SYRACUSE CITY

Syracuse City Council Work Session Agenda
September 22, 2026 – 6:00 p.m.
In-Person Location: Syracuse City Hall, 1979 W. 1900 S.
Electronic Via Zoom
Connect via telephone: +1-301-715-8592 US, meeting ID: 834 7094 9728
Streamed on Syracuse City YouTube Channel

a. Meeting called to order.

b. Public Comment: This is an opportunity to address the Council regarding your concerns or ideas. Please limit your comments to three minutes. (*Individuals wishing to provide public comment may do so via email to City Recorder Cassie Brown, cassieb@syracuseut.gov, by 4:00 p.m. on September 22, 2026. Comments submitted by the deadline will be read for the record of the meeting*.)

c. Planning items:
   1. Recommendation from Planning Commission: proposed amendments to Syracuse Municipal Code (SMC) 10.28 – Landscaping Standards. (10 min.)

d. Fire Department items:
   1. Review/discussion of proposed amendments to Syracuse City Ambulance Hardship Waiver policy. (10 min.)
   2. Proposed Surplus Property Declaration, 2011 Kenworth Fire Tender. (5 min.)
   3. Review/discussion of proposed Intercounty Automatic Aid Fire Agreement. (10 min.)

e. Finance items:
   1. Review/discussion of proposed ACH Fraud Prevention and Fraud Monitoring Policy. (10 min.)
   2. Review/discussion of proposed amendments to Syracuse City Wage Scale for Fiscal Year (FY) ending June 30, 2027. (10 min.)
   3. Review/discussion of proposed amendments to the budget for the Fiscal Year (FY) ending June 30, 2026. (10 min.)

f. Review/discussion of proposed amendments to Syracuse Municipal Code (SMC) Section 11.20.075 regarding Park and Ride Lots. (10 min.)

g. Review/discussion of proposed Memorandum of Understanding (MOU) with Davis County regarding Costco Sales Tax Distributions. (10 min.)

h. Adjourn.

~~~~~

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

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 17th day of September, 2026 Syracuse City Hall on the City Hall Notice Board and at http://www.syracuseut.gov/. A copy was also provided to the Standard-Examiner on September 17, 2026.

CASSIE Z. BROWN, MMC
SYRACUSE CITY RECORDER
~~~~~

COUNCIL AGENDA

September 22, 2026

Agenda item "c.1"

Proposed Amendment to 10.28 - Landscaping Standards

Summary

Staff has identified an issue with the ordinance that would allow a commercial development to install large swaths of gravel or mulch in their landscaping void of plant material. The proposed amendment would required that each area of landscaping have at least 60% coverage with plant material.

Goals of Discussion

Review the proposed amendment and decide if the item is ready for a vote during the next business meeting.

Attachments

Proposed Ordinance Amendment. (Black is existing text, red is proposed)

Chapter 10.28
ARCHITECTURAL REVIEW COMMITTEE AND DESIGN STANDARDS

Sections:

10.28.010 Purpose.

(A) The purpose of the design standards outlined in this chapter is to facilitate exceptional design in the built environment and preserve the quality of life within Syracuse City. This chapter is based on the following principles:

(1) Higher quality designs will bring value to the commercial community of Syracuse and attract businesses which positively contribute to the overall quality of life and well-being of Syracuse residents.

(2) Syracuse welcomes a variety of businesses and recognizes that brand recognition has become an important aspect of developing a successful and competitive business. The design standards enumerated in this chapter are intended to help and encourage development of imaginative and unique design solutions which meet business needs, while at the same time preserving Syracuse's unique history and community identity.

(3) This chapter supplements the objectives of other chapters in this title which also impose certain design standards or requirements that are zone specific.

(B) This chapter references design standards and design guidelines. They are intended to improve the quality and compatibility of development, particularly with regard to building design and site design.

(1) Design Standards. Design standards are required in addition to other standards set forth in this title. Design standards are intended to ensure quality development and permanence in design. The implementation of these standards ensures that the goals and values of the community are reflected in each commercial development and contribute positively to the overall built environment.

(2) Design Guidelines. Design guidelines offer examples to clarify and explain design standards. They are made available for public use and distribution within a separate manual that can be found on record in the Community Development Department. The purpose of the Syracuse City Commercial Design Standards and Guidelines Manual is to better clarify the relationship between design standards and guidelines. The design guidelines serve to graphically represent the design standards and are used as a reference tool in order to better illustrate the application of the design standards. [Ord. 13-11 § 1.]

10.28.020 Architectural Review Committee (ARC).

Repealed by Ord. 24-08. [Ord. 13-11 § 1.]

10.28.100 Commercial, professional office, and public facility developments.

(A) Applicability. The design standards set forth in SMC 10.28.110 and 10.28.120 apply to:

(1) All new commercial, professional office or public facilities buildings and uses except where the requirements of this chapter are superseded by another provision of this title.

(2) Existing commercial, professional office, or public buildings and uses when a change occurs that involves a design standard set forth in this chapter and either:

(a) Requires a building or other permit issued by the City;

(b) Alters the occupancy designation of a building under the current building codes adopted by the City;

(c) Increases required parking; or

(d) Increases the amount of outside storage.

(B) Imposition of Conditions. When reviewing a development plan, the Architectural Review Committee (ARC) may recommend that the Planning Commission impose conditions consistent with design standards in this chapter.

(C) Other Code Requirements. The requirements of this chapter apply in addition to other applicable requirements of this title. [Ord. 13-11 § 1.]

10.28.110 Building design.

(A) Context. All building designs are required to be drafted with sensitivity to the design of nearby buildings and developments. This sensitivity includes considering whether:

(1) Buildings contribute to the overall character of Syracuse and the neighborhood;

(2) Buildings reflect the character of surrounding development through use of some similar features;

(3) Buildings demonstrate imaginative design; and

(4) Buildings vary colors, materials, or architectural elements where proposed building designs closely copy or mirror surrounding developments.

(B) Entrances. All building entrances are required to be clearly articulated to indicate a transition from the exterior to the interior of the building. Every main entrance is required to have a special emphasis when compared to the other portions of the building. This is accomplished through the use of at least three of the following near entrances:

(1) A prominent architectural feature that is unique to the overall building design;

(2) Complimentary yet differing building materials or colors;

(3) Increased use of windows or glass;

(4) Pedestrian amenities that may include patios, porches, special paving treatments, seating areas, or awnings; or

(5) Increased landscaping.

(C) Facade Articulation. Buildings designed with completely flat facades and monotone color schemes are not permitted. All buildings are required to have articulation of all facades.

(1) Horizontal or vertical facade variations must occur at least every 30 feet or along a minimum of 60 percent of the horizontal length of buildings with facades 100 feet or greater. This is accomplished by using methods such as:

(a) Variation in the surface plane that may include pop-outs, bays, and recesses;

(b) Variation in the surface pattern such as arches, banding, and paneling; or

(c) Distinguished treatment of windows, doors, and eaves that may include molding or framing.

(2) Buildings with facades 100 feet or greater in total length must have at least one significant facade variation from the primary wall plane whose depth is at least five percent

of the total facade length and whose width is at least 20 percent of the total facade length. Uninterrupted facades 100 feet or greater in length are prohibited.

(D) Height and Roofline. All building roof heights will be compatible with the building's location, and varied roofline elevations or parapets are required in order to add architectural interest and avoid the appearance or sense of monotonous roofline expanses. All buildings are required to:

(1) Have appropriate roof height for the location based on zoning regulations and the height of buildings within the immediate area;

(2) Have roofline and parapet variations where there are long, continuous, and undisturbed rooflines 50 feet in length or greater;

(3) Use similar materials and colors on the back of false fronts, parapets, cornices, or other parts of the building which extend beyond the roofline or main building so that the building appears cohesive from all views; and

(4) Have screening of mechanical equipment and systems that will be mounted on the roof. Any portion of these pieces of equipment that is not fully shielded is required to be painted a color which is compatible with the roofing or parapet materials.

(E) Massing. Proper massing reduces the impact of the massive bulk created by large buildings that may not otherwise relate in scale to surrounding development. Vertical articulation, horizontal articulation, and multi-planed roof or awnings must be used in designs to mitigate the impact on surrounding development and the overall landscape.

(F) Materials. Quality long-lasting materials are required for all buildings in order to contribute to the aesthetics of the community over the long term.

(1) A minimum of three colors per elevation is required.

(2) Color utilization should be sensitive to existing development within the vicinity and the natural landscape in which the project is situated.

(3) Primary Materials. Sixty-five percent of all surface materials, not including glass or roofing materials, are required to include a combination of brick, stone, ceramic tile, masonry materials, insulated metal panels, or wood fiber/composite siding. Exposed cinder block is not permitted, except for minimal foundation exposure. Concrete masonry unit, exposed concrete, stucco, vinyl, wood siding, or metal components may be used as accent or secondary materials only.

(4) Exposed tilt-up concrete or insulated metal panels may be used as a primary material on buildings located in the business park zone. Some variation in materials along the base and near the entrances of concrete tilt-ups is required.

(5) All projects are required to submit a sample board containing physical samples of all exterior surface materials, including roofing materials, in all the colors they will be used. Photos alone are not sufficient.

(G) Development Design Pattern Book. The developer is required to provide a development design pattern book to be reviewed by the ARC and then the Planning Commission in conjunction with a subdivision plan and/or site plan application. Where there is a development agreement, the design pattern book will become a part of the agreement. Design pattern books are subject to the following:

(1) Written descriptions with graphic illustrations explaining how the development complements the physical form of the property and how the theme and standards found in this chapter are to be integrated into the design of the development;

(2) Written descriptions with graphic illustrations explaining the proposed conceptual architectural design, building elevations, and other such related design schemes; and

(3) Written descriptions with graphic illustrations that clearly describe proposed open spaces, landscaping ideas, pedestrian pathways, furnishings, lighting and related entryway features and/or amenities.

(H) Pedestrians. All buildings will be designed with an integral focus on encouraging pedestrian activity and social interaction. Additionally, buildings that contain more than one story or that are above 20 feet in height are required to provide a clearly articulated and more detailed base that relates to pedestrians.

(I) Signs. Signs located on any building facade are required to be compatible with the building's overall design. As an integral design element, signs are required to be compatible with the style of the buildings in terms of location, scale, color, and lettering.

(1) The locations for signs on a building's facade will be planned for as part of the building's overall design.

(2) Signs located on facades should integrate similar or complementary materials as the building.

(J) Windows. Windows are key to the overall design of a building and the relationship between the exterior and interior. The majority of windows are required to relate to the scale of a person.

(1) Windows should be at eye level.

(2) Where buildings are adjacent to pedestrian walkways, transparent windows must relate the scale of the building and the building's interior to pedestrians. Where transparent windows may not be desirable, tinted windows, false windows, or glass block are allowed.

(3) Window awnings are an effective way to add detail and variation to a building, emphasize pedestrian scale windows, and create an exciting and inviting environment. When placing awnings:

(a) Use quality materials which are durable and are able to withstand extremes in the weather;

(b) Colors should be complementary to the color of the building on which the awning is located; and

(c) Styles should be compatible with the architectural features and overall architecture of the building on which the awning is located. [Ord. 13-11 § 1.]

10.28.120 Site design.

(A) Building Placement. Building placement is integral to the site design and the overall effect any development has on surrounding properties. Building placement is required to comply with the following:

(1) All buildings must be oriented with the main or similar facade facing a principal street to which it has frontage.

(2) Buildings located on corner lots are required to orient main facades to each street and give equal treatment to each.

(3) Buildings located on corner lots should include a prominent architectural feature of greater height than the rest of the roof, or emphasis at the corner where the two public streets meet.

(B) Context. New developments are required to match or complement surrounding developments in order to create a site which relates to its surroundings and adds positively to the overall built environment in the site area.

(C) Miscellaneous. The small details that sometimes become afterthoughts of site planning and design are important factors for making aesthetically attractive sites. The following are required during initial site planning, along with any other requirements within this code:

(1) Landscaped areas and walls will be designed to decrease noise levels and separate loading and service bays from customer parking. Service and loading bays (automotive, service, tire, etc.) should be oriented away from neighboring residential areas. Further, they cannot have direct access to major public streets; access shall be provided via internal site plan circulation. The general public should be restricted from accessing such areas.

