SYRACUSE CITY

Syracuse City Council Work Session Agenda
October 27, 2026 – 6:00 p.m.
In-Person Location: Syracuse City Hall, 1979 W. 1900 S.
Electronic Via Zoom
Connect via telephone: +1-301-715-8592 US, meeting ID: 899 1214 0481
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 October 27, 2026. Comments submitted by the deadline will be read for the record of the meeting.*)

c. Planning items:
   1. Recommendation from Planning Commission, proposed zone change for property located at 2617 S. 3000 W., Agricultural (A-1) to Residential (R-3). (10 min.)
   2. Discussion regarding potential updates to the Syracuse City General Plan. (10 min.)
   3. Discussion regarding proposed amendment to Section 8.10.090 of the Syracuse Municipal Code pertaining to irrigation water. (10 min.)

d. Police Department item: Crossing Guard program update – City Council awareness briefing. (15 min.)

e. Public Works items:
   1. Discussion/review of updated Transportation Utility Fee Study. (20 min.)
   2. Discussion regarding proposed updates to Syracuse City Underground Drinking Water Source Protection Plan. (10 min.)
   3. Discussion regarding proposed renewal of Syracuse City Water Conservation Plan. (10 min.)

f. Administrative items:
   1. Discussion/review of phone system replacement proposal and contract award. (10 min.)
   2. Discussion/review of proposed Syracuse City Investment Policy. (10 min.)
   3. Discussion regarding proposed amendments to the Syracuse City Personnel Policies and Procedures Manual. (10 min.)
   4. Discussion regarding proposed amendments to Syracuse Municipal Code and Syracuse City Surplus Property Policy pertaining to the definition of significant parcel of real property. (5 min.)
   5. Discussion/review of proposed amendments to Title Two of Syracuse Municipal Code (SMC) pertaining to State of Utah Privacy Policy Act compliance (5 min.).

g. Adjourn.

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

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Syracuse City limits on this 22nd day of October, 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 October 22, 2026.

CASSIE Z. BROWN, MMC
SYRACUSE CITY RECORDER
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COUNCIL AGENDA

October 27, 2026

Proposed Rezone from A-1 to R-3

Summary

The city has received an application from Brian Browning to rezone parcel 12-093-0005 (5.662 acres). The property is located approximately 2617 S. 3000 W. The property is owned by MJB 3 LLC. The existing zoning is Agricultural (A-1) and the proposed zoning is R-3. R-3 zoning minimum allowed lot size is 8,000 sf. The property is also within the Sensitive Lands Overlay Zone which would require wetland delineation and potentially clearance from the Army Core of Engineers prior to development. The reason for the rezone request as stated by the applicant is as follows: *'Preparing property for residential development'.*

Ordinance 10.20.070 gives the following approval standards:

(E) Approval Standards. A decision to amend the text of this title or the zoning map is a matter of legislative discretion by the City Council and not controlled by any one standard. However, such changes shall be consistent with the current general plan and general plan map, except A-1, R-1 and R-2 zones may be applied to properties with a general plan designation of medium or high density residential. In making an amendment, the City Council should also consider:

(1) Whether it would be harmonious with the overall character of existing development in the vicinity of the subject property, or in cases of text amendments, in areas governed by the amended text;

(2) Whether it would be consistent with the standards of any applicable overlay zone and, in cases of text amendments, harmonious with areas governed by the amended text;

(3) The extent to which it may adversely affect adjacent property; and

(4) The adequacy of facilities and services intended to serve the subject property, including but not limited to roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection.

Analysis of Existing and Surrounding Land Uses

The property has most recently been used for horses and small farm animals. There appears to also be some trailers, junk, and debris storage as well as a few small accessory structures. The property is undeveloped without sidewalk, curb, gutter, or utilities. The property to the north is Eagle Estates Subdivision Phase 1. Eagle Estates Subdivision is a single family subdivision with lot sizes around 13,000 sf. The property to the south is swampy fallow land with occasional pasture grazing. Land to the east is the Viewpoint Center psychiatric hospital for children. Land to the west is 3000 W and west of that, is active irrigated farmland.

Analysis of future land uses and master plans

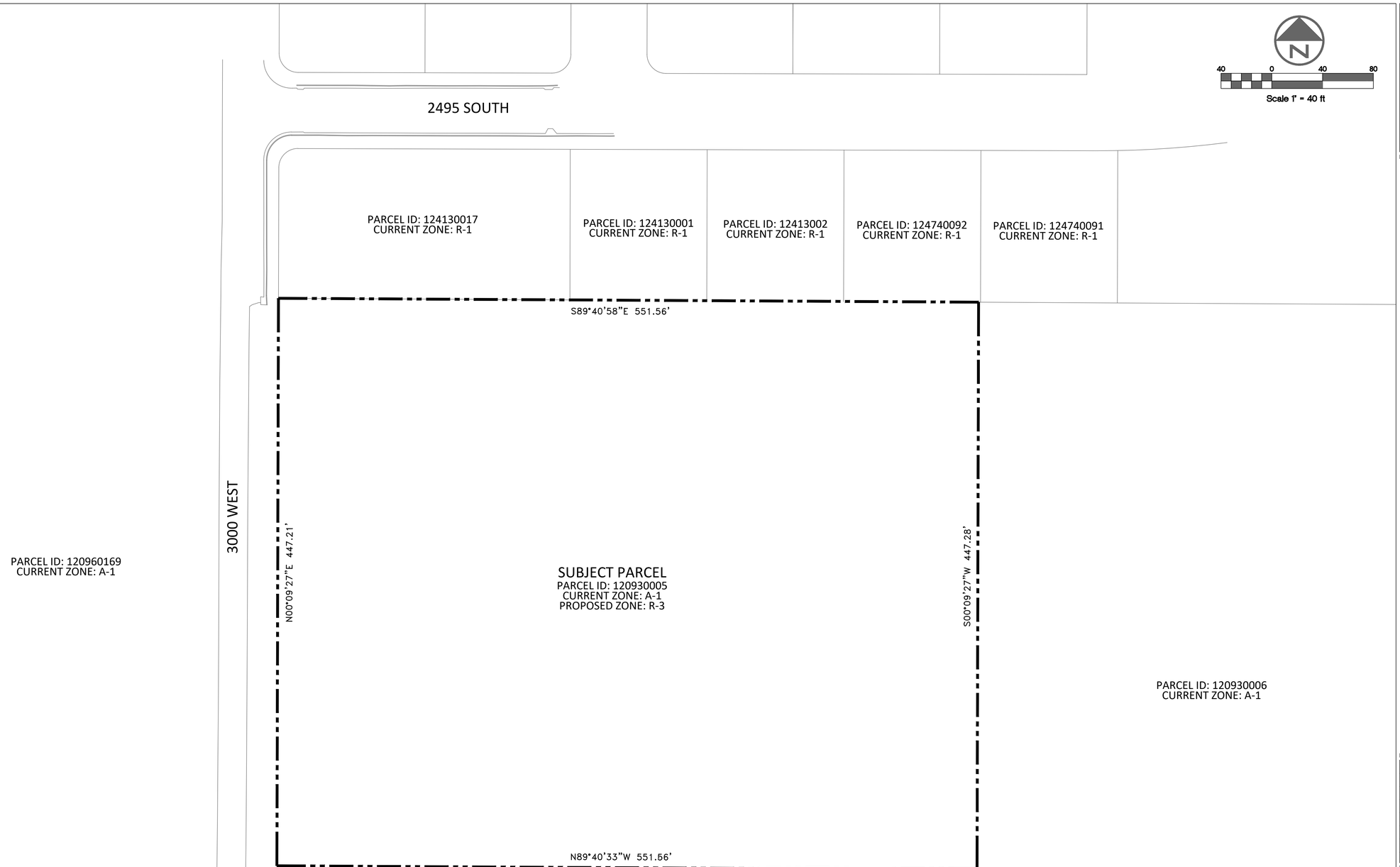
The Parks Master plan identified this area as being under-served with parkland and recommends acquiring property in the vicinity to accomplish the city's long range park development goals. The Transportation Master Plan (TMP) calls for 3000 W to be widened to a multi-modal collector road, which has a 71' ROW width. The TMP also calls for a roundabout at the intersection of 3000 W and 2700 S and another one at approximately 2200 S. These are in addition to the new roundabout built in conjunction with Costco. The general plan for the property is Low Density Residential. The Low Density general plan designation would support A-1, R-1, R-2, R-3, Cluster, or RPC zoning. The proposed zoning of R-3 is among the listed zone options. Costco also recently upgraded the nearby sewer and storm drain capacity to serve future development in the recently annexed Cook property.

Goals of Discussion

The goal of this discussion is to review the rezone request and associated recommendation being forwarded from Planning Commission and decide if this item is ready to be forwarded on to the the next business meeting for a vote. The Planning Commission reviewed the item and held a public hearing on October 6th. They are forwarding a recommendation for approval.

Attachments

General Vicinity Map
General Plan Map
Existing Zoning Map
Proposed Zoning Map
Parks Masterplan Map
Transportation Master Plan Map



PROPERTY LEGAL DESCRIPTION

A TRACT OF LAND BEING SITUATE IN THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT WHICH IS NORTH 0°09'27" EAST 480.15 FEET AND SOUTH 89°40'33" EAST 33.00 FEET FROM THE SOUTHWEST CORNER OF SECTION 16, TOWNSHIP 4 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, AND RUNNING THENCE NORTH 0°09'27" EAST 447.21 FEET TO THE SOUTHWEST CORNER OF PARCEL "A", EAGLE ESTATES SUBDIVISION PHASE 1, ON FILE WITH THE OFFICE OF THE DAVIS COUNTY RECORDER; THENCE SOUTH 89°40'58" EAST ALONG THE SOUTHERLY LINE OF SAID SUBDIVISION, AND THE SOUTHERLY LINE OF EAGLE ESTATES SUBDIVISION PHASE 6, ON FILE WITH THE OFFICE OF THE DAVIS COUNTY RECORDER A DISTANCE OF 551.56 FEET; THENCE SOUTH 0°09'27" WEST 447.28 FEET; THENCE NORTH 89°40'33" WEST 551.56 FEET TO THE POINT OF BEGINNING.

CONTAINS 246,681 SQUARE FEET OR 5.663 ACRES, MORE OR LESS.

WILDING
ENGINEERING
14721 South Heritage Crest Way
Bluffdale, Utah 84065
801.553.8112
www.wildingengineering.com

DRAWING NOTES:

G:\DATA\25419 Brian Browning – Syracuse\dwg\25419 Browning Syracuse Rezone Exhibit.dwg
PLOT DATE: Oct 02, 2025

NO.	REVISION	DATE

PROJECT INFORMATION

BROWNING PROPERTY

REZONE EXHIBIT PROPERTY MAP

2617 SOUTH 3000 WEST
SYRACUSE, UTAH

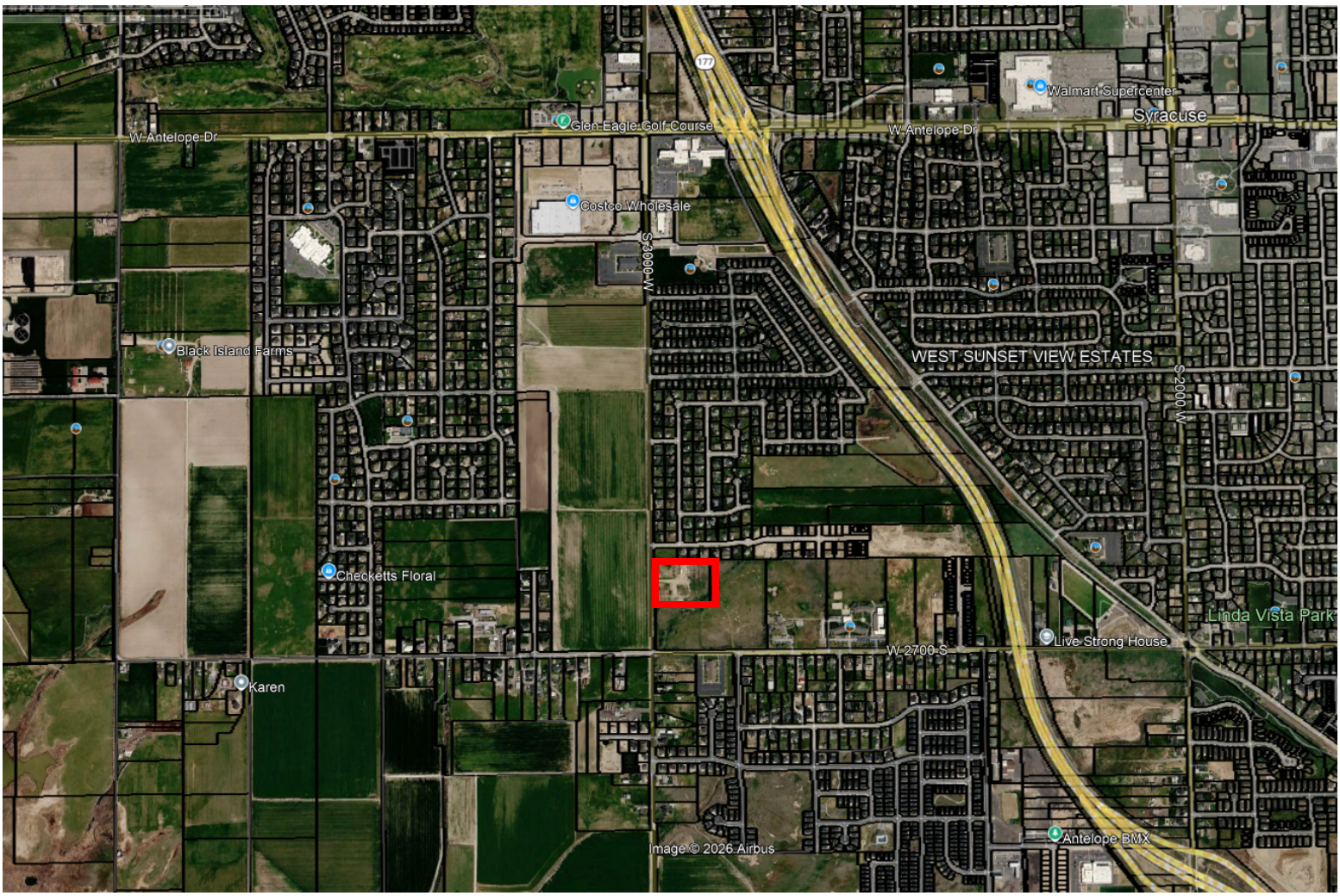
DRAWN	CHECKED	PROJECT #
BDA		25419

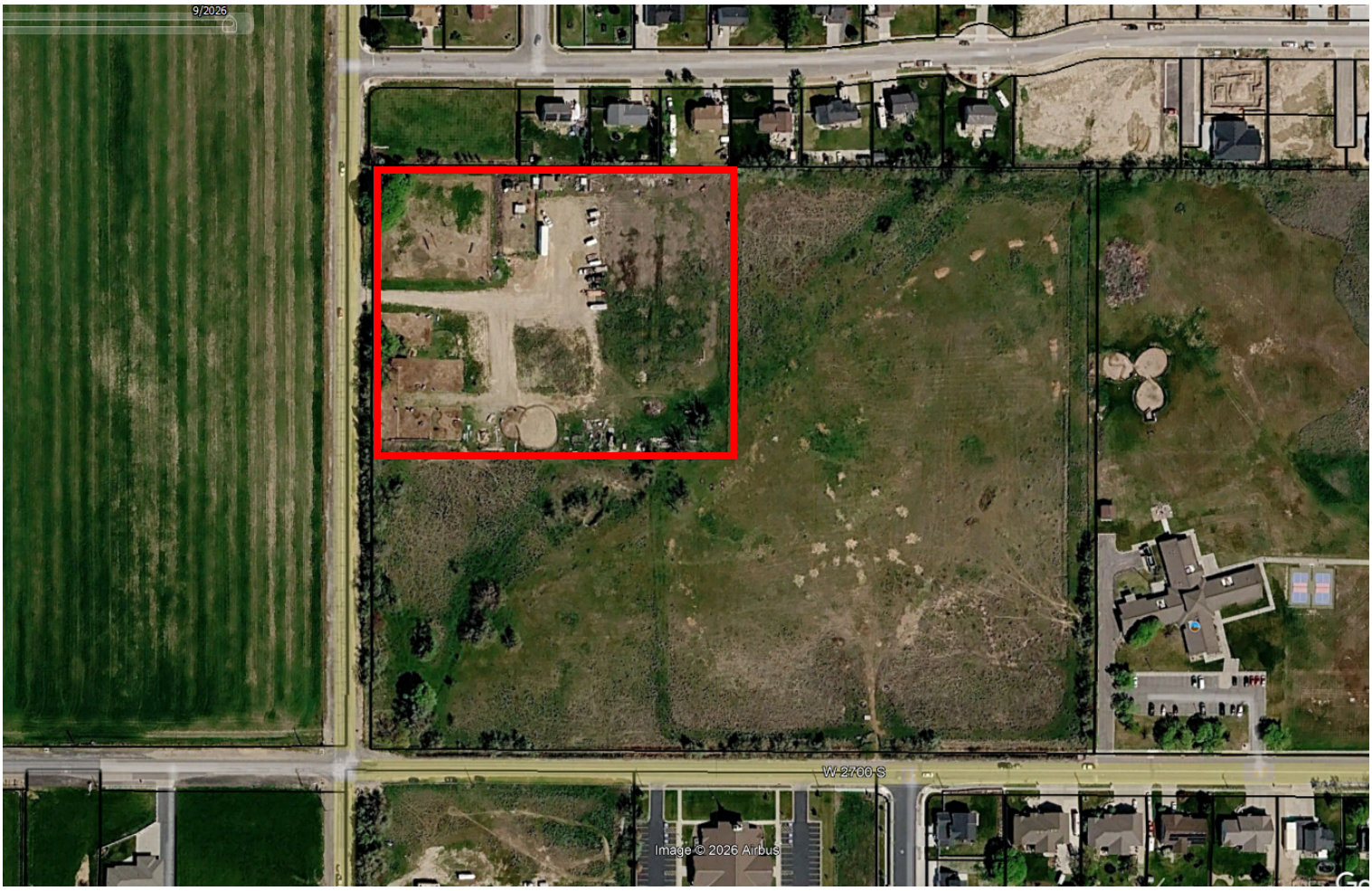
DATE: 10/2/25

SCALE: 1" = 40'

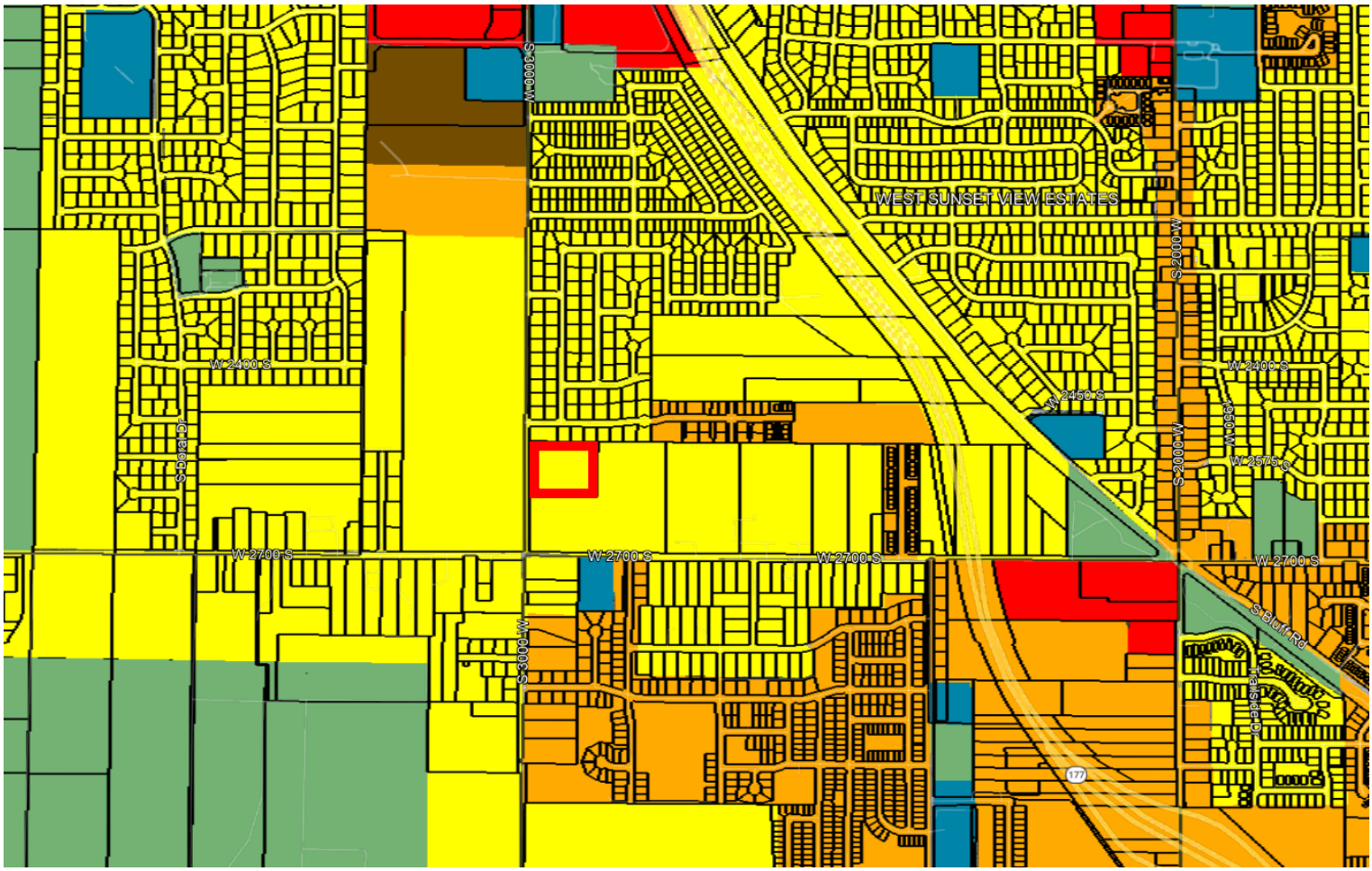
SHEET: REZONE

ENGINEER'S STAMP


W Antelope Dr
Glen Eagle Golf Course
Costco Wholesale
W Antelope Dr
Walmart Supercenter
Syracuse
S 3000 W
Black Island Farms
WEST SUNSET VIEW ESTATES
S 2000 W
Checketts Floral
Linda Vista Park
W 2700 S
Live Strong House
Karen
Antelope BMX
Image © 2026 Airbus


9/2026
W 2700 S
Image © 2026 Airbus

General Plan

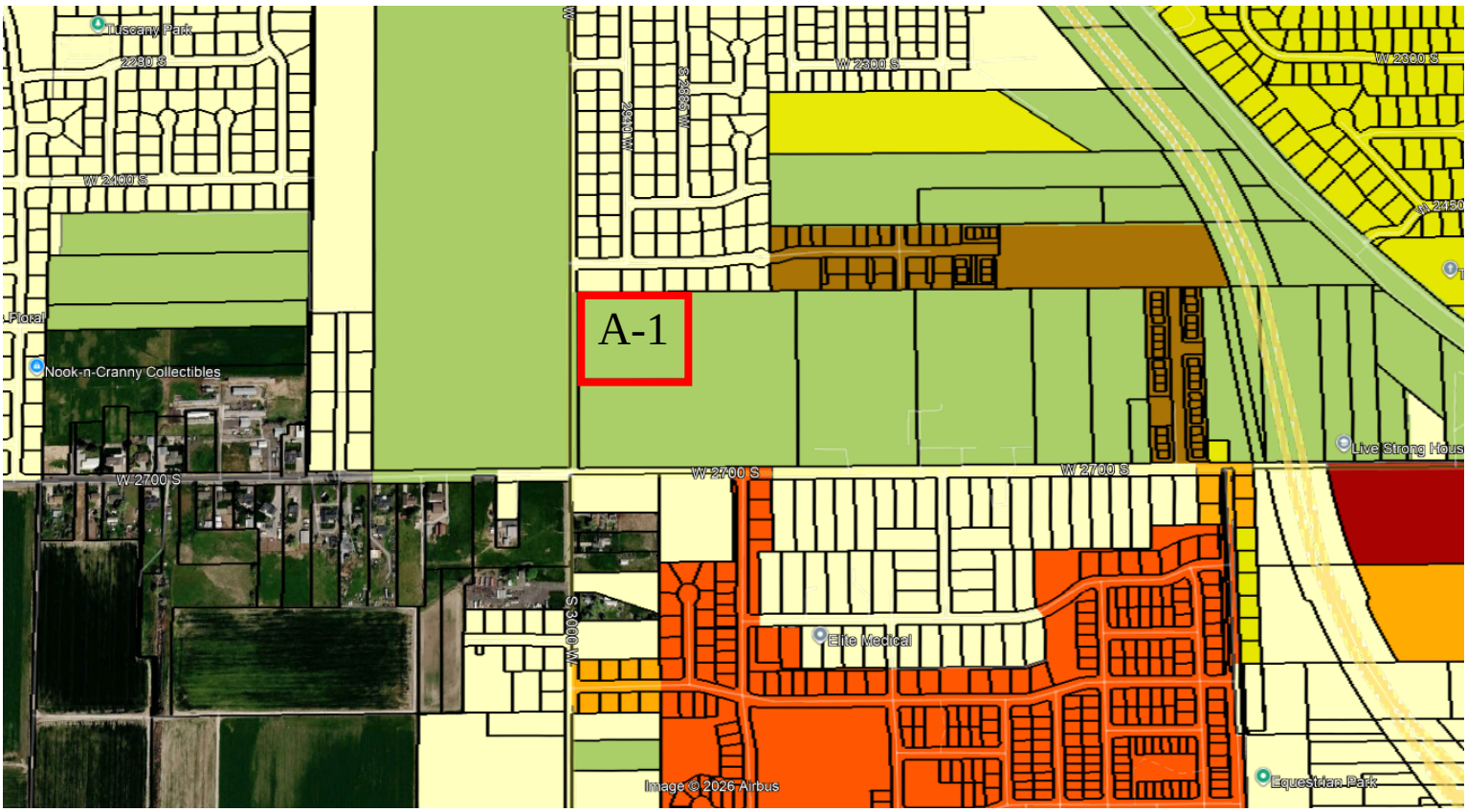


Legend

- Civic
- Commercial
- High Density Residential
- Low Denisty Residential
- Medium Density Residential
- Parks, Agriculture, Wetlands

