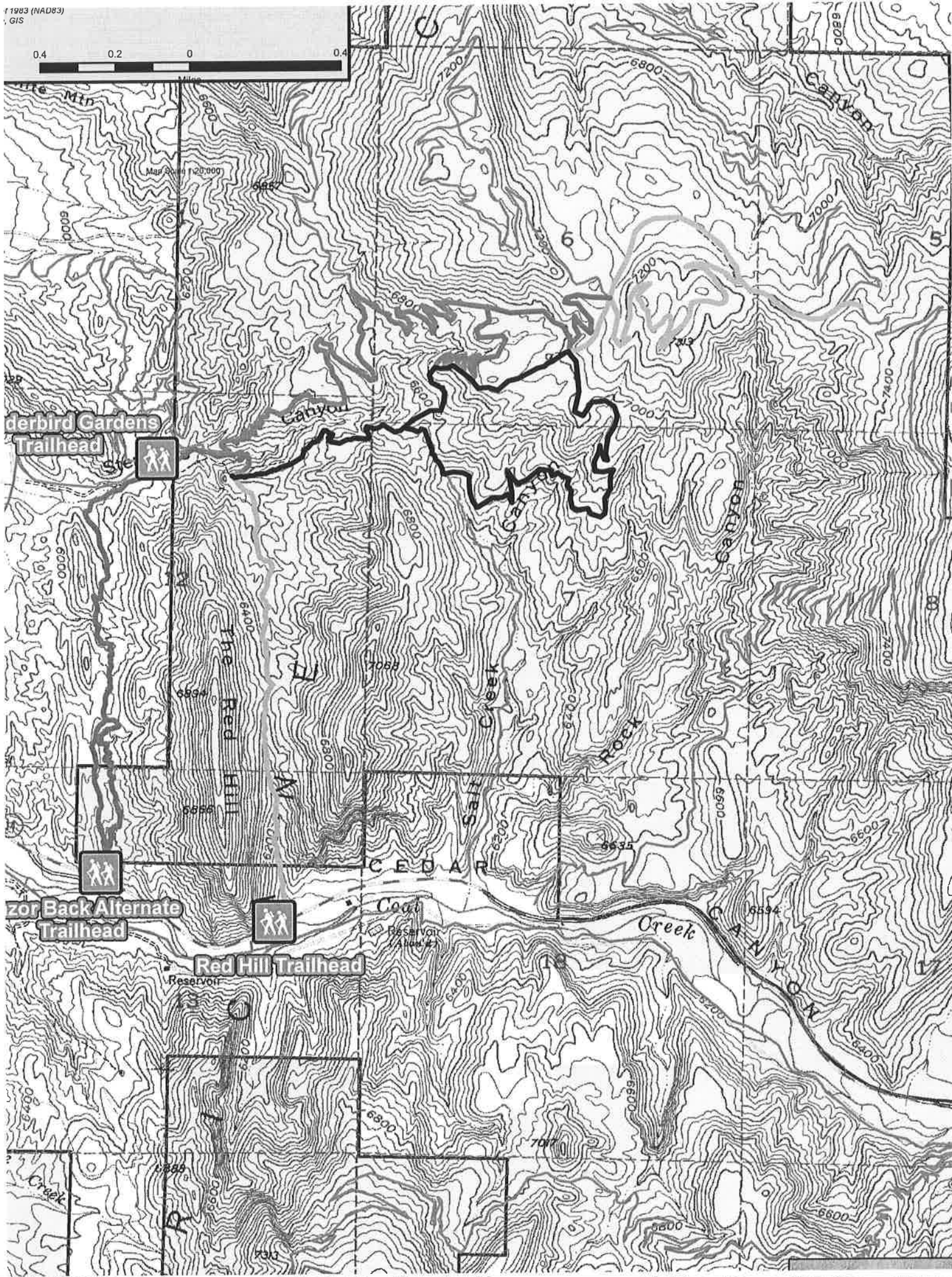
Concept 2 Trailhead



Concept 3

Trailhead





**CEDAR CITY
COUNCIL AGENDA ITEM 2
STAFF INFORMATION SHEET**

TO: Mayor and Council

FROM: Jonathan Stathis

DATE: March 18, 2015

SUBJECT: Consider Vicinity Plan Approval for the Boulevard Plaza P.U.D. Phase 2.

Discussion: The subject P.U.D vicinity plan has been recommended for approval by the Cedar City Planning Commission. A copy of the Planning Commission's minutes is attached. Also attached are copies of the P.U.D.'s vicinity plan and the Developer's statement of intent. As required in the City's subdivision ordinance once the Planning Commission recommends a P.U.D vicinity plan for approval, the plan shall then be presented to City Council for your review and approval, approval subject to alterations, or disapproval. The following is some general information concerning the subject P.U.D.:

Developer-	Lester Wittwer Investment Company
P.U.D.'s General Location-	1000 S. Main Street
Area Land Use Zone-	Central Commercial (CC)
Number of Lots-	1
Lot Size Range-	3.154 Acres - Commercial Lot
Misc. Information-	None.

CEDAR CITY PLANNING COMMISSION

MINUTES

March 3, 2015

The Cedar City Planning Commission held a Meeting on Tuesday, March 3, 2015 at 5:15 p.m., in the Cedar City Council Chambers, 10 North Main, Cedar City, Utah.

Members in attendance: Kristie McMullin- Chair, Rich Gillette, Fred Rowley, Mike Mitchell, Mary Pearson, and Jill Peterson

Members absent: Kent Peterson – excused,

Staff in attendance: Kit Wareham, Larry Palmer, Paul Bittmenn Jonathan Stathis and Michal Adams

Others in attendance: Bob Platt, Dave Thomas-Boulevard, Kim & Lori Stonehouse, and Tim Watson

The meeting was called to order at 5:14 p.m.

**ITEM/
REQUESTED MOTION**

LOCATION/PROJECT

**APPLICANT/
PRESENTER**

I. Regular Items

- 1- **Approval of Minutes (February 3, 2015)
(Approval)**

Fred moved to approve the minutes of February 3, 2015, seconded by Jill and the vote was unanimous.

2- **PUBLIC HEARING**

**PUD Vicinity Boulevard Plaza PUD Phase 2 Wittwer/Platt & Platt
(Recommendation)**

Bob Platt presented. He said that last year they created the Boulevard Plaza PUD phase 1 which consisted of 3 parcels; the one the Boulevard Furniture store is on, the one that is now the new Christensen's store, and the front parcel that is still vacant. This is Phase 2 which consists of the remaining parcel as just 1 parcel.

Fred asked about the finger to the south and wondered if that would become an access into this development. Bob explained that it was quite steep, would be addressed during construction, but also pointed out the two accesses they now have coming off Main Street.

Kit and Larry pointed out that they would need to do all the frontage improvements along that finger during construction.

Fred then pointed out the owners on the sides of that finger, and wondered about the possibility of them selling that off to one of them. He was told that could be possible, they would need to amend this PUD in order to do that so that is not in the cards at this time.

Bob said this phase 2 is about 3.5 acres and they have given the notifications to all property owners within 300'.

The Stonehouse's were present who were neighbors, but had no comments.

Jill said that she needed to disclose that she had family interests in the Christensen's store which was part of this Phase 1.

Kristie opened the PUBLIC HEARING. There were no comments given. Kristie closed the PUBLIC HEARING.

Rich made a motion to give a positive recommendation to City Council for this Phase 2 of the Boulevard Plaza PUD. Seconded by Fred and the vote was unanimous.

3- PUBLIC HEARING
PUD Vicinity Villas at Sunset Canyon Phase 2 Burgess/Watson Eng.
(Recommendation)

No one present from Burgess or Watson Engineering.

Jill moved to table item #3 including the public hearing to the next meeting. Seconded by Mary and the vote was unanimous.

Tim Watson arrived later in the meeting.

Jill moved to un-table Item #3, seconded by Mary and the vote was unanimous.

Tim Watson presented. He said that they are requesting the Vicinity of the Villas at Sunset Canyon PUD Phase 2. It was brought in back in 2014 to change the zone. Since then, the ordinance was revised and now they are going back 1 step to start this approval process. This consists of 12 lots; it is all zoned R-2 and is just east of Cross Hollow Road a little further south than the equestrian arena.

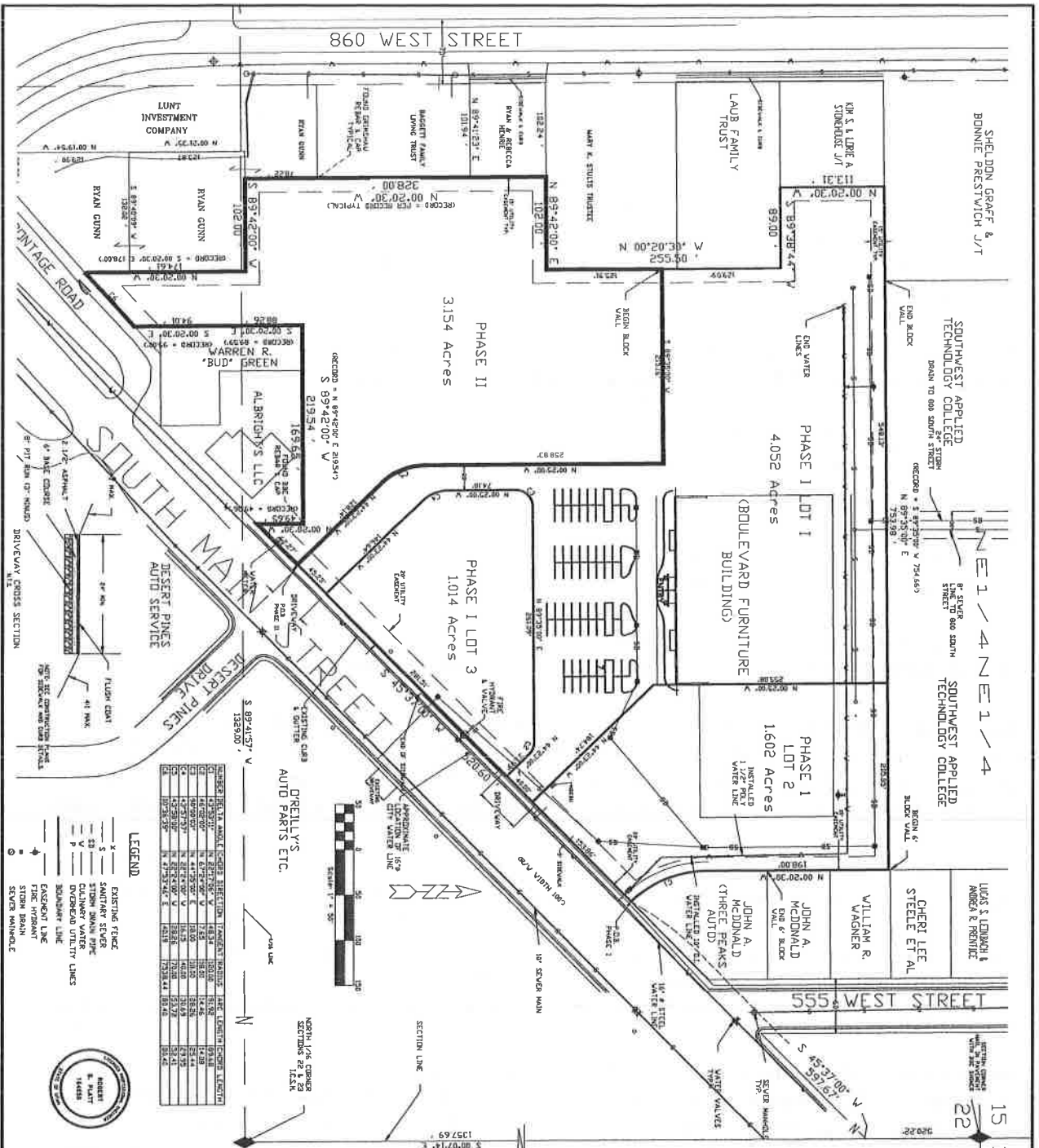
Fred wanted to clarify that this was already touching or was it detached from the road. Kit explained how this was not contiguous to Phase 1 due to the city road in between the two phases. They have gone to Board of Adjustments for that being non-contiguous. It is not a gated community. The City streets on both sides of this PUD were put in place when they developed the Sunset Canyon Subdivision. The PUD came later.