(2) Approved outdoor storage areas are required to be fully screened from view using the same materials as the building or approved masonry fencing. Enclosures are also required to be surrounded by landscaping to further soften their visual impact. Public access to these areas should be restricted.

(3) Outdoor refuse and garbage collection containers are required to be fully screened from view using the same materials as the building or approved masonry fencing. Enclosures are required to be surrounded by landscaping to further soften their visual impact. Public access to these areas should be restricted.

(4) Shopping cart corrals are highly visible and needed to keep development sites safe and orderly. Corrals are required to be in fixed position.

(5) Generators are required for businesses that the ARC determines will provide essential services to the public during inclement weather or natural disasters. Generators and other large auxiliary equipment are required to be placed at locations where they will be least intrusive in terms of noise, appearance, and odors, particularly for occupants of neighboring properties. Site plans will include public utilities equipment placement. Generators and other large auxiliary equipment:

(a) Should be kept low to the ground;

(b) If they include exhaust systems may not have exhaust systems protrude above the equipment; and

(c) Are required to be surrounded by walls, landscaping, and other screening.

(6) Site plans will be designed to conform to all requirements of the Americans with Disabilities Act (ADA). The ARC shall review the site plan for adequate handicap parking and access to buildings.

(D) Landscaping. Landscaping is required as a tool to enhance and beautify the site, and the building's architecture and design. To aid in the design process, designers are encouraged to refer to the Syracuse City Commercial Design Standards and Guidelines Manual.

(1) The portion of a development site devoted to landscaping exclusive of parkstrips and walkways will be calculated by the zone requirements for the parcel.
Additional landscaping should be provided to achieve compatibility between differing, adjacent land uses such as residential and commercial, as required in the buffering table.

(2) Landscaping is required to be integrated into the design, placement, and enhancement of pedestrian plazas, sitting areas, walkways, flag poles, and signs and will comply with zoning requirements.

(3) Vegetative ground cover must be utilized for at least 80 percent of a development site's frontage along any public right-of-way and in required landscape areas between a building and the parkstrip not including sidewalks, trails, and entry points.

(4) Drought resistant shrubs and trees will be used in conjunction with efficient low water use irrigation systems. A list of low water use plants is available from the Community Development Department.

(5) Each contiguous non-paved area is required to have live plant coverage of at least 60% at projected mature size. Entire areas such as parkstrips or detention basins with only rock or mulch and without plant material is prohibited. The up to 40% inter-plant areas with only rock or mulch may be included as landscaping for land use coverage calculations purposes.

(E) Lighting. Carefully planned lighting schemes can create safe environments for pedestrians and motorists. Lighting is an integral design element which adds to the overall site plan and building design. Lighting must be designed in compliance with Chapter 10.45 SMC (Sign and Lighting Regulations).

(1) Lighting schemes will include coordinating parking, wall, and pedestrian scaled fixtures which compliment building architecture and site features.

(2) Parking and Circulation. Lifestyle, separated land uses, and lack of sufficient public transit have created the need for parking and access for automobiles onto most commercial sites. Lighting in required parking areas must be designed to have a minimal impact on the surrounding environment.

(F) Traffic. Developments which generate significant increases in traffic will include an analysis of the proposed development's impact on the current and future transportation system, and methods to control traffic.

(1) Major internal circulation roadways that provide access from the public right-of-way or between buildings on the same site must be separated from parking areas using curb and gutter and a combination of any of the following methods:

(a) Landscaping;

(b) Pedestrian walkways; or

(c) Lighting.

(2) Concrete "deadmen" wheel stoppers are required for parking spaces adjacent to a pedestrian walkway or amenity.

(3) Cross access for automobiles and pedestrians to future and existing commercial developments is required during initial site planning and construction.

(4) The design and location of loading areas and dock facilities must minimize the interaction between trucks and visitors' automobiles. Access to loading and delivery areas must be separated from parking areas.

(5) The design and location of loading facilities must take into consideration the specific dimensions required for the maneuvering of large trucks and trailers into and out of loading position at docks or in stalls and driveways.

(G) Pedestrians. Site layout and design must equally address the needs of pedestrians and automobiles. Pedestrian access and safety on the site should be ensured.

(1) Pedestrian access from the public right-of-way through the site to main entrances is required. These walkways are required to be constructed of dissimilar materials to the roadway or parking area, and provide for clearly defined crossings where there are points of conflict with automobiles.

Pedestrian access walkways shall be constructed with the following minimum specifications:

(a) Five-foot width.

(b) Six-inch thick concrete.

(c) Four-inch base course.

(d) At vehicle crossings:

(i) Eight-inch base course.

(ii) Painted with white reflective paint.

(iii) Colored red.

(2) Dissimilar roadway materials within parking lots are required to be used directly in front of entrances to slow motorists and create a safer environment for pedestrians.

(3) Pedestrian drop-off locations, when incorporated within overall circulation patterns, are required to be convenient and safe for pedestrians.

(H) Security. Security of the site is required to be addressed in site design. The developer is required to submit documents that demonstrate the security measures of the site design in relation to private, semi-public and public areas, by utilizing natural surveillance, access control and proper maintenance. [Ord. 25-07 § 1; Ord. 13-11 § 1.]

10.28.200 Industrial developments.

The design guidelines in SMC 10.28.210 through 10.28.230 are applicable to all new industrial and warehouse developments in the City as well as additions to and exterior remodeling of existing buildings where the improvements are visible from a public right-of-way. [Ord. 13-11 § 1.]

10.28.210 Industrial site planning.

Site planning considers how the various components of a development (e.g., buildings, circulation, parking, open space, etc.) relate to adjacent streets and existing development, and how the various components relate to each other within the development site.

(A) Building and Facilities Location. The main elements of a well-designed industrial site include:

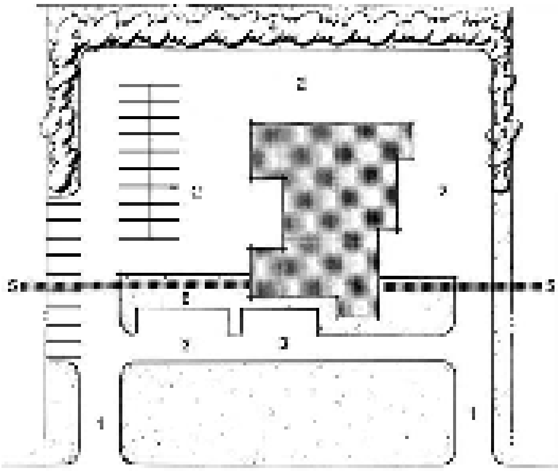
(1) Controlled site access with appropriate maneuvering areas for trucks separated from general vehicle circulation (1 in figure below).

(2) Employee parking areas located apart from loading and service areas (2 in figure below).

(3) Convenient public access and short-term visitor parking at the front of the building (3 in figure below).

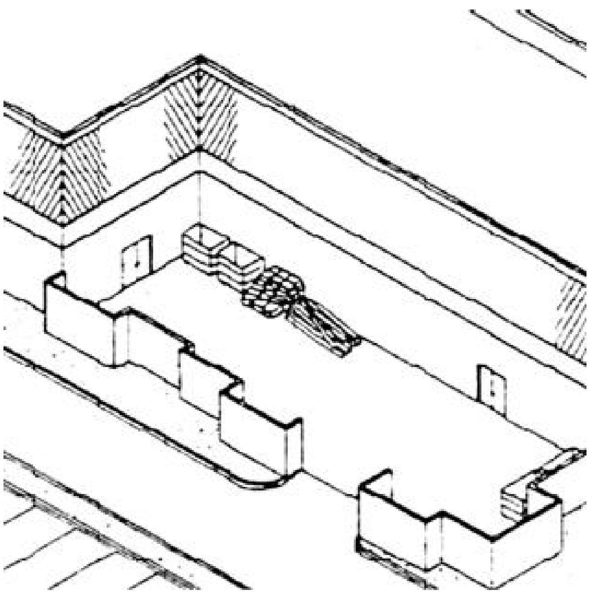
(4) Screening of storage, work areas, and mechanical equipment and buffering of adjacent land uses (4 in figure below).

(5) Emphasis on a well-designed main building entry and landscaping (5 in figure below).



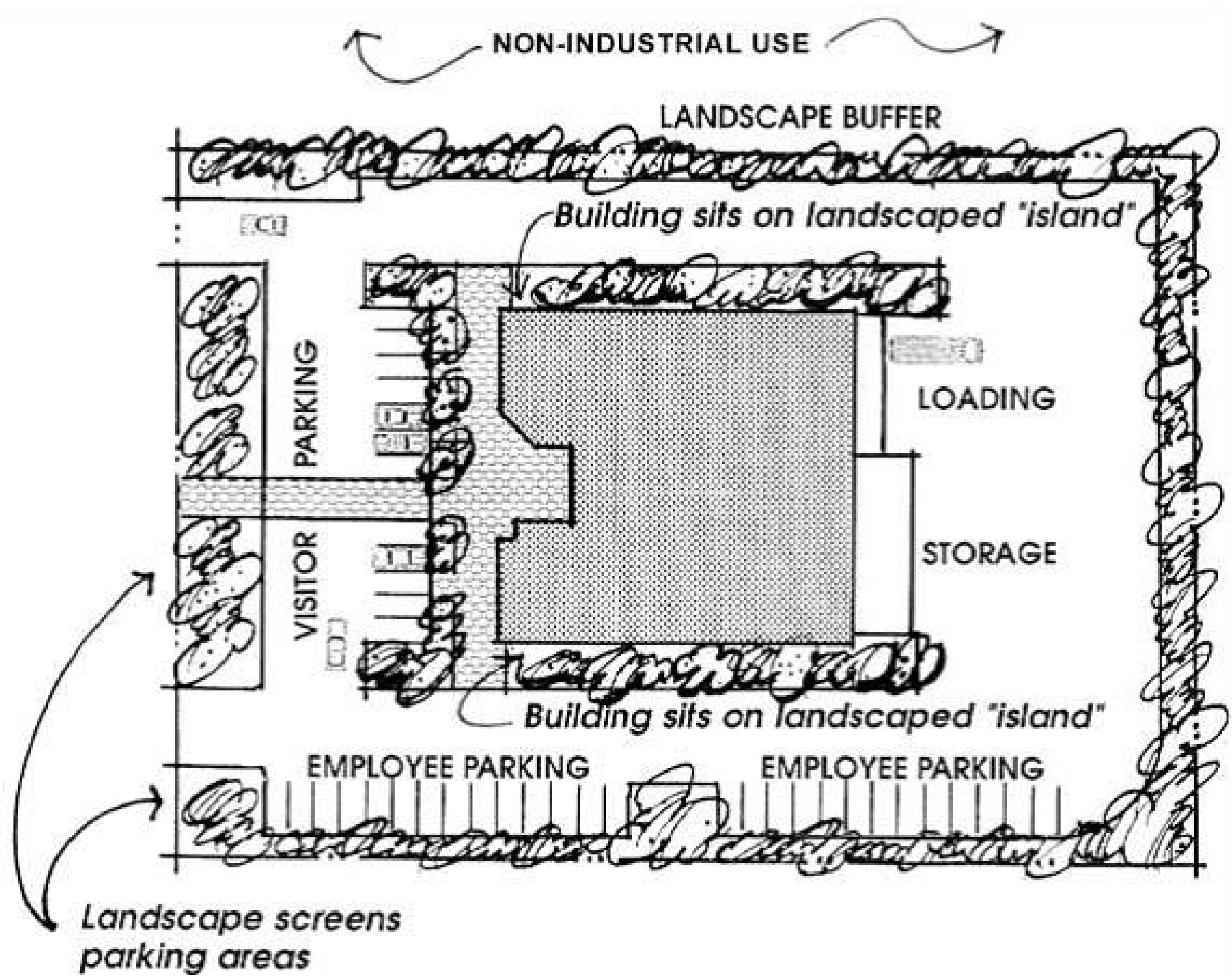
Example of appropriate industrial site layout

(6) Site elements, such as buildings, parking, driveways, and outdoor activities, should be arranged to emphasize the more aesthetically pleasing components of the site (e.g., landscaping and superior architectural features) and disguise less attractive elements (e.g., service facilities, outside storage, equipment areas, and refuse enclosures) through proper placement and design of buildings, screen walls, and landscaping.