Low Denisty Residential
(A-1, R-1, R-2, R-3, Cluster, RPC)

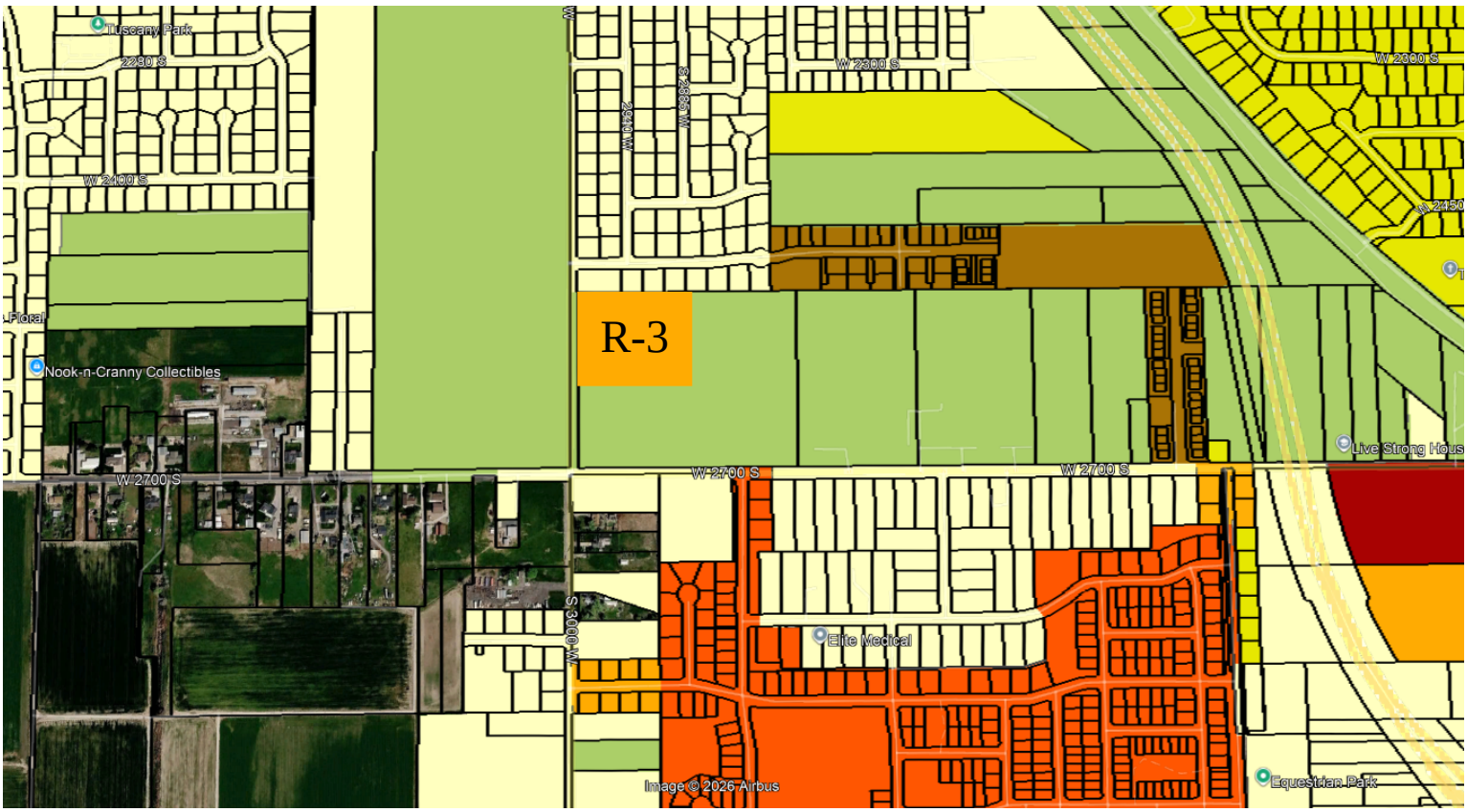
Existing Zoning



Legend

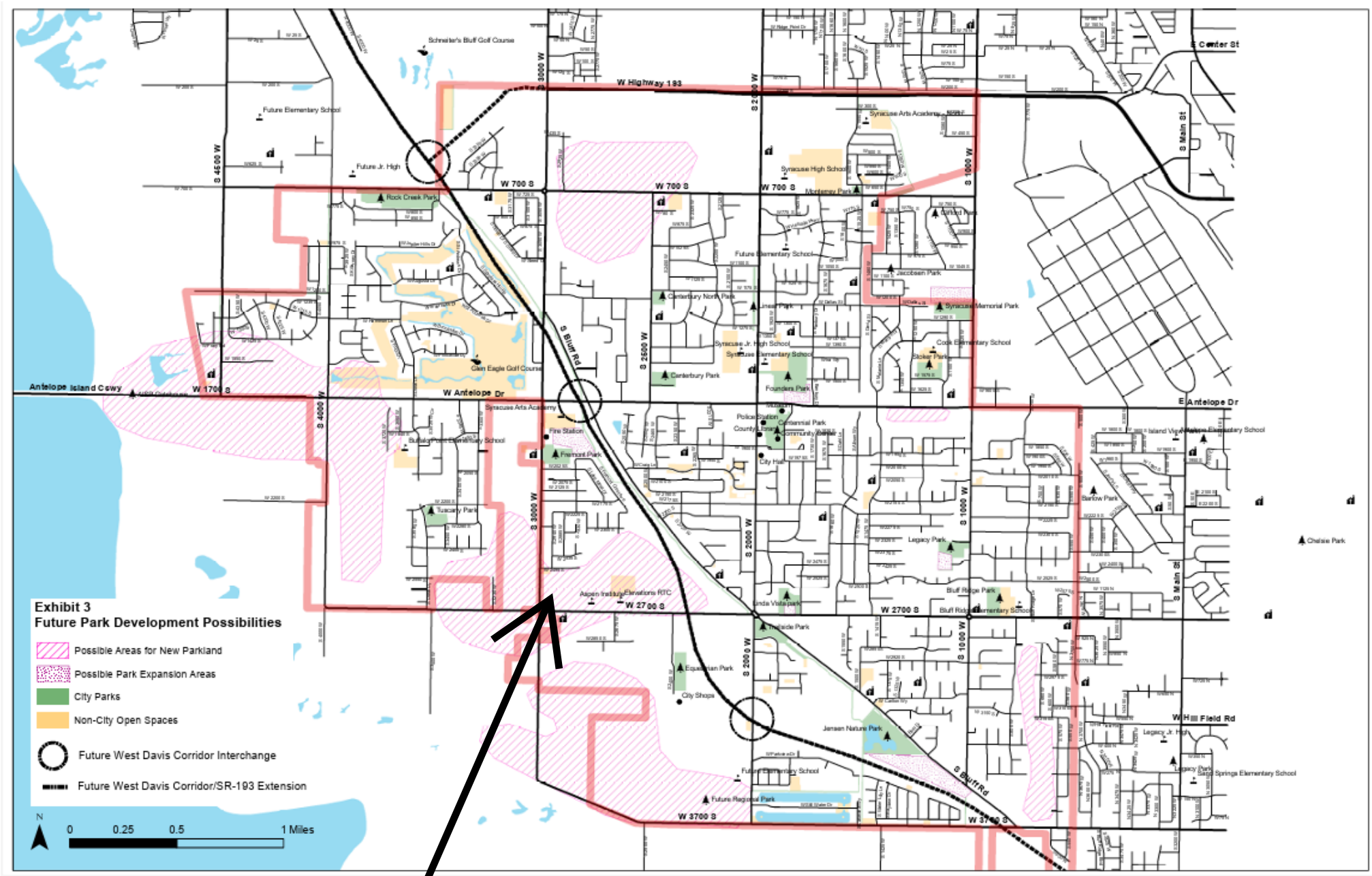
- Agriculture A-1
- General Commercial
- PRD
- R-1
- R-2
- R-3

Proposed Zoning



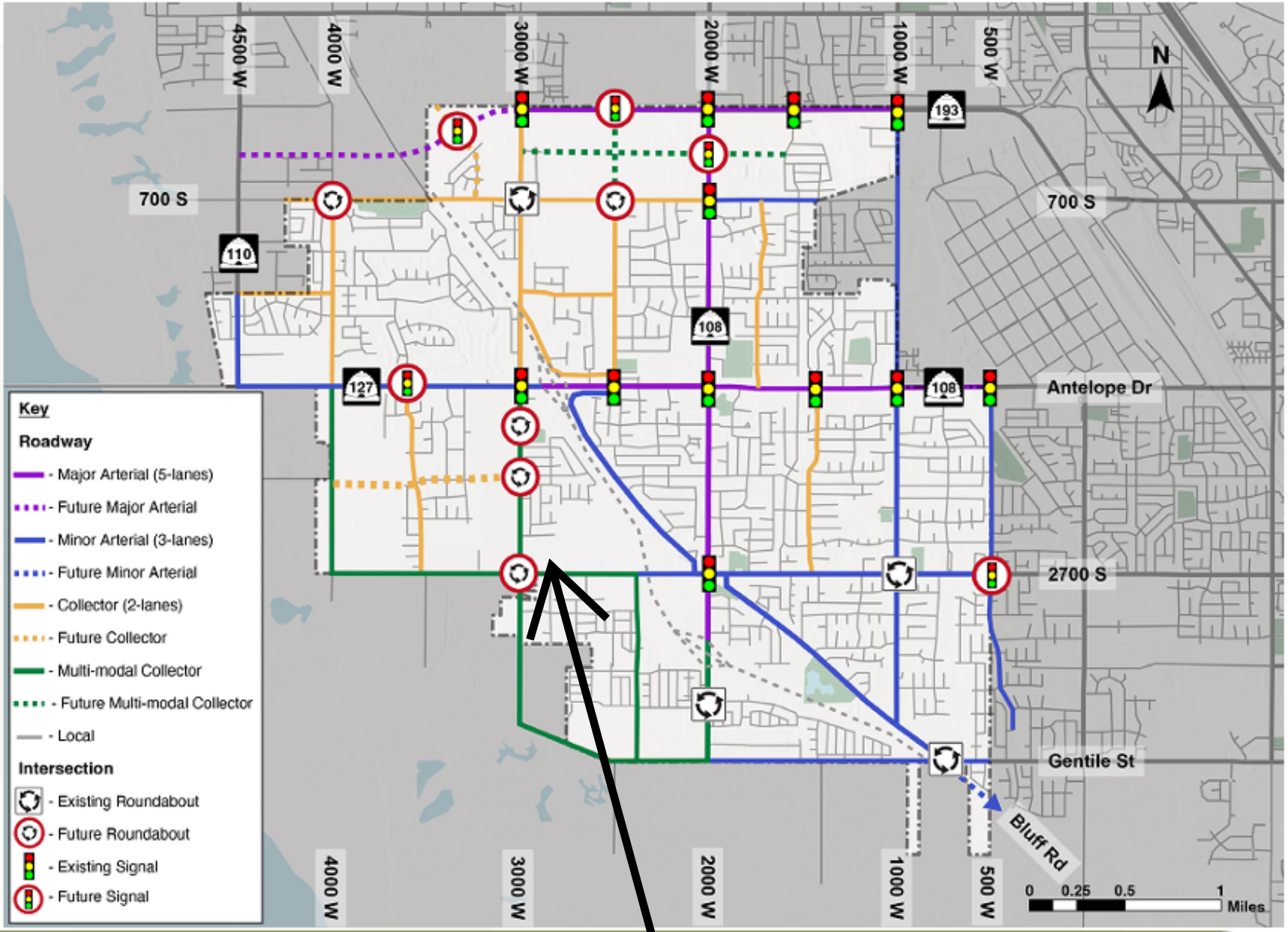
Legend

- Agriculture A-1
- General Commercial
- PRD
- R-1
- R-2
- R-3



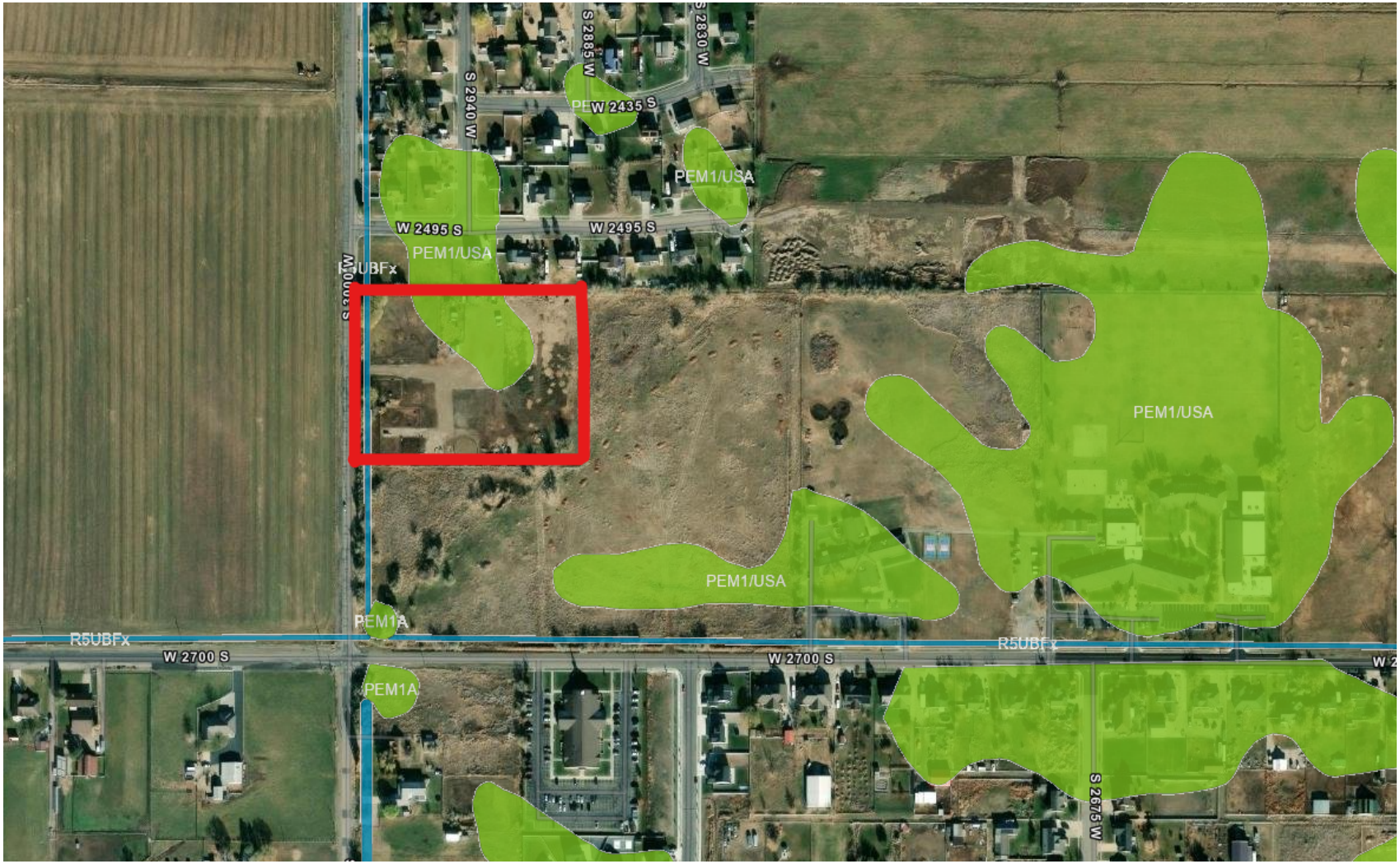
Proposed rezone is within area identified by parks master plan as in need of additional parkland

Figure 25: Future Functional Classification and Intersection Control



Site frontage to 3000 W will need to be improved to multi modal collector roadway.
Future roundabout at 3000 and 2700 S nearby.

National Wetlands Inventory Map



COUNCIL AGENDA

October 27, 2026

Proposed Amendment to 8.10.090 - Irrigation Water

Agenda item "c.3"

Summary
The city requires secondary water shares to be dedicated with development to be used to water the landscaping. The city allows developers to dedicate a certain percentage of the required water as fee in lieu. The city takes the money received as fee in lieu and purchases the equivalent water from Weber Basin water as contracted water. The percentage allowed as in lieu depends on the project type. For residential subdivision a maximum of 33% is allowed. For commercial projects, a maximum of 50% is allowed. It is proposed to allow a 100% in lieu water fee to be paid only if the property is city owned.

Goals of Discussion
Review the proposed ordinance amendment and determine if it is ready to be forwarded to the next business meeting for a vote.

8.10.090 Irrigation water.
In the City, each acre of irrigable property requires roughly four acre feet (a.f.) of water annually during normal water years.

(A) Residential Subdivisions. A developer shall convey to the City water rights that have been customarily used on the property to be developed that are usable by and acceptable to the City to provide three a.f. for each acre or part thereof within a residential subdivision. In the event there are no owner water rights on property to be developed, the developer shall obtain, dedicate and convey water shares or water rights acceptable to and usable by the City, or pay a fee in lieu of dedication of water rights or water shares, as provided in this section. Such dedication, conveyance or payment is required prior to recordation of the final plat with the county, as provided in SMC 8.30.030.

(B) Nonresidential Subdivisions. A developer shall convey to the City water rights that have been customarily used on the property to be developed that are usable by and acceptable to the City to provide four a.f. for each irrigable acre or part thereof within a nonresidential subdivision. In the event there are no owner water rights on property to be developed, the developer shall pay a fee in lieu of dedication or obtain, dedicate and convey water shares, or water rights acceptable to and usable by the City, as provided in this section. Such dedication, conveyance or payment is required prior to recordation of the final plat with the county, as provided in SMC 8.30.030. The developer is not required to convey water rights for acreage of asphalt or other nonpermeable surfaces.

(C) Exceptions for Redevelopment of Property. Notwithstanding subsections (A) and (B) of this section, if the proposed subdivision is on one or more currently landscaped lots, the City Council will waive conveyance of water rights if the developer establishes by clear and convincing evidence that:
(1) Water rights acceptable and usable by the City were previously conveyed as a condition of a prior subdivision approval which included that property; or
(2) The City's secondary water system is already serving the currently landscaped lot(s), and the proposed subdivision will decrease the current burden on the City's secondary water system.

(D) Exceptions for Residential Subdivisions. The City Engineer may accept reduced water rights, water shares, or payment of a fee in lieu of dedication for residential subdivisions in the following circumstances:
(1) Manmade lakes and ponds to be constructed as part of the subdivision under the following conditions:
(a) Lake(s) or pond(s) must be one acre in size or greater measured at the design water surface elevation;
(b) Lake(s) or pond(s) shall be designated as open space and shall be preserved and maintained by a homeowners' association in compliance with this code;
(c) City culinary and secondary water systems shall not be used to fill or maintain water level of lake(s) or pond(s);

(d) Developer shall provide proof of construction approval from applicable agencies and water rights sufficient to maintain designed mean water elevation; and
(e) In the event that the homeowners' association seeks to convert the lake(s) or pond(s) to an alternate use, sufficient water shares shall be submitted to the City prior to any approval of conversion.
(2) Preserved wetlands, under the following conditions:
(a) Wetlands must occur naturally, or have been in existence for at least 10 years;
(b) Wetland area calculation shall be rounded down to the nearest one-half acre; and
(c) Wetlands that are mitigated or filled in are not eligible for exemption under this subsection.

(E) Dedication and Conveyances of Water Rights and Water Shares to Cease Upon Determination of Excess Water Supply. At least every 10 years the Public Works Director shall determine whether the City's existing available water holdings exceed the water holdings needed to meet the reasonable future water requirement of the City in the next 40 years by the public within the City's projected service area based on projected population growth and other water use demand ("reasonable future water requirements"). Should the Public Works Director conclude that available water holdings exceed the reasonable future water requirements of the public, the Public Works Director shall notify the City Council and the City Council shall act to cease dedication and conveyance of water shares and water rights according to this section until existing available water holdings no longer exceed the reasonable future water requirements.

(F) Ineligible Shares. Shares in water companies are not acceptable to the City for purposes of subsections (A) and (B) of this section if they:
(1) Are shares in a water company that does not physically deliver water within Syracuse City, as determined by the City Engineer;
(2) Do not entitle the shareholder to receive a certain amount of water, or only provide for transportation or conveyance of water; or
(3) The water company does not transfer the shares to the City on the books and records of the water company to show the City as the shareholder or the water company does not issue a new share certificate showing the City as the owner of the shares transferred.

(G) Ineligible Water Rights. Water rights are not acceptable to the City for the purposes of subsections (A) and (B) of this section if:
(1) The City does not receive good and insurable title to the water rights as determined in the sole discretion of the City and a policy of water title insurance insuring the City's title to the water rights; or
(2) Any final and nonappealable administrative approval necessary for the City to utilize and beneficially use the water under the water right, in the City's secondary water system, has not been issued by the State Engineer of Utah.

(H) Option for Fee in Lieu of Dedication Before March 15, 2022. At the developer's option, for projects for which preliminary plat approval or commercial site plan approval was

received prior to March 15, 2022, the developer may provide a payment of a fee in lieu of dedicating and conveying water rights or water shares as a project improvement, in satisfaction of up to 50 percent of the shares or rights required by subsection (A) or (B) of this section, as applicable, only if all the following circumstances are applicable:
(1) The City has a contract in place with a water supplier for delivery of irrigation water on an ongoing basis that allows the City to upon request increase the water purchased from that supplier in an amount equal or greater than the water dedication and conveyance being replaced by the payment of the fee in lieu, subject to the payment of annual assessments to the water supplier;
(2) The amount of the fee in lieu shall be calculated by multiplying the number of a.f. for which the fee in lieu is being paid by the rate per a.f. charged by the water supplier; and
(3) All water rights or water shares associated with or used by the land under development are being dedicated to the City, there are insufficient water rights or shares associated with the historic water use on the parcel, and the developer presents evidence demonstrating that water rights previously associated with or utilized for the land or the landowner have not been sold during the previous five years.
(4) Project landscaping is xeriscape with only dripline watering and a smart clock that will automatically adjust to weather changes.

(I) Option for Fee in Lieu of Dedication Beginning March 15, 2022. Projects for which preliminary plat or commercial site plan approval was received after March 15, 2022, may provide payment of a fee in lieu of dedicating and conveying water rights or water shares as a project improvement, in satisfaction of up to 33 percent of the shares or rights required by subsection (A) or (B) of this section, as applicable, only if the circumstances listed in subsections (H)(1) through (3) of this section are all applicable.

(J) Option for Fee in Lieu of Dedication Beginning April 10, 2024. Nonresidential projects for which preliminary plat or commercial site plan approval was received after April 10, 2024, may provide payment of a fee in lieu of dedicating and conveying water rights or water shares as a project improvement, in satisfaction of up to 50 percent of the shares or rights required by subsection (B) of this section only if the circumstances listed in subsections (H)(1) and (H)(2) of this section are applicable.

(1) Nonresidential projects on city-owned or RDA-owned land or land acquired from the City or the RDA may provide payment of a fee in lieu of dedicating and conveying water rights or water shares as a project improvement, in satisfaction of up to 100% of the shares or rights required by subsection (B) of this section only if the circumstances listed in subsections (H)(1), (H)(2), and H(4) of this section are applicable.