Kristie opened the PUBLIC HEARING. There were no comments. Kristie closed the PUBLIC HEARING.

Fred wondered about this appearing on City Council tomorrow, and these minutes not being approved yet. Just because it does appear at City Council does not mean it will be approved. Kit said that his was coming thru the process between the old and new PUD ordinances. Kit will make sure that all council members have a copy of these minutes prior to the City Council meeting. They will just be the preliminary minutes at this point.

Fred moved to give City Council a positive recommendation for the Villas at Sunset Canyon PUD Phase 2, seconded by Rich and the vote was unanimous.

860 WEST STREET



15 14
22 23

PLAT

VICINITY MAP

REMARKS:

1. PROPERTY IS ZONED CC.
2. MINIMUM ALLOWABLE SETBACKS AS SHOWN ON THIS PLAT.
3. PROPERTY IS SUBJECT TO A WATER WHICH HAS TESTING IN RECORD SHOWS DISCREPANCY.
4. PROPERTY IS SUBJECT TO A WATER WHICH HAS TESTING IN RECORD SHOWS DISCREPANCY.
5. CHECK EXISTING UTILITIES AND PROVIDE CONCERNED AGENCIES WITH THIS PLAT.
6. CHECK EXISTING UTILITIES AND PROVIDE CONCERNED AGENCIES WITH THIS PLAT.
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15. CHECK EXISTING UTILITIES AND PROVIDE CONCERNED AGENCIES WITH THIS PLAT.

OWNER INFORMATION:
OWNER: LUNT INVESTMENT COMPANY
ADDRESS: 860 WEST STREET, SUITE 100, DENVER, CO 80202
PHONE: 303-733-1111

BY: PLATT AND PIATT INC.
CONSULTING ENGINEERS & SURVEYORS
P.O. BOX 388 CEDAR CITY, UTAH 84201-0388 PHONE: 435-556-6151
K.L. NELSON DATE: FEB. 2015 SCALE: 1" = 50' SHEET: 1 OF 1
DRAWING NAME:

Lester Wittwer Investment Co., LLC

125 E. St. George BLVD

St. George, UT 84770

TEL 435-673-4844 Fax 435-628-0627

Boulevard Plaza PUD Phase 2

February 24th, 2015

Cedar City Ordinance section 26-X-3, Step 3(n), requires the following items to be submitted to the city with the Preliminary Plat:

- A. An overall Project Analysis describing the concepts the developer proposes to implement with the project development, including but not limited to:
 - i. An expected buyer profile, including the selling price range of units.
 - a. We have not yet determined a buyer profile; however, this is intended to be made into a retail development.
 - b. Until we have a buyer for a portion, or all of this phase, we are unable to determine any price or costs associated.
 - ii. Project description indicating the general configuration of the project (i.e. single family, townhouses, condominiums, ect.) with the proposed plan for landscaping, mailboxes, street lighting, and walkways.
 - a. As stated above, it is intended to be a retail area. Until a buyer and building plan is set we are unable to submit a plan for landscaping, mailboxes, lighting, and walkways.
 - iii. Proposed budget for common area amenities and landscaping, and infrastructure, including construction, as well as operations and maintenance projections.
 - a. Unknown- also unable to forecast at this time.
 - iv. Project construction phasing and time schedule for infrastructure, landscaping, buildings, amenities, ect.
 - a. Unknown- also unable to forecast at this time.

CEDAR CITY COUNCIL
AGENDA ITEMS IV - 4
DECISION PAPER

TO: Mayor and City Council
FROM: Paul Bittmenn
DATE: March 16, 2015
SUBJECT: Final plat approval for the Villas at Sunset Canyon PUD, phase 2.

DISCUSSION:

This project is located in the vicinity of 300 South and Cross Hollows Road. The subdivision consists of 12 lots and is going to be an addition to the existing Villas at Sunset Canyon PUD Home Owner's Association.

The title report submitted for the project shows liens for utility easements, taxes current and paid, and ownership in the name of Sunset Canyon Development, Inc. I have talked to the title company, Cedar Land Title, and they will have a deed prepared to transfer the property to Sunset Canyon Estates, LLC, prior to recording the plat so the ownership is the same as the plat. The title company confirmed that Sunset Canyon Development, Inc., and Sunset Canyon Estates, LLC, are owned by the same developers.

There is a bond agreement in an amount necessary to secure the improvements (\$170,926.85). The bond agreement is secured by a letter of credit from State Bank of Southern Utah. Fees have been paid as well.

Please consider approving the final plat for the Villas at Sunset Canyon PUD, Phase 2.

#05

Introduction

It is the desire of Cedar City Corporation and the Cross Hollow Event Center Committee to operate a facility that will encourage and enhance wholesome activities, events and entertainment, provide educational opportunities, facilitate economic benefit and foster the heritage of Iron County.

In designing these operational procedures, it has been our hope to offer as much freedom of choice as possible while preserving a high standard of efficiency and economic sensibility.

We continue to look for new solutions and alternative methods in our level of service. Please feel free to offer comments and suggestions in person at our office or by letter to:

Arena Manager, Cross Hollows Event Center, 286 North Main, Cedar City, Utah,
84720

Cross Hollow Event Center

Policies and Procedures

Indoor Arena

The indoor arena is available for rent throughout the year. Fees are set by resolution of the Cedar City Council. The current fee for use of the Indoor Arena is \$300 for 0-8 hours. If the event runs longer than anticipated, the charge for each additional hour or partial hour thereafter is \$40. Lights are included in this fee.

The arena may be rented on weekdays (Sunday to Thursday) for 4 hours at a cost of \$150. If the event runs longer than anticipated, the charge for each additional hour or partial hour thereafter is \$40. Lights are included in this fee.

Outdoor Arena

The outdoor arena is available for rent, weather permitting, throughout the year. Cedar City Corporation cannot be held responsible for event cancellations due to inclement weather. If the event cannot be held in the outdoor arena because of weather-related problems, if possible, in the judgment of the arena manager, the event will be moved to the indoor arena at no additional charge. Fees are set by resolution of the Cedar City Council. The current fee for use of the Outdoor Arena is \$200 for 0-8 hours. If the event runs longer than anticipated, the charge for each additional hour or partial hour thereafter is \$25. Lights are included in this fee.

Both Arenas

Both arenas may be rented by the same group at the same time for \$400.00 for 0-8 hours. If the event runs longer than anticipated, the charge for each additional hour or partial hour thereafter is \$40.00. Lights are included in this fee.

Rental Hours

Event rental covers a 0-8 hour period. Additional time will be charged on a per hour basis. The current cost per additional hour is \$25.00 for the outdoor arena and \$40.00 for the indoor arena, as well as when renting both arenas. Lights are included in this fee. The arena manager shall determine the number of additional hours used.

Reservations

When reserving the arena for weekend use, one-half of the cost of renting the arena must be received before reservations can be made. When the signed contract and deposit amount have been received by the office, the arena, if available, will be reserved.

Cleaning/Damage Deposit

An additional \$150 cleaning deposit in check form is required for all events. If cleaning is done to specifications and no damage is found, the \$150 check shall be destroyed or returned, as specified.

Concessions

Concessions are provided for all events. Groups renting the arena are permitted to sell their own concessions.

Vendor Policy

All Arena vendors must obtain a city license and have the written permission of the event sponsor. The charge for vending at arena events is 10% of gross sales. Alcohol sales at the Event Center are prohibited.

Additional Demand Fee

Certain events and functions may require a greater demand on staff and/or on facilities. Arena rental fees may be negotiated to a reasonable amount as determined by the Arena Manager and approved by the Executive Committee. The minimum special set-up fee is \$25, and is determined by the Arena Manager according to anticipated time, equipment and staff needed.

Livestock on Premises

Livestock held at the facility may be brought one day before their event and have to leave one day after. A yardage fee of \$100.00/day will be charged for additional days.

Equipment

Permission needs to be given prior to anyone leaving items or materials at the Cross Hollow Event Center. Charges could apply.

Stalls

Stalls are available for rental at a cost of \$15.00 per night.

Commercial Use

Those utilizing the arena for commercial use, such as clinics, will be charged a day fee for the use of the arena. Such use must be non-exclusive and not interfere with those engaged in open riding. If less than half the arena is used, this fee shall be \$75 for the first four hour period, and \$150 for a period of four to eight hours. Lights are not included in this fee.

Reduced Arena Fees - Youth Groups

Local youth groups that do not charge admission, are educational in nature and perform an annual service project will qualify to rent the facilities on weekdays (Sunday to Thursday, no holidays) at a cost of \$75 for the outdoor arena and \$100 for the indoor arena.

It is the desire of the Event Center staff to have the facilities utilized to the fullest extent. Should a small group wish to use the arena in a manner which would require minimal maintenance by staff, the arena manager, at his discretion, may rent the facilities at a reduced rate. This policy is in effect only during times when the arena has not been reserved, and there is no guarantee extended to such groups that the facility will be available at a specific time.

Day Use & Memberships

The entire facility is available for open riding during daylight hours when it has not been reserved. **Riding fees must be paid before riding. Those who do not pre-pay their riding fees will be assessed a \$20 penalty.** Riding privileges will be suspended until fine is paid.

Facility Day Use

The cost to ride is \$3.00 per horse, per day anywhere on the premises.

Individual and Family Memberships

Yearly memberships are available for \$100 a year. Additional memberships for immediate family members (18 years & younger living at home) are \$25 per member when purchased at the same time. Memberships are good for open riding during open riding hours. A laminated pass will be issued to those purchasing memberships, good for one year from the date of purchase. The pass may be used only by individual listed. Attempted use by any persons other than individual listed may result in termination of membership privileges.

Youth Group Membership

Local youth groups may apply to the Cross Hollow Event Center committee for memberships. Club membership is available for \$100 per year, plus \$25 per individual club member. A laminated pass will be issued to those purchasing memberships. The pass may be used only by individual listed. Attempted use by any persons other than individual listed may result in termination of membership privileges.

Lights

The cost for lights is not included in open riding fees. If a group or individual wishes to ride after dark, they must notify the Arena manager during regular operating hours, at least 24 hours in advance of the desired time. The charge is \$10 per hour for either center lights or one bank of perimeter lights, or \$25 per hour for both center and perimeter lights. If 3 or more horses are in use, both center and perimeter lights must be arranged for.

ARENA RIDING RULES

1. Open Riding:

- The entire facility is available for open riding during daylight hours when it has not been reserved. Riding fees must be paid before riding. There are no exceptions to this rule.
- **RIDING ANYWHERE ON THE PREMISES WITHOUT PAYMENT OF FEES WILL BE CONSIDERED TRESPASSING.**
- Those who do not pre-pay their riding fees shall be assessed a \$20 penalty. Riding privileges shall be suspended until fine is paid.