(7) Industrial and warehouse development must be screened and buffered from any adjacent uses that are less intensive in compliance with the code. Intensified landscaping, increased setbacks, and appropriate building location will be utilized as a means of providing adequate separation between land uses of varied intensity.

Outdoor storage areas – screened from view



(8) Noise generating functions must be located in a way that minimizes any impact on adjacent nonindustrial properties. Sound attenuation walls should be used where appropriate to mitigate/reduce noise.

(9) The number of site access points are to be located at distances from street intersections that will minimize points of potential vehicle conflict, especially between automobiles and trucks.

(10) Primary entry drives for automobiles, especially visitors, must be enhanced with: ornamental landscaping, low-level decorative walls, monument-type signs, or decorative paving to emphasize site access locations.

(B) Vehicular Circulation.

(1) Site access and internal circulation must promote safety, efficiency, convenience, and minimize conflict between trucks and other vehicles. Appropriate maneuvering and stacking areas for trucks should be a primary consideration in the overall design of the circulation system.

(2) Uses where trucks are anticipated, such as distribution centers, should be planned to accommodate safety and maximize visibility for both truck maneuvering and other traffic.

(3) The design and location of loading areas and dock facilities must minimize the interaction between trucks and other automobiles. Access to loading and delivery areas must be separated from parking areas.

(4) The design and location of loading facilities must take into consideration the specific dimensions required for the maneuvering of large trucks and trailers into and out of loading position at docks or in stalls and driveways.

(C) Parking Location.

(1) Parking lots are not to be the dominant visual element at the front of the site. Expansive paved areas located between the street and the building are prohibited.

(2) Large parking areas (over 100 spaces) must be divided into smaller multiple lots and provided with trees located throughout the parking area to reduce the visual impact.

(3) Visitor parking spaces should be located to produce the shortest route of travel to a building entrance.

(4) Pedestrian walkways must provide safe, convenient, and well-defined access between parking areas and the public sidewalk and the main public access to the building.

(5) Pedestrian circulation should be clearly delineated and separate from vehicle circulation. The use of landscaping, walkways, or decorative paving to delineate pedestrian circulation must be used. [Ord. 13-11 § 1.]

10.28.220 Industrial architecture.

The architectural design of a structure must consider many variables, from the functional use of the building, to its aesthetic design, to its “fit” within the context of existing development. The following standards help buildings achieve the appropriate level of design detail on all facades, avoid blank/uninteresting facades, and provide for the proper screening of equipment and refuse areas:

(A) Architectural Form and Detail.

(1) If adjacent to a residential zoning district, in addition to the buffer requirements of this code, additional building setbacks of 10 feet must be provided adjacent to the residential use to reduce the visual impact of large-scale industrial buildings.

(2) The mass and scale of large, box-like industrial buildings are to be reduced through the incorporation of varying building heights and setbacks along the front and street sides of building facades.

(3) Front and street sides of facades of large buildings visible from a public street must include: architectural features such as reveals, windows and openings, changes in color, texture, or material to add interest to the building elevation and reduce its visual mass.

(4) Primary building entries must be readily identifiable and well defined through the use of projections, recesses, columns, roof structures, or other design elements.

(B) Color and Materials.

(1) A comprehensive material and color scheme must be developed for each site. Material and color variations in multi-building complexes must be complementary and compatible among buildings.

(2) Primary Materials. Fifteen percent of the front exterior walls and 10 percent of street facing exterior walls must be finished with brick, concrete formliner, architectural block, stone, or glass. Unfinished gray concrete block is not permitted. The use of noninsulated metal siding exclusively on any wall is prohibited. All finish material shall be durable to the effects of weather and soiling.

(3) All projects are required to submit a sample board containing physical samples of all exterior surface materials, including roofing materials, in all the colors they will be used. Photos alone are not sufficient.

(4) Large expanses of precast concrete (including cast in place concrete tilt-up panels), metal wall panels, or other uniform material must be broken up with pop outs, recesses, awnings, staggered facades, metal structures, trellis, change in color and texture, or the addition of other designed three dimensional architectural features, every 100 feet.

(5) Bright, contrasting colors should be used for small areas of building accents only.

(6) Design and colors of wall signs must be compatible with the main buildings on the site.

(7) Materials, design, and colors of monument signs must be compatible with the main buildings on the site.

(C) Accessory Buildings.

(1) The design of accessory buildings (e.g., security kiosks, maintenance buildings, and outdoor equipment enclosures) must be incorporated into and be compatible with the overall design of the project and the main buildings on the site.

(2) Temporary buildings are not to be located where they will be visible from adjoining public streets.

(3) Modular buildings must be skirted with material and color that is compatible with the modular unit and the main buildings on the site. [Ord. 16-28 § 1 (Exh. A); Ord. 15-27 § 1 (Exh. A); Ord. 13-11 § 1.]

10.28.230 Industrial landscape design.

Landscaping has a variety of functions, including softening the hard edges of development, screening unattractive views, buffering less intensive uses, providing shade, and increasing the overall aesthetic appeal of a project.

(A) Landscape Design.

(1) Landscape design must follow an overall concept and link various site components together.

(2) Landscaped areas incorporate a three-tiered planting system: (a) grasses, ground covers, or flowers; (b) shrubs or vines; and (c) trees.

(3) The use of a variety of trees, especially in parking areas and pedestrian open space areas, is required.

(4) More intense landscaping and special landscape features are to be provided at major focal points, such as entries and pedestrian gathering areas.

(5) The front, public portions of buildings must be separated from parking areas by landscaping and pedestrian walkways.

(6) Each contiguous non-paved area is required to have live plant coverage of at least 60%. at projected mature size. Entire areas such as parkstrips or detention basins with only rock or mulch and without plant material is prohibited. The up to 40% inter-plant areas with only rock or mulch may be included as landscaping for land use coverage calculations purposes.

(B) Walls and Fences.

(1) The colors, materials, and appearance of walls and fences, including walls for screening purposes, must be compatible with the overall design character/style of the development.

(2) Landscaping must be used in combination with walls and fences to visually soften blank surfaces.

(3) When security fencing is required adjacent to streets, it must consist of wrought iron, tubular steel, or similar material supported by masonry piers.

(C) Outdoor Lighting.

(1) The design and location of outdoor lighting fixtures must preclude direct glare onto adjoining property and streets in compliance with the development code. Illumination devices must be installed, directed, and shielded to confine light rays within the property.

(2) Outdoor lighting (e.g., location, height, and number) must be designed to foster security. Site and building entries must have enhanced illumination to increase visibility and safety.

(D) Refuse Storage and Utility Equipment.

(1) Refuse storage areas should be located at the rear of the development and screened from public view in compliance with the development code.

(2) If refuse storage areas, fuel tanks, generators, and fire check safety valves cannot be located out of public view, the design of refuse storage areas should incorporate architectural screening elements and landscaping compatible with the design of buildings and landscaping on the site. [Ord. 13-11 § 1.]

COUNCIL AGENDA
September 22, 2026

Agenda Item **"d.1"** Ambulance Billing – Financial Hardship Policy

Factual Summation

- Syracuse City currently has an ambulance billing financial hardship policy (R19-06) that is handled through a paper application and manual calculation. The application is either approved or denied and forwarded to the billing company for processing.

- The application process requires a copy of the applicant's tax return from the most recent filing year and pay stubs to verify income. The Personally Identifiable Information (PII) remains with the application during the review process.

- Syracuse Fire's billing company, First Professional Services Corporation, has created a secure online financial hardship application. This includes all required information and automatically calculates the discount based on the applicant's family size and annual income, in relation to the Federal Poverty Guidelines.

- Syracuse Fire Administration is notified via email that there is a completed application that requires review. We then log into their secure site, review the application, and approve or deny it. No paper and no physical handling of PII.

- The proposed practice is much more efficient and secure. It continues to use the same calculations as previously approved with only minor changes. It also removes Syracuse City from collecting and storing the application and required information, including PII.

- Summary of policy changes:

    - Removes a paper application submission and requires electronic form submission.
    - Reduces eligibility for fee reduction from 250% of the Federal Poverty Guideline to $195%.
    - Creates a discount matrix based on household size, annual income, and the most current Federal Poverty Guidelines for quicker resolution and standardization.

- Changes the minimum amount accepted from $100 to 5% of the remaining ambulance bill.

- See attached Resolution proposal and related exhibit.

Action Items

The following items outline the actions to be taken:

1. Discussion as needed and agreement to move forward with a resolution to replace R19-06 Financial Hardship Relative to Ambulance Billing.

RESOLUTION R26-??

A RESOLUTION OF THE SYRACUSE CITY COUNCIL AMENDING CITY POLICY TO ALLOW FOR CONSIDERATION OF FINANCIAL HARDSHIP RELATIVE TO AMBULANCE BILLING.

WHEREAS, Syracuse City has in place a formal policy governing the consideration of financial hardship relative to ambulance billing; and

WHEREAS, the Syracuse City Fire Department occasionally receives requests for fee reductions or write-offs of ambulance billing charges for a party with financial responsibility for the transport of themselves or their family member/dependent; these requests are considered on a case-by-case basis; and

WHEREAS, the Syracuse City Fire Department would like to use the current year Federal Poverty Guidelines to determine the eligibility of a reduced ambulance bill, with the minimum amount accepted being not less than 5% of the ambulance bill remaining after insurance payments; and

WHEREAS, the City's ambulance billing rates are referenced in the City's consolidated fee schedule, and it is necessary to amend that document to reference the use of Federal Poverty Guidelines to consider requests for consideration of financial hardship; and

WHEREAS, the City Council and Mayor have reviewed the draft policy and feel it addresses the needs of the City.

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

Section 1. Repeal. The existing financial hardship policy, number R19-06, is hereby repealed.

Section 1. Adoption. The financial hardship policy is attached hereto as Exhibit "A," and incorporated herein by reference, is hereby adopted by Syracuse City.

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

Section 3. Effective Date. The effective date of this Resolution is the date of its passage.

(signatures appear on the next page)

PASSED AND ADOPTED BY THE SYRACUSE CITY COUNCIL, SYRACUSE CITY, STATE OF UTAH, THIS ___ DAY OF __________, 2026.

SYRACUSE CITY

ATTEST:

______________________________ By:______________________________________

Cassie Z. Brown, MMC
City Recorder

David Maughan
Mayor

Voting by the City Council:

	"AYE"	"NAY"
Brown	_____	_____
Cragun	_____	_____
Pollard	_____	_____
Robertson	_____	_____
Watson	_____	_____

EXHIBIT A

Ambulance Billing – Consideration for Financial Hardship Policy

Occasionally, the Syracuse City Fire Department receives fee-reduction or write-off requests from a party with financial responsibility and financial distress for the transport of themselves, a family member, or a dependent. We review these requests on a case-by-case basis.

To remain consistent in our approach to this policy, the City's Ambulance Billing Service Provider will process any requests by requiring completion of a secured, online Financial Aid Request Form, including the requestor's most recent Federal Tax Return and payroll check stubs from the previous three months. This information, including the most recent ambulance bill, will be forwarded to the Syracuse City Fire Department for review. The fire chief, or designee, will approve or deny the requests. Incomplete applications will not be considered.

Using the current-year Federal Poverty Guidelines from the United States Department of Health and Human Services, Syracuse City determines eligibility for a reduced ambulance bill using a standardized formula, with a minimum amount accepted of at least 5% of the ambulance bill remaining after insurance payments. Financial Aid Requests calculated at 195% of the Federal Poverty Guideline or greater will not be eligible for fee reduction.

Individuals approved for financial aid who fail to make timely payments or have their accounts moved to collections shall have the financial aid revoked and the full balance reinstated.