(K) Contest of Calculated Fee in Lieu. An applicant may contest the calculated fee in lieu to the City Council by bringing evidence that the market rate for shares that would otherwise be dedicated is not roughly equivalent to the calculated fee. The Council, if it finds by a preponderance of the evidence that the fee is not roughly equivalent, may thereafter reduce the fee to one that is roughly equivalent to the market share price. [Ord. 24-09 § 1;

Ord. 24-02 § 1; Ord. 22-06A § 1 (Exh. A); Ord. 20-07 § 1 (Exh. A); Ord. 14-23 § 1 (Exh. A); Ord. 13-07 § 1; Ord. 13-02 § 1 (Exhibit); Ord. 12-25 § 1; Ord. 04-23; Code 1971 § 8-2-9.]

COUNCIL AGENDA

October 27, 2026

Agenda Item "d" **Crossing Guard Program Update: City Council Awareness Briefing**

Factual Summation

The Police Department is establishing a consistent annual process for evaluating crossing guard coverage. The review brings student use, roadway conditions, school routes and safety requirements into one decision framework. Current coverage continues while the department completes field reviews and baseline evaluations.

Program Overview Where We Are

Program item	Current reference
Current position system	Positions #1 through #35
Physical crossing locations	26 locations shown on the August 17, 2026 map/index
Permanent guards	38
Substitute guards	14
Total available personnel	52
Training frequency	Two sessions per year
2026 deployment change	Two West Davis Corridor ramp positions removed from active deployment

Reported personnel totals are 37 permanent guards and 13 substitutes (50 people). These are personnel counts, distinct from 35 numbered positions and 26 physical crossings. Regional figures provide context and do not establish equivalent staffing needs.

Regional Crossing Guard Program Comparison

City	Regular Part-Time Crossing Guards	Substitute Crossing Guards	Crossing Locations
Syracuse	37	13	26
Clearfield	25	6	13
Layton	32	14	25

The FY2027 program budget is $336,365. Guards receive two training sessions each year. This update requests no additional funding or Council action.

Regional Elementary and Junior High School Counts

City	District public campuses	Charter campuses	Total school campuses
Syracuse	6	4	10
Clearfield	6	0	6
Layton	17	3	20

Count basis: In-person elementary (K–6) and junior high (7–9) school campuses within each city, reviewed September 23, 2026. Charter schools are public schools; the separate columns prevent double counting. Multiple campuses operated by one charter organization are counted separately.

Program Responsibilities

- The Support Services Sergeant and Crossing Guard Supervisor maintain the active roster, schedules, position assignments, and substitute coverage.
- The Police Department coordinates with the City Engineer, Public Works, Davis School District, and charter schools when a location or traffic-control change is considered.
- Crossing guards are Syracuse City employees who fall under the Syracuse Police Department and follow Syracuse City personnel policies, approved schedules, safety requirements, and program procedures.

Current work plan

Locations	Review direction
12	Maintain current coverage and complete annual evaluation.
10	Maintain current coverage while completing additional physical on-site review during school arrival and dismissal.
4	Maintain planned coverage at new locations while collecting baseline data and completing on-site evaluation.
26 total	Active physical crossing locations under review.

Completed deployment change

Two West Davis Corridor ramp assignments at Antelope Drive were removed for the 2026–2027 school year after low student use was documented at crossings with pedestrian-actuated controls. The two guards were reassigned to other unfilled crossing guard positions.
Neither ramp crossing is currently included in any school's designated safe walking route. These two removed assignments are separate from the 26 active locations summarized above.

How the scoring works

The evaluation matrix is a screening tool that applies the same factors to each location. Higher point totals indicate stronger support for guard coverage. The maximum is 125 points; the total is not a percentage or a safety rating.

Scoring area	Maximum points	What staff considers
Student demand	30	Student count reference and the presence of elementary or vulnerable students.
Traffic exposure	30	Posted speed, traffic volume and the number of lanes crossed.
Crossing opportunities	20	Available traffic gaps or crossing opportunities provided by the controls present.
Visibility and access	15	Sight distance, sidewalks, crosswalk access and ADA connections.
Safety history	10	Crashes, near misses and complaints.
Alternatives and site conditions	20	Availability of a safer crossing and special conditions at the location.

What the current results show

Score	Screening category	Locations
60 or more	Guard strongly warranted	15
40–59	Guard may be warranted	6
25–39	Monitor or address infrastructure or enforcement	1
0–24	Guard generally not warranted	0
Pending	Baseline evaluation required	4

Twenty-two locations have provisional scores. The four new locations have no assigned total or screening category until baseline evaluation is complete. Missing data does not establish an absence of need.
A score does not automatically add or remove a guard. Applicable safety requirements, school routes, engineering findings and observed conditions remain part of the decision. The scores will be updated as field evidence is collected.

What happens next

The 10 additional on-site reviews include all seven locations scoring below 60 and three higher-scoring locations selected for further review: 4000 West/700 South, 2500 West/1700 South and 1525 West/700 South. Their inclusion reflects the conditions requiring review, rather than a change to the scoring bands.

Observe actual arrival and dismissal conditions

Staff will observe both AM arrival and PM dismissal and collect student and vehicle counts on multiple normal school days. Reviews will address speeds, turning movements, driver yielding, visibility, crossing distance, sidewalks, ADA access and crash or near-miss history.
Where students rely on breaks in traffic, staff will evaluate traffic gaps. At stop-controlled or signalized crossings, staff will review device operation, pedestrian crossing time, driver compliance and turning conflicts. Engineering will determine the appropriate assessment for the controls present.

Document the response and obtain approval

The Support Services Sergeant and Crossing Guard Supervisor will coordinate reviews with City Engineering and affected schools. Recommendations may maintain coverage, adjust an assignment or schedule, improve infrastructure, or consider relocation or removal.
Current coverage stays in place until the review and required approvals are complete. New crossing guard positions that increase staffing require City Council approval and funding. Removal requires a completed study and Chief approval, with school route and crossing-control records updated where required.

Repeat the process each school year

When	Accountability step
Annual count period	Complete AM/PM counts and compare student use and conditions with the prior year.
Before the next school year	Update scores, staffing and infrastructure recommendations; obtain approvals; issue current roster and map.
After an approved change	Notify affected personnel and schools, update records and observe the location to assess the change.

Open Interactive Crossing Guard Map
Council purpose: awareness and discussion. No additional funding or Council action is requested.

Full report available upon request

The Police Department's full 2025–2026 Crossing Guard Review and Direction is available upon request. It includes the detailed study findings, individual location evaluations, Crossing Guard Evaluation Guide, scoring criteria and decision process supporting this briefing.

COUNCIL AGENDA
October 27, 2026

Agenda Item **"e.1"** Review of Transportation Utility Fee study

Factual Summation

During the budget retreat meeting April 12, 2024, staff was given direction to explore a road utility fee and how that may look for Syracuse. Budget was approved to perform a road condition study that details the remaining service life of every city road. WCG presented data collected on the road conditions to city council on Aug 27, 2024.

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

Discussion during work session on May 26,2026 reviewed pavement maintenance requirements to economically extend the life using surface treatments and how a dedicated fund can be established to accomplish the need.

Our engineering consultant, WCG has updated the TUF study and will present the information to the council.

Discussion Goal

Review the information presented by the professional traffic engineer. Determine how to proceed.

METHODS
CONSULTING

TRANSPORTATION UTILITY FEE REPORT - SYRACUSE, UT

Project # 26-230
10/20/2026



801-341-9020 Office
methodsconsulting.com
hello@methodsconsulting.com

Introduction 3
Background 3
Pavement Management Plan 3
Calculation Methodology 4
Conclusions 7

INTRODUCTION

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

This memo outlines the proposed approach for calculating TUFs within Syracuse City. A detailed financial analysis is needed before these figures can be used to assess fees.

BACKGROUND

Effective May 6, 2026 Utah code 10-6-134.5 set rules for cities to establish a transportation utility fee. According to these rules, a TUF analysis must:

- establish a reasonable relationship between the amount of the fee charged and the services/benefits/need of the user paying the fee,
- provide a reasonable estimate of the city's transportation maintenance needs,
- provide calculations showing how existing city funding sources are inadequate to cover the maintenance need costs, and
- show reasonable basis for different TUF rates charged to different categories and intensities of land-use based on the amount of services received (i.e. how much traffic/road use generated).

To ensure each property's fee is proportional to its use of the roadway network, the fee must be based on traffic counts or trip generation calculated using standard civil engineering manuals, specifically the Institute of Transportation Engineers (ITE) Trip Generation Manual. The code specifies the method must exclude the day of the week with the lowest amount of traffic on average.

PAVEMENT MANAGEMENT PLAN

A core requirement for implementing a transportation utility fee is to first conduct a formal assessment of roadway maintenance needs. This ensures the fees charged are tied to actual maintenance costs. In 2025 Syracuse City conducted a formal Pavement Management Plan.[1] This plan started with a review of existing pavement conditions on the 261 lane-miles of pavement managed by Syracuse City and then forecast pavement conditions over a 10-year planning window with optimized maintenance treatments at existing levels and three alternate funding levels.

[1] *Syracuse Pavement Management Plan*, WCG, March 13, 2025

The pavement conditions review found 14% of City lane-miles currently at poor conditions and projected that would degrade to 25% of lane-miles at poor conditions in 10 years at existing funding levels of $1.5 million per year.

The alternatives analysis concluded annual maintenance budgets of $2 million, $2.75 million, and $3.5 million would limit poor conditions to 20%, 15%, and 10% of lane-miles after 10 years, respectively.

CALCULATION METHODOLOGY

Broadly speaking, the goal is to establish a method the city can easily implement, using data that is already collected, that calculates fair and defensible fees. As noted above, different rates charged to different uses must be established based on the intensity of roadway use generated by the site and differentiated fees should include, at minimum, the following three classifications:

- Residential Users
- Commercial Users
- Other Users

Table 1 presents the initial TUF land-use classifications proposed for use in Syracuse. Based on a review of best practices, TUFs other cities in Utah have successfully implemented, and state code, we believe splitting fees into these categories is a fair and defensible approach.

Table 1: TUF Land-Use Classifications

TUF Land-Use Category
Residential A - Single Family
Residential B - Multifamily
Commercial A (<100 Trip Ends)
Commercial B (100-199 Trip Ends)
Commercial C (200-299 Trip Ends)
Commercial D (300-399 Trip Ends)
Commercial E (400-499 Trip Ends)
Commercial F (500-999 Trip Ends)
Commercial G (1000-1,999 Trip Ends)
Commercial H (2,000+ Trip Ends)
Institutional Use A (<100 Trip Ends)
Institutional Use B (100-199 Trip Ends)
Institutional Use C (200-999 Trip Ends)
Institutional Use D (>=1,000 Trip Ends)

DRAFT

Trip generation estimates are based on rates published in the ITE Trip Generation Manual, 12th Edition[2]. A list of City properties was compiled, and average weekday trip generation was estimated for each property, using the most applicable rates for each land-use. Individual sites were then assigned a TUF classification category and the relative share of all trips was calculated for each TUF classification.

Table 2: Relative Trip Generation by TUF Land-Use Classification

TUF Land-Use Category	Addresses	Avg Trips/Site	Trips	% of Trips
Residential A - Single Family	10,047	9.09	91,327	49.0%
Residential B - Multifamily	1,541	6.33	9,750	5.2%
Commercial A (<100 Trip Ends)	28	49	1,376	0.7%
Commercial B (100-199 Trip Ends)	21	147	3,086	1.7%
Commercial C (200-299 Trip Ends)	8	244	1,955	1.0%
Commercial D (300-399 Trip Ends)	15	337	5,049	2.7%
Commercial E (400-499 Trip Ends)	8	463	3,704	2.0%
Commercial F (500-999 Trip Ends)	23	729	16,767	9.0%
Commercial G (1000-1,999 Trip Ends)	10	1,495	14,948	8.0%
Commercial H (2,000+ Trip Ends)	4	4,409	17,635	9.5%
Institutional Use A (<100 Trip Ends)	3	61	183	0.1%
Institutional Use B (100-199 Trip Ends)	20	130	2,594	1.4%
Institutional Use C (200-999 Trip Ends)	1	585	585	0.3%
Institutional Use D (>=1,000 Trip Ends)	7	2,512	17,581	9.4%
Total	**11,736**		**186,539**	**100%**

As noted above, the 2025 Syracuse Pavement Management Plan identified three potential road maintenance spending levels ranging from $2 million to $3.5 million, in addition to the existing budget of $1.5 million. For this TUF analysis, a placeholder budget of $3 million per year is assumed. This value can be easily updated within the established methodology to reflect planned maintenance spending.

Table 1 presents the distribution of this assumed budget across the TUF land-use classifications, achieved by multiplying the overall budget by each land-use category's relative share of all trip generation.

Table 3: Annual Maintenance Cost Allocation to TUF Land-Use Classifications

TUF Land-Use Category	Addresses	Avg Trips/Site	Trips	% of Trips	Cost Allocation
Residential A - Single Family	10,047	9.09	91,327	49.0%	$1,468,761
Residential B - Multifamily	1,541	6.33	9,750	5.2%	$156,797

[2] *Trip Generation Manual, 12th Edition,* Institute of Transportation Engineers (ITE), *Washington, D.C., 2025*

Commercial A (<100 Trip Ends)	28	49	1,376	0.7%	$22,131
Commercial B (100-199 Trip Ends)	21	147	3,086	1.7%	$49,623
Commercial C (200-299 Trip Ends)	8	244	1,955	1.0%	$31,439
Commercial D (300-399 Trip Ends)	15	337	5,049	2.7%	$81,201
Commercial E (400-499 Trip Ends)	8	463	3,704	2.0%	$59,568
Commercial F (500-999 Trip Ends)	23	729	16,767	9.0%	$269,660
Commercial G (1000-1,999 Trip Ends)	10	1,495	14,948	8.0%	$240,402
Commercial H (2,000+ Trip Ends)	4	4,409	17,635	9.5%	$283,607
Institutional Use A (<100 Trip Ends)	3	61	183	0.1%	$2,943
Institutional Use B (100-199 Trip Ends)	20	130	2,594	1.4%	$41,719
Institutional Use C (200-999 Trip Ends)	1	585	585	0.3%	$9,401
Institutional Use D (>=1,000 Trip Ends)	7	2,512	17,581	9.4%	$282,749
Total	**11,736**		**186,539**	**100%**	**$3,000,000[3]**

To get the annual transportation utility fee charged to each individual property within each TUF land-use category, the share of annual budget allocated to each category was divided by the number of addresses comprising each category. ***Table 4*** presents the distribution of this assumed budget across the TUF land-use classifications, achieved by multiplying the overall budget by each land-use category's relative share of all trip generation.

Table 4: Annual and Monthly Transportation Utility Fees

TUF Land-Use Category	Addresses	% of Trips	Cost Allocation	Cost per Site	
				Annual	Monthly
Residential A - Single Family	10,047	49.0%	$1,468,761	$146.19	$12.18
Residential B - Multifamily	1,541	5.2%	$156,797	$101.75	$8.48
Commercial A (<100 Trip Ends)	28	0.7%	$22,131	$790.41	$65.87
Commercial B (100-199 Trip Ends)	21	1.7%	$49,623	$2,363.02	$196.92
Commercial C (200-299 Trip Ends)	8	1.0%	$31,439	$3,929.93	$327.49
Commercial D (300-399 Trip Ends)	15	2.7%	$81,201	$5,413.39	$451.12
Commercial E (400-499 Trip Ends)	8	2.0%	$59,568	$7,446.02	$620.50
Commercial F (500-999 Trip Ends)	23	9.0%	$269,660	$11,724.34	$977.03
Commercial G (1000-1,999 Trip Ends)	10	8.0%	$240,402	$24,040.18	$2,003.35
Commercial H (2,000+ Trip Ends)	4	9.5%	$283,607	$70,901.63	$5,908.47
Institutional Use A (<100 Trip Ends)	3	0.1%	$2,943	$980.85	$81.74
Institutional Use B (100-199 Trip Ends)	20	1.4%	$41,719	$2,085.93	$173.83
Institutional Use C (200-999 Trip Ends)	1	0.3%	$9,401	$9,400.55	$783.38
Institutional Use D (>=1,000 Trip Ends)	7	9.4%	$282,749	$40,392.71	$3,366.06
Total	**11,736**	**100%**	**$3,000,000[3]**		

[3] This placeholder is to be updated to with eventual budgeted maintenance level.

Additionally, ***Table 5*** presents the range of potential monthly transportation utility fees that would be charged to properties within the various land-use categories at the four annual maintenance funding levels evaluated in the Pavement Management Plan.

Table 5: Range of Potential Monthly Transportation Utility Fees

Annual Maintenance Budget	$1.5M	$2M	$2.75M	$3.5M
Pavement % Poor	25%	20%	15%	10%
Pavement % Good	< 50%	55%	60%	> 65%
TUF Land-Use Category	**Monthly Transportation Utility Fee**			
Residential A - Single Family	$6	$8	$11	$14
Residential B - Multifamily	$4	$6	$8	$10
Commercial A (<100 Trip Ends)	$33	$44	$60	$77
Commercial B (100-199 Trip Ends)	$98	$131	$181	$230
Commercial C (200-299 Trip Ends)	$164	$218	$300	$382
Commercial D (300-399 Trip Ends)	$226	$301	$414	$526
Commercial E (400-499 Trip Ends)	$310	$414	$569	$724
Commercial F (500-999 Trip Ends)	$489	$651	$896	$1,140
Commercial G (1000-1,999 Trip Ends)	$1,002	$1,336	$1,836	$2,337
Commercial H (2,000+ Trip Ends)	$2,954	$3,939	$5,416	$6,893
Institutional Use A (<100 Trip Ends)	$41	$54	$75	$95
Institutional Use B (100-199 Trip Ends)	$87	$116	$159	$203
Institutional Use C (200-999 Trip Ends)	$392	$522	$718	$914
Institutional Use D (>=1,000 Trip Ends)	$1,683	$2,244	$3,086	$3,927

CONCLUSIONS

A fair and defensible method of calculating transportation utility fees (TUFs) was developed for Syracuse City. This method utilizes information on utility hook ups, land use type, and applies trip generation rates from the ITE Trip Generation Manual to develop specific TUFs for 14 separate land use classifications. This methodology may need to be updated based on any legislation, and a final financial analysis must be completed before a fee can be implemented.

DRAFT

COUNCIL AGENDA
October 27, 2026

Agenda Item **"e.2"** Source Protection Plan

Factual Summation

Utah Rule R309-600 governs statewide groundwater source protection for public water systems. It requires public water systems to delineate protection zones, inventory potential contamination sources, and submit protection plans to safeguard drinking water from pollutants. Plans are required to be updated every six years. The current plan is 2020 and due this year for an update.

There is a requirement that the city send out notifications to all businesses in the protection zone to notify them of the responsibility they have to protect the groundwater from potential contamination.

Discussion Items
Review the information prepared by the professional engineer.
This will need a resolution in a council business meeting.

UPDATED UNDERGROUND DRINKING WATER SOURCE PROTECTION PLAN

Utah Division of Drinking Water

Syracuse Well 3 Replacement (WS004)

System Number UTAH06012

Prepared for:

Syracuse City

3061 S 2400 W
Syracuse, UT 84075

October 2026

Prepared by:

J·U·B ENGINEERS, INC.

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List of Abbreviations

BMPPP – Best Management Pollution Prevention Practices

BVWID - Bona Vista Water Improvement District

DDW – Utah Division of Drinking Water

DEQ – Utah Department of Environmental Quality

DERR – Utah Division of Environmental Response and Remediation

DOGM – Utah Division of Oil, Gas, and Mining

DWMRC – Utah Division of Waste Management and Radiation Control

DWQ – Utah Division of Water Quality

DWR – Utah Division of Water Rights

DWSP – Drinking Water Source Protection

DWSPP – Drinking Water Source Protection Plan

EPA – Environmental Protection Agency

FIFRA – Federal Insecticide, Fungicide, and Rodenticide Act

GPM – Gallons per Minute

PCS – Potential Contamination Source

PWS – Public Water System

RCRA – Resource Conservation and Recovery Act

TOT – Time of Travel

UAC – Utah Administrative Code

UDAF – Utah Department of Agriculture and Food

UPDES – Utah Pollutant Discharge Elimination System

UST – Underground Storage Tank

VOC – Volatile Organic Compound

WHPA – Wellhead Protection Areas

WhAEM – Wellhead Analytic Element Model

WR – Water Rights

EXECUTIVE SUMMARY

This document outlines Syracuse City's ongoing efforts to protect the Syracuse Well 3 Replacement drinking water source. No changes were made to the approved wellhead protection delineation; instead, the update focuses on revising the inventory of potential contamination sources (PCSs), including the addition, removal, and modification of commercial, industrial, automotive, and residential land uses within the protection area. The plan evaluates potential hazards associated with these sources, updates mapping and prioritization information, and continues existing management strategies such as business notifications, pollution-prevention education, proper chemical handling and storage practices, spill reporting, and periodic outreach. Syracuse City will continue implementing these measures on a six-year cycle, maintain records of protection activities, and provide public education through consumer confidence reports and online best management practice resources to help safeguard groundwater quality for the City's drinking water supply.

1.0 INTRODUCTION

The following sections provide basic administrative data for Well 3 as part of this Drinking Water Source Protection (DWSP) plan update.

1.1 System Information

Syracuse City is an existing public community water system regulated by the Utah Division of Drinking Water. The system name, number, and contact information are shown below:

Name:	Syracuse City
System Number:	UT06012
Address:	3061 S 2400 W
	Syracuse, UT 84075
Phone Number:	801-825-1477

1.2 Source Information

Well 3 is an existing, individual well located in Syracuse City in Davis County South 62 feet and West 361 feet from the N4 Corner of Section 14, Township 4N, Range 2W, SL B&M. The point is found in the NE Quarter of the NW Quarter of the above Section. The elevation of wellhead is approximately 4,348 feet above mean sea level. The well is fully constructed and active, is owned and operated by Syracuse City and is one of multiple groundwater sources currently used by the City to provide potable water to customers in the area. No changes have been made since the last update to the pumping rate of this well.

1.3 Designated Person

Robert C. Whiteley, P.E.
Public Works Director
Syracuse City
3061 S 2400 W
Syracuse, UT 84075
(801) 825-7235
rwhiteley@syracuseut.gov

2.0 DELINEATION REPORT

No changes have occurred to the delineation. For convenience, the current DWSP map has been provided in Figure 2-1 (See Appendix A for full-scale figures).

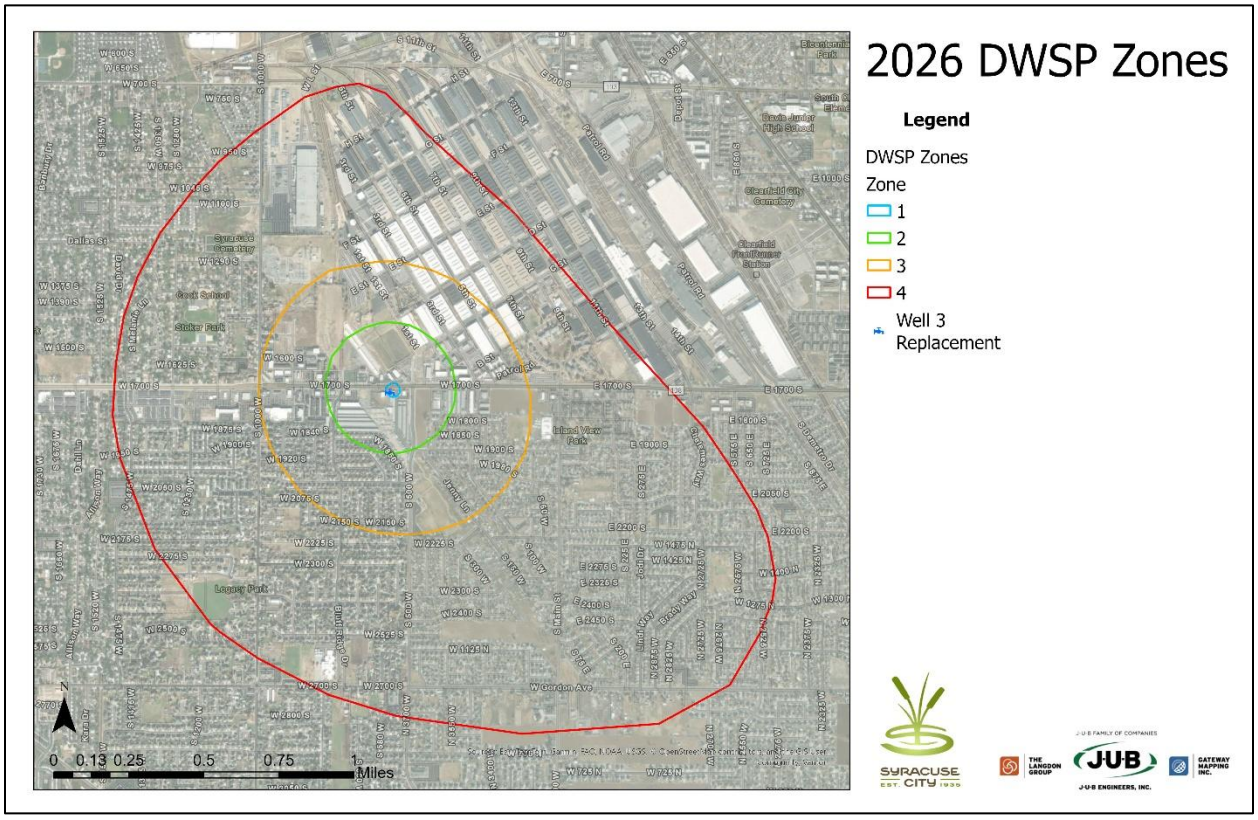


Figure 2-1: Current DWSP Zones Map for Well 3 Replacement.