2. Horses:

- Do not tie horses to arena panels, in roping boxes, along the wings of the barn, or to the railings.
- \$5 per horse will be charged for overnight tie ups if stalls are available. Tie ups are permitted in designated areas only.
- NO horses may be left unattended at any time.
- Horses are not allowed in the arena while the tractor is in use.
- Keep horses off the gravel in the bleacher and/or spectator area.
- Written approval of the arena manager must be obtained before feeding or stalling horses in the arena, corrals or barn.

3. The following activities are not permitted in the barn:

- Smoking
- Horse shoeing
- Driving

4. Dogs:

- In accordance with city ordinance, dogs must be on a leash at all times while on Cross Hollow Event Center property.
- Dogs are not permitted anywhere in the barn at any time.

5. Vehicles:

- Vehicles are prohibited in arena.
- Do not park vehicles on gravel in spectator area.
- Trailer parking is permitted only on the south side of the barn and west of the stalls.
- Cleaning trailers in the parking lot is **strictly prohibited**. A \$25 penalty will be immediately assessed to any person cleaning a trailer in the parking lot.

6. General:

- Put barrels and poles up before leaving
- Please clean up after you ride.
- Glass containers are not permitted in barn
- Authorized city personnel only are permitted to operate the tractor
- Authorized personnel only are permitted in the announcers stand

All riding is at your own risk. Cedar City Corporation and the Cross Hollow Event center are not responsible for any accidents or injuries. Thank you for your cooperation in keeping the arenas clean and safe for all riders.

Cross Hollow Event Center Advisory Committee

The Cross Hollow committee shall consist of seven members appointed by the City Council. The following entities shall be represented on the committee:

- 1 shall represent Cedar City
- 1 shall represent Iron County
- 1 shall represent the Southwest Jr. Livestock Show
- 1 shall represent Cedar City Parks & Recreation
- 1 shall represent the Iron County tourism and Convention Bureau
- 1 shall represent the USU Extension services
- 1 shall represent the community at large

The Chairperson shall be elected from among the committee, and shall serve a term of one year.

The Executive Committee shall consist of three members, the Committee Chairperson, the Parks & Recreation director, and one other person as recommended by the Committee. In the event co-chairpersons are elected, both chairpersons and the Parks & Recreation director shall serve as the three members of the Executive Committee.

Initial terms of office for committee members shall be as follows:

- Iron County and Citizen - two year terms
- City representative and Livestock representative - three year terms
- Parks & Rec, Tourism and USU Extension representatives - ongoing terms

**CEDAR CITY
COUNCIL AGENDA ITEM 6
DECISION PAPER**

To: Mayor and City Council

From: Darrell Olmsted

Mtg. Date: March 18, 2015

Subject: **Lift Station SCADA installation project.**

Discussion: Wastewater Collections is installing a Supervisory Control and Data Acquisition (SCADA) for all the wastewater lift stations. This will allow the lift stations to be monitored 24 hours by a computer that can notify an employee of possible problems. Computerization also allows remote monitoring of the lift stations from anywhere there is an internet connection. The Council approved up to \$140,000 to be spent on this project. The cost to upgrade the lift stations with SCADA is \$139,000.

Dorsett Technologies retrofitted the wastewater treatment plant SCADA in 2008 and is in the process of upgrading the current system to include the plant expansion. The lift station SCADA is an extension of the wastewater treatment plant SCADA; thus, allowing for off-site backup, monitoring, and use of existing infrastructure.

Since SCADA companies vary widely in standards and equipment, systems are not compatible between companies. When bidding projects, it is typical to only have one or two responses to RFPs in our region. In 2008, the wastewater treatment plant did a competitive bid to retrofit the SCADA system and only two companies bid the project. Dorsett's winning bid was \$80,000 lower than the other bidder.

To illustrate their continued competitiveness, some of the entities awarding projects to Dorsett Technologies in the last two years include Hill Air Force Base, Clearfield City, Hooper, Bear Lake, Ashely Valley Water and Sewer Improvement District, Coalville, Cottonwood, Price, Duchesne, and Payson. Dorsett just completed a competitive bidding process and was awarded a contract with American Water Enterprises, Inc. to provide SCADA services for the Hill Air Force Base Water and Wastewater operation and management services. Last year Dorsett completed the competitive bidding process and was awarded the Ashley Valley Water and Sewer Improvement District's Water Treatment Plant SCADA project.

The advantages of using Dorsett Technologies are:

- No annual service contracts are required (\$2,500/year savings)
- All software upgrades are free for life (In 7 years, the treatment plant has not paid for any software upgrades)

- All equipment is forward and backward compatible; thereby, eliminating unnecessary upgrade costs
- City staff can maintain existing equipment and add new inputs without requiring a Dorsett technician to be on-site (The original SCADA purchased for the WWTP cost \$1,500 to have a technician on-site for one day)
- Designed for City-wide expansion
- Since the installation of the Wastewater Treatment Plant SCADA in 2008, the number of callouts and false alarms has resulted in reduced overtime pay (Estimated at nearly \$8,000/year in savings)
- Using another company whose equipment is not compatible with the current system would not take advantage of the existing system's infrastructure creating a larger and more complex environment.

The professional services required are for consultation, programming sensors, networking stations, and programming reporting and control logic. The awarding of this project to Dorsett Technologies is allowed under Section IV of the City's Purchasing Policy.

**CEDAR CITY
COUNCIL AGENDA ITEM 7
DECISION PAPER**

To: Mayor and City Council

From: Darrell Olmsted

Mtg. Date: March 18, 2015

Subject: **Adoption of the Sanitary Sewer Management Plan (SSMP)**

Discussion: The EPA has delegated authority to the State of Utah to oversee the implementation and operation of a sewer management program. The Utah Department of Environmental Quality, under the authorization of the Utah legislature under *Utah Administrative Code (UAC) R317-8-2.5* has issued a general permit to all owners and/or operators of sanitary sewer collection systems. The general permit *UAC R317-801* specifically addresses the requirements of this program.

The purpose of the Sewer System General Permit (SSGP) is to maintain water quality standards for waters of the State which may be affected by the operation of sanitary sewer collection systems. All owners or operators of public sanitary sewer collection systems must obtain coverage under the SSGP. All operators are automatically covered under the SSGP for the first five years beginning October 1, 2012. After which, the operators will be required to submit a Notice of Intent (NOI) every five years.

Under *UAC R317-801*, all sanitary system operators are required to:

1. Submit a Notice of Intent (NOI) to operate a sanitary sewer system, and
2. Implement a Sanitary Sewer Management Plan (SSMP), and
3. Complete a Sanitary Evaluation and Capacity Assurance Plan (SEACAP).

The NOI was submitted in September 2012 and the SEACAP portion is in progress. This meeting is to complete the requirement of implementing the SSMP portion of the SSGP.

Under the Sewer System General Permit, the operator of a sanitary sewer system must:

1. Implement a written Sanitary Sewer Management Plan (SSMP), and
2. Shall make it available to the Division of Water Quality upon request, and
3. Shall be made available to the public, and
4. Be publicly noticed and approved by the permittee's governing body at a public meeting.

It is being requested that in accordance with the Sanitary Sewer General Permit, the Council approve the Sanitary Sewer Management Plan.

#7

CEDAR CITY RESOLUTION NO. _____

A RESOLUTION OF THE CEDAR CITY COUNCIL ADOPTING THE 2015 CEDAR CITY
SANITARY SEWER SYSTEM MANAGEMENT PLAN.

WHEREAS, Cedar City owns, operates, and maintains the Cedar City Regional Waste Water Treatment Facility for the purpose of treating wastewater and sewage from industrial, commercial, and residential sources; and

WHEREAS, Cedar City owns, operates, and maintains a wastewater collection system servicing Cedar City as well as operates and maintains wastewater collection systems that service areas outside of the municipality that contribute sewage and wastewater to the Cedar City Regional Waste Water Treatment Facility; and

WHEREAS, according to Utah Administrative Rule R317-801-1 Any federal or state agency, municipality, county, district, and other political subdivision of the state that owns or operates a sewer collection system is required to comply with the provisions of the Utah Administrative Code requiring permit be issued by the State of Utah; and

WHEREAS, pursuant to the terms of Utah Administrative Rule R317-801-5 a permittee is required to adopt a sewer system management plan addressing the items set forth in R317-801; and

WHEREAS, Cedar City staff has drafted the attached and incorporated exhibit #1 as its sewer system management plan in order to meet the requirements of R317-801; and

WHEREAS, the Cedar City Council has reviewed the attached and incorporated sanitary sewer management plan during an open and public meeting, and after receiving comments, if any, finds that the sanitary sewer management plan is necessary to meet the requirements of R317-801 and appropriate for the efficient management of the Cedar City Wastewater Treatment Facility, the Cedar City collection system, and the collection systems Cedar City manages and operates for neighboring jurisdictions.

NOW THEREFORE BE IT RESOLVED by the City Council of Cedar City, State of Utah, that the attached and incorporated exhibit #1 is hereby adopted as the Cedar City Sanitary Sewer System Management Plan and any prior such plans are hereby replaced with the provisions contained in exhibit #1.

This resolution, Cedar City Resolution No. _____, was duly adopted by the Cedar City Council by the following vote:

Ayes: _____

Nays: _____

Abstained: _____

Dated this ____ day of _____, 2015.

Maile L. Wilson
Mayor

[Seal]
Attest:

Renon Savage
Recorder

Exhibit #1

2015 Cedar City Sanitary Sewer System Management Plan.

Sanitary Sewer Management Plan

Cedar City Wastewater

Collections Division

REVISION HISTORY

Revision 0	March 2015	Original
Revision 1		

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Part I. INTRODUCTION

Cedar City Corporation (Cedar City) is a public municipal entity established in Utah under the Utah State Code. Cedar City was incorporated February 18, 1868 and provides sewage collection and treatment for Cedar City, Enoch City, and surrounding areas of Iron County. This Sewer System Management Plan (SSMP) manual has been established to provide a plan to properly manage, operate, and maintain all parts of the sewer collection system to reduce and prevent Sanitary Sewer Overflows (SSOs) and to minimize the impacts of any SSOs that occur. The management for this entity recognizes the responsibility it has to operate the sewer system in an environmentally and fiscally responsible manner; as such, this manual will cover aspects of the collection system program necessary to provide such an operation. This manual may refer to other programs or ordinances and by reference may incorporate these programs into this manual.

The following elements are included in this SSMP:

- Introduction (Part I)
- General Information (Part II)
- Operations and Maintenance Program (Part III)
- Sewer Design Standards (Part IV)
- Sanitary Sewer Overflow Response Plan (Part V)
- Fats, Oil, Grease, and Sand Management Program (Part VI)
- System Evaluation and Capacity Assurance Plan (Part VII)
- SSMP Monitoring and Measurement Plan (Part VIII)
- Sewer System Mapping Program (Part IX)
- Backup Program (Part X)
- Policy on the Installation of Backwater Valves (Part XI)
- No Fault Sewage Backup Claims Program (Part XII)

This SSMP program is intended to be an internal guidance for the Cedar City Wastewater Department and is not intended to be part of a regulatory requirement. As such, failure to strictly comply with documentation requirements is, in and of itself, not a failure of the program's effectiveness.

Documentation failures are intended to be identified during internal audits and will be addressed as training opportunities. Significant program failures will be addressed to correct failures of the program. This corrective action process will be implemented by all individuals involved in the SSMP program. Since this is an internal document, modifications to keep the program and documentation up-to-date shall be made by the Wastewater Superintendent as needed to adhere to changing legislation and environmental agencies. Not all Cedar City employees will

Sanitary Sewer Management Plan

necessarily be involved in the collection system operations; as such, only those employees who are affected by changes will receive program training.