The standardized formula for determining the ambulance bill reduction percentage using the Federal Poverty Guidelines shall be as follows:

1. Total Ambulance Bill - Insurance Payments = **Remaining Ambulance Bill**
2. Family Size + Verified Annual Income = **Federal Poverty Level %**
3. Federal Poverty Level % = **Write Off %** (as determined by matrix listed below)
4. Remaining Ambulance Bill x Write Off % = **Write Off Amount**

<u>Example</u>

- $3,124.16 (Total Ambulance Bill) - $1,000.00 (Insurance Payment) = **$2,124.16 (Total Ambulance Bill**.
- Family Size of 3 + Verified Annual Income of $42,346 = **155% Federal Poverty Level**
- 155% Federal Poverty Level = **40% Write Off**
- $2,124.16 (Remaining Ambulance Bill) x 40% Write Off = **$849.66 Write Off Amount**
- $2,124.16 - $849.66 = **$1,274.50 (Adjusted Ambulance Bill)**

Poverty levels are determined based on family size and annual income as reported in the requestor's most recent Federal Tax Return and three months of payroll check stubs. Those individuals found to be at 100% of the Federal Poverty Level shall have 95% of their remaining ambulance bill written off. For every 5% over the Federal Poverty Level, an additional 5% is reduced from the amount approved to be written off. This formula continues until the requestor reaches 195% or greater of the Federal Poverty Level, at which time, no ambulance reductions are approved. Individuals who fall between two Federal Poverty Level percentages shall be rounded to the nearest percentage.

Federal Poverty Level Matrix based on 2026 HHS Federal Poverty Guidelines:

Family Size	100% FPL 95% W/O	105% FPL 90% W/O	110% FPL 85% W/O	115% FPL 80% W/O	120% FPL 75% W/O	125% FPL 70% W/O	130% FPL 65% W/O	135% FPL 60% W/O	140% FPL 55% W/O
1	$15,960	$16,758	$17,556	$18,354	$19,152	$19,950	$20,748	$21,546	$22,344
2	$21,640	$22,722	$23,804	$24,886	$25,968	$27,050	$28,132	$29,214	$30,296
3	$27,320	$28,686	$30,052	$31,418	$32,784	$34,150	$35,516	$36,882	$38,248
4	$33,000	$34,650	$36,300	$37,950	$39,600	$41,250	$42,900	$44,550	$46,200
5	$38,680	$40,614	$42,548	$44,482	$46,416	$48,350	$50,284	$52,218	$54,152
6	$44,360	$46,578	$48,796	$51,014	$53,232	$55,450	$57,668	$59,886	$62,104
7	$50,040	$52,542	$55,044	$57,546	$60,048	$62,550	$65,052	$67,554	$70,056
8	$55,720	$58,506	$61,292	$64,078	$66,864	$69,650	$72,436	$75,222	$78,008
Each Additional Person	$5,680	$5,964	$6,248	$6,532	$6,816	$7,100	$7,384	$7,668	$7,952

145% FPL 50% W/O	150% FPL 45% W/O	155% FPL 40% W/O	160% FPL 35% W/O	165% FPL 30% W/O	170% FPL 25% W/O	175% FPL 20% W/O	180% FPL 15% W/O	185% FPL 10% W/O	190% FPL 5% W/O	195% FPL 0% W/O
$23,142	$23,940	$24,738	$25,536	$26,334	$27,132	$27,930	$28,728	$29,526	$30,324	$31,122
$31,378	$32,460	$33,542	$34,624	$35,706	$36,788	$37,870	$38,952	$40,034	$41,116	$42,198
$39,614	$40,980	$42,346	$43,712	$45,078	$46,444	$47,810	$49,176	$50,542	$51,908	$53,274
$47,850	$49,500	$51,150	$52,800	$54,450	$56,100	$57,750	$59,400	$61,050	$62,700	$64,350
$56,086	$58,020	$59,954	$61,888	$63,822	$65,756	$67,690	$69,624	$71,558	$73,492	$75,426
$64,322	$66,540	$68,758	$70,976	$73,194	$75,412	$77,630	$79,848	$82,066	$84,284	$86,502
$72,558	$75,060	$77,562	$80,064	$82,566	$85,068	$87,570	$90,072	$92,574	$95,076	$97,578
$80,794	$83,580	$86,366	$89,152	$91,938	$94,724	$97,510	$100,296	$103,082	$105,868	$108,654
$8,236	$8,520	$8,804	$9,088	$9,372	$9,656	$9,940	$10,224	$10,508	$10,792	$11,076

SYRACUSE CITY EST. 1935

COUNCIL AGENDA

September 22, 2026

Agenda Item **"d.2"** Fire Department Surplus of 2011 Kenworth Water Tender

Factual Summation

- Any questions regarding this agenda item may be directed to Fire Chief Aaron Byington.

- The fire department is requesting to surplus its 2011 Kenworth Water Tender following city policy.

- This vehicle is still in service and is in the process of being replaced as part of our fleet rotation and as approved in the FY27 budget. The new water tender is anticipated to be completed and placed into service within the next 45 days.

Action Items

1. Discussion as needed and approval to move forward to the October Business Meeting for a council vote.

COUNCIL AGENDA
September 22, 2026

Agenda Item **“d.3”** Intercounty Automatic Aid Fire Agreement

Factual Summation

- Any question regarding this agenda item may be directed to Chief Aaron Byington.
- This agreement predefines how incidents across county lines (Weber/Davis) should be dispatched and managed.
- This agreement is a renewal of our previous Intercounty Automatic Aid Fire Agreement that was executed in 2020 and has since expired.
- The main difference between this agreement and the previous agreement is the inclusion of Hill Air Force Base Fire Protection in the response model.

Discussion Goals

The following items outline the goals of this discussion:

1. The goal is to answer any questions the council has concerning this agreement and to move this item forward to a business meeting for approval.

INTERCOUNTY AUTOMATIC AID FIRE AGREEMENT

THIS AGREEMENT is made and entered into this ______ day of ____________________, 2026 ("effective date"), pursuant to the provisions of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended, and, as to the United States, pursuant to 42 U.S.C. § 1856a, by and between **OGDEN CITY CORPORATION**, a municipal corporation of the State of Utah, **ROY CITY CORPORATION**, a municipal corporation of the State of Utah, **SOUTH OGDEN CITY CORPORATION**, a municipal corporation of the State of Utah, **RIVERDALE CITY CORPORATION**, a municipal corporation of the State of Utah, **WASHINGTON TERRACE CITY**, a municipal corporation of the State of Utah, **NORTH VIEW FIRE DISTRICT**, a political subdivision of the State of Utah, **WEBER FIRE DISTRICT**, a political subdivision of the State of Utah, **SOUTH WEBER CITY CORPORATION**, a municipal corporation of the State of Utah, **CLINTON CITY CORPORATION**, a municipal corporation within the State of Utah, **LAYTON CITY CORPORATION**, a municipal corporation within the State of Utah, **KAYSVILLE CITY CORPORATION**, a municipal corporation within the State of Utah, **SYRACUSE CITY CORPORATION**, a municipal corporation within the State of Utah, **FARMINGTON CITY CORPORATION**, a municipal corporation within the State of Utah, **NORTH DAVIS FIRE DISTRICT**, a political subdivision of the State of Utah, **SOUTH DAVIS METRO FIRE SERVICE AREA**, a political subdivision of the State of Utah, and the **UNITED STATES OF AMERICA**, acting by and through the **DEPARTMENT OF THE AIR FORCE, 75th AIR BASE WING, HILL AIR FORCE BASE** ("HAFB"), an agency of the United States within the meaning of Subsection 11-13-103(19)(c), Utah Code Annotated 1953, as amended.

WITNESSETH:

WHEREAS, the parties are desirous of entering an agreement for providing automatic and mutual aid for fire protection and emergency medical response among the parties; and

WHEREAS, such agreement is in furtherance of the purposes of Section 11-7-1, Utah Code Annotated, 1953, as amended; and

WHEREAS, HAFB enters this Agreement under the authority of the Act of May 27, 1955, 42 U.S.C. §§ 1856-1856d, which authorizes each federal agency head charged with the duty of providing fire protection for property of the United States to enter into a reciprocal agreement for mutual aid with any fire organization maintaining fire protection facilities in the vicinity of such property; and

WHEREAS, each party desires to cooperate with and assist the other for fire protection and emergency medical response at the receipt of such an alarm where resources within their county or, in the case of HAFB, within the installation, are exhausted; and

WHEREAS, this Agreement is intended to "enhance" but not replace existing "Mutual Aid Agreements or within County Automatic Aid Agreements."

NOW, THEREFORE, it is hereby agreed:

1. Upon request from an on-scene incident for intercounty resources the 911 Public Safety Answering Point (PSAP) responsible for the incident will make the request to the neighboring County within this agreement as described by the "intercounty response plan" as determined by the fire chiefs of each participating party. Fire chiefs within each county will develop a coordinated "intercounty response plan" reviewed and approved by respective fire chiefs of each participating party within their county. Upon request from on-scene incident commander for intercounty resources, the neighboring county's 911 PSAP will be contacted specifying intercounty resource request. Only those pre-identified resource units within the response plan will be dispatched by the neighboring county to the requesting county's incident location. Once intercounty resources are sent by their respective 911 PSAP, while en-route, responding units will report to the requesting 911 PSAP to confirm radio communication and notification of en-route status. Once assigned to a neighboring county's incident all radio communication will occur on the requesting 911 PSAP talk groups and their status managed by the requesting 911 PSAP. Upon completion of incident assignment, release by the incident commander, neighboring county units will return to radio communication with their primary PSAP.

1.1 Requests to and from HAFB shall be made to and from the HAFB Emergency Communications Center, which shall be treated as the PSAP of reference for HAFB for all purposes of this Agreement. HAFB shall be identified in the intercounty response plan alongside the Weber County and Davis County PSAPs. Prior to placing any HAFB resource on the intercounty response plan, the fire chiefs shall confirm that HAFB units have the radio interoperability necessary to operate on the requesting PSAP's talk groups.

1.2 The intercounty response plan shall be reviewed jointly by the fire chiefs of all participating parties not less than annually, and updated as necessary to reflect changes in apparatus, staffing, station locations, or availability. A revision to the intercounty response plan does not require amendment of this Agreement.

2. Any dispatch of equipment and personnel pursuant to this Agreement is subject to the following conditions:

a. The "Automatic Aid" fire company being requested must be currently in an "available" status.

b. The responding company must be a "pumping" apparatus of Class A engine type or "quint" style aerial device with Class A engine specifications, water tender, a NWCG classified Type 1-6 wildland fire suppression unit, or a state licensed medical unit either as either a rescue or ambulance. Such responding company must respond with no fewer than two firefighters/EMS certified personnel on board.

c. The "Automatic Aid" fire company must respond immediately from the fire station to which they are assigned immediately upon receipt of the alarm. All such responders must ride in the emergency vehicle to the incident. None shall respond by private vehicle.

d. Dispatch will issue the following information to the responding "Automatic Aid" fire company:

   i. Address of incident;
   ii. Type of incident;
   iii. Talk Group and 911 PSAP Assignment;
   iv. Incident command designation; and
   v. Commander's name or unit when available.

e. All parties under this agreement will function under the Incident Command System as taught by the National Fire Academy and as practiced under Weber/Davis area local guidelines and standard operating procedures (SOP's). The responding "Automatic Aid" fire company shall report by radio to the Incident Commander or staging officer at the location to which the equipment was requested and shall be subject to the orders of that commander.

f. The responding "Automatic Aid" company shall be released by the requesting organization when the services of the "Automatic Aid" fire company are determined to not be required or when the "Automatic Aid" fire company is needed to provide protection to its own jurisdiction, such need to be the sole determination of the responding organization. This agreement is intended for initial response only. Time commitment for the "Automatic Aid" companies shall not extend beyond eight (8) hours after initial dispatch time.

g. Assistance under this Agreement may be refused by the supervising shift officer or any of the parties if, in the supervisor's best judgment, it is determined that the party is unable to reasonably respond.

3. Each party waives all claims against the other for compensation for any loss, damage, personal injury, or death occurring because of performing this Agreement. This waiver is required of HAFB by 42 U.S.C. § 1856a(b) and is mutual as among all parties.

4. Neither party shall be reimbursed by the other party for any costs incurred pursuant to this Agreement. Notwithstanding the foregoing, nothing in this Agreement waives, limits, or releases the right of any non-federal party to seek reimbursement of direct expenses and losses incurred in fighting a fire on property under the jurisdiction of the United States, as provided by Section 11 of the Federal Fire Prevention and Control Act of 1974, 15 U.S.C. § 2210, and the regulations issued thereunder at 44 C.F.R. Part 151.