3.0 INVENTORY OF POTENTIAL CONTAMINATION SOURCES

In this update, no changes were made to the delineation zones, and only potential contamination sources have been added to or removed from the report. During the review, it was determined that providing a comprehensive updated list of PCSs was more efficient than individually listing removals and additions.

3.1 List PCSs

The full, updated list of PCSs is shown in Appendix B in Table B.1 with as much contact information as could be gathered with a desktop review. Each PCS was assigned a unique PCS Map Number which consisted of a PCS category number, a hyphen, and then a sequential

number based on the PCSs proximity to the well. The PCS category comes from the *Source Protection User's Guide for Groundwater Sources*. An excerpt that was extracted from this guide was provided in the previous DWSP (2020) for reference to these PCS category numbers. For convenience, the *Source Protection User's Guide for Groundwater Sources* inventory list is provided in Appendix C.

Each PCS that was added, changed, or removed is listed in Table 3-1 below:

Table 3-1: PCS Added, Changed, or Removed

PCS Map #	PCS Category Description	Name of PCS	Address	Change Status	Notes
8-1	Boat builders and refinishers	Lon's Fiberglass Repair	1790 Bluff Ridge Dr, Syracuse, UT 84075	Added	-
8-2	Boat builders and refinishers	Brian's Canvas Products	400 E 1700 S Bldg F7, Clearfield, UT 84015	Added	-
7-1	Beauty salons	Qing's Balance Massage	575 W 1700 S suite c, Syracuse, UT 84075	Added	-
7-2	Beauty salons	99 Nails	897 W 1700 S, Syracuse, UT 84075	Added	-
7-3	Beauty salons	Great Clips	899 W 1700 S, Syracuse, UT 84075	Added	-
7-4	Beauty salons	Mild to Wild Hair Designs	917 W 1700 S, Clearfield, UT 84015	Added	-
7-5	Beauty salons	Moon Spa	926 W Antelope Dr Unit A, Clearfield, UT 84015	Added	-
7-6	Beauty salons	That Darn Hair Permanent Hair Removal & Aesthetics	971 W 1700 S, Syracuse, UT 84075	Added	-
7-7	Beauty salons	The Godfather Barber Shop	1625 S 1000 W Ste 4, Clearfield, UT 84015	Added	-
7-8	Beauty salons	Darker Image Tanning	1089 W 1700 S Ste h, Syracuse, UT 84075	Added	-
7-9	Beauty salons	Delicate Beauty Studio	1089 W 1700 S Ste g, Syracuse, UT 84075	Added	-
7-10	Beauty salons	Smart Cuts	1089 W 1700 S C, Syracuse, UT 84075	Added	-
7-11	Beauty salons	Elevated Beauty	1263 W Antelope Dr Unit D, Syracuse, UT 84075	Added	-
63-1	Restaurants	The Pizza Factory	725 W 1700 S, Syracuse, UT 84075	Added	-
63-2	Restaurants	Jack in the Box	1726 Bluff Ridge Dr, Syracuse, UT 84075	Added	-
63-3	Restaurants	Jet's Pizza	817 W Antelope Dr, Syracuse, UT 84075	Added	-
63-4	Restaurants	Jersey Mike's	817 W 1700 S, Syracuse, UT 84075	Added	-
63-5	Restaurants	Twisted Sugar	817 W 1700 S Unit B, Syracuse, UT 84075	Added	-
63-6	Restaurants	Layne's Chicken Fingers	846 W 1700 S, Cleafield, UT 84015	Added	-
63-7	Restaurants	Rancherito's Mexican Food	866 Antelope Dr, Clearfield, UT 84015	Added	-
63-8	Restaurants	McDonalds	867 W 1700 S, Syracuse, UT 84075	Added	-

PCS Map #	PCS Category Description	Name of PCS	Address	Change Status	Notes
63-9	Restaurants	Papa Johns Pizza	895 W 1700 S, Syracuse, UT 84075	Added	-
63-10	Restaurants	Fed Up Kitchen	901 W Antelope Dr Ste b, Syracuse, UT 84075	Added	-
63-11	Restaurants	Greek Garden III	926 W 1700 S Unit D, Clearfield, UT 84015	Added	-
63-12	Restaurants	Luck Thai Thai Food & Pizza	926 W 1700 S Ste C, Clearfield, UT 84015	Added	-
63-13	Restaurants	Swig	916 W 1700 S Ste C, Clearfield, UT 84015	Added	-
63-14	Restaurants	Korea House & Sushi Bar	1625 S 1000 W #6, Clearfield, UT 84015	Added	-
63-15	Restaurants	Taiyaki Sweet Soft Serve & Boba Tea	1625 S 1000 W Ste 5, Clearfield, UT 84015	Added	-
63-16	Restaurants	Dragon Hill Chinese Restaurant	1625 S 1000 W Ste 1, Clearfield, UT 84015	Added	-
63-17	Restaurants	China Grove	973 W 1700 S, Syracuse, UT 84075	Added	-
63-18	Restaurants	Warren's	1778 S 1000 W, Syracuse, UT 84075	Added	-
63-19	Restaurants	Starbucks	1043 W Antelope Dr, Syracuse, UT 84075	Added	-
63-20	Restaurants	Subway	1716 S Main St, Clearfield, UT 84015	Added	-
63-21	Restaurants	Arctic Circle	1093 W 1700 S, Syracuse, UT 84075	Added	-
63-22	Restaurants	Nutrition Services	G4 South Freeport Industrial Parkway West, Clearfield, UT 84015	Added	-
63-23	Restaurants	Beans & Brews Coffee House	1137 W 1700 S, Syracuse, UT 84075	Added	-
63-24	Restaurants	Chris' Café	56 E 1700 S, Clearfield, UT 84015	Added	-
61-6	Storage facility	Storage	260 W 1700 S Bldg. #37, Clearfield, UT	Added	-
60-2	Building materials supplier	Glow	560 W 1700 S Ste 100, Clearfield, UT 84015	Added	-
60-3	Building materials supplier	Northern Lighting Co.	576 W 1700 S D, Syracuse, UT 84075	Added	-
60-4	Building materials supplier	Lift Construction	1761 Bluff Ridge Dr, Syracuse, UT 84075	Added	-
60-5	Building materials supplier	Utah ICF	340 Antelope Dr Ste c103, Clearfield, UT 84015	Added	-
60-6	Building materials supplier	CTI Construction	Freeport West Bldg C-4, Clearfield, UT 84015	Added	-
60-7	Building materials supplier	CTI Electric	Freeport West Bldg C-4, Clearfield, UT 84016	Added	-
60-8	Building materials supplier	Mason Electric	939 W 1600 S, Clearfield, UT 84015	Added	-
60-9	Building materials supplier	Rich Development	1263 W 1700 S Unit E, Syracuse, UT 84075	Added	-
60-10	Building materials supplier	Groome Industrial Service Group	1261 W 1700 S Unit C, Syracuse, UT 84075	Added	-

PCS Map #	PCS Category Description	Name of PCS	Address	Change Status	Notes
60-11	Building materials supplier	Husky Homes	1263 W 1700 S Unit A, Syracuse, UT 84075	Added	-
6-2	Auto washes	Velocity Car Wash	47 W 1700 S, Clearfield, UT 84015	Added	-
58-1	Vehicle service stations and terminals	The Collective Warehouse	Door 22 Freeport Center, 5th St, Clearfield, UT 84016	Added	-
58-2	Vehicle service stations and terminals	Kenco Logistic Services	G-8, Clearfield, UT 84015	Added	-
57-1	Vehicle repair/body shops and rust proofers	Gerber Collision & Glass	650 W 1700 S, Clearfield, UT 84015	Changed	Previously Perk's Auto Repair
57-2	Vehicle repair/body shops and rust proofers	Glass American The Best in Auto Glass	1761 Bluff Ridge Dr #104, Syracuse, UT 84075	Added	-
57-3	Vehicle repair/body shops and rust proofers	Valencia Auto		Added	-
57-4	Vehicle repair/body shops and rust proofers	Coatic Lab Automotive Studio	340 W Antelope Dr Suite 105 B, Clearfield, UT 84015	Added	-
57-5	Vehicle repair/body shops and rust proofers	Major League Detailing	345 W 1700 S, Clearfield, UT 84015	Added	-
57-6	Vehicle repair/body shops and rust proofers	El Chamo Emissions	325 W 1700 S Ste. #7, Clearfield, UT 84015	Added	-
57-7	Vehicle repair/body shops and rust proofers	Hellmonkey Cycles	1740 S 300 W Suite 2, Clearfield, UT 84015	Added	-
57-8	Vehicle repair/body shops and rust proofers	Guy's Glass	1740 S 300 W #6th, Clearfield, UT 84015	Added	-
57-9	Vehicle repair/body shops and rust proofers	Vision Pro Lighting & Window Tinting	919 W 1600, S Clearfield, UT 84015	Added	-
57-10	Vehicle repair/body shops and rust proofers	Renew Auto Glass	939 W 1600 S #5, Clearfield, UT 84015	Added	-
57-11	Vehicle repair/body shops and rust proofers	Diamond Auto Protection	939 W 1600 S Unit, Clearfield, UT 84015	Added	-
57-12	Vehicle repair/body shops and rust proofers	Davis Tech	Clearfield, UT 84015	Added	-
57-13	Vehicle repair/body shops and rust proofers	CM Automotive	S Freeport Industrial Pkwy, Clearfield, UT 84016	Added	-
55-1	Vehicle quick lubes	Valvoline	856 W 1700 S, Clearfield, UT 84015	Added	-
55-2	Vehicle quick lubes	Jones Complete Car Care / Good Year Tires	869 W 1600 S, Clearfield, UT 84015	Added	-
54-1	Vehicle dealerships	Dubs Auto	345 W 1700 S, Clearfield, UT 84015	Added	-
53-1	Vehicle chemical supply storers and retailers	Graveyard Performance	1761 Bluff Ridge Dr #101, Syracuse, UT 84075	Added	-
53-3	Vehicle chemical supply storers and retailers	Vapor Land Smoke & Vape Shop	926 W 1700 S, Clearfield, UT 84015	Added	-
53-4	Vehicle chemical supply storers and retailers	D.S.D Materials Distribution Center	Bldg. G-5, Freeport Center Industrial Park 17 5th Street, Clearfield, UT 84016	Added	-
33-1	Print shops	Utah Laser Pro	520 W 1700 S, Clearfield, UT 84015	Changed	Previously Brett's Towing
33-2	Print shops	Classy Impressions	1790 S 750 W Unit 1, Syracuse, UT 84075	Added	-

PCS Map #	PCS Category Description	Name of PCS	Address	Change Status	Notes
33-3	Print shops	Wasatch Prints	325 W 1700 S Ste 4, Clearfield, Ut 84015	Added	-
33-4	Print shops	Sign House	1740 S 300 W Unit 7, Clearfield, UT 84015	Added	-
33-5	Print shops	DSD Printing Services	Freeport West, C-5, W B St, Clearfield, UT 84016	Added	-
31-1	Pesticide and herbicide storers and retailers	Beeline Pest Control	275 W 1700 S, Clearfield, UT 84015	Changed	Beeline changed addresses and replaced Trans Tec
27-1	Medical, dental, and veterinarian offices	Scenthound Routine Dog Care & Grooming	817 W Antelope Dr, Syracuse, UT 84075	Added	-
27-2	Medical, dental, and veterinarian offices	Pawtown Oasis	936 W 1700 S, Clearfield, UT 84015	Changed	Previously South Fork Hardware
27-3	Medical, dental, and veterinarian offices	Infection Control Technology	F-4, Freeport Industrial Pkwy, Clearfield, UT 84015	Added	-
27-4	Medical, dental, and veterinarian offices	Walgreens	1037 W 1700 S, Syracuse, UT 84075	Added	-
27-5	Medical, dental, and veterinarian offices	Urban Injections & Aesthetics	1261 W 1700 S Unit D, Syracuse, UT 84075	Added	-
25-1	Machine shops, metal planters, heat treaters, smelters, annealers, and descalers	IDS Machining	1740 S 300 W, Clearfield, UT 84015	Added	-
23-2	Junk and salvage yards	Clearfield Recycling	96 W 1700 S, Clearflied, UT 84015	Added	-
21-3	Industrial manufacturers	MyD Industries	Freeport West Bldg, E-5, Clearfield, UT 84016	Added	-
21-4	Industrial manufacturers	Ebbe America	F-4, Freeport West, Clearfield, UT 84016	Added	-
21-5	Industrial manufacturers	Lifetime Products	Freeport Center, Clearfield, UT 84016	Added	-
21-4	Industrial manufacturers	Ebbe America	F-4, Freeport West, Clearfield, UT 84016	Added	-
21-6	Industrial manufacturers	Northrop Grumman	C-14, 14 13th St, Clearfield, UT 84015	Added	-
19-1	Graveyards, golf courses, parks, and nursuries	The Golf Club	1761 Bluff Ridge Dr #103, Syracuse, UT 84075	Added	-
19-2	Graveyards, golf courses, parks, and nursuries	Tee Box	340 W 1700 S Ste B101, Clearfield, UT 84015	Added	-
18-1	Appliance repairers	Appliances & More	325 W 1700 S Unit 1, Clearfield, UT 84015	Changed	Previously Auto Crew Inc.
15	Feed lots	Dallas Greene Farm	1716 S Main St, Clearfield, UT 84015	Removed	
8	Boat builders	Marine Prop	510 W 1700 S, Clearfield, UT 84015	Removed	
30	Muffler shop	JP's Towing	634 W 1700 S, Clearfield, UT 84015	Removed	
62	Construction group	Tech-Steel, Inc.	Freeport Center Bldg D-2, Clearfield, UT 84015	Removed	
43	Sewer/stormwater infrastructure	Detention basin	N/s	Removed	
13	Active and abandoned wells	Abandoned wells	600 W 1700 S/3061 S 2400 W, Clearfield, UT 84015	Removed	

PCS Map #	PCS Category Description	Name of PCS	Address	Change Status	Notes
16	Residential pesticide, herbicide	TruGreen ChemLawn	C4 Freeport West Magna, UT 84044	Removed	
2-2	Recreation ATV store	Club Rec	540 W 1700 S, Clearfield, UT 84015	Removed	
2-12	Auto Repair	Laughing Gas Motor Sports	540 W 1700 S, Suite B Clearfield, UT 84015	Removed	
-	Chad's Sprinkler Supply	Sprinkler Pipe Supplier	455 W 1700 S, Clearfield, UT 84015	Removed	
-	Manufacturer	Yusef Manufacturing Labs	F-4 Freeport West Sec. 3, Clearfield, UT 84015	Removed	
-	Commercial Printing	Septcon	F-4 Section 1 , Clearfield, UT 84015	Removed	

3.2 Identify Hazards

The hazards associated with each PCS category are also shown in Appendix B in Table B.2. These hazards are described generally, categorized (chemical, biological, or radiological), and their properties are listed as well.

3.3 Prioritize the Inventory

Inventory prioritization was determined based on methods described in the original DWSP. The relevant excerpt from the original DWSP which provides a key to what the contaminant inventory values is provided in Appendix C and the prioritization values and ranking for each of the PCSs can be found in Table B.1 of Appendix B

3.4 PCS Location

The zone in which each PCS is located is indicated in the Table B.1 provided in Appendix B.

3.5 PCSs Plotted on Map

An updated map of PCS locations for the PCS points is shown in Figure 3-1, (See Appendix A for full-scale figures). A full list of these PCSs can be found in Table B.1 in Appendix B. Another map was created showing PCS lines for roads and sewer lines in the DWSP Zones as shown in Figure 3-2, and a final map was created showing residential areas in Figure 3-3.

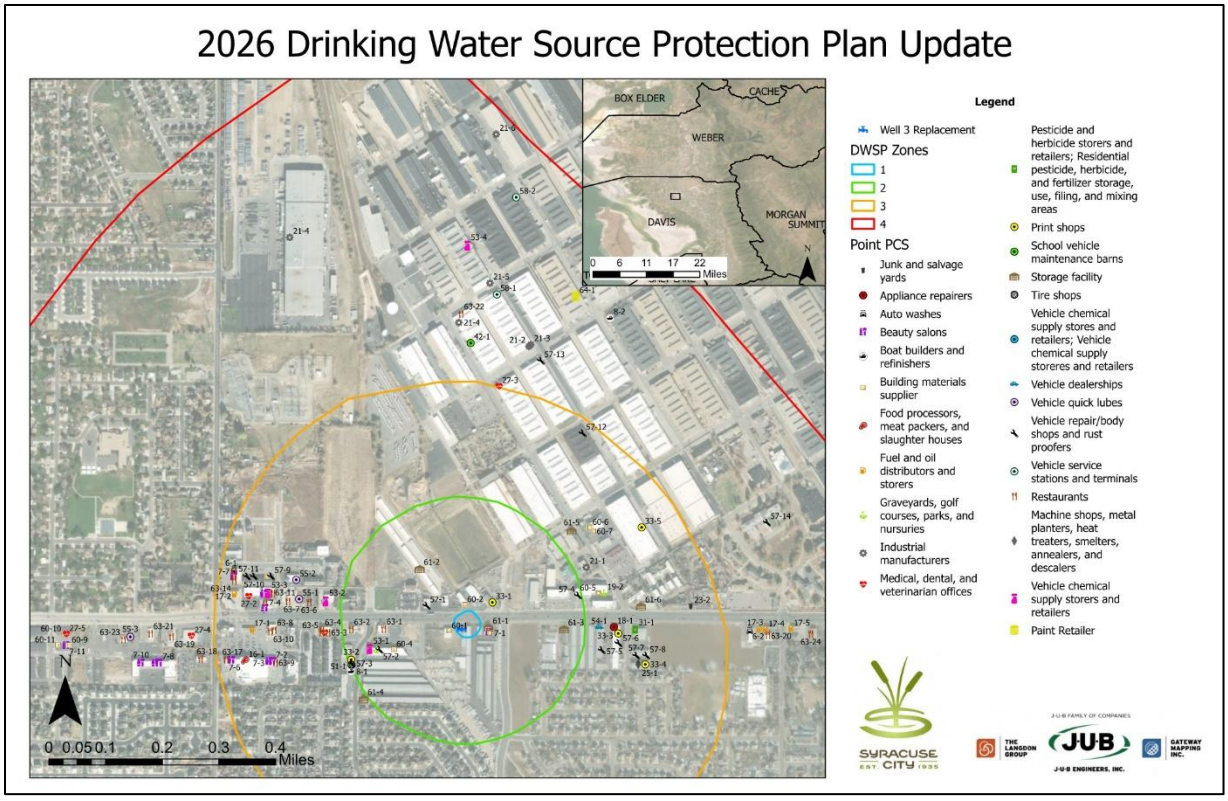


Figure 3-1: Map of potential contamination sources (points).

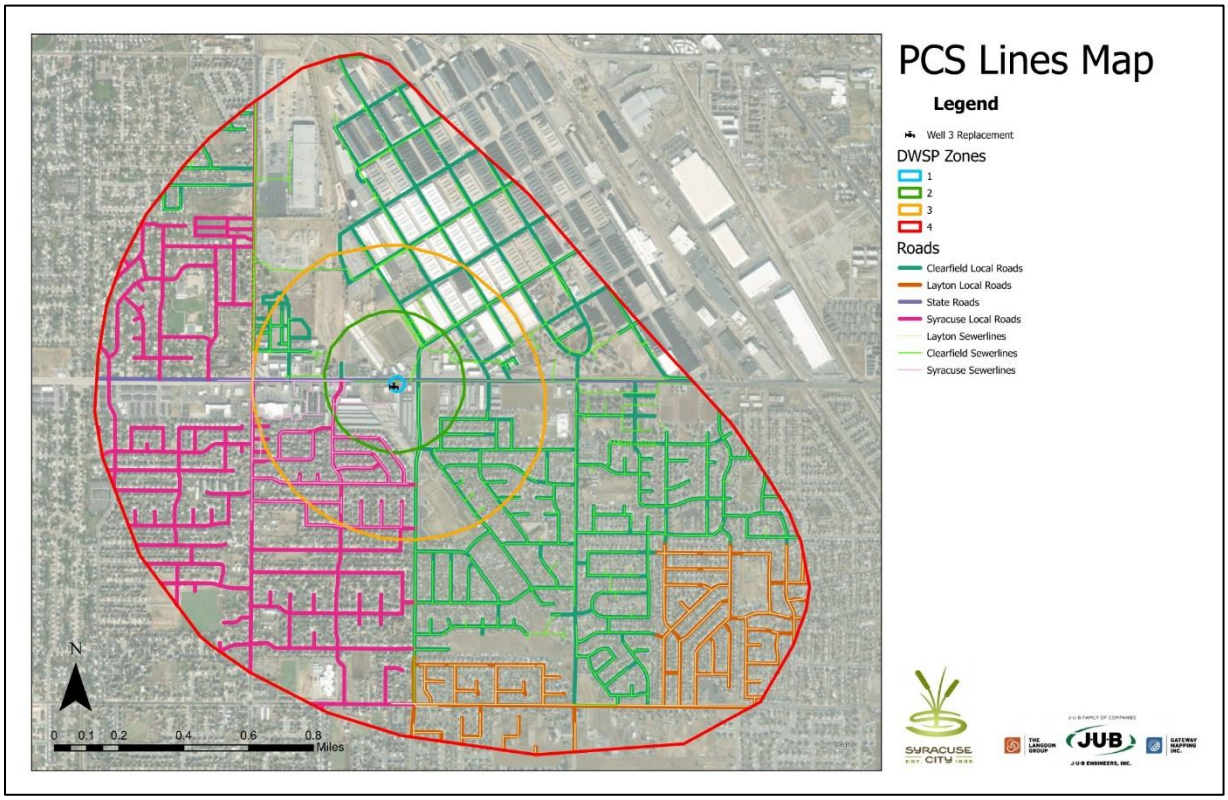


Figure 3-2: Map of potential contamination sources (lines)

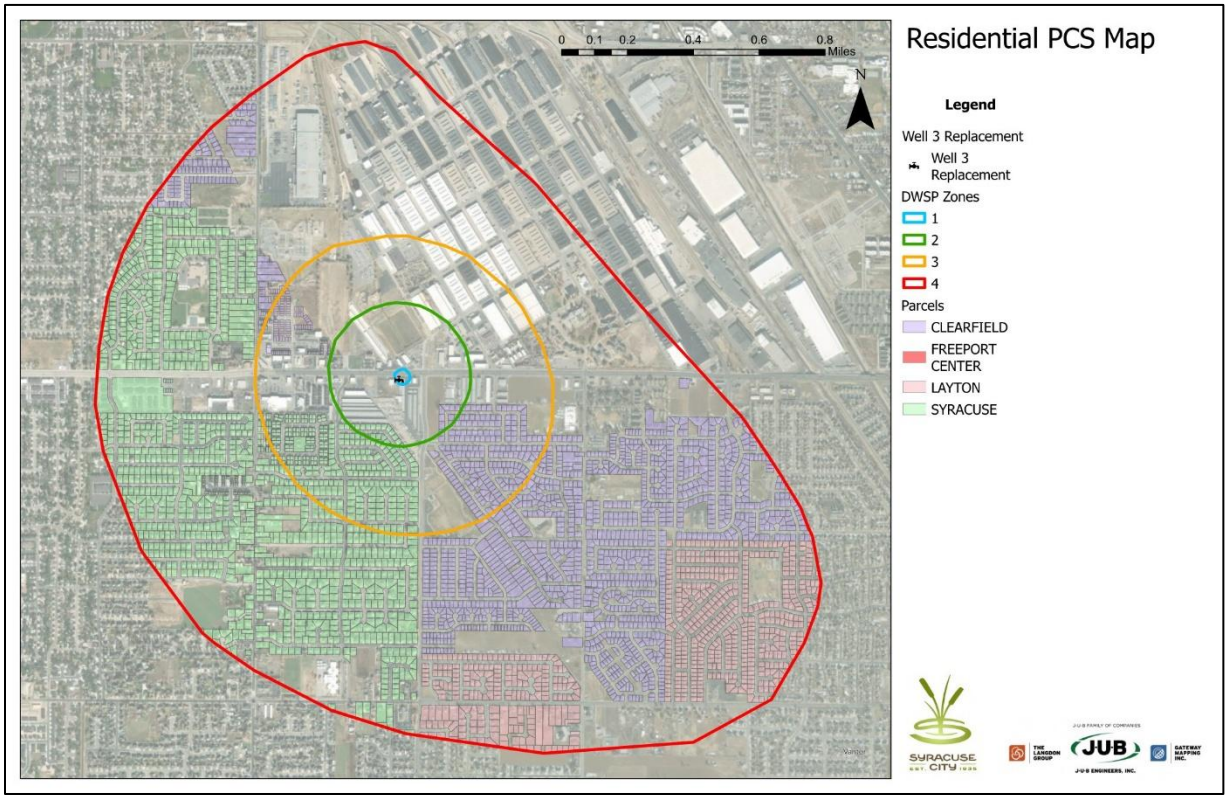


Figure 3-3: Map of residential potential contamination sources (polygons)

4.0 IDENTIFICATION AND ASSESSMENT OF CONTROLS

The controls of the revised PCS list were assessed according to the following categories: regulatory, best management and pollution prevention practices, physical, and negligible quantity controls. These controls are described and assessed for each PCS Category and shown in Appendix B in Table B.2.