Definitions

The following definitions are to be used in conjunction with those found in Utah Administrative Code R317. The following terms have the meaning as set forth:

- (1) BMP means best management practice
- (2) CCTV means closed circuit television
- (3) CIP means a Capital Improvement Plan
- (4) Defect means, but is not limited to, plugs, cracks, missing parts, offset joints, sags, bellies, I&I, structural damage or design flaws.
- (5) DWQ means the Utah Division of Water Quality
- (6) FOG means fats, oils, and grease which also incorporates the grease, oil, and sand interceptor program (GOSI).
- (7) I&I means infiltration and inflow
- (8) IPC means International Plumbing Code
- (9) IRC means International Residential Code
- (10) Permittee means a federal or state agency, municipality, county, district, and other political subdivision of the state that owns or operates a sewer collection system or who is in direct responsible charge for the operation and maintenance of the sewer collection system. When two separate federal or state agencies, municipality, county, district, and other political subdivision of the state are interconnected, each shall be considered a separate permittee
- (11) SECAP means System Evaluation and Capacity Assurance Plan
- (12) Sewer Collection System means a system for the collection and conveyance of wastewater or sewage from domestic, industrial and commercial sources. The Sewer Collection System does not include sewer laterals under the ownership and control of an owner of real property, private sewer systems owned and operated by an owner of real property, and systems that collect and convey storm water exclusively.
- (13) SORP means Sewer Overflow Response Plan
- (14) SSMP means Sewer System Management Plan
- (15) SSO means sanitary sewer overflow, the escape of wastewater or pollutants from, or beyond the intended or designed containment of a sewer collection system

Sanitary Sewer Management Plan

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

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

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

(18) UAC means Utah Administrative Code

(19) USMP means the Utah Sewer Management Program

(20) Waters of the States means streams, lakes, ponds, marshes, water-courses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state of Utah or any portion thereof, except for bodies of water confined to and retained within the limits of private property, and which do not develop into or constitute a nuisance, or a public health hazard, or a menace to fish and wildlife, shall not be considered to be "waters of the State" under this definition, UAC R317-1-1.

General SSO Requirements

The following general requirements for SSOs are required by the Utah Administrative Code (UAC) R317-801-3 and are included here as general information.

- (1) The permittee shall take all feasible steps to eliminate SSOs to include:
 - a. Properly managing, operating, and maintaining all parts of the sewer collection system;
 - b. Training system operators;
 - c. Allocating adequate resources for the operation, maintenance, and repair of the sewer collection system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures in accordance with generally acceptable accounting practices; and,

Sanitary Sewer Management Plan

- d. Providing adequate capacity to convey base flows and peak flows, including flows related to normal wet weather events. Capacity shall meet or exceed the design criteria of UAC R317-3.
- (2) SSOs shall be reported in accordance with the requirements below.
- (3) When an SSO occurs, the permittee shall take all feasible steps to:
 - a. Control, contain, or limit the volume of untreated or partially treated wastewater discharged;
 - b. Terminate the discharge;
 - c. Recover as much of the wastewater discharged as possible for proper disposal, including any wash down water; and,
 - d. Mitigate the impacts of the SSO.

SSO Reporting Requirements

UAC R317-801-4 stipulates when and how SSOs are reported.

SSOs shall be reported as follows:

- (1) A Class 1 SSO shall be reported orally within 24 hours and with a written report submitted to the DWQ within five calendar days.
- (2) A Class 1 SSO shall be included in the USMP annual report.
- (3) Class 2 SSOs shall be reported on an annual basis in the USMP annual report.

Cedar City shall submit to DWQ a USMP annual operating report covering information for the previous calendar year by April 15 of the following year.

Sewer Use Ordinance

Cedar City has a sewer use ordinance that has been adopted by the governing body. This ordinance contains the following items as stipulated by UAC R317-801-5:

- (1) Prohibition on unauthorized discharges,
- (2) Requirement that sewers be constructed and maintained in accordance with UAC R317-3,
- (3) Ensures access or easements for maintenance, inspections and repairs,
- (4) Has the ability to limit debris which obstruct or inhibit the flow in sewers such as foreign objects or grease and oil,
- (5) Requires compliance with pretreatment program,
- (6) Allows for the inspection of industrial users, and
- (7) Provides for enforcement of ordinance violations.

Part II. GENERAL INFORMATION

This Sanitary Sewer Management Plan was adopted by Cedar City Council on _____.

Blue Stakes

Although not a part of this SSMP program, Cedar City is an active participant in the Blue Stakes of Utah Utility Notification system. The Blue Stakes system is regulated under Title 54 Chapter 8A of the Utah State Code and Blue Stakes requires utility notification of all underground operators when excavation takes place to minimize damage to underground facilities. Cedar City has a responsibility to mark their underground sewer facilities when notified an excavation is going to take place. It is not the responsibility of the City to mark private sewers, laterals or connections.

Description of Roles and Responsibilities

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

Wastewater Superintendent

The Wastewater Superintendent is responsible for the overall management of the sanitary sewer collection system. Responsibilities include working with city elected and administrative officials to assure sufficient budget is allocated to implement the SSMP, maintenance of the SSMP documentation, development of a capital improvement program and supervision of all staff.

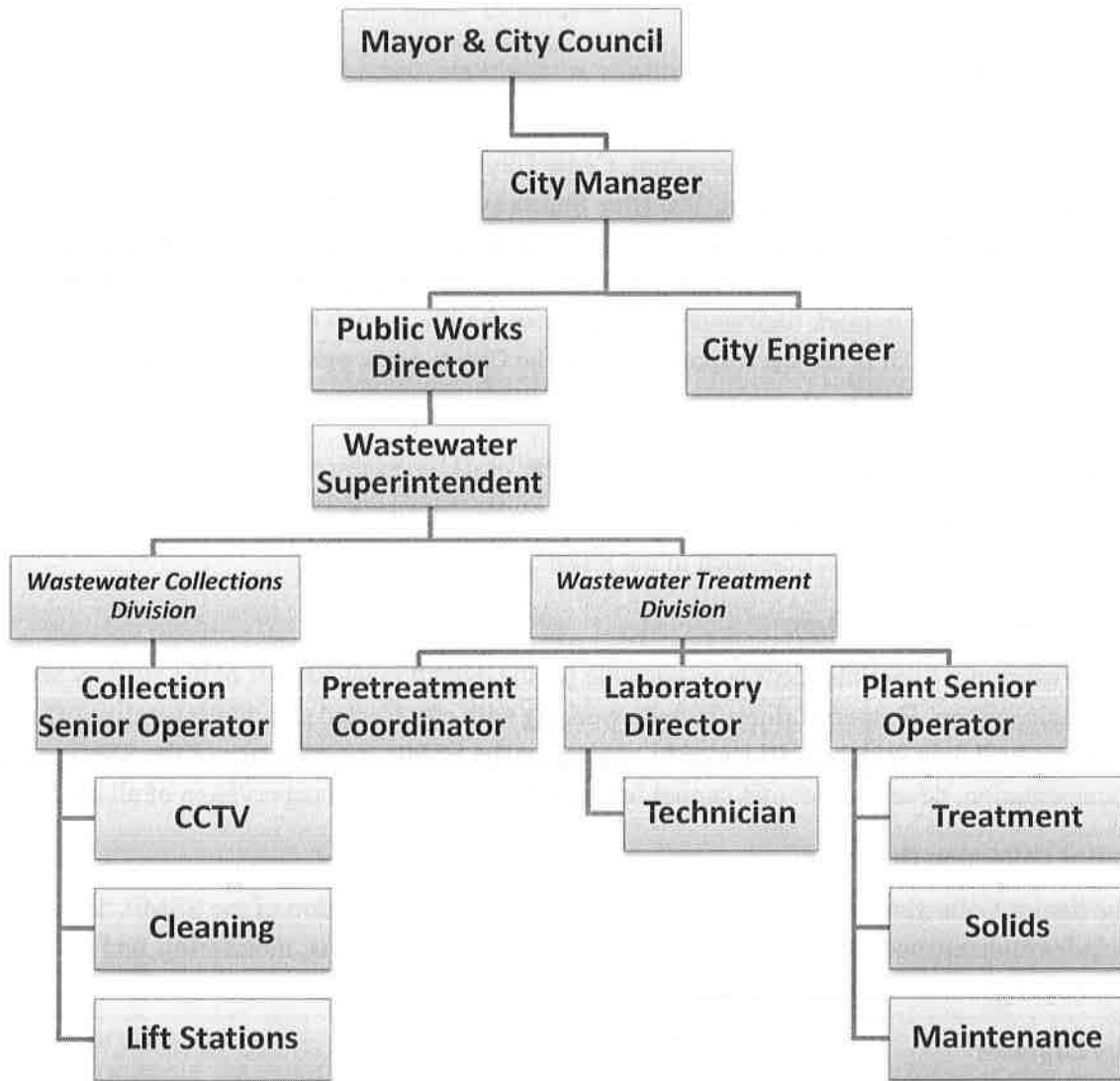
Senior Collection Operator

The Senior Collection Operator is responsible for daily implementation of the SSMP. This includes maintenance activities, compliance with SORP requirements, monitoring, and measurement reporting requirements.

City Engineer

The City Engineer is responsible for the development and maintenance of collection system design standards, maintenance of collection system mapping, and maintenance of the SECAP program.

Organization Chart



Part III. OPERATIONS AND MAINTENANCE PROGRAM

Cedar City has established the sanitary sewer system operations and maintenance program to ensure proper system operations, to minimize backups, SSOs, and to provide for replacement, refurbishment, or repair of damaged or deteriorated piping systems. The combined maintenance program should ensure that the environment and health of the public are protected at a reasonable cost for the end users.

System Mapping

An up-to-date map is essential for effective system operations. Cedar City has assigned the mapping responsibility to the City Engineer who will prepare and maintain current mapping for the entire sanitary sewer system. Mapping may be maintained on either paper, in a graphical information system (GIS), or a combination of both.

Should any employee identify an error in the mapping, they should document the error on a defect report and give it to the City Engineer for timely updating.

System Cleaning

Sanitary sewer system cleaning is accomplished through various methods. Cedar City has established a goal to clean the entire system every four years. Based on experience over the past several years, this frequency significantly reduces the number of backups, controls grease problems and flushes any bellies in the system. In addition, Cedar City has a listing of identified trouble areas which are maintained at a higher cleaning frequency. Areas which may have roots are hydraulically cut or chemically treated.

Hydraulic Jetting and Chemical Root Control

Cleaning records are maintained at the Public Works Complex. Contractors are required to provide cleaning records associated with their work. Should the cleaning process identify a serious defect, the problem should be reported on a Defect Report Form for further action. The defect report should be specific as to location and type of problem.

System CCTV Inspection

Closed Circuit Television inspection of the sanitary sewer system is used to assess pipe conditions and identify problems or possible future failures which need current attention. The CCTV process also identifies the piping condition to allow for replacement prior to failure. Generally, Cedar City will conduct CCTV inspection with its own staff. At least one quarter of the system is inspected every year. This inspection frequency is based on the pipe aging process. As such, once the system has been inspected, change usually occurs gradually. CCTV may also be employed when a system operation or capacity is questioned or when an SSO occurs. Any significant defect, based on the currently used rating system, identified during the CCTV process shall be reported and evaluated for possible repairs. Documentation of CCTV activities will be

maintained at the Public Works Complex. When contractors are used to inspect the sanitary sewer system they will be required to submit a record of their work.