5. All privileges and immunities from liability which surround the activities of any firefighting force or fire department, when performing its functions within the other party's territorial limits, shall apply to the activities of that other party's firefighting department while furnishing fire protection outside its territorial limits under this Agreement.

6. The effect of the death or injury of any firefighter, who is killed or injured while responding to an incident outside the territorial limits of the firefighter department of which the firefighter is a member and while that department is functioning pursuant to this Agreement, shall be the same as if the firefighter were killed or injured while that department was functioning within its own territorial limits, and such death or injury shall be considered to be in the line of duty. As to officers, employees, and members of the armed forces of the United States, any service performed under this Agreement shall constitute service rendered in line of duty as provided by 42 U.S.C. § 1856c, and shall be governed by the Federal Employees' Compensation Act, 5 U.S.C. Chapter 81, rather than by the workers' compensation law of the State of Utah.

7. There is no separate legal entity created by this Agreement to carry out its provisions; and to the extent that this Agreement requires administration other than as is set forth herein, it shall be administered by the governing bodies of the parties acting as a joint board. There shall be no real or personal property acquired jointly by the parties as a result of this Agreement.

8. This Agreement shall not relieve any party of any obligation or responsibility imposed upon any of the parties by law, except that the performance of a responding party may be offered in satisfaction of any such obligation or responsibility to the extent of actual and timely performance thereof by the responding party.

9. This Agreement shall be effective for a period of five (5) years from the effective date. Any party may terminate its obligations under this Agreement after giving thirty (30) days advance written notice of termination to the other parties. Such termination shall not modify the Agreement as between any of the remaining parties, except only to exclude the terminating party from the obligations created herein.

10. This Agreement shall become effective as set out above provided it has been approved as appropriate by the above-mentioned parties, and in accordance with the provisions of Section 11-13-101 et seq., Utah Code Annotated, 1953, as amended. In accordance with the provisions of Section 11-13-202.5(3), this Agreement shall be submitted to the attorney authorized

to represent each party for review as to proper form and compliance with applicable law before this agreement may take effect. As to HAFB, this Agreement shall additionally be coordinated with the Installation Commander and reviewed by the Office of the Staff Judge Advocate prior to execution, in accordance with Department of the Air Force Instruction 32-2001, Fire and Emergency Services Program.

PROVISIONS APPLICABLE TO HILL AIR FORCE BASE

11. **Mutual Aid Status of HAFB.** Notwithstanding the title of this Agreement and any other provision herein, all response by HAFB to a requesting party, and all response by a party onto Hill Air Force Base, shall be on a mutual aid basis. HAFB units may be pre-identified in the intercounty response plan, but shall be dispatched only upon request through the HAFB Emergency Communications Center, and no HAFB unit shall be committed by automatic dispatch. HAFB retains sole discretion, exercised through the Installation Fire Chief or the senior fire official on duty, to decline or recall any response in order to maintain aircraft rescue and firefighting coverage, flightline coverage during flying operations, or any other mission-essential emergency response capability required by Department of the Air Force policy.

12. **Installation Access and Force Protection.** Response by a non-federal party onto Hill Air Force Base is subject to installation access, credentialing, and force protection requirements established by the Installation Commander. HAFB shall establish, and provide in writing to the fire chiefs of the parties, a procedure for emergency gate access and escort of responding mutual aid apparatus and personnel. That procedure shall be incorporated by reference into the intercounty response plan and reviewed at the annual review described in Paragraph 1.2. No party is obligated to respond onto the installation where access has not been arranged in advance, and no party shall be deemed in breach of this Agreement for a delay attributable to installation access requirements.

13. **Availability of Appropriations.** The obligations of HAFB under this Agreement are subject to the availability of appropriated funds, and nothing in this Agreement shall be construed to obligate the United States to any expenditure of funds in advance of or in excess of an appropriation, in violation of the Anti-Deficiency Act, 31 U.S.C. § 1341. No provision of this Agreement shall be interpreted to require HAFB to take any action inconsistent with federal law, Department of Defense policy, or Department of the Air Force policy.

14. **Federal Authority and Construction.** HAFB executes this Agreement solely under the authority of 42 U.S.C. § 1856a. Nothing in this Agreement creates or is intended to create any right or benefit, substantive or procedural, enforceable at law against the United States, its agencies, officers, or employees. Claims against the United States arising from performance of this Agreement, if any, shall be governed exclusively by the Federal Tort Claims Act, 28 U.S.C. §§ 1346(b) and 2671 et seq. To the extent any provision of this Agreement conflicts with federal

law applicable to HAFB, that provision shall be without effect as to HAFB only, and the remainder of the Agreement shall remain in full force and effect as to all parties.

15. **Severability.** If any provision of this Agreement is held invalid or unenforceable as to any party, the remainder of this Agreement shall remain in full force and effect as to that party and as among all remaining parties.

OGDEN CITY CORPORATION
a Utah Municipal Corporation

By:

Title:

Date:

ATTEST:

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

City Attorney

ROY CITY CORPORATION
a Utah Municipal Corporation

By:

Title:

Date:

ATTEST:

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

City Attorney

SOUTH OGDEN CITY CORPORATION
a Utah Municipal Corporation

By:

Title:

Date:

ATTEST:

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

City Attorney

RIVERDALE CITY
a Utah Municipal Corporation

By:

Title:

Date:

ATTEST:

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

City Attorney

WASHINGTON TERRACE CITY
a Utah Municipal Corporation

By:

Title:

Date:

ATTEST:

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

City Attorney

SOUTH WEBER CITY CORPORATION
a Utah Municipal Corporation

By:

Title:

Date:

ATTEST:

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

City Attorney

CLINTON CITY CORPORATION
a Utah Municipal Corporation

By:

Title:

Date:

ATTEST:

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

City Attorney

LAYTON CITY CORPORATION
a Utah Municipal Corporation

By:

Title:

Date:

ATTEST:

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

City Attorney

KAYSVILLE CITY CORPORATION
a Utah Municipal Corporation

By:

Title:

Date:

ATTEST:

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

City Attorney

SYRACUSE CITY CORPORATION
a Utah Municipal Corporation

By:

Title:

Date: ______________________________

ATTEST:

____

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

____

City Attorney

FARMINGTON CITY CORPORATION
a Utah Municipal Corporation

By:

Title:

Date: ______________________________

ATTEST:

____

City Recorder

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

____

City Attorney

WEBER FIRE DISTRICT

By:

Title:

Date:

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

Attorney for Weber Fire District

NORTH VIEW FIRE DISTRICT

By:

Title:

Date:

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

Attorney for North View Fire District

NORTH DAVIS FIRE DISTRICT

By:

Title:

Date:

APPROVED AS TO FORM AND AS
COMPATIBLE WITH STATE LAW:

Attorney for North Davis Fire District

SOUTH DAVIS METRO FIRE SERVICE AREA

By:

Title:

Date:

APPROVED AS TO FORM AND AS COMPATIBLE WITH STATE LAW:

Attorney for South Davis Metro Fire Service Area

UNITED STATES OF AMERICA
Department of the Air Force
75th Air Base Wing, Hill Air Force Base, Utah

By:

Title:

Date: ______________________________

COORDINATED:

____
Installation Fire Chief, Hill Air Force Base

REVIEWED AS TO LEGAL SUFFICIENCY:

____
Staff Judge Advocate, 75th Air Base Wing

COUNCIL AGENDA

September 22, 2026

Agenda Item **"e.1"** Discussion on ACH fraud prevention and fraud monitoring policy

Factual Summation

- Any questions regarding this item can be directed at Assistant City Manager, Stephen Marshall.

- Staff recommend adoption of the ACH Fraud Prevention and Fraud Monitoring Policy. The policy is required under updated NACHA Operating Rules, which mandate formal, risk-based procedures to detect and prevent fraudulent ACH transactions. These controls are necessary to protect public funds and ensure compliance in all City ACH activities, including payroll, vendor payments, utility billing, and intergovernmental transactions.

- The policy establishes internal controls, monitoring requirements, verification procedures for banking information changes, and fraud-response protocols. These measures align with evolving national fraud standards and support responsible financial management for Syracuse City.

- Adoption of this policy strengthens fraud prevention, ensures compliance with NACHA rules, and provides clear guidance to staff.

Discussion Goals

Discuss proposed ACH fraud prevention and fraud monitoring policy.

Syracuse City, Utah

ACH Fraud Prevention and Fraud Monitoring Policy

Policy Number: FIN-XXX
Effective Date: __________
Review Cycle: Annually
Responsible Department: Assistant City Manager
Approved By: Syracuse City Council

---

1. Purpose

The purpose of this policy is to establish internal controls and risk-based fraud monitoring procedures for Automated Clearing House (ACH) transactions initiated by Syracuse City. The policy is intended to protect public funds, reduce the risk of unauthorized or fraudulent ACH transactions, and comply with the National Automated Clearing House Association (NACHA) Operating Rules.

---

2. Scope

This policy applies to all City employees involved in initiating, approving, processing, transmitting, reconciling, or monitoring ACH transactions.

Covered transactions include, but are not limited to:

- Payroll direct deposit
- Accounts payable / vendor transactions
- Utility payment transactions
- Electronic payments to governmental agencies
- Any ACH credit or debit originated by Syracuse City

---

3. Policy Statement

Syracuse City shall maintain a risk-based ACH fraud prevention program designed to detect, prevent, and respond to fraudulent or unauthorized ACH activity.

The City recognizes that fraud risks evolve over time and therefore commits to maintaining monitoring procedures that are appropriate for the City's size, transaction volume, and operational risks.

---

4. Risk-Based Fraud Monitoring

The assistant city manager shall implement fraud monitoring procedures designed to identify potentially unauthorized or suspicious ACH transactions.

Monitoring activities shall be based upon the City's ACH risk profile and include the following:

A. Transaction Review

Prior to transmitting ACH files, the assistant city manager shall review transactions for:

- Reasonableness of payment amounts
- Proper authorization
- Accurate payee information
- Duplicate transactions
- Unusual payment activity

B. Monitoring for Anomalies

The Finance manager shall monitor for unusual activity, including:

- Unexpected payment amounts
- Payments to unfamiliar vendors
- Changes in normal payment patterns
- Unusual transaction timing
- Multiple payments to the same recipient outside normal business practices
- Significant increases in ACH activity

C. Transaction Velocity

The Finance Manager shall review ACH activity for unusual transaction frequency, including:

- Multiple payments processed within unusually short periods
- Multiple changes to banking information
- Numerous ACH files created in a short timeframe
- Any activity inconsistent with normal City operations

D. Banking Information Changes

All requests to change banking information shall be independently verified before implementation.

Verification may include:

- In person communication
- Telephone confirmation using existing contact information
- Written authorization
- Other verification methods approved by the assistant city manager

Requests received solely by email shall not be relied upon without independent verification.

---

5. Internal Controls

The City shall maintain internal controls appropriate to ACH processing.

These controls include:

Segregation of Duties

Whenever practical:

- One employee prepares ACH transactions.
- A separate authorized employee approves ACH transactions. This approval cannot be completed by the finance manager.
- Bank reconciliations are completed independently by the finance manager.

Access Controls

Only authorized personnel may:

- Create ACH files

- Approve ACH transactions
- Modify banking information
- Access online banking systems

Access permissions shall be reviewed annually by the assistant city manager and immediately updated when employee responsibilities change.

Authentication

Where available, the City shall utilize:

- Multi-factor authentication
- Strong password requirements
- Individual user credentials
- Bank security controls offered by the City's financial institution

---

6. Routine Monitoring

The assistant city manager shall review bank activity periodically for:

- Unauthorized ACH transactions
- Returned or rejected transactions
- Bank security alerts
- Unexpected withdrawals
- Unrecognized credits or debits

Any suspicious activity shall be investigated immediately and discussed with the finance manager.

---

7. Fraud Response

If suspected fraud is identified, the employee discovering the activity shall immediately notify the assistant city manager.