4.1 Identify and Assess Regulatory Controls

See Table B.2 in Appendix B.

4.2 Identify and Assess Best Management and Pollution Prevention Practices

See Table B.2 in Appendix B.

4.3 Identify and Assess Physical Controls

See Table B.2 in Appendix B.

4.4 Identify and Assess Negligible Quantity Controls

See Table B.2 in Appendix B.

5.0 MANAGEMENT OF EXISTING POTENTIAL CONTAMINATION SOURCES

In past DWSP updates, a table was provided showing the various land management strategies that the City would employ depending on the specific plan for each PCS. This table has been updated and is provided in Table 5-1.

Table 5-1: Lettered Land Management Strategies

Letter Designation	Description
A	Inform the entity that they are within a DWSP Zone
B	Help the entity develop a management program
C	Periodically send mailer or information packet to the entity
D/E	Request that all containers be stored indoors on shelves over or on an impervious floor and that the entity provides secondary containment for tanks 55 gallons or larger
F	Request that the entity uses and handles chemicals in accordance with SDS instructions
G	Request that entity uses a state-approved business for waste disposal
H	Request the entity notifies the City in the event of a leak or spill
I	Request from the State copies of inspection reports or certificates of compliance
J	Request that the entity notifies the Division of Environmental Response and Remediation in the event of a leak
K	Notify the entity that according to state regulations, all applicable tanks are to be labelled as used oil. Inspect each collection center once to confirm that the tanks are labelled.
L	Request that the entity uses chemicals in accordance with manufacturer's directions and dosages
M	Request that the business has a written policy prohibiting improper storage of chemicals and hazardous waste
N	Post Best Management Pollution Prevention Practices (BMPPPs) on the City Website, and include a QR code link to them in the mailers and bill stuffers

5.1 Plan land management strategies

The PCS-Specific land management strategies for each PCS are provided in Table 5-2, with ones that have been added as part of this update in bold.

Table 5-2: Land Management Strategy Matrix

PCS Map No.	PCS Category	PCS Description	Land Management Strategy													
			A	B	C	D	E	F	G	H	I	J	K	L	M	N
61-1	Vault Storage	Storage facility	x	x	x				x	x	x				x	x
61-2	Safe Site Storage	Storage facility	x	x	x				x	x	x				x	x
61-3	AA Access Storage	Storage facility	x	x	x				x	x	x				x	x
61-4	Gateway Storage	Storage facility	x	x	x				x	x	x				x	x
61-5	Freeport West Self Storage	Storage facility	x	x	x				x	x	x				x	x
61-6	Storage	Storage facility	x	x	x				x	x	x				x	x
6-1	Willy Wash & Detail	Auto washes	x	x	x	x	x	x	x	x	x	x		x	x	x
6-2	Velocity Car Wash	Auto washes	x	x	x	x	x	x	x	x	x	x		x	x	x
57-1	Gerber Collision & Glass	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x	x	x	x	x
57-2	Glass American The Best in Auto Glass	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x		x	x	x
57-3	Valencia Auto	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x	x	x	x	x
57-4	Coatic Lab Automotive Studio	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x	x	x	x	x
57-5	Major League Detailing	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x	x	x	x	x
57-6	El Chamo Emissions	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x	x	x	x	x
57-7	Hellmonkey Cycles	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x	x	x	x	x
57-8	Guy's Glass	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x		x	x	x
57-9	Vision Pro Lighting & Window Tinting	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x		x	x	x
57-10	Renew Auto Glass	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x		x	x	x
57-11	Diamond Auto Protection	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x	x	x	x	x
57-12	Davis Tech	Vehicle repair/body shops and rust proofers	x	x	x	x		x	x	x	x	x	x	x	x	x
57-13	CM Automotive	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x	x	x	x	x
57-14	Clearfield Job Corp	Vehicle repair/body shops and rust proofers	x	x	x	x	x	x	x	x	x	x	x	x	x	x
54-1	Dubs Auto	Vehicle dealerships	x	x	x	x	x	x	x	x	x	x	x	x	x	x
23-2	Clearfield Recycling	Junk and salvage yards	x	x	x	x	x	x	x	x	x	x		x	x	x
19-1	The Golf Club	Graveyards, golf courses, parks, and nursuries	x	x	x	x	x	x	x	x	x	x		x	x	x
19-2	Tee Box	Graveyards, golf courses, parks, and nursuries	x	x	x	x	x	x	x	x	x	x		x	x	x

5.2 Best Management Pollution Prevention Practices

Pollution prevention practices have been posted on the City website and can be accessed by clicking on this link. A QR code linked to these pollution prevention practices will be provided in a letter sent to entities requiring a letter of notification in their planned land management strategies. These pollution prevention practice fact sheets are provided for reference in Appendix C.

6.0 MANAGEMENT OF FUTURE POTENTIAL CONTAMINATION SOURCES

There are no changes to the management of future PCSs for Well 3 Replacement.

7.0 THE IMPLEMENTATION SCHEDULE

The implementation schedule follows the management plans described in the previous DWSP updates which indicate that these actions will be taken every 6 years. Tabulated information regarding the implementation schedule can be seen in Table 7-1. Records of implementation shown in this table for the year 2026 can be found in Appendix D.

Table 7-1: Land Management Strategies and Implementation Schedules

Land Management Strategy		Frequency	Completed Implementation Dates	Future Implementation Dates	Comments
Letter Designation	**Description**				
A	Inform the entity that they are within a DWSP Zone	6 Years	3/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Send out reminder letters and inform new entities
B	Help the entity develop a management program	N/A	5/1/2009 12/8/2014	11/20/2026 9/1/2032	As necessary when new entities enter the DWSP Zones
C	Periodically send mailer or information packet to the entity	6 Years	3/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Send out with water bill
D/E	Request that all containers be stored indoors on shelves over or on an impervious floor and that the entity provides secondary containment for tanks 55 gallons or larger	N/A	3/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Physical improvements are a one-time issue. Issue is included as part of strategy B
F	Request that the entity uses and handles chemicals in accordance with SDS instructions	6 Years	3/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Remind every 6 years
G	Request that entity uses a state-approved business for waste disposal	6 Years	3/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Remind every 6 years
H	Request the entity notifies the City in the event of a leak or spill	6 Years	3/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Remind every 6 years

I	Request from the State copies of inspection reports or certificates of compliance	6 Years	5/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Remind every 6 years
J	Request that the entity notifies the Division of Environmental Response and Remediation in the event of a leak	6 Years	3/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Remind every 6 years
K	Notify the entity that according to state regulations, all applicable tanks are to be labelled as used oil. Inspect each collection center once to confirm that the tanks are labelled.	6 Years	3/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Remind every 6 years
L	Request that the entity uses chemicals in accordance with manufacturer's directions and dosages	6 Years	7/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Include in strategy C mailers to entities
M	Request that the business has a written policy prohibiting improper storage of chemicals and hazardous waste	6 Years	5/1/2009 12/8/2014 12/10/2020	11/20/2026 9/1/2032	Remind every 6 years
N	Post Best Management Pollution Prevention Practices (BMPPPs) on the City Website, and include a QR code link to them in the mailers and bill stuffers	6 Years	N/A	1/30/2027 9/1/2032	Revise website every 6 years if needed

8.0 RESOURCE EVALUATION

The actions described in this plan will have a minimal effect on the water system's resources and can be completed with the system's existing resources. There are no changes to the resource evaluation.

9.0 RECORDKEEPING SECTION

The system will keep records of the actions described in Section 5.0 and 7.0. Evidence of these records have been provided in Appendix D. These records will be important for providing updated DWSP Plans to the DDW in the future, so it is important that actions related to source protection management strategies be recorded. Past consumer confidence reports can be accessed at https://syracuseut.gov/228/Culinary-Water. As part of the consumer confidence reports that are sent to each resident, a QR code linked to BMPPPs on the City's website with an explanation will be added to educate the public on groundwater stewardship and what they can do to prevent pollution.

Letters will be sent to various entities as part of their land management strategy for 2026. A template of this letter as well as certificates of mailing are provided in Appendix D as additional evidence of land management strategy implementation. The City is committed to improved record-keeping regarding the management plan moving forward.

10.0 CONTINGENCY PLAN

The Contingency Plan has been previously approved by the DDW and there have been a few changes in personnel and responsibilities. The updated contingency plan and emergency response plan can be found in Appendix E.

11.0 PUBLIC NOTIFICATION

The Public Notification Plan has been previously approved by the Division and there have been no changes. The Public Notification is prepared in compliance with Utah DWSP for Groundwater Resources Rule R309-600. Public Notification will be included each year in the Consumer Confidence Report as explained in R309-225-5(2) for any new PCSs. The Consumer Confidence Report for 2025 has been provided in Appendix D.

12.0 WAIVERS

There are no new changes regarding waivers.

APPENDICES

Appendix A: Full Size Figures

2026 DWSP Zones

Legend

DWSP Zones

Zone

- 1
- 2
- 3
- 4

Well 3 Replacement

N

0 0.13 0.25 0.5 0.75 1 Miles

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Vantor

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2026 Drinking Water Source Protection Plan Update



Legend

- Well 3 Replacement

DWSP Zones

- 1
- 2
- 3
- 4

Point PCS

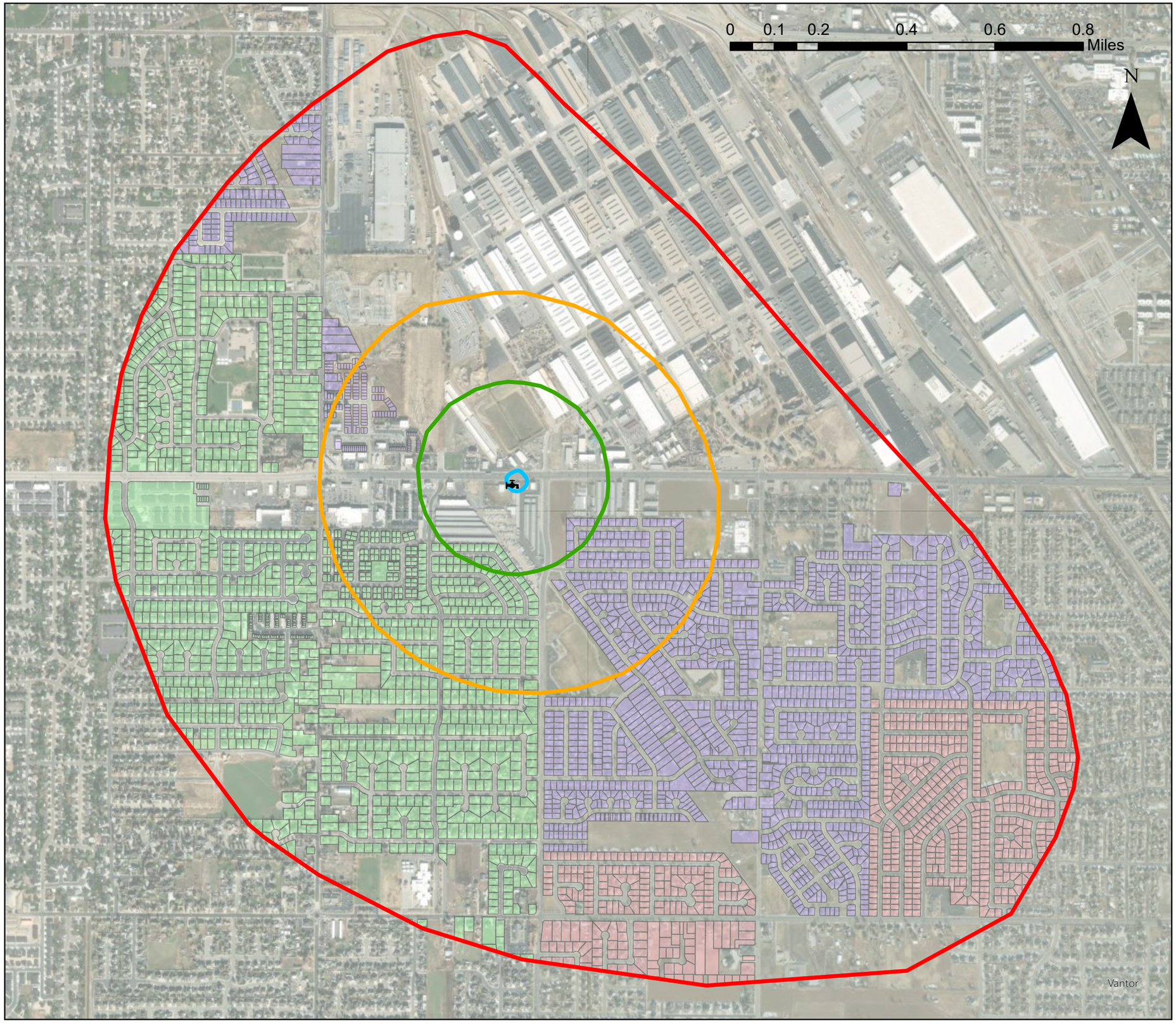
- Junk and salvage yards
- Appliance repairers
- Auto washes
- Beauty salons
- Boat builders and refinishers
- Building materials supplier
- Food processors, meat packers, and slaughter houses
- Fuel and oil distributors and storers
- Graveyards, golf courses, parks, and nursuries
- Industrial manufacturers
- Medical, dental, and veterinarian offices
- Pesticide and herbicide storers and retailers; Residential pesticide, herbicide, and fertilizer storage, use, filing, and mixing areas
- Print shops
- School vehicle maintenance barns
- Storage facility
- Tire shops
- Vehicle chemical supply stores and retailers; Vehicle chemical supply storeres and retailers
- Vehicle dealerships
- Vehicle quick lubes
- Vehicle repair/body shops and rust proofers
- Vehicle service stations and terminals
- Restaurants
- Machine shops, metal planters, heat treaters, smelters, annealers, and descalers
- Vehicle chemical supply storers and retailers
- Paint Retailer

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Residential PCS Map



Legend

Well 3 Replacement

Well 3 Replacement

DWSP Zones

1

2

3

4

Parcels

CLEARFIELD

FREEPORT CENTER

LAYTON

SYRACUSE

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GATEWAY MAPPING INC.

PCS Lines Map

Legend

Well 3 Replacement

DWSP Zones

- 1
- 2
- 3
- 4

Roads

- Clearfield Local Roads
- Layton Local Roads
- State Roads
- Syracuse Local Roads
- Layton Sewerlines
- Clearfield Sewerlines
- Syracuse Sewerlines

N

0 0.1 0.2 0.4 0.6 0.8 Miles

Vantor

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GATEWAY MAPPING INC.

Appendix B: PCS Data

Map Info		General Info									Contaminant Risk Factor Determination Info																	
											Likelihood of Release (30%)							Likelihood of Reaching Well (15%)	Quantity (20%)		Toxicity (35%)					Total Risk Factor Score	Prioritization Ranking
PCS Cat. #	PCS Map #	PCS Category Description	Name of PCS	Contact Name	Contact Number	Contact Email	Contact Address	Latitude	Longitude	DWSP Zone	U	S	E	R	A	L	H	D	Z	N	T	O	M	P	C	TRS	PR
42	42-1	School vehicle maintenance barns	School District Maintenance Services	School District Maintenance Services				-112.037	41.09619	4	2	0	0	0	9	0	0	6.79	4	11	10	5	5	5	10	67.79	1
17	17-1	Fuel and oil distributors and storers	Smith's Gas Station	Appliances & More	801-989-1455		951 W 170	-112.044	41.08884	3	0	2	0	0	9	6	-3	8.10	6	2	10	5	5	5	10	65.10	2
17	17-2	Fuel and oil distributors and storers	7-Eleven	Smith's Gas Station	801-773-7214		976 W 170	-112.045	41.08974	3	0	2	0	0	9	6	-3	7.72	6	2	10	5	5	5	10	64.72	3
17	17-3	Fuel and oil distributors and storers	Chevron	7-Eleven	801-776-8671		1716 S Mai	-112.027	41.08893	4	0	2	0	0	9	6	-3	6.64	6	2	10	5	5	5	10	63.64	4
17	17-4	Fuel and oil distributors and storers	Fast Stop Express	Chevron	510-242-5357		14 E 1700 S	-112.027	41.08893	4	0	2	0	0	9	6	-3	6.56	6	2	10	5	5	5	10	63.56	5
17	17-5	Fuel and oil distributors and storers	Phillips 66	Fast Stop Express	801-776-9368		14 Antelop	-112.026	41.08896	4	0	2	0	0	9	6	-3	6.25	6	2	10	5	5	5	10	63.25	6
6	6-1	Auto washes	Willy Wash & Detail	Willy Wash & Detail	801-842-3254		982 W 160	-112.045	41.09037	3	2	2	0	5	9	3	0	7.62	8	2	6	0	5	3	10	62.62	7
6	6-2	Auto washes	Velocity Car Wash	Velocity Car Wash	970-823-2835		47 W 1700	-112.027	41.0889	4	2	2	0	5	9	3	0	6.76	8	2	6	0	5	3	10	61.76	8
54	54-1	Vehicle dealerships	Dubs Auto	Dubs Auto	801-644-9977		345 W 170	-112.032	41.08895	3	2	2	-3	5	3	3	-3	9.88	4	4	10	3	5	5	10	59.88	9
57	57-1	Vehicle repair/body shops and rust proofers	Gerber Collision & Glass	Gerber Collision & Glass	801-825-6568		650 W 170	-112.038	41.08948	2	2	2	0	5	3	3	0	13.55	2	4	6	3	3	3	10	59.55	10
57	57-2	Vehicle repair/body shops and rust proofers	Glass American The Best in Auto Glass	Glass American The Best in Auto Glass	385-519-0799		1761 Bluff	-112.04	41.08834	2	2	2	0	5	3	3	0	11.83	2	4	6	3	3	3	10	57.83	11
58	58-1	Vehicle service stations and terminals	The Collective Warehouse	The Collective Warehouse	801-689-7630		Door 22 Fr	-112.036	41.09744	4	2	2	0	0	9	3	0	6.17	2	4	10	3	3	3	10	57.17	12
57	57-3	Vehicle repair/body shops and rust proofers	Valencia Auto	Valencia Auto				-112.041	41.08799	2	2	2	0	5	3	3	0	10.69	2	4	6	3	3	3	10	56.69	13
57	57-4	Vehicle repair/body shops and rust proofers	Coatic Lab Automotive Studio	Coatic Lab Automotive Studio	385-289-6267		340 W Ant	-112.033	41.08976	2	2	2	0	5	3	3	0	10.50	2	4	6	3	3	3	10	56.50	14
58	58-2	Vehicle service stations and terminals	Kenco Logistic Services	Kenco Logistic Services	800-758-3289		G-8, Clearfi	-112.035	41.09992	4	2	2	0	0	9	3	0	4.97	2	4	10	3	3	3	10	55.97	15
57	57-5	Vehicle repair/body shops and rust proofers	Major League Detailing	Major League Detailing	385-432-8574		345 W 170	-112.032	41.08837	3	2	2	0	5	3	3	0	9.74	2	4	6	3	3	3	10	55.74	16
57	57-6	Vehicle repair/body shops and rust proofers	El Chamo Emissions	El Chamo Emissions	801-499-1415		325 W 170	-112.032	41.08855	3	2	2	0	5	3	3	0	9.14	2	4	6	3	3	3	10	55.14	17
57	57-7	Vehicle repair/body shops and rust proofers	Hellmonkey Cycles	Hellmonkey Cycles	801-391-1451		1740 S 300	-112.031	41.08824	3	2	2	0	5	3	3	0	8.71	2	4	6	3	3	3	10	54.71	18
57	57-8	Vehicle repair/body shops and rust proofers	Guy's Glass	Guy's Glass	801-825-4968		1740 S 300	-112.031	41.08823	3	2	2	0	5	3	3	0	8.53	2	4	6	3	3	3	10	54.53	19
57	57-9	Vehicle repair/body shops and rust proofers	Vision Pro Lighting & Window Tinting	Vision Pro Lighting & Window Tinting	N/A		919 W 160	-112.043	41.0902	3	2	2	0	5	3	3	0	8.32	2	4	6	3	3	3	10	54.32	20
57	57-10	Vehicle repair/body shops and rust proofers	Renew Auto Glass	Renew Auto Glass	801-529-3946		939 W 160	-112.044	41.09019	3	2	2	0	5	3	3	0	8.01	2	4	6	3	3	3	10	54.01	21
57	57-11	Vehicle repair/body shops and rust proofers	Diamond Auto Protection	Diamond Auto Protection	801-907-1872		939 W 160	-112.044	41.09019	3	2	2	0	5	3	3	0	7.88	2	4	6	3	3	3	10	53.88	22
57	57-12	Vehicle repair/body shops and rust proofers	Davis Tech	Davis Tech	801-593-2500		Clearfield,	-112.033	41.09391	3	2	2	0	5	3	3	0	7.73	2	4	6	3	3	3	10	53.73	23
8	8-1	Boat builders and refinishers	Lon's Fiberglass Repair	Lon's Fiberglass Repair	801-509-6456	info@husk	1790 Bluff	-112.041	41.08778	3	2	2	0	0	3	3	0	10.57	2	6	6	3	3	3	10	53.57	24
57	57-13	Vehicle repair/body shops and rust proofers	CM Automotive	CM Automotive	801-698-5405		S Freeport	-112.034	41.09575	4	2	2	0	5	3	3	0	6.87	2	4	6	3	3	3	10	52.87	25
57	57-14	Vehicle repair/body shops and rust proofers	Clearfield Job Corp	Clearfield Job Corp	888-639-1656		20 W 1700	-112.027	41.09166	4	2	2	0	5	3	3	0	6.32	2	4	6	3	3	3	10	52.32	26
23	23-2	Junk and salvage yards	Clearfield Recycling	Clearfield Recycling	801-776-0377		96 W 1700	-112.029	41.0895	3	2	2	-3	5	0	0	0	7.72	4	2	10	5	3	3	10	50.72	27
19	19-1	Graveyards, golf courses, parks, and nursuries	The Golf Club	Northrop Grumman	801-773-6331		1761 Bluff	-112.04	41.08835	2	2	0	0	5	0	3	0	11.72	0	2	10	0	3	3	10	49.72	28
53	53-1	Vehicle chemical supply storers and retailers	Graveyard Performance	Graveyard Performance	801-769-6929		1761 Bluff	-112.04	41.08836	2	2	2	-3	0	3	0	-3	11.48	2	2	10	3	5	5	10	49.48	29
8	8-2	Boat builders and refinishers	Brian's Canvas Products	Brian's Canvas Products	801-776-0720		400 E 1700	-112.032	41.09685	4	2	2	0	0	3	3	0	6.07	2	6	6	3	3	3	10	49.07	30