Pump Station

Operators inspect each pump station daily for proper operations. Included in this inspection, where possible, is a visual observation of the pressure line alignment in order to ensure there are no leaks. Should a problem be encountered that cannot be corrected during the inspection, a Defect Report Form shall be completed. If the defect has the potential to cause a sanitary sewer overflow, immediate action should be taken to ensure no overflow occurs.

Manhole Inspection

During routine maintenance and cleaning, operators will inspect the sanitary sewer manholes. The manhole inspection involves the identification of foreign objects and surcharging that may be present. Crews inspecting the manholes will be given maps by the City Engineer. When a significant defect is identified the location & defect shall be reported. If during the inspection process, the inspection crew believes a problem is imminent, the crew shall immediately cease inspecting and inform the Wastewater Superintendent of the problem.

Defect Reporting

Defect Reports generated through cleaning, CCTV inspection, pump station inspection, and manhole inspections will be prioritized for correction by the Wastewater Division. Any defects which have the potential for catastrophic failure and thus create a sanitary sewer overflow should be evaluated immediately and discussed with the Wastewater Superintendent for repair.

When a defect is not identified for immediate repair, it should be considered for placement on the “troubled” list. This will allow for vigilant maintenance to ensure failure and a subsequent sanitary sewer overflow do not take place. During the CCTV inspections, the operator rates the damage on a numerical scale. Based on the rating, the defect may or may not be placed on a defect reporting list.

Collection System Damage

Collection system damage may occur as a result of multiple factors, some identified as a result of inspection activities and some identified as a result of damage by third parties.

Damage Identification

The identification of system damage which may result in an SSO or backup is important to prevent environmental, public health, or economic harm. Identification of damage may be from either internal activities or external activities.

Internal activities which may result in the identification of damage include the following:

- (1) Collection system maintenance,

Sanitary Sewer Management Plan

- (2) CCTV inspection, and
- (3) Manhole inspection.

These three activities are discussed in this Maintenance Program and the identification of damage will result in the generation of a Defect Report. Generally, damage identification is an iterative and continuous process.

External activities which identify damages include:

- (1) Contractor notification of damage,
- (2) Directional drilling notification of damage, and
- (3) Public damage complaints.

All three of these notifications generally require immediate response. Staff should respond and evaluate the seriousness of the damage and the effect on the environment. Damages which include a release to the environment should be handled in accordance with the SORP. Damages which cause a backup should trigger the Backup response. Damages which remain in the trench should be de minimis and do not require more action than the repair of the damage.

Whatever the cause of collection system damage, the response should be expeditious to prevent environmental and/or economic harm. City staff should consider all damages an emergency until it is shown by inspection to be a lower priority.

Damage Response Actions

When damages occur in the collection system, the following actions help define the path staff should take. These actions are not inclusive of all options available but are indicative of the types of response that may be taken.

Stable Damage

Inspection activities may show a system damage which has been there for an extended period of time. Such damage may not require immediate action but may be postponed for a period of time. When stable damage is identified and not acted upon immediately, a defect report should be prepared. If such a defect is identified and repaired immediately, a defect report is not needed. An example of stable damage could be a major crack in a pipeline or a severely misaligned lateral connection where infiltration is occurring.

Unstable Damage

Unstable damage is damage which has a high likelihood that failure will occur in the near future. Such damage may be a broken pipe with exposed soil or a line which has complete crown corrosion. In these cases, action should be taken as soon as there is time, a contractor, materials and other necessary resources

available. Immediately after identification the Wastewater Superintendent should be contacted to review and take care of budget considerations.

Immediate Damage

When a contractor or other party damage a collection line such that the line is no longer capable of functioning as a sewer, this immediate damage must be handled expeditiously. Such damage allows untreated wastewater to pool in the excavation site, spill into the environment or possibly backup into a basement. Under such conditions priority should be given to an immediate repair.

As can be determined from the above action plans, priority should always be preventing an SSO, environmental damage, basement backups, financial impacts, and preventing public health issues.

Part IV. SEWER DESIGN STANDARDS

Sanitary sewer design shall be in accordance with the governing authority. Cedar City maintains sanitary sewer design standards. The design and construction of the Cedar City sanitary sewer system shall be in accordance with the Cedar City Engineering Standards.

All other entities that convey sewer into or through the City's system shall ensure that their respective sanitary sewer design and construction are such as to not cause interference, treatment plant pass through, infiltration, or damage to the sanitary system or its workers.

These design standards are intended to be used in conjunction with UAC R317-3. Where a conflict exists between standards, the entities in conflict shall meet to work out the conflict. It is the responsibility of all entities to ensure their respective sanitary sewer system complies with all State and Federal regulations.

Part V. SANITARY SEWER OVERFLOW ACTION PLAN

Whenever sanitary sewage leaves the confines of the piping system, immediate action is necessary to prevent or minimize environmental damage, public health safety, and financial damage. In addition, quick action is normally needed to mitigate damage which may have already occurred. For the purpose of this section, the following are part of the emergency action plan.

- (1) Basement backups,
- (2) Sanitary sewer overflows,
- (3) Sanitary sewer breaks which remain in the trench, and
- (4) Sewer lateral backups.

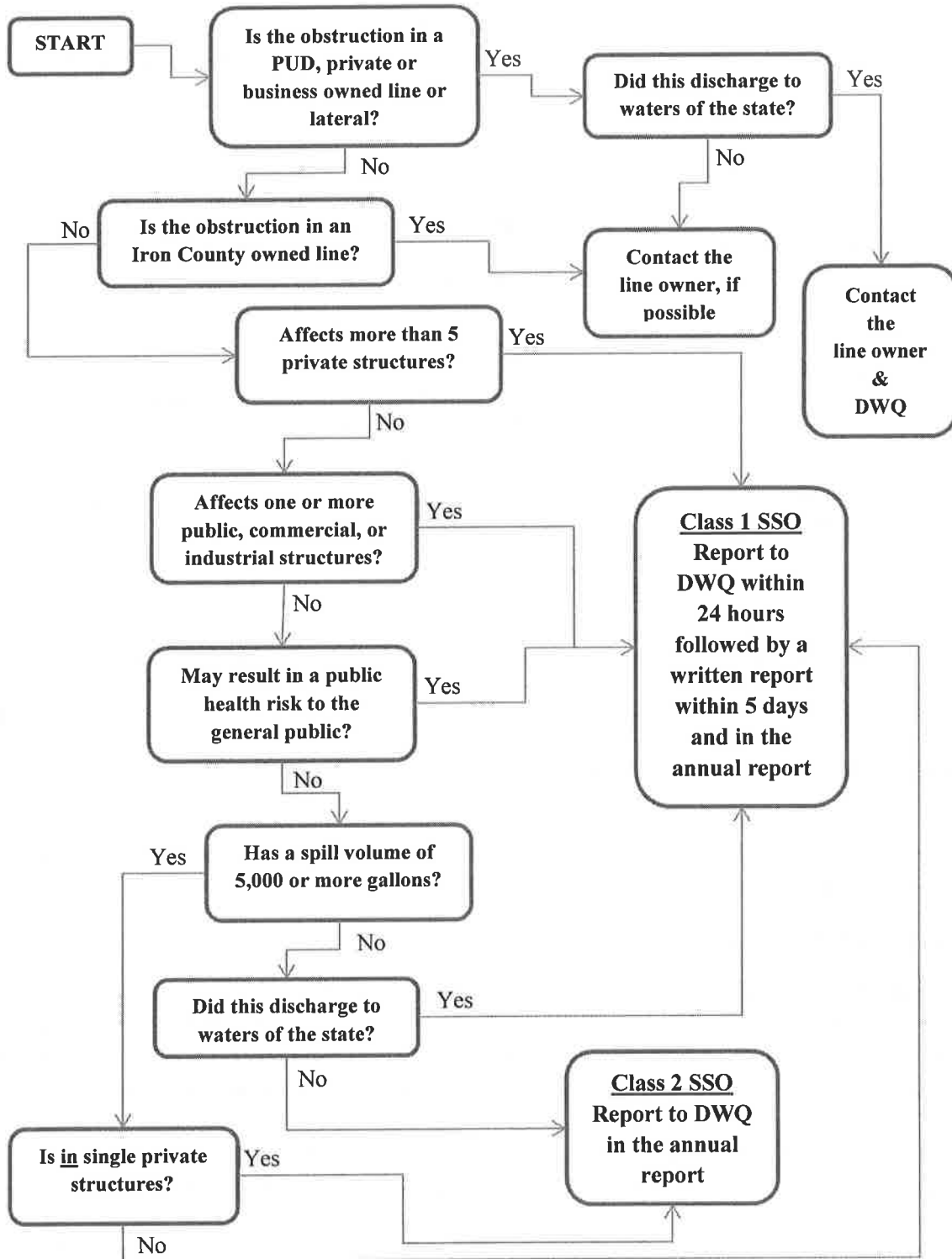
All of the above conditions are likely to cause some damage. Each should be treated as an emergency and corrective action taken in accordance with Cedar City direction. Items 1 and 2 above should be reported immediately based on whether they constitute a Class 1 or Class 2 SSO. As stated in the definition section of the SSMP Introduction, a Class 1 SSO is an overflow which affects more than five private structures; affects a public, commercial, or industrial structure; results in a significant public health risk; has a spill volume more than 5,000 gallons; or has reached Waters of the State. All other overflows are considered a Class 2 SSO.

All Class 1 SSOs should be reported immediately. Class 2 SSOs should be documented and reported in the annual SSMP report and included in the Municipal Wastewater Planning Program submitted to the State. Item 3 may be reported to the local health department, if in the opinion of the responsible staff member there is potential for a public health issue. An example of where a public health issue may be present is when an excavator breaks both a sewer and a water line in the same trench. In such cases, the local water operator should be contacted and the situation explained. It is the responsibility of the water system operator to contact the health department. If the health department requests further action on the part of the City, staff should make an effort to comply. If in the opinion of the responsible staff member, the health department or water operator request is unreasonable, the Wastewater Superintendent should be immediately notified. Care should always be taken to err on the side of protecting public health over financial considerations. When a backup occurs the staff member responding should follow the Backup Program procedures.

Lateral backups, while the responsibility of the property owner, should also be treated as serious problems. Care should be taken to provide advice to the property owner in such cases; however, the property owner is ultimately the decision maker about what actions should be taken and any advice given by a city employee should be given in good faith and without liability to the City.

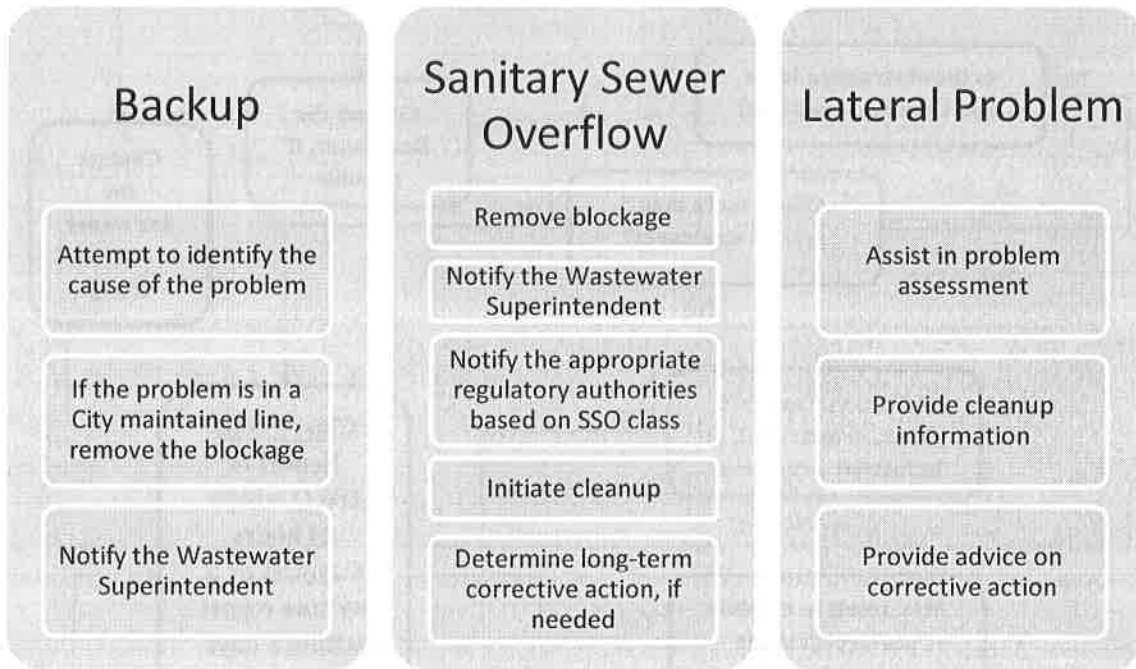
The SSO decision tree and the Sewer Backup / SSO Report on the following pages, along with the narrative of this program, are to assist in determining the proper response actions.