The assistant city manager shall:

- Contact the City's financial institution

- Suspend or recall transactions when possible
- Notify the finance manager and city manager
- Coordinate with Information Technology when cyber incidents are suspected
- Notify law enforcement when appropriate
- Document all findings and corrective actions

---

8. Annual Risk Assessment and Policy Review

The assistant city manager shall review this policy at least annually.

The review shall include an evaluation of:

- Current fraud risks
- ACH processing procedures
- Internal controls
- Fraud monitoring effectiveness
- Changes to NACHA operating rules
- Audit findings
- Banking recommendations
- Employee access permissions

The review shall be documented, and any recommended revisions shall be presented to the City Manager or City Council, as appropriate.

---

9. Employee Training

Employees responsible for ACH processing shall complete a fraud awareness training annually.

The training should include:

- This policy
- Current ACH fraud trends
- Business email compromise

- Phishing attacks
- Social engineering
- Verification procedures
- Banking security practices
- Incident reporting
- NACHA rule updates

The assistant city manager shall maintain documentation of completed training.

---

10. Documentation

The assistant city manager shall maintain documentation supporting compliance with this policy, including:

- Annual policy review
- Employee training records
- Fraud monitoring procedures
- User access reviews
- Incident reports
- Corrective actions
- Internal control assessments

Documentation shall be retained in accordance with the City's records retention schedule.

---

11. Compliance

Failure to comply with this policy may result in disciplinary action, termination of system access, and other corrective measures deemed appropriate by the City.

Appendix A – ACH Fraud Monitoring Checklist

The assistant city manager should complete the following each business day when ACH transactions are originated:

Review Item	Frequency
Review ACH file before transmission	Each ACH batch
Verify payment totals	Each ACH batch
Confirm new or changed bank accounts	Before processing
Review online banking activity	Daily
Review returned ACH items	Daily
Review bank security alerts	Daily
Investigate unusual payment patterns	As identified
Review user access permissions	Annually
Review fraud monitoring procedures	Annually
Complete ACH fraud training	Annually

COUNCIL AGENDA

September 22, 2026

Agenda Item **"e.2"** Discussion on proposed wage scale updates for the Fiscal Year (FY) ending June 30, 2027.

Factual Summation

- Please see the proposed updates to the fiscal year 2026 – 2027 wages scale.

- Any questions regarding this item can be directed at Assistant City Manager, Stephen Marshall.

- These updates are corrections of errors or updates to scales from our June 2026 approval.
    - Police Officer I – top of scale should be $35.67 instead of $37.87.
    - Site Supervisor - $18.18 to $25.24 instead of $18.78 to $26.10.
    - Recreation Assistants I, II, III – Updated all three scales with updated numbers. This was missed in the update in June.

Discussion Goals

Discuss proposed updates to the consolidated fee schedule.

FY 2026 - 2027 Wage Scale

Grade	Status	Position Title		Min	Max
414	Salary	City Manager		$134,534	$210,912
413	Salary	Police Chief		$137,337	$200,356
412	Salary	Fire Chief		$135,054	$191,990
411	Salary	City Attorney		$129,750	$199,680
410	Salary	Community and Economic Development Director		$123,708	$183,706
409	Salary	Parks & Recreation Director		$119,683	$173,742
408	Salary	Assistant City Manager		$119,226	$177,736
407	Salary	Deputy Fire Chief		$120,827	$168,792
406	Salary	Public Works Director		$117,666	$171,891
405	Salary	Assistant Police Chief		$115,566	$170,241
404	Salary	Police Lieutenant		$110,063	$148,652
403	Salary	Administrative Services Director / City Recorder		$102,565	$148,429
402	Salary	City Engineer		$101,525	$147,035
401	Salary	Battalion Chief (2912 Hours)		$100,843	$ 141,581
353	Full-time	Assistant Parks & Recreation Director		$51.79	$75.18
352	Full-time	Police Sergeant		$45.66	$61.52
351	Full-time	Fire Marshal		$43.89	$61.22
350	Full-time	HR Manager		$41.63	$60.36
349	Full-time	Building Official		$41.62	$57.02
348	Full-time	IT Manager		$41.01	$58.63
347	Full-time	Finance Manager		$39.77	$60.26
346	Full-time	Police Officer III		$38.54	$50.86
345	Full-time	Recreation Manager		$36.00	$51.21
344	Full-time	Planner II		$35.12	$52.29
343	Full-time	Grant Administrator		$35.45	$53.55
342	Full-time	Streets Superintendent		$34.94	$50.64
		Water Superintendent			
		Facilities Maintenance Superintendent			
		Environmental Superintendent			
		Park's Operations Manager			
341	Full-time	Public Works Inspector III		$34.66	$40.53
340	Full-time	Police Officer II		$34.33	$41.70
339	Full-time	Fire Captain / Paramedic		$32.44	$43.69
338	Full-time	Public Works Inspector II		$31.51	$36.48
337	Full-time	Public Information Specialist		$31.39	$47.35
336	Full-time	Human Resources Specialist		$30.40	$43.99
335	Full-time	Building Inspector III		$33.78	$44.86
334	Full-time	Police Officer I		$31.52	$35.67

Grade	Status	Position Title		Min	Max
333	Full-time	Engineering Tech		$29.08	$40.71
332	Full-time	IT Technician		$28.68	$41.80
331	Full-time	Water Maintenance Crew Leader		$28.65	$43.13
		Street Maintenance Crew Leader			
		Environmental Crew Leader			
		Assistant Park's Operations Manager			
330	Full-time	Public Works Inspector I		$28.65	$32.83
329	Full-time	Building Inspector II		$28.56	$39.99
328	Full-time	Fire Captain		$28.50	$39.75
327	Full-time	Building Inspector I		$28.19	$36.05
326	Full-time	Planner I		$28.18	$37.00
325	Full-time	Fire Engineer / Paramedic		$27.79	$36.04
324	Full-time	Court Clerk Supervisor		$27.71	$41.36
323	Full-time	Recreation Program Coordinator		$27.11	$38.05
322	Full-time	Events Coordinator		$27.11	$36.54
321	Full-time	Utilities Billing Supervisor		$26.87	$39.42
320	Full-time	Victim Advocate		$26.23	$37.75
319	Full-time	Fire Fighter III / Paramedic		$26.07	$33.67
318	Full-time	Street Maintenance Worker III		$25.86	$36.01
		Water Maintenance Worker III			
		Environmental Maintenance Worker III			
		Parks Maintenance Worker III			
317	Full-time	Passport Program Manager / Deputy Recorder		$25.18	$38.03
316	Full-time	Museum Curator		$24.45	$34.63
315	Full-time	Passport Agent / Deputy Recorder		$24.35	$36.60
314	Full-time	Fire Fighter II / Paramedic		$24.06	$30.97
313	Full-time	Fire Engineer		$23.84	$32.10
312	Full-time	Water Maintenance Worker II		$23.66	$33.54
		Street Maintenance Worker II			
		Environmental Maintenance Worker II			
		Parks Maintenance Worker II			
311	Full-time	Code Enforcement Officer		$23.49	$34.99
310	Full-time	Administrative Professional II		$22.54	$32.35
309	Full-time	Fire Fighter III		$22.06	$29.66
308	Full-time	Facilities Maintenance Technician		$21.47	$31.13
307	Full-time	Building Permit Technician		$21.39	$31.00
306	Full-time	Utilities Billing Clerk		$20.86	$28.97
305	Full-time	Administrative Professional I		$20.49	$27.35
304	Full-time	Fire Fighter II		$20.05	$26.96
303	Full-time	Court Clerk II		$19.96	$28.72

Grade	Status	Position Title		Min	Max
302	Full-time	Streets Maintenance Worker I		$19.57	$28.68
		Water Maintenance Worker I			
		Environmental Maintenance Worker I			
		Parks Maintenance Worker I			
301	Full-time	Court Clerk I		$17.80	$26.56
222	Part-time	Building Inspector I		$28.19	$36.05
221	Part-time	Fire Fighter III / Paramedic		$26.07	$33.67
220	Part-time	Street Maintenance Worker III		$25.86	$36.01
		Water Maintenance Worker III			
		Environmental Maintenance Worker III			
		Parks Maintenance Worker III			
219	Part-time	Fire Fighter II / Paramedic		$24.06	$30.97
218	Part-time	Water Maintenance Worker II		$23.66	$33.54
		Street Maintenance Worker II			
		Environmental Maintenance Worker II			
		Parks Maintenance Worker II			
217	Part-time	Administrative Professional II		$22.54	$32.35
216	Part-time	Fire Fighter III		$22.06	$29.66
215	Part-time	Facilities Maintenance Technician		$21.47	$31.13
214	Part-time	Passport Agent II		$21.00	$34.86
213	Part-time	Administrative Professional I		$20.49	$27.35
		Mail Clerk			
212	Part-time	Fire Fighter II		$20.05	$26.96
211	Part-time	Court Clerk II		$19.96	$28.72
210	Part-time	Streets Maintenance Worker I		$19.57	$28.68
		Water Maintenance Worker I			
		Environmental Maintenance Worker I			
		Parks Maintenance Worker I			
209	Part-time	Passport Agent I		$19.09	$31.69
208	Part-time	Fire Fighter I		$19.05	$25.61
207	Part-time	Court Clerk I		$17.80	$26.56
206	Part-time	Site Supervisor		$18.18	$25.24
205	Part-time	Crossing Guard		$16.97	$21.07
204	Part-time	Front Desk Receptionist		$15.48	$20.78
203	Part-time	Recreation Assistant III		$16.38	$18.12
202	Part-time	Recreation Assistant II		$14.54	$16.38
201	Part-time	Recreation Assistant I		$12.60	$14.54
105	Seasonal	Engine Boss		$29.00	$44.00
104	Seasonal	Administrative Professional I		$20.49	$27.35
103	Seasonal	Seasonal Fire Fighter		$20.05	$26.96
102	Seasonal	Streets Maintenance Worker		$19.57	$28.68
		Water Maintenance Worker			
		Environmental Maintenance Worker			
101	Seasonal	Land Maintenance Worker		$14.28	$18.84
		Intern			

COUNCIL AGENDA
September 22, 2026

Agenda Item **"e.3"** Discuss budget opening for Fiscal Year ending June 30, 2027.

Factual Summation

- Any questions about this agenda item may be directed at Assistant City Manager Stephen Marshall.

  Please review the following attachments:
  a. FY2026 Budget Adjustments PDF.
  b. Capital Projects Revised project list.
  c. Capital Project Original project list.
  d. Vehicle and capital listing – capital project fund.

Background

- Please review the detailed **capital projects** listing attached with this document for recommended changes. In this budget opening, we are carryover of projects from prior year that weren't completed and updates to approved projects as follows:

  - Carryover – New Secondary Reservoir land purchase - $670,000
  - Carryover – 3000 West Road Improvements including roundabout and Fremont Park - $1,176,000
  - Carryover – BMX Course land acquisition - $1,065,000
  - Carryover – 2500 West / SR-193 Intersection - $1,120,000
  - Carryover – 4000 West Safety Sidewalk - $235,000
  - Carryover – 700 South Asphalt Replacement - $200,000
  - Carryover – 4000 W Ditch Piping - $150,000
  - Carryover – 2026 Utility Project - $1,564,000
  - Carryover – 2700 S 3000 W Roundabout design - $300,000
  - Carryover – Costco Infrastructure reimbursement - $2,315,935
  - Carryover – PMF Equipment - $193,000
  - Carryover – BMX Course Landscaping, cameras - $304,705
  - Carryover – Founders Project - $93,500

- Carryover – Regional Park Phase 1 - $759,700
- Carryover – Linda Vista Project - $400,000
- Carryover – Gas line to visitor's center - $30,000
- Carryover –Cemetery improvements - $176,000
- Carryover – Purhcase of land by 6 way roundabout - $355,000
- Revision – Harmony Bluff Overlay - $100,000
- Revision – Remove South Cantebury and move to future year

- Changes to **operational budgets**:

  General Fund – major changes
  - $9,900 – Employee retirement in CED.