Table B.1

Map Info		General Info									Contaminant Risk Factor Determination Info																
											Likelihood of Release (30%)							Likelihood of Reaching Well (15%)	Quantity (20%)		Toxicity (35%)					Total Risk Factor Score	Prioritization Ranking
PCS Cat. #	PCS Map #	PCS Category Description	Name of PCS	Contact Name	Contact Number	Contact Email	Contact Address	Latitude	Longitude	DWSP Zone	U	S	E	R	A	L	H	D	Z	N	T	O	M	P	C	TRS	PR
51	51-1	Tire shops	Barragan Tires	Barragan Tires	801-668-7611		1790 S 750	-112.041	41.08795	2	2	2	-3	0	3	0	-3	10.66912	2	2	10	3	5	5	10	48.6691	31
55	55-1	Vehicle quick lubes	Valvoline	Valvoline	385-432-6048		856 W 170	-112.043	41.08963	3	2	2	-3	0	3	0	-3	8.92	8	4	10	3	3	0	10	47.92	32
53	53-2	Vehicle chemical supply storers and retailers	Auto Zone	Auto Zone	801-525-1707		816 W 170	-112.042	41.08957	3	2	2	-3	0	3	0	-3	9.83	2	2	10	3	5	5	10	47.83	33
55	55-2	Vehicle quick lubes	Jones Complete Car Care / Good Year Tires	Jones Complete Car Care / Good Year Tires	801-776-8800		869 W 160	-112.043	41.09012	3	2	2	-3	0	3	0	-3	8.79	8	4	10	3	3	0	10	47.79	34
19	19-2	Graveyards, golf courses, parks, and nursuries	Tee Box	The Golf Club	801-896-3474		340 W 170	-112.032	41.08983	3	2	0	0	5	0	3	0	9.54	0	2	10	0	3	3	10	47.54	35
53	53-3	Vehicle chemical supply storers and retailers	Vapor Land Smoke & Vape Shop	Vapor Land Smoke & Vape Shop	801-825-4498		926 W 170	-112.044	41.08976	3	2	2	-3	0	3	0	-3	8.326536	2	2	10	3	5	5	10	46.3265	36
18	18-1	Appliance repairers	Appliances & More	Tee Box	801-332-9109		325 W 170	-112.032	41.08896	3	2	2	-3	0	3	0	0	9.33	0	2	10	5	0	5	10	45.33	37
55	55-3	Vehicle quick lubes	Jiffy Lube	Jiffy Lube	801-825-9300		1129 W 17	-112.048	41.08863	4	2	2	-3	0	3	0	-3	6.22	8	4	10	3	3	0	10	45.22	38
64	64-1	Paint Retailer	Sundries Solutions Paints	Sundries Solutions Paints	801-776-0220		Freeport B	-112.033	41.0974	4	0	2	-3	0	0	0	0	5.98	2	2	10	5	5	5	10	43.98	39
33	33-1	Print shops	Utah Laser Pro	Utah Laser Pro	801-689-2051		520 W 170	-112.036	41.08957	2	2	2	-3	0	3	0	0	13.63	0	0	10	3	3	0	10	43.63	40
53	53-4	Vehicle chemical supply storers and retailers	D.S.D Materials Distribution Center	D.S.D Materials Distribution Center	801-402-7630		Bldg. G-5, F	-112.037	41.09868	4	2	2	-3	0	3	0	-3	5.58	2	2	10	3	5	5	10	43.58	41
25	25-1	Machine shops, metal planters, heat treaters, smelters, annealers, and descalers	IDS Machining	IDS Machining	801-779-9662		1740 S 300	-112.031	41.08801	3	2	2	-3	0	6	0	0	8.65	2	2	6	0	3	3	10	41.65	42
60	60-1	Building materials supplier	Craythorne	Craythorne	801-776-4962		601 W 170	-112.037	41.08884	2	2	2	0	0	3	3	0	14.90	2	2	6	3	0	3	0	40.90	43
33	33-2	Print shops	Classy Impressions	Classy Impressions	801-725-2639		1790 S 750	-112.041	41.08809	2	2	2	-3	0	3	0	0	10.72	0	0	10	3	3	0	10	40.72	44
60	60-2	Building materials supplier	Glow	Lisa Adamson	801-200-3336		560 W 170	-112.037	41.08952	2	2	2	0	0	3	3	0	14.37	2	2	6	3	0	3	0	40.37	45
60	60-3	Building materials supplier	Northern Lighting Co.	Northern Lighting Co.	801-628-2480		576 W 170	-112.036	41.0888	2	2	2	0	0	3	3	0	14.21	2	2	6	3	0	3	0	40.21	46
33	33-3	Print shops	Wasatch Prints	Wasatch Prints	801-719-7453		325 W 170	-112.032	41.0888	3	2	2	-3	0	3	0	0	9.175011	0	0	10	3	3	0	10	39.175	47
21	21-1	Industrial manufacturers	North Davis Cabinet	North Davis Cabinet	801-773-0374		1651 S 300	-112.033	41.09048	3	2	2	0	0	6	3	0	9.84	2	2	6	3	0	3	0	38.84	48
33	33-4	Print shops	Sign House	Sign House	801-820-5741		1740 S 300	-112.031	41.08801	3	2	2	-3	0	3	0	0	8.52	0	0	10	3	3	0	10	38.52	49
60	60-4	Building materials supplier	Lift Construction	Lift Construction	801-683-6803		1761 Bluff	-112.039	41.08836	2	2	2	0	0	3	3	0	12.36	2	2	6	3	0	3	0	38.36	50
33	33-5	Print shops	DSD Printing Services	DSD Printing Services	801-402-5248		Freeport W	-112.031	41.09151	3	2	2	-3	0	3	0	0	8.15875	0	0	10	3	3	0	10	38.1587	51
60	60-5	Building materials supplier	Utah ICF	Utah ICF	801-726-4736	luckthaillc	340 Antelo	-112.032	41.08983	3	2	2	0	0	3	3	0	9.75	2	2	6	3	0	3	0	35.75	52
21	21-2	Industrial manufacturers	Skydandee Manufacturing	Skydandee Manufacturing	801-774-8031		Freeport C	-112.035	41.09612	4	2	2	0	0	6	3	0	6.73	2	2	6	3	0	3	0	35.73	53
21	21-3	Industrial manufacturers	MyD Industries	MyD Industries	385-218-5938		Freeport W	-112.035	41.09616	4	2	2	0	0	6	3	0	6.71	2	2	6	3	0	3	0	35.71	54
21	21-4	Industrial manufacturers	Ebbe America	Ebbe America	801-820-7200		F-4, Freepc	-112.037	41.09672	4	2	2	0	0	6	3	0	6.54	2	2	6	3	0	3	0	35.54	55
21	21-5	Industrial manufacturers	Lifetime Products	Lifetime Products	801-776-1532		Freeport C	-112.036	41.09773	4	2	2	0	0	6	3	0	6.03	2	2	6	3	0	3	0	35.03	56
60	60-6	Building materials supplier	CTI Construction	CTI Construction	801-334-7250		Freeport W	-112.033	41.09151	3	2	2	0	0	3	3	0	8.96	2	2	6	3	0	3	0	34.96	57
60	60-7	Building materials supplier	CTI Electric	CTI Electric	801-334-7251		Freeport W	-112.033	41.09141	3	2	2	0	0	3	3	0	8.95	2	2	6	3	0	3	0	34.95	58
61	61-1	Storage facility	Vault Storage	Vault Storage	385-423-2194		575 W 170	-112.036	41.08892	2	0	2	0	5	3	0	0	14.26	2	2	0	3	0	3	0	34.26	59
60	60-8	Building materials supplier	Mason Electric	Mason Electric	801-644-5048		939 W 160	-112.044	41.0902	3	2	2	0	0	3	3	0	8.24	2	2	6	3	0	3	0	34.24	60

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Map Info		General Info									Contaminant Risk Factor Determination Info																	
											Likelihood of Release (30%)							Likelihood of Reaching Well (15%)	Quantity (20%)		Toxicity (35%)					Total Risk Factor Score	Prioritization Ranking
PCS Cat. #	PCS Map #	PCS Category Description	Name of PCS	Contact Name	Contact Number	Contact Email	Contact Address	Latitude	Longitude	DWSP Zone	U	S	E	R	A	L	H	D	Z	N	T	O	M	P	C	TRS	PR
21	21-6	Industrial manufacturers	Northrop Grumman	Utility Trailer Manufacturer	801-525-4300		C-14, 14 13	-112.036	41.10153	4	2	2	0	0	6	3	0	4.59	2	2	6	3	0	3	0	33.59	61
61	61-2	Storage facility	Safe Site Storage	Safe Site Storage	801-544-4711		640 W 170	-112.038	41.09041	3	0	2	0	5	3	0	0	12.29	2	2	0	3	0	3	0	32.29	62
60	60-9	Building materials supplier	Rich Development	Rich Development	801-309-6255		1263 W 17	-112.05	41.08842	4	2	2	0	0	3	3	0	5.45	2	2	6	3	0	3	0	31.45	63
60	60-10	Building materials supplier	Groome Industrial Service Group	Groome Industrial Service Group	800-275-3531		1261 W 17	-112.05	41.0887	4	2	2	0	0	3	3	0	5.39	2	2	6	3	0	3	0	31.39	64
60	60-11	Building materials supplier	Husky Homes	Husky Homes	801-200-0474		1263 W 17	-112.051	41.08842	4	2	2	0	0	3	3	0	5.31	2	2	6	3	0	3	0	31.31	65
61	61-3	Storage facility	AA Access Storage	AA Access Storage	801-981-4666		375 W 170	-112.034	41.08889	2	0	2	0	5	3	0	0	11.20	2	2	0	3	0	3	0	31.20	66
61	61-4	Storage facility	Gateway Storage	Gateway Storage	801-773-3179		1821 S 750	-112.04	41.08708	3	0	2	0	5	3	0	0	10.49	2	2	0	3	0	3	0	30.49	67
61	61-5	Storage facility	Freeport West Self Storage	Freeport West Self Storage	801-773-7867		D-4, South	-112.033	41.0914	3	0	2	0	5	3	0	0	9.54	2	2	0	3	0	3	0	29.54	68
7	7-1	Beauty salons	Qing's Balance Massage	Doug Rich	801-510-7007	bbidrich5@	575 W 170	-112.036	41.08883	2	2	2	-3	0	0	0	0	14.21	0	2	6	3	0	3	0	29.21	69
61	61-6	Storage facility	Storage	Storage	801-825-2988		260 W 170	-112.031	41.08949	3	0	2	0	5	3	0	0	8.64	2	2	0	3	0	3	0	28.64	70
63	63-1	Restaurants	The Pizza Factory	The Pizza Factory	801-825-3194		725 W 170	-112.04	41.08888	2	2	2	-3	0	9	0	0	12.09	0	1	0	0	0	3	0	26.09	71
31	31-1	Pesticide and herbicide storers and retailers	Beeline Pest Control	Beeline Pest Control	801-544-9200		275 W 170	-112.031	41.0889	3	0	2	0	0	0	0	0	8.77	0	0	6	3	3	3	0	25.77	72
63	63-2	Restaurants	Jack in the Box	Jack in the Box	385-337-2023		1726 Bluff	-112.041	41.08886	2	2	2	-3	0	9	0	0	10.88	0	1	0	0	0	3	0	24.88	73
63	63-3	Restaurants	Jet's Pizza	Jet's Pizza	385-426-1496		817 W Ante	-112.042	41.08878	3	2	2	-3	0	9	0	0	10.01	0	1	0	0	0	3	0	24.01	74
63	63-4	Restaurants	Jersey Mike's	Jersey Mike's	385-423-2365		817 W 170	-112.042	41.08885	3	2	2	-3	0	9	0	0	9.79	0	1	0	0	0	3	0	23.79	75
63	63-5	Restaurants	Twisted Sugar	Twisted Sugar	385-626-9414		817 W 170	-112.042	41.08877	3	2	2	-3	0	9	0	0	9.77	0	1	0	0	0	3	0	23.77	76
7	7-2	Beauty salons	99 Nails	99 Nails	801-776-4151	info@urba	897 W 170	-112.043	41.08804	3	2	2	-3	0	0	0	0	8.42	0	2	6	3	0	3	0	23.42	77
7	7-3	Beauty salons	Great Clips	Great Clips	801-825-1606		899 W 170	-112.044	41.08804	3	2	2	-3	0	0	0	0	8.36	0	2	6	3	0	3	0	23.36	78
7	7-4	Beauty salons	Mild to Wild Hair Designs	Mild to Wild Hair Designs	801-525-9454		917 W 170	-112.044	41.0894	3	2	2	-3	0	0	0	0	8.31	0	2	6	3	0	3	0	23.31	79
7	7-4	Beauty salons	Mild to Wild Hair Designs	Smith's	801-773-5133		917 W 170	-112.044	41.0894	3	2	2	-3	0	0	0	0	8.31	0	2	6	3	0	3	0	23.31	79
7	7-5	Beauty salons	Moon Spa	Moon Spa	385-368-7964		926 W Ante	-112.044	41.08977	3	2	2	-3	0	0	0	0	8.26	0	2	6	3	0	3	0	23.26	81
63	63-6	Restaurants	Layne's Chicken Fingers	Layne's Chicken Fingers	385-247-5089		846 W 170	-112.042	41.08955	3	2	2	-3	0	9	0	0	9.23	0	1	0	0	0	3	0	23.23	82
63	63-7	Restaurants	Rancherito's Mexican Food	Rancherito's Mexican Food	801-825-3444		866 Antelo	-112.043	41.08956	3	2	2	-3	0	9	0	0	8.72	0	1	0	0	0	3	0	22.72	83
7	7-6	Beauty salons	That Darn Hair Permanent Hair Removal & Aesthetics	That Darn Hair Permanent Hair Removal & Aesthetics	801-678-7888		971 W 170	-112.045	41.08807	3	2	2	-3	0	0	0	0	7.67	0	2	6	3	0	3	0	22.67	84
7	7-7	Beauty salons	The Godfather Barber Shop	The Godfather Barber Shop	801-825-2200		1625 S 100	-112.045	41.0902	3	2	2	-3	0	0	0	0	7.64	0	2	6	3	0	3	0	22.64	85
63	63-8	Restaurants	McDonalds	McDonalds	801-441-7565		867 W 170	-112.043	41.08883	3	2	2	-3	0	9	0	0	8.50	0	1	0	0	0	3	0	22.50	86
63	63-9	Restaurants	Papa Johns Pizza	Papa Johns Pizza	801-776-6262		895 W 170	-112.043	41.088	3	2	2	-3	0	9	0	0	8.47	0	1	0	0	0	3	0	22.47	87
63	63-10	Restaurants	Fed Up Kitchen	Fed Up Kitchen	801-698-0941		901 W Ante	-112.043	41.08879	3	2	2	-3	0	9	0	0	8.43	0	1	0	0	0	3	0	22.43	88
63	63-11	Restaurants	Greek Garden III	Greek Garden III	385-383-7132		926 W 170	-112.043	41.08977	3	2	2	-3	0	9	0	0	8.42	0	1	0	0	0	3	0	22.42	89
63	63-12	Restaurants	Luck Thai Thai Food & Pizza	Luck Thai Thai Food & Pizza	801-820-5490		926 W 170	-112.044	41.08977	3	2	2	-3	0	9	0	0	8.37	0	1	0	0	0	3	0	22.37	90
63	63-13	Restaurants	Swig	Swig	385-327-2462		916 W 170	-112.044	41.08952	3	2	2	-3	0	9	0	0	8.30	0	1	0	0	0	3	0	22.30	91

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											Likelihood of Release (30%)							Likelihood of Reaching Well (15%)	Quantity (20%)		Toxicity (35%)					Total Risk Factor Score	Prioritization Ranking
PCS Cat. #	PCS Map #	PCS Category Description	Name of PCS	Contact Name	Contact Number	Contact Email	Contact Address	Latitude	Longitude	DWSP Zone	U	S	E	R	A	L	H	D	Z	N	T	O	M	P	C	TRS	PR
63	63-14	Restaurants	Korea House & Sushi Bar	Korea House & Sushi Bar	385-393-8172		1625 S 100	-112.045	41.09008	3	2	2	-3	0	9	0	0	7.67	0	1	0	0	0	3	0	21.67	92
63	63-15	Restaurants	Taiyaki Sweet Soft Serve & Boba Tea	Taiyaki Sweet Soft Serve & Boba Tea	801-784-7738		1625 S 100	-112.045	41.09015	3	2	2	-3	0	9	0	0	7.65	0	1	0	0	0	3	0	21.65	93
63	63-16	Restaurants	Dragon Hill Chinese Restaurant	Dragon Hill Chinese Restaurant	801-614-1335		1625 S 100	-112.045	41.09029	3	2	2	-3	0	9	0	0	7.63	0	1	0	0	0	3	0	21.63	94
63	63-17	Restaurants	China Grove	China Grove	801-807-8061		973 W 170	-112.045	41.08807	3	2	2	-3	0	9	0	0	7.57	0	1	0	0	0	3	0	21.57	95
7	7-8	Beauty salons	Darker Image Tanning	Darker Image Tanning	801-779-0205	darkerimag	1089 W 17	-112.047	41.08799	4	2	2	-3	0	0	0	0	6.55	0	2	6	3	0	3	0	21.55	96
7	7-9	Beauty salons	Delicate Beauty Studio	Delicate Beauty Studio	801-725-2802		1089 W 17	-112.047	41.08798	4	2	2	-3	0	0	0	0	6.51	0	2	6	3	0	3	0	21.51	97
7	7-10	Beauty salons	Smart Cuts	Smart Cuts	801-525-0098		1089 W 17	-112.048	41.08798	4	2	2	-3	0	0	0	0	6.33	0	2	6	3	0	3	0	21.33	98
63	63-18	Restaurants	Warren's	Warren's	801-776-0442		1778 S 100	-112.046	41.08808	4	2	2	-3	0	9	0	0	7.10	0	1	0	0	0	3	0	21.10	99
63	63-19	Restaurants	Starbucks	Starbucks	385-276-1312		1043 W An	-112.047	41.08865	4	2	2	-3	0	9	0	0	6.73	0	1	0	0	0	3	0	20.73	100
63	63-20	Restaurants	Subway	Subway	801-525-5288		1716 S Mai	-112.027	41.08878	4	2	2	-3	0	9	0	0	6.53	0	1	0	0	0	3	0	20.53	101
63	63-21	Restaurants	Arctic Circle	Arctic Circle	801-776-7047	sales@grav	1093 W 17	-112.048	41.08872	4	2	2	-3	0	9	0	0	6.47	0	1	0	0	0	3	0	20.47	102
63	63-22	Restaurants	Nutrition Services	Nutrition Services	801-402-7659	info@theg	G4 South F	-112.037	41.09693	4	2	2	-3	0	9	0	0	6.43	0	1	0	0	0	3	0	20.43	103
7	7-11	Beauty salons	Elevated Beauty	Crystal Tree	385-837-2453		1263 W An	-112.05	41.08842	4	2	2	-3	0	0	0	0	5.42	0	2	6	3	0	3	0	20.42	104
63	63-23	Restaurants	Beans & Brews Coffee House	Beans & Brews Coffee House	801-773-5247		1137 W 17	-112.048	41.08856	4	2	2	-3	0	9	0	0	6.13	0	1	0	0	0	3	0	20.13	105
63	63-24	Restaurants	Chris' Café	Chris' Café	801-292-1500	info@liftut	56 E 1700 S	-112.025	41.08881	4	2	2	-3	0	9	0	0	6.00	0	1	0	0	0	3	0	20.00	106
27	27-1	Medical, dental, and veterinarian offices	Scenthound Routine Dog Care & Grooming	Scenthound Routine Dog Care & Grooming	801-784-1155		817 W Ant	-112.042	41.08878	3	2	2	-3	0	3	0	-3	9.88	0	2	0	3	0	3	0	18.88	107
27	27-2	Medical, dental, and veterinarian offices	Pawtown Oasis	Pawtown Oasis	801-622-3620		936 W 170	-112.044	41.0897	3	2	2	-3	0	3	0	-3	7.99	0	2	0	3	0	3	0	16.99	108
27	27-3	Medical, dental, and veterinarian offices	Infection Control Technology	Infection Control Technology	801-825-6001		F-4, Freepo	-112.036	41.0951	4	2	2	-3	0	3	0	-3	7.43	0	2	0	3	0	3	0	16.43	109
27	27-4	Medical, dental, and veterinarian offices	Walgreens	Walgreens	801-614-1299		1037 W 17	-112.046	41.08868	4	2	2	-3	0	3	0	-3	6.97	0	2	0	3	0	3	0	15.97	110
27	27-5	Medical, dental, and veterinarian offices	Urban Injections & Aesthetics	Urban Injections & Aesthetics	385-433-2801		1261 W 17	-112.05	41.0887	4	2	2	-3	0	3	0	-3	5.42	0	2	0	3	0	3	0	14.42	111
16	16-1	Food processors, meat packers, and slaughter houses	Smith's	Phillips 66	801-776-9368		951 W 170	-112.044	41.08805	3	2	2	0	0	0	0	0	7.92	0	0	0	0	0	0	0	11.92	112

Table B.2

Map Info		Hazard Info					Control Info							
PCS Category Number	**PCS Category Description**	**Hazard Description**	**Hazard Type**	**Hazard Handling**	**Hazardous Property**	**Quantities**	**Control Type**	**Control Identification**	**Control Rule Reference - R**	**Control Contamination Prevention**	**Control Continuance - B**	**Control Regulation Confirmation - R**	**Control Reassessment Schedule**	**Control Status**
6	Auto wash	heavy metals, detergents, vehicle fluids, sediment, deicing chemicals	Chemical	used, stored, disposed of	Toxic	large	Physical	Chemicals stored indoors or used on impervious surfaces	-	impervious surfaces will prevent contamination of groundwaters; imperviousness of surfaces or drainage system has not been confirmed.	-	-	Every 6 years	Not Adequately Controlled
7	Beauty salons	salon products	Chemical	stored, used	Toxic	medium	Physical	Chemicals stored / used indoors	-	Indoor containment with impervious surfaces will prevent contamination of groundwaters	-	-	Every 6 years	Adequately Controlled
8	Boat builders and refinishers	solvents, paints, resins, metals	Chemical	stored, used, disposed of	Toxic, Corrosive, Ignitable	medium	Physical	Chemicals stored / used indoors	-	Indoor containment with impervious surfaces will prevent contamination of groundwaters.	-	-	Every 6 years	Adequately Controlled
14	Farm Maintenance Garages	oils, lubricants, fuels, solvents, hydraulic fluids	Chemical	stored, used	Toxic, Ignitible	medium	Physical	Potential contaminants used/stored indoors	UAC R 315	Physical separation of PCS from groundwater via impervious indoor surfaces	-	It has not been verified that all chemicals are kept indoors on impervious surfaces.	-	Not Adequately Controlled
16	Food processors, meat packers, and slaughter houses	wastewater, animal byproducts, cleaning chemicals	Chemical, Biological	stored, used, disposed of	Toxic, Corrosive, Ignitable	large	Physical	Potential contaminants used/stored indoors	-	Indoor containment with impervious surfaces will prevent contamination of groundwaters.	-	-	Every 6 years	Adequately Controlled
17	Fuel and oil distributors and storers	petroleum products	Chemical	stored	Explosive, Ignitible, Toxic	large	Regulatory	DERR UST Branch	UAC R311-200 to 211	As the website indicates, this program is to 'protect human health and the environment from leaking underground storage tanks'	-	DERR maintains a database of their active inspections for each tank online	Every 6 years	Adequately Controlled
18	Furniture strippers, painters, finishers, and appliance repairers	appliance repair chemicals, paints, and renovation chemicals	Chemical	stored, used	Ignitible, Corrosive, Toxic	medium	Physical	Potential contaminants used/stored indoors	-	Indoor containment with impervious surfaces will prevent contamination of groundwaters	-	-	Every 6 years	Adequately Controlled
19	Grave yards, golf courses, parks, and nurseries	herbicides / pesticides / fertilizer	Chemical, Biological	used	Toxic	small	Regulatory	FIFRA and UDAF	UAC R68-3, UAC R68-7	These rules require that pesticide and fertilizer application be consistent with the rules and restrictions outlined on the label of the pesticide, which would result in proper absorption of these substances by plants thereby thwarting further infiltration	-	It cannot be verified if the local health department is enforcing these rules	-	Not Adequately Controlled
21	Industrial manufacturers	industrial waste and chemicals	Chemical	stored, used	Ignitible, Corrosive, Toxic	large	Physical	Potential contaminants used/stored indoors	-	Indoor containment with impervious surfaces will prevent contamination of groundwaters	-	-	Every 6 years	Adequately Controlled
22	Industrial waste disposal/impoundment areas and municipal wastewater treatment plants, landfills, dumps, transfer stations	industrial waste seepage	Chemical, Biological	stored	Toxic, Ignitible	large	Regulatory	RCRA, DWMRC, DSHW	UAC - R315-5 thru R315-16	rules dictate that hazardous material releases be prevented or minimized.	-	It cannot be verified that these areas are sufficiently regulated	-	Not Adequately Controlled
23	Junk and salvage yards	vehicle fluid leaks, fuel storage, battery storage, scrap metal	Chemical	stored, used, transported, disposed of	Ignitible, corrosive, toxic	large	Regulatory	Potential contaminants stored on impervious surface	UAC R315, UAC R317	impervious surfaces will prevent contamination of groundwaters; imperviousness of surfaces or drainage system has not been confirmed.	-	-	Every 6 years if adequately controlled, otherwise, leave blank with a "-"	Not Adequately Controlled
25	Machine shop, metal planters, heat treaters, smelters, annealers, and descalers	petroleum products, oils, lubricants, fuels, paints, coatings, thinners	Chemical	stored, used	Ignitible, corrosive, toxic	medium	Physical	Potential contaminants used/stored indoors	UAC R315, UAC R317	Proper stprage, containment, and disposal of oils, solvents, and metalworking fluids reduce the potential for groundwater contamination	-	-	Every 6 years	Adequately Controlled