SSO DECISION TREE



Response Activities

There are specific steps that should be followed once a notification is received that an overflow may be occurring. The following figure outlines actions that could be taken when Cedar City receives notice that a possible overflow has or is occurring.



General Notification Procedure

When a Class 1 SSO occurs, specific notification requirements are required. In such cases the following notification procedure should be followed and documented. Failure to comply with the notification requirements is a violation of UAC R317-801.

Agency Notification Requirements

The State of Utah Division of Water Quality should be immediately notified when an overflow is occurring. If necessary, the local health department may need to be notified. Other entities that may require notification include local water suppliers, affected property owners, and notification may be required to Utah Division of Emergency Response and Remediation if hazardous materials are involved. The initial notification must be given within 24 hours after becoming aware of the problem. However, attempts should be made to notify affected parties as soon as possible so they can observe the problem and the extent of the issue while the problem is happening. A notification form is provided to document notification activities. After a Class 1 SSO has taken place and the cleanup has been done, a written report of the event should be submitted to the State DEQ within five days (unless waived by the State). This report should be

specific and should be inclusive of all work completed. If possible, the report should also include a description of follow-up actions such as modeling or problem corrections that has or will take place.

Public Notification

When an SSO occurs and the extent of the overflow is significant and the damage cannot be contained, the public may be notified through proper communication channels. Normally the local health department will coordinate such notification. Should Cedar City need to provide notification, it could include press releases to the local news agencies, publication in a local paper, announcement through electronic media, reverse 911, and leaflets delivered to home owners or citizens in the area of the SSO. Notification should be sufficient to ensure that the public health is protected. In general, notification requirements should increase as the extent of the overflow increases.

Overflow Cleanup

When an overflow happens, care should be taken to clean up the environment to the extent feasible based on technology, good science, and financial capabilities. Cleanup could include removal of contaminated water and soil saturated with wastewater and toilet paper, disinfection of standing water with environmentally adequate chemicals or partitioning of the affected area from the public until natural soil microbes reduce the hazard. Cleanup is usually specific to the affected area and may differ from season to season. As such, this guide does not include specific details about cleanup. The responsible staff member in conjunction with the State DEQ, the local health department, and the owner of real property should direct activities in such a manner that they are all satisfied with the overall outcomes. If during the cleaning process, the responsible staff member believes the State, County, or property owner is requesting excessive actions, the Wastewater Superintendent should be contacted.

Corrective Action

All SSOs should be followed up with an analysis as to cause and possible corrective actions. An SSO which is the result of grease or root plug may be placed on the preventative maintenance list for more frequent cleaning. Serious or repetitive plugging problems may require the reconstruction of the sewer lines. An overflow that results from inadequate capacity should be followed by additional system modeling and either flow reduction or capacity increase. If a significant or unusual weather condition caused flooding which was introduced to the sanitary sewer system incorrectly, the corrective action may include working with other agencies to try and rectify the cross connection from the storm drain to the sanitary sewer or from home drainage systems and sump pumps. Should a problem be such that it is not anticipated to reoccur, no further action may be needed.

Part VI. FATS, OIL, GREASE, MANAGEMENT PROGRAM

Purpose

The purpose of the FOG program is to provide for the control and management of fats, oil, and grease discharges to the sanitary sewer collection system. This program provides a means to reduce interference with the collection system and the wastewater treatment plant.

Regulatory Authority

Regulatory authority to implement this program is found in the Code of Federal Regulations 40 CFR 403, General Pretreatment Regulations. State authority for the program is given in the Utah Administrative Code R317-8-8, Pretreatment. Local Authority is found in the Cedar City Ordinance 30 and 30a and Local Limits.

Program Implementation

The program shall be conducted in accordance with Cedar City's ordinance, rules, and regulations. All entities connected to the Cedar City sanitary sewer system shall abide by all governing regulatory authorities.

Part VII. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN (SECAP)

Cedar City believes that one of the keys to preventing sanitary sewer overflows is to evaluate system capacity and to monitor flows throughout the system in order to ensure that capacities are not exceeded. Should a collection subsystem exceed the capacity of the pipes, the system will be immediately re-evaluated and corrective action taken. The following elements are all part of Cedar City SECAP program.

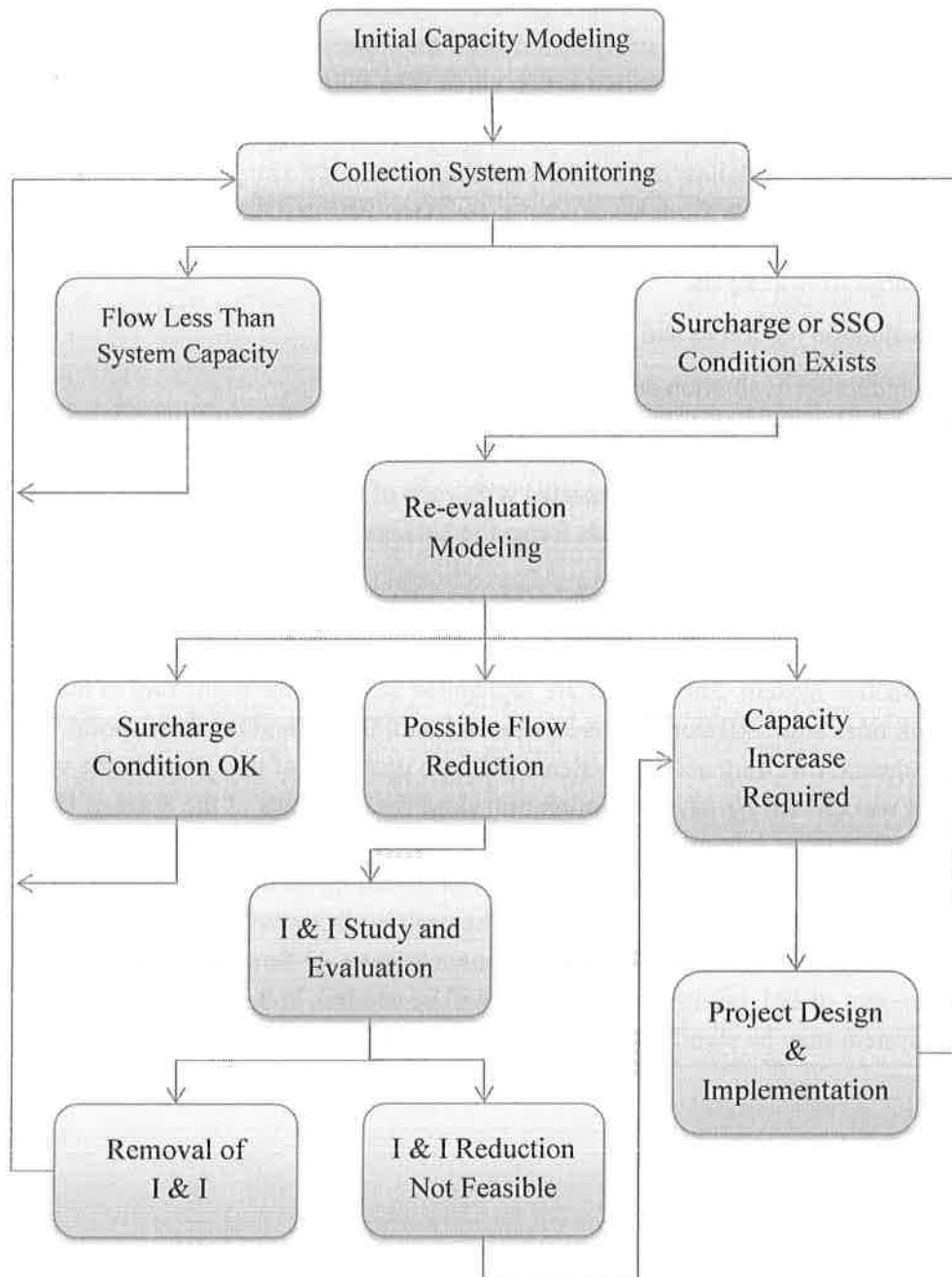
- (1) Initial capacity modeling and master planning,
- (2) Flow monitoring,
- (3) Surge flow analysis,
- (4) Re-evaluation modeling and analysis,
- (5) Flow reduction evaluation and implementation, and
- (6) Capacity increase evaluation and implementation.

The actual implementation process associated with each of the elements above is shown in figure on the next page. This flow chart process forms the backbone of the SECAP.

Initial Capacity Evaluation

Cedar City has, or will, perform an analysis and modeling of each critical subsystem contained within its collection system. Subsystems are segregated based on the branching of the collection system. Trunk lines and collector lines are evaluated until the system reaches a point where less than 400 residential dwelling unit equivalents (RE) are upstream of that point in the system. The 400 RE point was chosen based on the minimum slope requirements of the State of Utah. An 8-inch pipe constructed on minimum slope will carry the flow from 400 RE based on 3.2 persons per dwelling unit, 75 gallons per capita per day, with a peaking factor of 4. The RE equivalent is based on typical Utah information and assumes the peaking factor will account for a reasonable amount of inflow and infiltration. If an area is known to have, or flow metering identifies, a significant amount of I&I, additional evaluation will be needed. In these areas the capacity of an 8-inch pipe system may be significantly reduced below the 400 RE.

SECAP DECISION TREE



In addition to developing an equivalent flow for a residential unit, consideration should also be given to time of concentration in the collection system. Based on typical diurnal flow patterns the time of concentration can be ignored if the transit time in the branch system is less than two hours.

Flow Monitoring

Cedar City shall perform periodic flow monitoring of the collection system using a portable flow meter, visual inspection, or by other means to determine the flow within the collection system.

Surcharge Flow Analysis

If any collection subsystem is identified as having any of the following problems, the system will be evaluated to determine future action:

- (1) Sanitary sewer overflow to the environment;
- (2) Backup due to publicly owned system; or
- (3) Observed subsystem surcharging.

The flow evaluation may result in multiple conclusions, some of which may require further action. Possible conclusions and their further action are listed below. This list is not inclusive nor does it require the specific action to be detailed. These are given as possible examples and will be used by the Wastewater and Engineering Departments to determine future corrective action.

Flow Reduction Evaluation

Should excessive flows be identified during the surcharge analysis, the solution may be to proceed with an inflow and infiltration study with the ultimate goal of reducing flows. These flow reductions may be achieved by reconstruction of specific areas and removing illegal storm water and sump pump connections from homes or storm water systems, and system grouting. Tools used in flow reduction may include CCTV camera inspection, smoke testing, dye testing, and increased inspection or flow monitoring.