  All Other Funds – Significant Changes
  - Park Maint. Fund - $86,500 – carryover of several maintenance line items.
  - IT Fund – increase budget for additional licensing - $24,000
  - CDA Fund – added budget for design and installation of artwork at 3000 west roundabout - $333,000
  - RDA Fund – added $10,310 for payment to financers.
  - Capital Projects Fund – carryover of brush truck and addition of black out scene control. - $40,000.

Discussion Goals

The following items outline the goals of this discussion:

1. Evaluate capital project listing and timing of projects
2. Review operational budget changes.
3. Place on October 13th business meeting for action with any suggest changes from council discussion.

Syracuse City
FY2026 October Budget Opening

	Original Budget	Amended Budget	Increase / (Decrease)
General Fund:			
EXPENDITURE ADJUSTMENTS:			
Community and Economic Development			
Salary, Wages, & Benefits	1,329,594	1,339,494	9,900
(Employee Retirement)			
	Revenue	Expenses	
General Fund net change	-	9,900	(9,900)
Beginning fund shortage			(330,000)
Overall fund surplus to be added to fund balance			(339,900)
Estimated Ending Fund Balance	**5,741,389**		
RAP Tax Fund			
EXPENSE ADJUSTMENTS:			
Capital Outlay	500,000	620,000	(120,000)
(Various Carryover projects - see park 5 year plan)			(120,000)
	Revenue	Expenses	
RAP Fund net change	-	(120,000)	(120,000)
Beginning fund shortage			(62,325)
Overall Change			(182,325)
Estimated Ending Fund Balance	**65,010**		

Parks Impact Fee Fund

EXPENSE ADJUSTMENTS:

Capital Outlay	-	1,062,105	(1,062,105)
(Various Carryover projects - see park 5 year plan)			(1,062,105)

	Revenue	Expenses	
PIF Fund net change	-	(1,062,105)	(1,062,105)
Beginning fund overage			400,000
Overall Change			(662,105)
Estimated Ending Fund Balance	**(516,793)**		

Parks Maintenance Fund

EXPENSE ADJUSTMENTS:

Travel and Training	21,600	25,600	(4,000)
Office Supplies	3,450	5,950	(2,500)
Tree / Arbor Management	43,880	73,880	(30,000)
Trail and Parking Lot Maintenance	96,750	146,750	(50,000)
Capital Outlay	300,125	375,125	(75,000)
(Various Carryover projects - see park 5 year plan)			(161,500)

	Revenue	Expenses	
PMF Fund net change	-	(161,500)	(161,500)
Beginning fund shortage			(60,037)
Overall Change			(221,537)
Estimated Ending Fund Balance	**67,023**		

Transportation Fund

EXPENDITURE ADJUSTMENTS:

Professional & Technical	94,000	118,000	24,000
Capital Projects	2,520,000	3,971,250	1,451,250
(Various Carryover projects - see park 5 year plan)			1,475,250

	Revenue	Expenses	
Trans. Fund net change	-	1,475,250	(1,475,250)
Beginning fund shortage			(103,978)
Overall Change			(1,579,228)
Estimated Ending Fund Balance	**213,016**		

Transportation Impact Fee Fund

EXPENDITURE ADJUSTMENTS:			
Capital Outlay	150,000	2,864,000	2,714,000
(Carryover of projects)			2,714,000
	Revenue	Expenses	
Trans. Impact Fund net change	-	2,714,000	(2,714,000)
Beginning fund overage			530,000
Overall Change			(2,184,000)
Estimated Ending Fund Balance	**3,816,208**		

Secondary Water Fund:

EXPENDITURE ADJUSTMENTS:			
Capital Outlay	4,531,750	4,568,750	37,000
(Carryover of projects)			
Move Capital to Balance Sheet	(4,531,750)	(4,568,750)	(37,000)
			-
	Revenue	Expenses	
Sec. Water Fund net change	-	-	-
Beginning fund overage			2,722,199
Overall Change			2,722,199
Estimated Ending Cash Balance	**706,380**		

Secondary Water Impact Fund:

EXPENDITURE ADJUSTMENTS:			
Capital Outlay	-	607,000	607,000
(Carryover of projects)			607,000
	Revenue	Expenses	
Sec. Water Impact Fund net change	-	607,000	(607,000)
Beginning fund shortage			(480,401)
Overall Change			(1,087,401)
Estimated Ending Cash Balance	**186,905**		

Storm Water Fund:

EXPENDITURE ADJUSTMENTS:			
Capital Outlay	-	195,000	195,000
(Carryover of projects)			
Move Capital to Balance Sheet	-	(195,000)	(195,000)
			-

	Revenue	Expenses	
Storm Water Fund net change	-	-	-
Beginning fund shortage			(181,887)
Overall Change			(181,887)
Estimated Ending Cash Balance	**620,156**		

Storm Water Impact Fund:

EXPENDITURE ADJUSTMENTS:			
Capital Outlay	-	1,198,935	1,198,935
(Carryover of projects)			1,198,935

	Revenue	Expenses	
Storm Water Impact Fund net change	-	1,198,935	(1,198,935)
Beginning fund overage			264,000
Overall fund deficit to come from fund balance			(934,935)
Estimated Ending Cash Balance	**3,366,383**		

Culinary Water Fund:

EXPENDITURE ADJUSTMENTS:			
Capital Projects	905,000	1,703,000	798,000
(Carryover of projects)			
Move Capital To Balance Sheet	(905,000)	(1,703,000)	(798,000)
			-

	Revenue	Expenses	
Culinary Water Fund net change	-	-	-
Beginning fund overage			299,879
Overall fund shortage to come from fund balance			299,879
Estimated Ending Cash Balance	**638,264**		

Sewer Fund:

EXPENDITURE ADJUSTMENTS:			
Capital Outlay	465,000	554,000	89,000
(Carryover of projects)			
Move Capital to Balance Sheet	(465,000)	(554,000)	(89,000)
			-

	Revenue	Expenses	
Sewer Fund net change	-	-	-
Beginning fund shortage			(386,242)
Overall fund deficit to come from fund balance			(386,242)
Estimated Ending Cash Balance	**725,334**		

IT Fund

EXPENDITURE ADJUSTMENTS:			
User Software Supporting and Licensing	60,072	84,072	24,000
(User Licensing - Security Upgrade)			-
			24,000

	Revenue	Expenses	
IT Fund net change	-	24,000	(24,000)
Beginning fund overage			16,782
Overall fund deficit to come from fund balance			(7,218)
Estimated Ending Cash Balance	**72,379**		

CDA Fund

EXPENDITURE ADJUSTMENTS:			
Professional & Technical		33,000	33,000
Capital Projects	1,100,000	1,400,000	300,000
(3000 West Roundabout & Artwork)			
			333,000

	Revenue	Expenses	
CDA Fund net change	-	333,000	(333,000)
Beginning fund shortage			(565,452)
Overall fund deficit to come from fund balance			(898,452)
Estimated Ending Cash Balance	**417,550**		

RDA Fund

EXPENDITURE ADJUSTMENTS:			
Repayment to Financers	44,653	54,963	10,310
(Trico Holdings Agreement)			
			10,310
	Revenue	Expenses	
CDA Fund net change	-	10,310	(10,310)
Beginning fund shortage			(3,051,015)
Overall fund deficit to come from fund balance			(3,061,325)
Estimated Ending Cash Balance	**413,889**		

Capital Improvement Fund

EXPENDITURE ADJUSTMENTS:			
Capital Equipment	2,407,000	2,447,000	40,000
(Carryover of Brush Truck and black out scene control)			
Capital Projects	50,000	1,330,500	1,280,500
(Carryover of projects)			1,320,500
	Revenue	Expenses	
CIP Fund net change	-	1,320,500	(1,320,500)
Beginning fund overage			33,000
Overall fund deficit to come from fund balance			(1,287,500)
Estimated Ending Cash Balance	**345,477**		

CAPITAL PROJECTS PROPOSED BUDGET SUMMARY FOR FISCAL YEAR 2027

Project	Class C Capital 204070	Culinary 501670	Secondary 301670	Storm Drain 401670	Sewer Capital 531670	Road Impact Fee 21-40-70	Culinary Impact Fee 51-40-70	Secondary Impact Fee 31-40-70	Storm Drain Impact Fee 41-40-70	Recreation, Arts, & Parks Tax 11-40-70	Parks, Trails, & Rec Impact Fee 12-40-70	Parks Maintenance Fund 17-40-70	Capital Fund 80-40-71	Project Total
4000 W/700 S Roundabout Design/ROW (50% West Point)						$150,000								$150,000
Concrete 1000 West 2700 South Roundabout	$515,000													$515,000
Dallas 12" (David to 1350W) Culinary & Secondary	$105,000	$205,000	$205,000											$515,000
Culinary Water Radios		$200,000												$200,000
2027 Surface Treatments	$1,200,000													$1,200,000
2920 South (1000 West to 1200 West)	$0													$0
2920 South (1000 West to 800 West)	$0													$0
2800 South (1000 West to 800 West)	$0													$0
3450 South (930 West to End)	$0													$0
800 West (2700 S to 3050 S)	$0													$0
4000 West Safety Sidewalk Project (Formby Dr. and 800 South)	$400,000	$50,000												$450,000
2400 South (1950 West to 1850 West)	$300,000	$375,000	$450,000		$380,000									$1,505,000
Parks Master Plan Update											$150,000			$150,000
S. Canterbury Playground Replacement (Rockcreek Swap)										$150,000				$150,000
S. Canterbury Sport Court Renovation										$250,000				$250,000
S. Canterbury Park Signage										$50,000				$50,000
S. Canterbury Park Pavilion Replacement												$120,000		$120,000
S. Canterbury Restroom Renovation										$50,000				$50,000
Workplace Improvements in Police Department (Furniture)													$50,000	$50,000
														$0
Total Fiscal Year 2027 Projects	**$2,520,000**	**$830,000**	**$655,000**	**$0**	**$380,000**	**$150,000**	**$0**	**$0**	**$0**	**$500,000**	**$150,000**	**$120,000**	**$50,000**	$5,355,000

CAPITAL PROJECTS PROPOSED BUDGET SUMMARY FOR FISCAL YEAR 2027

Project	Class C Capital 204070	Culinary 501670	Secondary 301670	Storm Drain 401670	Sewer Capital 531670	Road Impact Fee 21-40-70	Culinary Impact Fee 51-40-70	Secondary Impact Fee 31-40-70	Storm Drain Impact Fee 41-40-70	Recreation, Arts, & Parks Tax 11-40-70	Parks, Trails, & Rec Impact Fee 12-40-70	Parks Maintenance Fund 17-40-70	Capital Fund 80-40-71	Project Total
New Secondary Reservoir Property Acquisition								$670,000						$670,000
3000 West Road Improvements (Antelope to Fremont/Church)	$213,000													$213,000
Round-a-bout and Fire Station realignment on 3000 West						$214,000								$214,000
2500 West/SR-193 Intersection			$20,000			$1,100,000								$1,120,000
4000 West Safety Sidewalk Project (For New Elementary)	$135,550	$100,000												$235,550
700 South Asphalt Replacement (St Andrews to 4000 W) - W/ West Point	$200,000													$200,000
4000 West Ditch Piping Wetland/Stream Alt Permitting (1700 S to 2700 S)	-	-	-	$45,000	-	-	-	-	$105,000					$150,000
2026 Utility Project Bluff Drive Subdivision	$610,000	$698,000	$17,000	$150,000	$89,000									$1,564,000
Antelope Drive Trail Phase 2 Design/ROW	$192,700													$192,700
2700 S 3000 W Roundabout Design/ROW/Permitting	-	-	-	-	-	$300,000								$300,000
Infrastructure Improvements around Costco						$1,100,000			$1,093,935					$2,193,935
Fremont Park Project - Restroom										$50,000				$50,000
Fremont Park Irrigation mainline, sidewalks, dog park renovation										$220,000		$75,000		$295,000
Fremont Park Parking Lot Expansion											$364,700			$364,700
Fremont Park Booster Pump												$40,000		$40,000
Park Maintenance Facility including equipment											$193,000			$193,000
BMX Course pavilion, landscaping, and cameras											$304,705			$304,705
Founder's Park northeast entrance concrete work												$56,000		$56,000
Founder's Booster Pump													$37,500	$37,500
Trail Along Antelope Dr and 3000 West - Costco											$122,000			$122,000
Regional Park Engineering and Const. Oversight											$77,700			$77,700
Regional Park Phase 1 Construction													$682,000	$682,000
Linda Vista Playground Replacement										$125,000				$125,000
Linda Vista Restroom Renovation												$50,000		$50,000
Linda Vista Pavillions/Shelters (Single Table)										$225,000				$225,000
Gas Line to Visitors Center													$30,000	$30,000
Cemetery Improvements													$176,000	$176,000
Purchase land by 6 way roundabout - possible econ dev resale													$355,000	$355,000
4000 W/700 S Roundabout Design/ROW (50% West Point)						$150,000								$150,000
Concrete 1000 West 2700 South Roundabout	$515,000													$515,000
Dallas 12" (David to 1350W) Culinary & Secondary	$105,000	$205,000	$205,000											$515,000
Culinary Water Radios		$200,000												$200,000
2027 Surface Treatments	$1,300,000													$1,300,000
Harmony Bluff Overlay	$0													$0
2920 South (1000 West to 1200 West)	$0													$0
2920 South (1000 West to 800 West)	$0													$0
2800 South (1000 West to 800 West)	$0													$0
3450 South (930 West to End)	$0													$0
800 West (2700 S to 3050 S)	$0													$0
4000 West Safety Sidewalk Project (Formby Dr. and 800 South)	$400,000	$50,000												$450,000
2400 South (1950 West to 1850 West)	$300,000	$375,000	$450,000		$380,000									$1,505,000
Parks Master Plan Update											$150,000			$150,000
S. Canterbury Playground Replacement (Rockcreek Swap)										$0				$0
S. Canterbury Sport Court Renovation										$0				$0
S. Canterbury Park Signage										$0				$0
S. Canterbury Park Pavilion Replacement												$0		$0
S. Canterbury Restroom Renovation										$0				$0
Workplace Improvements in Police Department (Furniture)													$50,000	$50,000
Total Fiscal Year 2027 Projects	**$3,971,250**	**$1,628,000**	**$692,000**	**$195,000**	**$469,000**	**$2,864,000**	**$0**	**$670,000**	**$1,198,935**	**$620,000**	**$1,212,105**	**$221,000**	**$1,330,500**	$15,071,790