Map Info		Hazard Info					Control Info							
27	Medical, dental, and veterinarian offices	medical waste	Chemical, Biological	stored, used	Toxic	small	Physical	Potential contaminants used/stored indoors	-	Indoor containment with impervious surfaces will prevent contamination of groundwaters	-	-	Every 6 years	Adequately Controlled
31	Pesticide and herbicide storers and retailers	pesticide spills, herbicide leaks, chemical runoff, improper disposal	Chemical	stored, transported	corrosive, toxic	large	Regulatory	Potential contaminants stored indoors	UAC R68, UAC R317	Secondary containment, proper storage practices, and spill response procedires help prevent pesticides and herbicides from reaching groundwater	-	-	Every 6 years	Adequately Controlled
32	Photo processors	photo processing chemicals	Chemical	stored, used	Toxic, Corrosive	small	Physical	Potential contaminants used/stored indoors	-	Indoor containment with impervious surfaces will prevent contamination of surface waters	-	-	Every 6 years	Adequately Controlled
33	Print shops	inks, dyes, solvents, cleaning agents, fuel/oil storage	Chemical	stored, used	Ignitible, corrosive, toxic	medium	Regulatory	Solvents and inks stored indoors	UAC R315	Proper handling, storage, and disposal of inks, solvents, and hazardous wastes reduce the risk of contaiminant releases	-	-	Every 6 years	Adequately Controlled
39	Roads, highways, and freeways	roadway runoff	Biological	stored	Toxic	large	Regulatory	UDOT, DEQ, EPA, and Summit County	UAC 19-6-301 through 19-6-325; 40 CFR Parts 300 and 355, UPDES, and UDOT Stormwater Management Plan.	Most of the runoff and pollution from roads will be conveyed into stormwater systems in an appropriate manner.	-	To maintain certain permits, inspections must be performed regularly, thereby ensuring proper and consistent regulation.	Every 6 years	Adequately Controlled
42	School vehicle maintenance barns	petroleum products, oils, lubricants, fuels, heavy metals	Chemical	stored	Ignitible, corrosive, toxic	large	Physical	Potential contaminants stored indoors	-	Indoor containment with impervious surfaces will prevent contamination of groundwaters	-	-	Every 6 years	Adequately Controlled
43	Sewerlines	food waste, preservation chemicals	Chemical, Biological	stored, used	Toxic	large	Regulatory	Respective City Public Works Department Protocols	City Public Works Wastewater Control Rules and Regulations	inspections are performed at locations and frequencies as determined by each City	-	It cannot be verified that these inspections adequately control this PCS	-	Not Adequately Controlled
51	Tire shops	petroluem products, fuel/chemical storage, battery handling/storage	Chemical	stored, used	Ignitible, corrosive, toxic	medium	Physical	Waste fluids stored in containers indoors	UAC R315, UAC R317	Used oils, fluids, batteries, and other regulated materials are stored and managed to prevent leaks and spills from entering the environment	-	-	Every 6 years	Adequately Controlled
52	Toxic chemical and oil pipelines	oil, gas, petroleum products	Chemical	stored, transported	Toxic, Ignitible, Explosive	large	Regulatory	PHMSA and OPS	49 CFR Parts 100 - 199	inspections are performed every two years, and remediation procedures are explained the 49 CFR for immediate responses to avoid groundwater contamination	-	PHMSA has an enforcement record database showing the actions taken to regulate compliance	Every 6 years	Adequately Controlled
53	Vehicle chemical supply stores and retailers	Petroleum product storage, fuel storage/handling, solvents, degreasers, batteries	Chemical	stored	Ignitible, corrosive, toxic	large	Physical	Potential contaminants stored indoors	UAC R315, UAC R317	Chemical storage and spill prevention measures help prevent accidental releases to soils and groundwater	-	-	Every 6 years	Adequately Controlled
54	Vehicle dealerships	Fuel storage/handling, petroleum products, battery storage	Chemical	stored, used, disposed of	Ignitible, corrosive, toxic	medium	Physical	Most of the PCS products / wastes are stored and used indoors or properly disposed of	UAC R311-200 to 211, UAC R317	Indoor floors are made of concrete, wood, and other impervious materials which would physically separate the PCS from the groundwater. It cannot be determined if all products and waste are used and disposed of in a sanitary manner indoors.	-	-	-	Not Adequately Controlled

Map Info		Hazard Info					Control Info							
55	Vehicle quick lubes	used oil storage/handling, automotive fluid, waste oil, filter disposal, fuel, petroleum products	Chemical	stored, used, disposed of	Ignitible, corrosive, toxic	medium	Physical	Waste oil stored in contained tanks/containers	UAC R311-200 to 211, UAC R315	Used oil management, spill containment, and preper waste handling practices reduce the potential for groundwater contamination	-	-	Every 6 years	Adequately Controlled
57	Vehicle Repair Body Shops and Rust Proofers	Paints, solvents, rust-proofing chemicals, oils	Chemical	Stored, used	Toxic, Ignitible, Corrosive	medium	Physical	Potential contaminants used/stored indoors	UAC R 315	Physical separation of PCS from groundwater via impervious indoor surfaces	-	It has not been verified that all chemicals are kept indoors on impervious surfaces.	-	Not Adequately Controlled
58	Vehicle service stations and terminals	fuel storage, petroleum products, used oil and waste fluid, battery storage	Chemical	stored, used, disposed of	Ignitible, corrosive, toxic	large	Physical	Underground storage tanks monitored and regulated	UAC R311-200 to 211	Petroleum storage tank regulations, leak detection systems, and spill prevention measures help prevent fuel releases to groundwater	-	-	Every 6 years	Adequately Controlled
60	Building materials supplier	chemical product storage, fuel, petroleum products, treated wood, construction materials, fertilizer	Chemical	stored, transported	Ignitible, corrosive, toxic	medium	physical	Potential contaminants stored under cover/indoors	UAC R317	Proper storage and management of fuels, chemicals, and potentially hazardous materials help prevent contamination of groundwater resources	-	-	Every 6 years	Adequately Controlled
61	Storage Facility	stored chemicals, fuel, petroleum products, container deterioration	Chemical	stored	Ignitible, corrosive, toxic	large	Physical	Contaminates largely stored indoors or on impervious surfaces	-	Physical separation of PCS from groundwater via impervious or indoor surfaces	-	-	-	Not Adequately Controlled
62	Residential areas	household hazardous waste, cleaning products, lawn care chemicals	Chemical	stored, used	Toxic	small	Best Management and Pollution Prevention Practice	Best management and pollution prevention practices have not been identified for each PCS	-	Individuals follow proper guidelines when using substances that could end up being groundwater contaminants	It cannot be determined if BMPPPs will continue	-	-	Not Adequately Controlled
63	Restaurants	grease, oils, food waste, cleaning products	Chemical, Biological	stored, used, disposed of	Toxic	medium	physical	Contaminates largely stored indoors or on impervious surfaces	-	Physical separation of PCS from groundwater via impervious or indoor surfaces	-	-	-	Adequately Controlled

Appendix C: Reference Data and Public Education Materials

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Chapter 5 – The Inventory of Potential Contamination Sources

The inventory of potential contamination sources (PCSs) identifies the facilities within your protection zones that could possibly contaminate drinking water unless you plan and implement a protection program. Once you have an inventory of PCSs, it must be prioritized from the PCS that poses the greatest risk to the one that poses the least risk. Additionally, the location of each PCS must be identified and plotted on a map.

Potential Contamination Source Definition

Potential contamination source (PCS) means any facility or site that employs an activity or procedure which may potentially contaminate groundwater. Further, for it to be a PCS, a hazardous substance is usually associated with the procedures employed at the facility. This includes use, storage, manufacture, transportation, and disposal of hazardous substances. Hazards may be chemical, biological, or radiological in nature. List only PCSs that are currently located within your protection zones - **don't list possible future PCSs, they should be covered in a separate section (refer to Chapter 8).**

Survey Methods

Windshield, door-to-door, mail, and telephone surveys are some of the different types of surveys available to help you compile a complete inventory. Any reasonable survey method or combination of methods is acceptable. Use the type of survey that will meet your needs. However, be sure to use a survey form to conduct the survey. The Division has prepared one (refer to Appendix G), or you may design your own.

Surveys are designed by combining a number of discrete steps, including designing the survey, obtaining a list of contacts, mailing the survey or telephoning the contacts, following up on responses to the survey, and finally, tabulating and interpreting the results. Although windshield surveys may be time consuming, one study found that they identified the highest percentage of total sources among the source inventory methods that were used. Door-to-door surveys are ideal for gathering detailed inventories; although, it is usually necessary to train a service group, such as Retired Senior Volunteer Program (RSVP) members, to conduct the survey because of the large number of homes and businesses that usually need to be contacted.

Potential Contamination Source Inventory

Using your survey form and the following list as a guide, compile your list of PCSs. This is not meant to be an all-inclusive list. If you find other potentially contaminating activities that are not on this list, be sure to include them:

1. Active and abandoned wells
2. Agricultural pesticide, herbicide, and fertilizer storage, use, filling, and mixing areas
3. Airport maintenance and fueling sites
4. Animal feeding operations with more than ten animal units
5. Animal watering troughs located near unfenced wells and springs that attract livestock
6. Auto washes

7. Beauty salons
8. Boat builders and refinishers
9. Chemical reclamation facilities
10. Chemigation wells
11. Concrete, asphalt, tar, and coal companies
12. Dry cleaners
13. Farm dump sites
14. Farm maintenance garages
15. Feed lots
16. Food processors, meat packers, and slaughter houses
17. Fuel and oil distributors and storers
18. Furniture strippers, painters, finishers, and appliance repairers
19. Grave yards, golf courses, parks, and nurseries
20. Heating oil storers
21. Industrial manufacturers: chemicals, pesticides, herbicides, paper and leather products, textiles, rubber, plastic, fiberglass, silicone, glass, pharmaceutical, and electrical equipment, etc.
22. Industrial waste disposal/impoundment areas and municipal wastewater treatment plants, landfills, dumps, and transfer stations
23. Junk and salvage yards
24. Laundromats
25. Machine shops, metal platers, heat treaters, smelters, annealers, and descalers
26. Manure piles
27. Medical, dental, and veterinarian offices
28. Mortuaries
29. Mining operations
30. Muffler shops
31. Pesticide and herbicide storers and retailers
32. Photo processors
33. Print shops
34. Radiological mining operations
35. Railroad yards
36. Research laboratories
37. Residential pesticide, herbicide, and fertilizer storage, use, filing, and mixing areas
38. Residential underground storage tanks
39. Roads, highways, and freeways
40. Salt and sand-salt piles
41. Sand and gravel mining operations
42. School vehicle maintenance barns
43. Sewer lines, sewer laterals, sewer maintenance access
44. Single-family septic tank/drain-field systems
45. Sites of reported spills
46. Small engine repair shops

47. Stormwater impoundment sites and snow dumps
48. Subdivisions using subsurface wastewater disposal systems (large and individual septic tank/drain-field systems)
49. Submersible pumps used to pump wells
50. Taxi cab maintenance garages
51. Tire shops
52. Toxic chemical and oil pipelines
53. Vehicle chemical supply storers and retailers
54. Vehicle dealerships
55. Vehicle quick lubes
56. Vehicle rental shops
57. Vehicle repair, body shops, and rust proofers
58. Vehicle service stations and terminals
59. Wood preservers

Databases

Databases, maintained by various agencies, may contain valuable information about PCSs located within your protection zones. Other sources of information include old and new telephone books, assessors' maps and records, city business licenses, and aerial photographs. Below is a list of databases that may be used to compile your list of PCSs. Other databases may be available. Even if information from databases is readily available, the listings will only identify facilities that have complied with requirements to file notification or obtain permits. Other inventory approaches, such as a windshield survey, should be used to identify unpermitted facilities.

State of Utah Department of Environmental Quality (DEQ) Interactive Map Viewer

The Interactive Map Viewer contains data published by each of the five divisions within the DEQ: the Division of Drinking Water, Division of Air Quality (DAQ), Division of Environmental Response and Remediation (DERR), Division of Water Quality (DWQ), and the Division of Waste Management and Radiation Control (DWMRC). As of the date of this document, the map can be viewed at: https://enviro.deq.utah.gov. Data can be downloaded as Excel spreadsheets, csv files, and in ESRI shapefile or geodatabase formats.

The DEQ Interactive Map Viewer contains data from all five divisions within the Department of Environmental Quality and should be used as a reference when preparing the PCS inventory.

The Division of Drinking Water layers include public water system facilities, groundwater source protection zones, source water assessment zones (zones established for existing groundwater sources used by transient non-community systems), and surface water protection zones. The Division of Drinking Water layers are considered sensitive data. Therefore, a login is required to access these data.

The other four Divisions distribute layers to the public without the need for a login. Of particular interest are the layers maintained by DERR and DWMRC as the two agencies regulate and permit point sources of potential contamination such as underground storage tanks, leaking underground storage tanks, CERCLA

CONTAMINANT RISK EVALUATION

Risk is measured on a scale from 0 to 100. Risk equals the sum of the likelihood and severity of contamination.

LIKELIHOOD OF CONTAMINATION

Likelihood of contamination equals the sum of the likelihood of release and the likelihood of reaching the well. Likelihood of contamination is 45 percent of the risk.

Likelihood of Release (30%)

Use Chemicals (U)	Store Chemicals (S)	Storage container Age (A)	Storage Location (L)
No = 0	No = 0	New - 1 Years = 0	Indoors = 0
Yes = 2	Yes = 2	2-4 Years = 3	Outside, Above Ground = 3
		5-10 Years = 6	Outside, Below Ground = 6
		> 10 Years = 9	Inadequate Storage = 9

Handling Record (H)	Secondary Containment (E)	Existing Controls (R)
Good = -3	Yes = -3	Yes = 0
Unknown = 0	No = 0	No = 5
Bad = 3		

Likelihood of Reaching the Well (15%)

Distance (D)	
Within the 100-foot Radius Circle = 15	3-Year Zone, Far = 5
250-Day Zone, Near = 13	15-Year Zone, Near = 4
250-Day Zone, Middle = 11	15-Year Zone, Middle = 3
250-Day Zone, Far = 9	15-Year Zone, Far = 2
3-Year Zone, Near = 7	

SEVERITY OF CONTAMINATION

Severity of contamination equals the sum of the quantity and toxicity of the contaminant. Severity of contamination is 55 percent of the risk.

Quantity (20%)

Tank Size (Z)	Number of Tanks (N)
<55 Gal = 0	Zero = 0
55-100 Gal = 2	1 = 2
101-1,000 = 4	2-3 = 4
1,001-5,000 Gal = 6	4-5 = 6
5,001-10,000 Gal = 8	6-10 = 8
> 10,000- Gal = 10	11+ = 10

Toxicity (35%)

Carcinogenic (C)	Toxicity (T)	Concentration (O)	Mobility (M)	Persistence (P)
No = 0	Low = 0	Low = 0	Low = 0	Low = 0
Yes = 10	Med = 6	Med = 3	Med = 3	Med = 3
	High = 10	High = 5	High = 5	High = 5

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UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Dry Cleaning Fact Sheet

How Dry Cleaning Works

Dry cleaning is not, in fact, really "dry." Dry cleaning is a method that cleans clothes without using water. Instead of water, the process uses a liquid to dissolve other substances (a solvent). The solvent generally used in dry cleaning is perchloroethylene (PCE), a chlorinated cleaner. PCE dissolves grease and oil from clothing without wetting the fibers. Any dirt that remains is then mechanically removed by the action of the dry cleaning machine.

Typical wastes generated by dry cleaners include spent PCE, still bottom residues from distillation of solvents, spent filter cartridges, cooked powder residue, and water contaminated with PCE. Although not every cleaning facility produces hazardous waste, those facilities that use solvents in the cleaning process are likely to be subject to the Resource Conservation and Recovery Act (RCRA) and state requirements that cover the generation, transportation and management of hazardous waste. All hazardous wastes must be managed and disposed of legally.

Good Housekeeping

Good housekeeping measures can greatly decrease the amount of wastes that are generated. To reduce excess waste production:

- Keep tight fitting lids on containers to prevent loss of chemicals through evaporation or spillage. Keeping lids on containers also prevents mixing with water, dirt or other materials.
- Use spigots and pumps when dispensing new materials and funnels when transferring wastes to storage containers to reduce the possibility of spills.
- Provide secondary containment in areas where PCE and PCE wastes are stored.
- Store products in locations that will preserve their shelf life.
- Never mix different types of wastes together. Mixing wastes may make recycling impossible, or make waste disposal much more expensive.
- Eliminate both liquid and vapor leaks by conducting a regular maintenance program:

    1. Periodically replace the seals on the dryer deodorizer and aeration valves, the door gasket on the button trap and the gasket on the cleaning machine door.
    2. Repair holes in air and exhaust ducts.
    3. Check hose connections and couplings.
    4. Clean lint screens to avoid clogging fans and condensers.
    5. Check baffle assembly in cleaning machine.
    6. Check air relief valves for proper closure.

7. Monitor for vapor losses with solvent leak detectors.

8. Check to see that your water/solvent separator is working correctly. If there is an unusually large amount of PCE in your collection bucket, it is not working correctly.

- Track your solvent "mileage" (pounds of clothes per drum of PCE, to make sure your equipment is running efficiently. If mileage drops, call your equipment supplier for assistance.
- Adjust water flow through condensing coil so that entry and exit temperatures are within 100< F of each other.

Substitute Raw Materials

Consider replacing your current raw materials with raw materials that reduce the amount or toxicity of the waste that you generate. For example, if you use a solvent other than PCE, use one, which is not considered ignitable. You should always take into consideration the cost of disposal when you are deciding what raw materials to purchase.

Modify Your Process

If you are currently using a wet-to-dry cleaning unit, consider replacing it with a dry-to-dry unit. In wet-to-dry units, you lose solvent in the transfer process. Use refrigerated condensation systems to reduce vapor losses.

Solvent Recycling

There are several methods you can use to reclaim PCE from your system. PCE is expensive, so the more that is recovered, the more money is saved. Recycling methods include:

- Distilling your spent PCE in a distillation unit.
- Capturing the PCE vapors, which are vented from your machine and passing them through an activated carbon filter. Passing steam in reverse, through the carbon filter, then reclaims the PCE.
- Using "sniffers" to draw in the PCE vapors from the shop and then using the carbon filter process to reclaim the PCE.

Water Recycling

Water that has been in contact with PCE is a hazardous waste. Whenever possible, reuse it in your dry cleaning equipment. It should never be put into a septic system and should not enter a sewer without the permission from your sewer utility.

Personnel Training

Workers need proper training for their health and safety, for the health of your business, and for the health of the environment. Research has shown this is the most critical step in pollution prevention.

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Energy and Material Conservation Program

- Try to use the latest technology. New equipment may require less energy to operate.
- Identify all materials that are used in the facility. Evaluate how much is going into products and how much into waste.
- Monitor your water and electric meters routinely. Identify peaks and valleys for usage during the day and week. Determine if there are activities that consume water and electricity that could be curtailed during non-production hours.

For More Information, Contact:

Division of Drinking Water, Source Protection Staff - (801) 536-4200

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UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
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Fertilizer Fact Sheet

What Are The Potential Hazards?

Fertilizer applied to plants during crop, lawn, and garden maintenance may leach into the ground water and cause contamination. The main constituent in fertilizer is usually nitrogen. If the nitrate level of drinking water is too high, infants, up to the age of six months, can develop a fatal disease called blue baby syndrome (methemoglobenemia). Drinking water that contains 10 milligrams of nitrate-nitrogen per liter of water exceeds the drinking water standard and should not be used, especially for infant formula. Proper storage, application, and watering procedures should be included in fertilizer best management practices to prevent contamination of ground water.

Storing Fertilizers

The less fertilizer you buy, the less you will have to store. Therefore, only purchase the amount and kind of fertilizer that you need.

- Fertilizer should be stored in locked, dry cabinets.
- Keep fertilizer and pesticides on separate shelves.
- Don't store fertilizers with combustibles, such as gasoline and kerosene. This creates an extreme explosion hazard.

Application Precautions

The chemical in fertilizer that can most easily pollute ground water is a form of nitrogen called nitrate. Nitrate moves readily in soil to the ground water strata. The best way to prevent the movement of nitrate into the ground water is to apply no more nitrogen than the crops, grass, garden plants, shrubs, or trees can use during the time that the plants are growing.

- Calibrate your spreader and sprayer to keep from applying too much fertilizer.
- Load fertilizer spreaders on the driveway or other hard surfaces so any spills can easily be swept up. Fertilizer that spills should be swept up and applied to the lawn or garden at the right time and amount. This allows the fertilizer to grow plants instead of washing off into the storm drain system and ultimately contaminating nearby streams and lakes.
- If you are using liquid fertilizer on your turf, add fertilizer to the spray tank while on the lawn. This way, if you spill the fertilizer, it will be used by the plants and not run off into the storm drain system.
- Do not spray or apply fertilizer near irrigation wells. Wells are conduits to the ground water.

Application Rates for Lawns

Utah State University's Extension Service recommends the following for Utah lawns: ☐It is important to fertilize on a regular basis every four to six weeks to maintain an attractive lawn. Begin when lawns start

to green in the spring, mid to late April. Earlier applications may cause a lawn to become greener faster, but may also increase spring disease problems. Summer applications of nitrogen fertilizer will not burn lawns, if you apply them to dry grass and water immediately. Fall applications are important for good winter cold tolerance, extended fall color, and fast spring green-up. A complete fertilizer containing nitrogen, phosphorus and potassium should be applied in the fall every three to four years. This will prepare the lawn for winter conditions and allow the phosphorus to penetrate into the root zone by the next growing season.

For a well-kept lawn in Utah, apply 1 pound of available nitrogen per 1,000 square feet each four to six weeks throughout the growing season.

Types of Plants

One of the best ways to protect your groundwater is to use plants that are drought-tolerant and that are adapted to your area. Drought-tolerant or low-water-use plants can continue to survive once they are established, even during times of little rainfall. Because you do not have to water these plants, there is less chance that nitrate and pesticides will be carried with the water through the soil and into the groundwater.

If low-water-use plants are not practical, then try to use medium water use plants. Water these plants only when they begin to show drought stress. Some plants will wilt when they are drought-stressed, while other plants will show marginal leaf burn.

Watering

Over-watering plants can cause excess water to move through the soil. This water can flush fertilizer away from the root zone of your plants and into the ground water. The best way to avoid over-watering is simply to measure how much you are adding. Contact your county Extension Service to determine the best way to calculate how much water your plants need and how to measure the amount you are applying.

For More Information, Contact:

Division of Drinking Water, Source Protection Program - (801) 536-4200

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Household Hazardous Waste Fact Sheet

What is Household Hazardous Waste?

Many hazardous products and chemicals such as fuel, cleaners, oils and pesticides are used in and around the home every day. When improperly discarded, these products are called household hazardous waste (HHW). HHWs are discarded materials and products that are ignitable, corrosive, reactive, toxic or otherwise listed as hazardous by the EPA. Products used and disposed of by a typical residence may contain more than 100 hazardous substances including:

- Batteries
- Cleaners
- Cosmetics
- Fluorescent light bulbs
- Glues
- Heating oil
- Insecticides and pesticides
- Ink
- Medicines
- Motor oil, fuel and automotive supplies
- Paints, thinners, stains and varnishes
- Polishes
- Swimming pool chemicals
- Smoke detectors
- Thermometers
- Fuel

HHW is a Serious Threat

The U.S. Environmental Protection Agency estimates the average American household generates 20 pounds of HHW each year. As much as 100 pounds of HHW can accumulate in the home and remain there until the resident moves or undertakes a thorough spring cleaning.

Since the chemicals found in HHW can cause soil and groundwater contamination, generate hazardous emissions at landfills and disrupt water treatment plants, it is important to dispose of HHW properly. Many solid waste treatment facilities are currently required to screen for HHW to avoid operating under restrictive hazardous waste laws. Furthermore, many communities may be required to establish a HHW collection program in order to qualify for permits to manage storm water.

Safe Handling Tips

The best way to handle household hazardous materials is to completely use the product before disposing of the container. If this is not possible, then the next alternative is to return unused portions to your community household hazardous waste clean-up day. Keep products in their original package with all labels intact. If the container is leaking, place it in a thick plastic bag. Pack the products in a plastic-lined cardboard box to prevent leaks and breakage.

Household hazardous waste clean-up days are for household wastes only. No industrial or commercial wastes and no containers larger than five gallons are accepted. Explosives, radioactive material and medical wastes are also unacceptable.

HHW can be dangerous to people and pets who come in contact with them. HHW can endanger water supplies, damage sewage treatment systems, and cause other environmental damage. Only use the products as directed. **DO NOT:**

- Flush HHWs down the toilet
- Pour HHWs down the sink
- Pour HHWs down a storm drain
- Pour HHWs on the ground

Contact your local health department or the Division of Solid and Hazardous Waste to determine whether your community has a household hazardous waste collection program.

Identify HHW

Reduce the amount of potentially hazardous products in your home and eliminate what you throw away by following these easy steps:

1. **Before you buy:**

- Read the labels and be aware of what they mean.
- Look for these words on labels; they tell you what products may need special handling or disposal.

Caution	Flammable
Combustible	Poison
Corrosive	Toxic
Danger	Volatile
Explosive	Warning

- Buy only what you can use entirely.
- Select a product best suited for the job.