Foreign Objects or Obstructions

Multiple foreign objects may be found in sewers. A partial list of items may include objects entering sewers during construction, illegally placed items, roots, grease, soaps, and bellies in the piping system, along with other items not listed herein. Each of these problems should be found during the backup investigation and a plan developed to ensure the problem does not reoccur. Types of action may include increased cleaning frequency, spot repairs, greater pretreatment activity, lining of pipes, and other corrective actions which resolve the problem.

Allowable Surcharging

Some piping systems may be able to accept surcharges without creating problems. Such systems may be deep and surcharging occurs below the level of basements or manhole rims or they may be in areas where there are no connections. In these cases, the resolution of the surcharging may be additional monitoring.

Revised System Modeling

Where piping system problems cannot be resolved in a less expensive way, the system may be further modeled to determine upgrade needs. Modeling should include known flow information and future projections. Since the system has been shown to have problems, further modeling should be more conservative in flow projections. Revised modeling should follow the guidelines given next.

Re-evaluation Modeling and Analysis

When a subsystem demonstrates unresolvable problems by less costly means, the subsystem should be re-modeled and required action determined. Revised modeling may show that flow reduction may still be viable or it may show that the system can allow current surcharge conditions. Most likely, however, the modeling will normally form the basis for construction to enlarge the subsystem capacity. Modeling should be done either by Cedar City staff or an outside engineering firm.

It is important to ensure the modeling is comprehensive and includes all the potential flow sources. While the current area zoning and land use planning should be used in the model development, care should be taken to discuss possible future changes. Where possible zoning changes appear likely, the model should be re-run with the revised zoning alternatives. Once a resolution has been selected, the resulting project should be placed on the CIP.

Capacity Increase Evaluation and Implementation

The capacity evaluation should be expedited based on the impact of the problem on the environment and the possible repeat of the overflow, backup, or surcharging. Details on prioritization are given in the next section.

Systems requiring additional capacity should be engineered for expansion by qualified staff or engineering consultants. Project design should be based on acceptable engineering standards and should comply with State of Utah regulations found in UAC R317-3. Easements should be obtained, where needed and the design should include an analysis of other utilities in the vicinity. Design review should be done by the applicable regulatory agency. A design report should be prepared for each project. Where appropriate, the subsystem modeling may be substituted for the design report.

Finalized projects should be placed on the CIP.

System Improvement Prioritization

The priority for improvement should follow the following general guidelines:

High Priority Projects

When there is significant potential for sanitary sewer overflows or frequent backups, the improvement should be considered a high priority and any available budget should be allocated to the project.

Medium Priority Projects

Where the problem is infrequent and the possibility exists that it may not be repeated in the near future, the priority for correction is medium. Medium priority projects may be delayed until appropriate budget is available or the priority is adjusted to high priority. If an SSO or backup be repeated in the same area, the priority should be immediately revised to high priority.

Low Priority Projects

If the observed problem is infrequent and there is a possibility that it may not repeat in the near future and the possibility that increased flow in the subsystem is low, the asset shall be labeled as a low priority project. Low priority projects will be placed in the budget process and evaluated against other needs. These projects will eventually be completed, but the work is not prioritized above other asset and equipment needs.

Capital Improvement Plan

The CIP is part of the Cedar City's budgeting process to ensure sufficient revenue to address identified weaknesses in the sanitary sewer system. Items which have been identified as needing a structural fix are placed on the CIP list and the cost for each estimated. Sources of funding should be identified for all high priority projects so that SSOs or other failures do not re-occur. Forecasts of available funding for medium and low priority projects should be made to facilitate future revenue needs.

Part VIII. MONITORING AND MEASUREMENT PLAN

The purpose of this plan is to provide appropriate monitoring and measurement of the effectiveness of the SSMP in its entirety.

Records Maintenance

Cedar City intends to maintain appropriate records on operations and maintenance of the sanitary sewer system to validate compliance with this SSMP. However, failure to meet standards set by State DWQ or other regulatory agency during an inspection does not constitute a violation of the SSMP. Rather, SSMP deficiencies identified during inspections should be viewed as an opportunity for improvement.

Operations Records

Operations records that should be maintained include the following:

- Daily cleaning records,
- CCTV inspections records,
- Manhole inspection records,
- Trouble Area maintenance list,
- Spot repairs,
- Major repairs,
- System capacity information,
- SSO or backup records including notification documents to appropriate agencies (call logs, etc.), and
- Capital Improvement Plan.

Records will be maintained by the Wastewater Department in a central location. Records may be maintained either in an electronic form or in a paper form. Not all defects or records may be documented in one form. The City uses paper and electronic documents for the storing of information. The City shall store records in a manner to reflect efficiency in personnel, economics, ease of use, and storage. The extent of the record should be sufficient to demonstrate the activity recorded was completed appropriately.

Performance Measurement (Internal Audit)

Periodically Cedar City should assess and audit the effectiveness of the SSMP. All parts of the SSMP should be reviewed for effectiveness and all records should be reviewed for completeness.

Sanitary Sewer Management Plan

An internal audit report should be prepared at least once every five years which comments on the following:

- Success of the operations and maintenance program,
- Success of other SSMP sections,
- Adequacy of the SECAP evaluations,
- Discussion of SSOs and the effectiveness of the response to the event including corrective action,
- Review of defect reports and adequacy of response to eliminate such defects, and
- Opportunities for improvement in the SSMP or in SSO response and remediation.

The audit report need not be extensive or long. It should be sufficient to document compliance with the standards set forth in the SSMP. The audit reports should be maintained in accordance with Cedar City's records retention schedule.

SSMP Updates

When a plan deficiency is identified through an audit, inspection, or plan review indicating a deficiency that requires an SSMP update, the plan may be updated at the discretion of the Wastewater Superintendent to meet changing requirements or to clarify the program as it develops. SSMP updates should be recorded in a revision index.

SSO Evaluation and Analysis

During the internal audit, Cedar City will evaluate SSO trends based on frequency, location, and volume. Trend evaluation will be empirical unless a large number occur sufficient to make a statistical analysis viable. If a trend is identified, corrective action may be appropriate.

Part IX. SANITARY SEWER SYSTEM MAPPING

Cedar City maintains a computer based GIS software program along with paper based mapping for field work. The GIS mapping program shows pipe sizing, length, manholes, and line material, along with other pertinent information.

The mapping system is maintained by the Engineering Department. The GIS system will reflect changes, discrepancies, or alterations in a timely manner.

Part X. BACKUP PROGRAM

A backup is a serious impact on a home or business owner; therefore, all reasonable efforts should be taken to prevent such backups from occurring. Sewer system backups are the result of several system problems that may include any single item or a combination of the following:

- (1) Backups in lateral lines serving real properties are owned by the property owner and lateral maintenance is their responsibility. Roots, low points, structural failure, and grease are primary problems lateral owners contend with.
- (2) Backups caused by main line plugs are usually caused by roots, grease, low points, foreign objects, and contractor negligence.
- (3) Backups caused by piping system structural damage may cause backups. Such structural problems include age or deterioration damage, installation damage, excavation damage, and trenchless technology damage.
- (4) Backups caused by excess flow problems may surcharge a piping system and cause backups into homes. Excess flows usually occur when major storm waters inflow into sanitary sewers. Sanitary sewers are not designed for such flow. In addition, some property owners may illegally connect foundation drains and sump pumps to the sanitary sewer system.

Backup Response

When Cedar City is notified about a backup, staff will log the complaint in a complaint log. The person receiving the call may log the backup complaint or may ask administrative staff to document the complaint.

All backup complaints shall be investigated by the Cedar City staff. If the investigation determines that the case of the backup is only in the lateral, staff may offer technical information but shall not take responsibility for cleanup or subsequent restoration.

When it is determined that the backup is the result of a mainline problem, staff will follow the policy set forth by the City and Wastewater Division. It should be noted that all action Cedar City takes are on a no-fault basis. Cedar City does not accept liability nor does it waive its governmental immunity. Staff shall not accept or admit liability or make any representations that the City will pay for any damage.

Backup Prevention Design Standard

Cedar City promotes system designs which minimize backups and ensure proper operations; therefore, Cedar City has a design standard for all system construction. In addition, Cedar City complies with state design standards contained in UAC R317-3, the IPC, and the IRC.

Part XI. POLICY ON THE INSTALLATION OF BACKWATER VALVES

The following regulations are referenced in the establishment of this policy:

State of Utah:

- Utah Code Title 15A-2-103(b) adopts the 2012 edition of the International Residential Code (IRC); which includes Section P3008 on Backwater Valves.
- Utah Code Title 15A-2-103(c) adopts the 2012 edition of the International Plumbing Code (IPC); which includes Section 715 on Backwater Valves.

Cedar City:

- Whereas, the IPC deals with commercial, industrial, and multi-family dwelling units;
- Whereas, the IRC deals with single-family dwelling units;
- Whereas, the State of Utah has adopted the IPC and IRC as its plumbing building standard; therefore, Cedar City has also adopted the IPC and IRC as its statute for plumbing construction and installation;
- Whereas, the IPC and IRC both require the installation of a sewage backwater valve
“Where the flood level rim of plumbing fixtures are below the elevation of the manhole cover of the next upstream manhole in the public sewer, such fixtures shall be protected by a backwater valve installed in the building drain, branch of the building drain or horizontal branch serving such fixtures. Plumbing fixtures having flood level rims above the elevation of the manhole cover of the next upstream manhole in the public sewer shall not discharge through a backwater valve.”

Part XII. NO-FAULT SEWAGE BACKUP CLAIMS PROGRAM

The purpose of this program is to assist in the cleanup of real and personal property or to compensate persons for the loss of real or personal property destroyed or damaged as the result of a backup of Cedar City facilities, within the restrictions, limitations, and other provisions of this policy. This policy is a guidance and shall not supersede other City policies where conflict may occur.

Cleanup of Real and Personal Property

- (A) The Wastewater Superintendent may engage the services of one or more cleanup contractors to perform cleanup services on an as-needed basis.
- (B) The Wastewater Superintendent may solicit the services of an adjuster.
- (C) Upon discovering a backup described in this policy, a property owner should immediately notify Cedar City of such event.
- (D) Upon notification of the occurrence of the event, the Wastewater Superintendent may contact a cleanup contractor under contract with the Cedar City pursuant to subsection (A) of this section, and direct the cleanup contractor to perform all cleanup work at the premises, in accordance with established cleanup criteria.
- (E) In the event the property owner engages the services of a cleanup contractor prior to notifying the Wastewater Superintendent of the event, Cedar City may reimburse the property owner for actual expenses incurred by the property owner, but only up to the amount Cedar City would have paid its own cleanup contractor under subsection (D) of this section.
- (F) In the event any real or personal property cannot, in the reasonable judgment of the Wastewater Superintendent, be restored to its pre-event condition, in accordance with the cleanup criteria, Cedar City may pay to the property owner the estimated fair market value (not the replacement value) at the time of the event, of such real or personal property. The property owner shall be required to file a claim with the City for reimbursement.
- (G) Reimbursement to the property owner for special or consequential damages shall be at the discretion of the Mayor and City Council.

Establishment of Cleanup Criteria

The Wastewater Superintendent may, from time to time, establish cleanup criteria which will govern Cedar City's cleanup and payment responsibilities under this policy. In establishing such cleanup criteria, the Wastewater Superintendent may give due consideration to generally available health guidelines, recommendations from governmental and academic experts, and

other sources of guidance reasonably deemed by the Wastewater Superintendent to be balanced, unbiased, and protective of health and safety.