CAPITAL IMPROVEMENT FUND
Fiscal Year Ending June 30, 2026
Line Item Detail

		Requested	Zero Increase Budget	Adopted Budget
80-40-70	***Capital equipment***			
Prior year budget, as modified				$ 693,250
	Capital and Equipment			
Current estimates:				
Public Works	Building Maint Truck Replacement	55,000	55,000	55,000
Public Works	Building Maint Truck & Plow Replacement	70,000	70,000	70,000
Fire	2026 Ram 5500 Brush Truck B-4			15,000
Fire	Scene Control - Blackout			25,000
Fire	Fire Admin Vehicle	80,000	0	0
Fire	Fire Engine E-5	1,200,000	1,200,000	1,200,000
Fire	Water Tender	600,000	600,000	600,000
Fire	PPE (Turnouts, Boots, Gloves, Hoods, Helmets, etc.)	72,000	0	0
Fire	LifePak Monitors (2)	110,000		55,000
Fire	Incident Command Vehicle Camera	5,500		
Fire	Extrication Equipment E31	40,000		
Fire	EMS Transport Ventilator A31	20,000		
Parks & Rec	Plow Mount and Salt Spreader for Community Center./L	7,000		7,000
Parks & Rec	Replacement Vehicle	65,000	0	0
Parks & Rec	New Vehicle with PMF worker	65,000	-	65,000
Parks & Rec	New Vehicle with PMF worker	65,000	-	65,000
Parks & Rec	New Vehicle with PMF worker	65,000	-	-
Parks & Rec	New Vehicle with PMF worker	65,000	-	-
Police	Police Vehicle #1	80,000	80,000	80,000
Police	Police Vehicle #2	80,000	80,000	80,000
Police	Police Vehicle	65,000	65,000	65,000
Police	Police Vehicle	65,000	65,000	65,000
Admin	IT Replacement Vehicle	35,000	35,000	-
Total budget for account		$ 2,909,500	$ 2,250,000	$ 2,447,000
Amount changed from request				$ (462,500)
Increase/(decrease) from prior year modified budget		$ 2,216,250	$ 1,556,750	$ 1,753,750

		Requested	Zero Increase Budget	Adopted Budget
80-40-71	***Capital projects***			
Prior year budget, as modified				$ 4,678,500
Current estimates:				
Public Works	Lighting and Ped access at city hall traffic circle	$ 37,500		$ -
Public Works	AC Unit Replacements for city buildings	10,000		-
Parks & Rec	Signage in Parks	50,000		-
Police	Workplace Improvements (Carpet)	130,000		-
Police	Workplace Improvements (Paint)	50,000		-
Police	Workplace Improvements (Furniture)	50,000		50,000
Parks & Rec	Founder's Booster Pump			37,500
Parks & Rec	Regional Park Phase 1 Construction			682,000
Parks & Rec	Gas Line to Visitors Center			30,000
Parks & Rec	Cemetery Improvements			176,000
Admin	Purchase land by 6 way roundabout - possible econ dev resale			355,000
Total budget for account		$ 327,500	$ -	$ 1,330,500
Amount changed from request				$ 1,003,000
Increase/(decrease) from prior year modified budget		$ (4,351,000)	$ (4,678,500)	$ (3,348,000)

COUNCIL AGENDA

September 22, 2026

Submitted by Colin Winchester

Agenda Item "f" **ORD 26-XX – UTA VANPOOL PARKING**

Factual Summation

Syracuse Municipal Code Section 11.20.075, as recently adopted, inadvertently prohibits the parking of UTA Vanpool vehicles in park-and-ride lots for more than 48 consecutive hours, and fails to give the city manager the authority to administratively allow other parking in limited, extraordinary circumstances. The attached proposed ordinance corrects those errors.

Discussion Goals

Discuss and determine whether to advance the proposed ordinance to a business meeting for adoption.

ORDINANCE 26-XX
AN ORDINANCE AMENDING SYRACUSE MUNICIPAL CODE SECTION 11.20.075 PARK-AND-RIDE LOTS

WHEREAS, the City Council recently adopted SMC Section 11.20.075 which regulates parking in park-and-ride lots; and

WHEREAS, SMC Section 11.20.075, as recently adopted, inadvertently prohibits the parking of UTA Vanpool vehicles in park-and-ride lots for more than 48 consecutive hours; and

WHEREAS, UTA Vanpool vehicles should be allowed to be parked in park-and-ride lots for more than 48 consecutive hours; and

WHEREAS, SMC Section 11.20.075, as recently adopted, fails to allow the city manager to administratively authorize otherwise prohibited parking in park-and-ride lots in limited, extraordinary circumstances; and

WHEREAS, the city manager should be allowed to administratively authorize otherwise prohibited parking in park-and-ride lots in limited, extraordinary circumstances; and

WHEREAS, the City Council desires to amend current SMC Section 11.20.075 to correct the stated omissions;

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

Section 1. Syracuse Municipal Code Section 11.20.075 is amended to read as attached hereto.

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

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, THIS 13TH DAY OF OCTOBER, 2026.

CASSIE Z. BROWN City Recorder	DAVE MAUGHAN Mayor

Voting by the Council:	AYE	NAY
Councilmember Brown	___________	___________
Councilmember Cragun	___________	___________
Councilmember Pollard	___________	___________
Councilmember Robertson	___________	___________
Councilmember Watson	___________	___________

11.20.075 Park-and-Ride Lots

(A) The City owns, controls or maintains two park-and-ride lots. The provisions of this chapter apply to park-and-ride lots. However, where the provisions of this section differ from other provisions of this chapter, the provisions of this section govern.

(B) It shall be unlawful to stand or park any vehicle having a total gross weight, loaded or unloaded, in excess of 26,000 pounds, or having a total length in excess of 24 feet from the most forward point of the vehicle or its load to the most rear point of said vehicle or its load, in any park-and-ride lot.

(C) It shall be unlawful to stand or park any recreational vehicle, trailer, boat or construction equipment in any park-and-ride lot.

(D) It shall be unlawful to stand or park any ~~other~~ vehicle in any park-and-ride lot for more than 48 consecutive hours.

(E) It shall be unlawful to camp overnight or sleep overnight in any park-and-ride lot.

(F) This section does not apply to:
(1) Utah Transit Authority Vanpool vehicles; and
(2) Other vehicles for which the city manager has given advance written consent.

COUNCIL AGENDA

September 22, 2026

Submitted by Colin Winchester

Agenda Item "g" **Discussion re proposed MOU with Davis County re Costco sales tax distributions**

Factual Summation

The Lt. Governor approved the Cook annexation effective January 22, 2024. That same day, the Lt. Governor notified several state agencies, including the Tax Commission, of the annexation. Costco opened on June 24, 2026, and began collecting sales taxes that same day. Because the City did not *directly* notify the Tax Commission of the annexation until August 5, 2026, the Tax Commission claims it cannot distribute to the City any taxes on Costco sales occurring between June 24, 2026 and January 1, 2027. Instead, the Tax Commission will distribute those taxes to Davis County. The Tax Commission has agreed, concurrently with each distribution to Davis County, to calculate the distribution that would have been made directly to the City. The City has asked Davis County to forward those amounts to the City. It appears Davis County will agree. The attached MOU *(in draft form at the time of this document)* memorializes the proposed agreement.

Note 1: For Costco sales occurring on or after January 1, 2027, the Tax Commission will distribute the sales taxes directly to the City.

Note 2: The proposed MOU does not address the City's 0.10% RAP tax. That issue will be resolved via an alternative process.

Discussion Goals

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

MEMORANDUM OF UNDERSTANDING BETWEEN DAVIS COUNTY AND SYRACUSE CITY REGARDING SALES TAX DISTRIBUTIONS FROM COSTCO

BACKGROUND

Effective January 22, 2024, Syracuse City annexed 131.981 acres of undeveloped land ("the annexed property") from unincorporated Davis County. On June 24, 2026, Costco Wholesale Corporation opened a new warehouse store ("Costco") on the annexed property. On that same date, Costco began collecting sales taxes as required by law. Costco is currently the only sales tax collecting entity on the annexed property, and no other sales tax collecting entities will exist on the annexed property prior to January 1, 2027.

Syracuse City did not directly notify the Utah State Tax Commission ("Tax Commission") of the annexation until August 5, 2026. Consequently, pursuant to Utah Code Section 59-12-208.1, the Tax Commission cannot distribute to Syracuse City any portion of the sales taxes collected by Costco from sales occurring prior to January 1, 2027. Instead, the Tax Commission will distribute those taxes to Davis County. The Tax Commission has agreed, concurrently with each distribution to Davis County, to calculate the distribution that would have been made directly to Syracuse City if Syracuse City had notified the Tax Commission of the annexation at the time of the annexation ("the Syracuse distributions"). The Tax Commission has no objection to Davis County distributing the Syracuse distributions to Syracuse City.

For Costco sales occurring on or after January 1, 2027, the Tax Commission will distribute the Syracuse distributions directly to Syracuse City.

Syracuse City has requested that Davis County forward to Syracuse City the Syracuse distributions for Costco sales occurring between June 24, 2026 and December 31, 2026.

Davis County, in a spirit of cooperation and goodwill, agrees to accommodate and implement the requested transfers.

AGREEMENT

1. Davis County agrees to forward to Syracuse City the Syracuse distributions for Costco sales occurring between June 24, 2026 and December 31, 2026.

2. Syracuse City agrees to hold Davis County and its officers, agents and employees harmless for errors made by the Tax Commission.

3. This agreement shall terminate when Davis County forwards the final Syracuse distribution for Costco sales occurring between June 24, 2026 and December 31, 2026.

DATED this _____ day of October, 2026.

DAVIS COUNTY:	**SYRACUSE CITY:**
______________________________	______________________________
Bob J Stevenson, Commission Chair	Dave Maughan, Mayor
Attest:	Attest:
______________________________	______________________________
Clerk	Cassie Z Brown, City Recorder
Approved as to form:	Approved as to form:
______________________________	______________________________
Neal C Geddes, Attorney	Colin Winchester, Attorney