Application Time Limitations

Any request for reimbursement of cleanup expenses under this policy, or payment of fair market value, must be made by filing a written notice of claim in such form as prescribed by Cedar City. Such notice of claim must be submitted to the City Attorney within one year after the occurrence of the event.

Qualification for Assistance

A notice of claim or request for assistance or payment under this policy may qualify only if an affirmative determination that the event was the result of a backup of Cedar City facilities, and that none of the following circumstances apply:

- (A) The loss was the result of a force majeure including but not limited to acts of God, acts of public enemies, insurrections, riots, war, landslides, lightning, earthquakes, fires, storms, floods, washouts, droughts, civil disturbances, explosions, acts of terrorism, sabotage, or any other similar cause or event not reasonably within Cedar City's control;
- (B) The loss was caused by either an act or omission of the property owner, the property owner's agent, renter, or a member of the property owner's family or business;
- (C) The property owner failed to file a claim hereunder in a timely manner, or failed to comply with any other procedural requirements of this policy;
- (D) The loss is the result of intentional or negligent acts of third parties; or
- (E) The loss is wholly covered by private insurance.

Reduction in Assistance

Cedar City may limit any assistance, or reduce any payment, under this policy based upon any of the following:

- (A) The property owner did not act responsibly to prevent, avoid or minimize the loss;
- (B) The property owner is unable to fully substantiate or document the extent of the loss; or
- (C) The loss is partially covered by private insurance.

Maximum Payments:

Without the express action of the Cedar City Council, no assistance or payment under this policy may exceed any of the following:

Sanitary Sewer Management Plan

- (A) Five Thousand dollars (\$5,000) per application or location; or
- (B) Five Thousand dollars (\$5,000) per incident. Should an event occur, the \$5,000 per incident limitation will be prorated against all losses where assistance is requested unless additional funding is approved by the City Council.

Payment Does Not Imply Liability

Any assistance or payment made under this policy shall not be construed as, and does not imply, an admission of guilt, negligence, or responsibility on the part of Cedar City for any damage or loss. Any assistance or payment made under this policy is strictly voluntary on the part of Cedar City. This policy shall not in any way supersede, change or abrogate the state government immunity act, Utah Code Annotated, section 63G-7-101 et seq., as amended, or its successor, and its application to Cedar City, or establish in any person a right to sue Cedar City under this policy. Any assistance or payment made under this policy and accepted shall constitute a full and complete release of any and all claims against Cedar City, its officers, employees, and agents arising from the incident.

Claims from Other Governmental Agencies

Notwithstanding any other provisions of this policy, no application shall be accepted from the United States or any of its agencies, the State of Utah or any political subdivision.

APPENDIX A – FORMS

These forms cannot predict all needs and thus may not be all inclusive. Additional documentation may be required on a case by case basis to be determined by the City and the Wastewater Department. These forms may be supplemented and used in addition by electronic means.

SANITARY SEWER SYSTEM DEFECT REPORT

Date: _____

Time: _____

Location of Defect: _____

Identified by: _____

Description of Defect:

Urgency of Needed Corrective Action:

- Immediate Action Required
- Repair or Correct Soon
- Problem Stable
- No Immediate Action Needed

Recommended Remedial Action:

SANITARY SEWER SYSTEM DEFECT LIST

Location	Asset ID	Description	Priority

SEWER BACKUP / SSO REPORTING

Complainant: _____ Date and Time: _____

Address: _____ Phone: _____

Cause of the SSO

(Circle one): Sewer Line Lateral PUD Business, Commercial, or Industrial Other

Who is the line owner? _____

Y N -Has the line owner been contacted?

Y N -Is this a City owned line?

Y N -Does this affect one or more public, commercial, or industrial structures?

Y N -Does this affect more than 5 private structures?

Y N -May result in a public health risk to the general public?

Y N -Is the spill volume of over 5,000 gallons?

Estimated _____ gallons.

Y N -Is the spill confined to single private structures?

Y N -Did the spill reach any Water of the State?

Use the *SSO Decision Tree* to determine if this is a reportable SSO.

SSO Type (Circle one): Class 1 Class 2 Private

Y N -If this is a Class 1 SSO, was the Utah Division of Water Quality been notified within 24 hours?

DWQ Notification:

Person notified: _____ Date and Time: _____

Report completed by: _____

INCIDENT FIELD REPORT

(Use additional pages if needed)

Complainant: _____

Address: _____ Phone: _____

Date: _____ Time: _____ Department: _____

Responding Employees: _____

Problem:

Damage:

Claims Adjuster Contacted: Yes No

Complainant Comments:

Other Information:

Information Tape Recorded: Yes No

Witnesses: _____

Employee Signature: _____

PHOTO LOG
(Use additional pages if needed)

Photo No.	Time	Taken By	Photo Description
1.			
2.			
3.			
4.			
5.			

DO NOT ADMIT FAULT
Return the Form to City Attorney ASAP
For City Use Only: Do Not Copy unless authorized by the City Attorney

LOG OF CONTACT WITH OTHER AGENCIES / PEOPLE

Location of SSO: _____

Date of SSO: _____

Agency	Phone Number	Date & Time	Remarks
Utah DWQ	801-536-4300 801-231-1769		
Health Department	435-586-2437		
Utah Division of Environmental Response & Remediation	801-536-4123		
Cedar City Police Department	435-586-2956 435-586-2955		
Cedar City Fire Agency	435-586-2964		
Cedar City Water Department	435-586-2968		
US EPA Region VIII	Consult with DWQ		

Other Contacts

Contact Made With	Phone Number	Date & Time	Remarks

*Not all agencies need be contacted. Contacts should only be made on a need-to-know basis depending upon severity and risk

**CEDAR CITY
COUNCIL AGENDA ITEM 8
STAFF INFORMATION SHEET**

TO: Mayor and Council

FROM: Darrell Olmstead

DATE: March 18, 2015

SUBJECT: Review Bids for the Wastewater Treatment Plant LED Light Retrofit Project

DISCUSSION:

Bids for the subject project were received last Friday. The project involves the change out of approximately 100 High Pressure Sodium light fixtures to LED light fixtures. As shown on the attached bid summary sheet Marshall Evans Electric had the low bid of **\$63,727.85**. The engineer's estimate was \$62,350.00.

This project was evaluated as part of Rocky Mountain Power's Wattsmart incentive program and is estimates to save approximately \$7,100 annually in power costs and is eligible for a \$14,293 incentive from Rocky Mountain Power. However, this project was not included in this year's budget for the treatment plant. In order to begin receiving the savings in power costs and the offered incentive now it is proposed the this project be funded as follows by the incentive money and projected excess funds in other budgeted accounts for the Wastewater Treatment Plant:

Incentive Money-	\$14,000	
2014-2015 Utility Savings-	\$25,000	(act. 53-56-270)
2014-2015 Chemical Savings-	\$15,000	(act. 53-56-254)
2014-2015 Tech. and Prof. Services-	<u>\$10,000</u>	(act. 53-56-310)

Total Funding- \$64,000

It should be noted that the excess funds in the above accounts is due to the removal of some equipment and temporary changes in operations during the construction of the Nitrate Removal Project.

If the bid is awarded, it would be on the condition that the contractor provide the required executed bonding, insurance documents, immigration status verification and that the Mayor be authorized to sign the contract with the contractor.

**WWTP LED Light Retrofit Project
Bid Summary**

Engineer's Estimate		\$62,350.00
Contractor		Bid
Mashall Evans		\$63,727.85
ACM Electric		\$77,019.00
Hahn Electric		\$76,815.36
Barney Brothers		\$77,781.30

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CEDAR CITY ORDINANCE NO. _____.

AN ORDINANCE OF THE CEDAR CITY COUNCIL ADOPTING THE CURRENT CEDAR CITY PERSONNEL POLICY AND PURCHASING POLICY.

WHEREAS, Cedar City has existing purchasing and personnel policies that were adopted by passing resolutions pursuant to the general provisions of UCA § 10-3-717; and

WHEREAS, the most current Cedar City Personnel Policy was last amended by Cedar City Resolution 14-0827-1; and

WHEREAS, the most current Cedar City Purchasing Policy was last amended by Cedar City Resolution 10-0212-3; and

WHEREAS, there are provisions of state law relating to municipal personnel policies specifically referencing a municipal personnel policy adopted by ordinance (see UCA § 10-3-1106); and

WHEREAS, there are provisions of state law relating to municipal purchasing policies specifically referencing a municipal purchasing policy adopted by ordinance (see UCA § 63G-6a-104); and

WHEREAS, Cedar City is interested in maintaining local control over its personnel policies and purchasing policies; and

WHEREAS, Cedar City is interested in complying with State Law related to municipal personnel policies and procurement policies.

NOW THEREFORE BE IT ORDAINED by the City Council of Cedar City, Utah, that the most current Cedar City Personnel Policy, attached hereto and incorporated herein as exhibit #1, and the most current Cedar City Purchasing Policy, attached hereto and incorporated herein as exhibit #2, are hereby adopted by this ordinance in total without change.

This ordinance, Cedar City Ordinance No. _____, shall become effective immediately upon publication as required by State Law.

Dated this ____ day of _____, 2015.

Maile L. Wilson, Mayor

[Seal]
Attest:

Renon Savage, Recorder

Exhibit #1

Cedar City Personnel Policy

Exhibit #2

Cedar City Purchasing Policy

10

CEDAR CITY ORDINANCE NO. _____

AN ORDINANCE OF THE CEDAR CITY COUNCIL AMENDING THE PROVISIONS OF CHAPTER 27, SECTION 2 OF THE ORDINANCE OF CEDAR CITY, UTAH, REGULATING THE DISCHARGE OF FIREARMS WITHIN CITY LIMITS.

WHEREAS, Chapter 27, Section 2 of the Ordinances of Cedar City, Utah, reads as follows, "It shall be unlawful for any person to fire, discharge or set off any gun, pistol, or firearm of any description, or instrument loaded with powder or other explosive within this City, except by written permit of the Mayor."; and

WHEREAS, the Cedar City Council has adopted provisions amending the City's zoning ordinance to allow indoor shooting ranges complying with the adopted provisions of the zoning ordinance to be permitted uses within the Cedar City limits; and

WHEREAS, this ordinance was duly considered by the Cedar City Council during an open and public meeting on March 18, 2015, where public comment, if any, was received by the City Council; and

WHEREAS, after due consideration of the recently amended zoning ordinance, the existing provisions of Chapter 27, Section 2 of the Ordinance of Cedar City, Utah, and information received during the March 18, 2015, open and public meeting, the City Council finds that it is in the best interests of the general welfare of Cedar City to adopt the following amendments to Chapter 27, Section 2 of the Ordinance of Cedar City, Utah.

NOW THEREFORE BE IT ORDAINED by the City Council of Cedar City, State of Utah, that Cedar Chapter 27, Section 2, of the Ordinance of Cedar City, Utah, is hereby amended as follows, eliminating the struck out language and including the underlined language:

SECTION 27-2. Discharging Firearms.

It shall be unlawful for any person to fire, discharge or set off any gun, pistol, or firearm of any description, or instrument loaded with powder or other explosive within this City, except when done within the confines of an indoor shooting range that meets the requirements of the Cedar City Zoning Ordinance or by written permit of the Mayor.

This ordinance, Cedar City Ordinance No. _____, shall become effective immediately upon publication as required by State Law.

Dated this ____ day of _____, 2015.

Maile L. Wilson, Mayor

[Seal]
Attest:

Renon Savage, Recorder