2. **After you buy:**

- Read label precautions and follow directions for safe use.
- Recycle/dispose of empty containers properly. Clean up spilled products properly.
- Share what you can't use with friends or neighbors.
- Store properly.
- Use recommended amounts; more is not necessarily better.
- Use the child-resistant closures and keep them on tightly.

For More Information, Please Contact:

Division of Drinking Water, Source Protection Program - (801) 536-4200

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Metal Finisher Fact Sheet

There are over 31,000 metal finishing facilities in the United States that generate hazardous waste from their production processes. Pollution prevention (P2) and the reduction of hazardous waste generation can save money and reduce future liabilities. Typical wastes generated are:

- Industrial wastewater and treatment residues
- Spent plating baths
- Spent process bathsSpent cleaners
- Waste solvents and oils

Waste Reduction

Both state and federal regulations require large quantity generators of hazardous waste to file a biennial generator's report including a description of efforts undertaken and achievements accomplished during the reporting period to reduce the volume and toxicity of hazardous waste generated.

Pollution prevention and waste minimization practices reduce the amount of waste generated, reduce the amount of waste subject to regulation, and help businesses comply with the requirements while saving money. Management commitment to P2 and waste minimization is just a beginning. Passing that on to employees through training in P2, waste minimization, hazardous waste handling, emergency response, and incentive programs for new waste reduction ideas is critical for success.

Source Reduction

Waste assessments are used to list the sources, types and amounts of hazardous waste generated to make it easier to pinpoint where wastes can be reduced. Source reduction is usually the least expensive approach to prevent or minimize waste. Many of these techniques involve housekeeping changes or minor in-plant process modifications.

Improved Procedures and Segregated Wastes

- Keep work areas clean.
- Improve inventory procedures to reduce the amount off-specification materials generated.
- Designate protected raw materials and hazardous waste storage areas with spill containment.
- Keep the areas clean and organized and give one person the responsibility for maintaining the areas.
- Label containers as required and cover them to prevent contact with rainfall and to avoid spills.
- Use a "first in, first-out" policy for raw materials to keep them from becoming too old to be used.
- Give one-person responsibility for maintaining and distributing raw materials.
- Designate one person to accept chemical samples and return unused samples to suppliers.
- Limit bath mixing to trained personnel.
- Segregate waste streams for recycling and treatment, and to keep non-hazardous materials from being contaminated.
- Prevent and contain spills and leaks by installing drip trays and splashguards around processing equipment.
- Conduct periodic inspections of tanks, tank liners, and other equipment to avoid failures.
- Repair malfunctions when they are discovered. Use inspection logs to follow up on repairs.
- Inspect plating racks for loose insulation that would cause increased drag-out.
- Use dry cleanup where possible to reduce the volume of wastewater.

Material Substitution

- Use process chemicals that are recyclable or treatable on-site.
- Use deionized water instead of tap water in process baths and/or rinsing operations to reduce sludge volume.
- Use non-chelated process chemistries to reduce sludge volume.
- Use non-cyanide process baths to simplify treatment required.
- Use alkaline cleaners instead of solvents for degreasing operations. They can be treated on-site and usually discharged to the sewer with permit authorization.

Extending Process Bath Life

- Treatment (filtration, electrolytic dummying) of process baths can extend their useful life.
- Bath replenishment extends the useful life of the bath.
- Monitoring (using pH meters or conductivity meters) the process baths can determine the need for bath replenishment.

Drag-Out Reduction

- Minimize bath concentrations to the lower end of their operating range.
- Maximize bath operating temperatures to lower the solution's viscosity.
- Use wetting agents (which reduce the surface tension of the solution) in process baths to decrease the amount of drag-out.
- Withdraw work pieces from tanks slowly to allow maximum drainage back into process tank.
- Use air knives or spray rinses above process tanks to rinse excess solution off work piece and into process bath.
- Install drainage boards between process tanks and rinse tanks to route drag-out back to process tank.
- Use dedicated drag-out tanks after process baths to capture drag-out.
- Install rails above process tanks to hang work piece racks for drainage prior to rinsing.

Rinse Systems

- Use spray rinses as initial rinse after process tank and before dip tank.
- Use air agitation or work piece agitation to improve rinse efficiency.
- Install multiple rinse tanks (including counter flow rinse tanks) after process baths to improve rinse efficiency and reduce water consumption.

Recycling and Resource Recovery

- Reactive rinsing reuses the acid rinse wastewater as the in-take for the alkaline rinse tank. This allows the fresh water feed to the alkaline rinse tank to be turned off. This can also be applied to process tank rinses.
- Treat rinse wastewater to recover process bath chemicals. This allows the reuse of the waste water for rinsing or neutralization prior to discharge.
- Reuse the spent by-products from the process baths in the wastewater treatment process.
- Recycle spent solvents on-site or off-site.
- Use treatment technologies to recycle rinse waters in a closed or open loop system.

- Some recycling and most treatment processes require a permit. Be sure to contact the state Division of Solid and Hazardous Waste to determine if you need a permit to treat or recycle your wastes.

Treatment Alternatives

- Pre-treat process water to reduce the natural contaminants that contribute to sludge volume.
- Use treatment chemicals that reduce sludge generation (e.g., caustic soda instead of lime).
- Use sludge de-watering equipment to reduce sludge volume.
- Use treatment technologies (such as ion exchange, evaporation, or electrolytic metal recovery) that do not use standard precipitation/clarification methods, which generate heavy metal sludge.

For More Information, Please Contact:

Division of Drinking Water, Source Protection Program - (801) 536-4200

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UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Pesticides Fact Sheet

What Are The Potential Hazards?

Pesticides applied to plants during crop, lawn, and garden maintenance may leach into the ground water and cause contamination. Proper storage, mixing, application, spill cleanup, watering, and disposal procedures should be included in pesticide best management practices.

Storing Pesticides

The fewer pesticides you buy, the fewer you will have to store. Therefore, only purchase the amount and kind of pesticide that is needed. Pesticides should always be stored in sound, properly labeled, original containers. ***Sound containers are the first defense against spills and leaks.***

- Ensure that there are no holes, tears, or weak seams in the containers and that the label is readable.
- Pesticides should be stored in locked, dry cabinets.
- Be sure to store dry products above liquids to prevent wetting from spills.
- Storage and mixing areas should not be located near floor drains of any kind.
- Storage facilities should have secondary containment, such as a berm or dike, which will hold spills or leaks at:
    - 10% of the total volume of the containers, or
    - 110% of the volume of the largest container, whichever is larger.

Mixing Pesticides

- Mix pesticides on an impermeable surface, such as concrete, so any spills will be contained.
- Mix only the amount that you will use:
    - Measure the total square feet you intend to treat.
    - Read the label on the pesticide container and follow the instructions. (These are often given in terms of amount of pesticide to use per thousand square feet.)
    - By properly measuring and calculating, there should be little or no pesticide left in the spray tank when the job is finished and it will be applied at the recommended rate.

Applying Pesticides

Pesticides are used to kill or control weeds (herbicides), insects (insecticides) and fungi (fungicides) that attack plants. Some of these pesticides can move through the soil and into the ground water. Guidelines for the safe use of pesticides are listed below:

- Be willing to accept a low level of weed, insect, and plant disease infestation.
- Use pesticides only when absolutely necessary.
- Identify pests correctly. Use the proper pesticides.
- Read and follow the directions printed on the container labels. Remember, the label is the law.

- Calibrate your spreader and sprayer to keep from applying too much pesticide.
- Do not spray or apply pesticides near irrigation wells. Wells are conduits to the ground water.
- Do not spray or apply pesticides near your walks and driveway. This prevents them from washing off into the storm drain system.

Cleaning Up Spills

- Dry formulated pesticide spills should be swept up and applied to crops, lawns, and gardens at the rate specified on the label.
- Liquid pesticide spills should be soaked up using absorbent material (such as, soil, sawdust, and cat litter). The contaminated absorbent material should then be put in a sealed container and taken to a household hazardous waste collection site.

Watering

Over-watering your plants can cause excess water to move through the soil. This water can carry pesticides that can contaminate the ground water. The best way to avoid over-watering is simply to measure how much you are adding. Contact your county Extension Service to determine the best way to calculate how much water your plants need and how to measure the amount you are applying.

Disposing of Pesticides

If the pesticide was properly measured and mixed, there should be little or no spray left in the tank. The little that may be left can be safely sprayed over the area that was treated until it is gone. Disposal of empty pesticide containers and unused pesticides should be handled as follows:

- If you are using liquid pesticides, rinse the container three times. Be sure to pour the rinsing into your sprayer and not down a drain or onto the ground. Containers, which have been emptied and rinsed, can be discarded in the trash.
- Unused pesticides in their original containers can be recycled at household hazardous waste collection sites.

For More Information, Please Contact:

Division of Drinking Water, Source Protection Program - (801) 536-4200

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Pollution Prevention Fact Sheet

Pollution Prevention (P2) uses source reduction techniques and practices to reduce or eliminate the amount of hazardous substances, pollutants or contaminants entering any waste stream or being released into the environment. In short, P2 means not creating waste in the first place while reducing risks to public health, welfare, and the environment.

Pollution Prevention is Good Business

While most pollution control strategies cost money, P2 has saved many businesses thousands of dollars in treatment and disposal costs. Other economic benefits include:

- Reduced operating costs.
- Savings from reduced need for pollution control equipment.
- Elimination of waste transportation, storage, disposal and liability costs.
- Reduced compliance costs from government regulations.
- Improved public image.
- Stimulating reinvestment and enhancing competitiveness.
- Reducing risk of spills, accidents and emergencies.
- Increasing environmental protection.

P2 Techniques

Generating less waste is the best way businesses can practice pollution prevention. This can be achieved through:

- Inventory management: Tracking all raw materials and improving operations.
- Substitute non-hazardous materials for hazardous materials.
- Improving material receiving, storage, and handling practices.
- Modifying and redesigning equipment to enhance recovery and recycling.
- Improved operating efficiency of equipment.
- Establishing strict preventive maintenance programs.
- Segregating wastes for recovery.
- Separating hazardous & non-hazardous wastes to prevent cross-contamination.
- Eliminating sources of leaks and spills.
- Use of water soluble cleaning agents in place of organic solvents and degreasers.

Management Support

The support of company management is essential for developing a lasting and successful P2 program. This commitment should be passed on to employees, especially those working in areas that generate hazardous waste. Management approaches may include the following:

- Make P2 a part of the company policy, a process of continuous improvement.
- Target goals for reducing the volume and toxicity of waste streams.
- Implement recommendations identified through waste assessments.
- Reward employees who identify cost-effective P2 opportunities.
- Train employees in P2 hazardous material waste handling and emergency response procedures.

Good Housekeeping

Most successful P2 waste assessments identify sources of waste and calculate the true cost of waste generation and management. A little extra attention paid to minor sources of waste can result in major reductions. Improved housekeeping practices, system adjustments, process and product inspections, and the use of production unit control equipment and methods are often successful P2 practices. Others include:

- Inspect and repair equipment to reduce waste caused by equipment failure, leaks and spills.
- Contain leaks and spills by using drip trays and splashguards.
- Keep containers closed except when material is added or withdrawn.
- Utilize a “first-in first-out” inventory policy to avoid losses due to expirations.

Product Substitution

Some companies are so motivated by pollution prevention practices they change the products they produce in order to employ nonhazardous production processes. For example, they may change the design, specifications, or composition of an existing end product to reduce the need for toxic materials, which can help reduce pollution and associated costs.

Process Modification

Inefficient or outdated production processes that could be sources of hazardous waste generation can be upgraded or replaced by a more efficient process.

- Changes in the placement order of equipment.
- Equipment modification.
- Changes in operation settings and schedules.
- Process automation.

For More Information, Please Contact:

Division of Drinking Water, Source Protection Program - (801) 536-4200

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Printing Shop Fact Sheet

Pollution prevention (P2) is the reduction or elimination of harmful pollutants discharged or introduced to the environment. Pollution prevention reduces the generation of wastes at their source by using, reusing or reclaiming wastes once they are generated.

Pollution prevention is good business

While most pollution control strategies cost money, P2 has saved many firms thousands of dollars in treatment and disposal costs alone. By reducing or eliminating wastes a firm can:

- Reduce operating costs for energy, waste disposal, water and raw materials.
- Protect workers, the public and the environment.
- Reduce risk of spills, accidents and emergencies.
- Reduce vulnerability to lawsuits and improve its public image.

Printing is a chemical-intensive industry. The cost of disposing of hazardous and non-hazardous wastes can provide printing firms with tremendous incentives to reduce the generation of wastes. The volume or toxicity of waste produced by the printing industry may be reduced through source reduction, recycling and product substitution.

Trash and Recyclable Waste Paper

The printing industry produces waste paper in large quantities. The volume of waste paper can be reduced through recycling, improved operating procedures, and equipment changes.

- Recycle waste paper for use in pulp, paper and paper containers.
- Utilize improved start-up procedures to reduce waste to a minimum.
- Use improved maintenance to reduce the occurrence of unexpected machine downtime.
- Recycle spoiled photographic film and paper by sending it out to silver reclaimers.

Waste Lubricating Fluids from Machinery

Lubricating fluids used in most machinery may be contaminated with hazardous materials, such as lead or cadmium. If not recycled, they should be disposed of properly.

Segregate used oil from solvents or other materials.

Recycle used oil or burn for energy in accordance with applicable regulations.

Waste Chemicals, Inks, and Solvents

Certain printing processes produce waste chemicals, inks or solvents. The following methods can reduce the volume or toxicity of these wastes:

- Use silver-free films for contact operations. Recover silver to the maximum extent possible.
- Use water-based developed lithographic plates or wipe-on plates.
- Prolong the potency of oxidation process baths by reducing their exposure to air.

- Recover waste solvents on-site with batch distillation or use professional solvent recyclers.
- Fill ink fountains with only enough ink for the run or shift and return unemulsified inks to their containers. Use anti-skinning aerosols to prevent ink dry-up during shutdowns.
- Recycle empty containers by purchasing ink in bulk containers that can be returned to the supplier for refilling. Recycle used and leftover inks.
- Use water-based inks in gravure and flexographic printing processes.
- Use electronic imaging and laser plate making if possible.
- Only use the amount of solvent from the container necessary to complete the cleaning task.
- Use automatic cleaning equipment to promote more efficient use of cleaning solvent.
- Substitute less toxic solvents, such as hexane, for the highly toxic aromatic solvents. Use detergent solutions instead of solvents.
- Segregate spent solvents according to color and type of ink. Reuse the collected wastes to thin future batches of the same ink.
- Use press wipes as long as possible before discarding or laundering. Use dirty ones for the first pass, clean ones for the second pass.
- Set up an in-house dirty rag cleaning operation.

Process Wastewater

Certain printing processes produce waste chemicals and wastewater. The following methods can reduce the volume or toxicity of these wastes:

- Employ counter-current washing instead of parallel rinse systems to reduce process solution contamination and water usage. Reuse rinse water as long as possible.
- Eliminate once through cooling water for equipment and air compressors.
- Use squeegees to wipe off excess liquid in a non-automated processing system to minimize process bath contamination. This procedure increases the ease with which the bath can be recycled, prolongs bath life, and reduces the amount of replenisher chemicals required.
- Monitor and accurately add replenisher chemicals to process baths to reduce chemical wastes.
- Run similar jobs on the same day, or schedule jobs using light colored inks before darker ones. This may reduce the amount of equipment cleaning required between runs.
- Dedicate presses for various ink colors, if feasible. This will result in fewer cleanups. Dedicate one press for inks containing hazardous pigments or solvents.

Pollution prevention is everyone's responsibility. Management can demonstrate its commitment to pollution prevention and encourage employee participation by: Training employees in pollution prevention techniques, encouraging employee suggestions, providing incentives for employee participation, and providing resources necessary to get the job done.

For More Information, Please Contact:

Division of Drinking Water, Source Protection Program - (801) 536-4200

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Septic Tank/Drainfield Fact Sheet

What Are The Potential Hazards?

Septic systems can contaminate ground water if they are misused, improperly maintained, or improperly constructed. The major contaminant discharged from septic systems is disease-causing germs. These germs (bacteria and viruses) - can cause many human diseases. Another contaminant discharged from septic systems is nitrogen in the form of nitrate. If the nitrate level of drinking water is too high, infants, up to the age of six months old, can develop a fatal disease called blue baby syndrome (methemoglobenemia). Additionally, if toxic chemicals are disposed in a septic system, they can percolate through the drain-field and into the ground water.

How Does a Septic Tank/Drain-field System Work?

The basic septic system is composed of a septic tank followed by a drain-field. Wastewater flows out of the house and into the septic tank through the building sewer pipe. Once in the septic tank, most solids in the wastewater settle to the bottom of the tank to form a sludge layer. Other solids float and form a scum layer on top of the wastewater. Some decomposition of solid material takes place here, but the primary function of a septic tank is to trap solids and prevent them from entering the drain-field.

Wastewater treatment is restricted to a rather thin zone of unsaturated soil underlying the drain-field. Many of the harmful bacteria and microbes are filtered out as the wastewater passes through this soil. Some of the smaller microbes (viruses) and nutrients such as phosphorus and some forms of nitrogen are trapped and held (adsorbed) by soil particles. Once the effluent reaches the groundwater table, little treatment occurs. Soils can differ markedly in their pollutant removal efficiency. The ability to which soil can remove pollutants in the wastewater determines how many impurities will eventually reach the groundwater beneath the drain-field.

Site Evaluation And Construction

Current rules require a comprehensive evaluation of the soil and ground water before a septic system can be permitted for construction in a given location. This evaluation must be reviewed and approved by the local health department. The rules require that the bottom of the drain-field trenches be placed at least 12 inches (preferably 24 inches) above the water table. Additionally, there must be adequate amounts of unsaturated soil beneath the trenches to allow sufficient treatment of the wastewater.

Site Considerations

Trees and deep-rooted shrubs should be as far away from the system as possible.

Keep the water that runs off of foundation drains, gutters, driveways, and other paved areas away from the drain-field of your septic system.

Keep the soil over the drain-field covered with grass to prevent soil erosion.

Don’t drive vehicles over the system.

Don’t cover the tank or drain-field with concrete or asphalt and don’t build over these areas.

Proper Disposal Practices

Use only a moderate amount of cleaning products and do not pour solvents or other household hazardous waste down the drains.

Garbage disposals should not be used because they tend to overload the system with solids. If you have one, you should severely limit its use.

Do not pour grease or cooking oil down the sink.

Do not put items down the drain that may clog the septic tank or other parts of the system. These items include cigarette butts, sanitary napkins, tampons, condoms, disposable diapers, paper towels, eggshells, and coffee grounds.

Water Conservation

There are limits to the amount of wastewater a septic system can treat. If you overload the system, wastewater may backup into your home or surface over your drain-field. Problems caused by using too much water can occur periodically throughout the year or be seasonal. For example, the soil beneath your drain-field is wetter in the spring than it is in the summer and its capacity to percolate wastewater is somewhat diminished. If you wash all your laundry in one day, you may have a temporary problem caused by overloading the soil's capacity to percolate wastewater for that day. To reduce the risk of using too much water, try the following:

Use 1.6 gallons (or less) per flush toilets.

Fix leaking toilets and faucets immediately.

Use faucet aerators at sinks and flow reducing nozzles at showers.

Limit the length of your shower to 10 minutes or less.

Do not fill the bathtub with more than 6 inches of water.

Do not wash more than one or two loads of laundry per day.

Do not use the dishwasher until it is full.

Septic Tank Cleaning

It is recommended that the solids that collect in your septic tank be pumped out and disposed at an approved location every three to five years. If not removed, these solids will eventually be discharged from the septic tank into the drain-field and will clog the soil in the absorption trenches. If the absorption trenches are clogged, sewage will either back up into the house or surface over the drain-field. If this happens, pump the tank will not solve the problem and a new drain-field will probably need to be constructed on a different part of the lot.

For More Information, Please Contact:

Division of Drinking Water, Source Protection Program - (801) 536-4200

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

Vehicle Maintenance and Repair Fact Sheet

Background

Vehicle repair shops generate regulated waste, either from the services they provide, such as fluid replacement, or from operations they perform, such as parts washing. Some common waste types include:

Degreasers

Engine fluids (oil, antifreeze)

Floor dust

Floor wash water

Lead acid batteries

Metal parts/scrap

Oily waste sump sludge

Spent solvents

Paints and thinners

Paper products (masking paper, cardboard, office paper.)

Rags and absorbents

Refrigerants

Tires

Here are some options vehicle maintenance and repair companies can use to reduce waste.

Train Employees to use Good Housekeeping Practices

- Implement spill prevention measures to reduce products from entering the environment.
- Perform preventative maintenance on equipment and vehicles.
- Check incoming vehicles for leaking fluids. Use drip pans to prevent spillage.
- Prevent non-hazardous material from getting contaminated by segregating waste streams.
- Monitor your inventory in storage to reduce accumulation of over-age products.
- Implement a “first-in first-out” policy.

Substitute Materials

- Look for ways to replace solvents with water based cleaners.
- Substitute detergent-based solutions for caustic solutions when cleaning.
- Substitute non-asbestos brake lining for asbestos brake lining.
- Purchase materials in non-aerosol form.
- Use biodegradable floor cleaners.
- Use non-chlorinated brake cleaners.

Modify Processes

- Pre-rinse parts with spent cleaning solution.

- Remove parts slowly after immersion in solvent solution to prevent spillage.
- Use a still rinse solvent sink rather than a free running rinse.
- Cover or plug solvent sinks when not in use to prevent evaporation.
- Replace solvent parts washers with a hot water washer or jet spray.
- Place cleaning equipment in a convenient location near the service bays to reduce drips and spills.
- Change spray-painting process to high volume, low pressure process which will minimize paint lost due to over-spray.

Recycle

- Recyclable waste streams should be segregated to prevent cross-contamination.
- Oils and antifreeze should be collected and recycled.
- Lease or purchase solvent sinks and recycle solvent on or off site.
- Send tires, batteries, and metal parts to a recycler.
- Contract a linen service that will supply clean rags and collect dirty ones for washing.
- Purchase a recycling system to recover refrigerant. Reuse containers within the facility or through a drum salvage company.
- An oil/water separator should be used before water is diverted to sewer.

For More Information, Please Contact:

Division of Drinking Water, Source Protection Program - (801) 536-4200

Appendix D: Recordkeeping Documentation

2025 Annual Drinking Water Quality Report
Syracuse City

Syracuse City is pleased to present you, our customer, with the most current Drinking Water Quality report. This report is designed to inform you about the quality of the water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water.
If you have any questions about this report or concerning your water utility, please contact Ryan Mills 801-825-7235. We want our valued customers to be informed about their water utility. If you want to learn more, please attend any of our regularly scheduled meetings. They are held on the 2nd and 4th Tuesday of the month at 6:00pm.

Syracuse City provides its consumers with ground/surface water. Our water sources include 1 well listed as Well 3 Replacement and **Weber Basin Water Conservancy District** UTAH29023.

Corrosion Control information

Corrosion of pipes, plumbing fittings and fixtures may cause metals, including lead and copper, to enter drinking water. To assess corrosion of lead and copper, Syracuse City conducts tap sampling for lead and copper at 30 selected sites every 3 years.

Lead Service Line Inventory Information

Syracuse City has completed an initial lead service line inventory. This inventory includes information on the service line material that connects water mains to buildings/houses. This inventory report indicates that there are no lead pipes in the Syracuse City water system. This inventory report is publicly available and can be accessed by calling Ryan Mills 801-825-7235.

Violations or Exceedances

We periodically monitor for pesticide chemical constituents in the water supply to meet all regulatory requirements. Two samples are required within a three-year timeframe, but both samples cannot be taken in the same quarter. In 1/1/2023-12/31/2025 one sample was taken and a second sample was required to be taken several months later. The second sample was not taken in time before the well was shut off for the winter. The second sample was taken in May 2026 when the well was started back up for the summer. That sample indicated clean results that met the regulatory requirements. Testing for Pesticide chemicals is used to ensure that the public is provided with safe drinking water. This violation does not necessarily pose a health risk. We have reviewed why the second sample was not taken to ensure that it will not happen again. Corrective action is to sample at the startup of the well one time each year for two consecutive years within the three year timeframe. Contact Syracuse City public works 801-825-7235 for more information regarding this regulation.

Source Protection

The Drinking Water Source Protection Plan for Syracuse City is available for your review. It contains information about source protection zones, potential contamination sources and management strategies to protect our drinking water. Our sources have been determined to have a low level of susceptibility from potential contamination sources. We have also developed management strategies to

further protect our sources from contamination. Please contact us if you have questions or concerns about our source protection plan.

Cross Connection

There are many connections to our water distribution system. When connections are properly installed and maintained, the concerns are very minimal. However, unapproved and improper piping changes or connections can adversely affect not only the availability, but also the quality of the water. A cross connection may let polluted water or even chemicals mingle into the water supply system when not properly protected. This not only compromises the water quality but can also affect your health. So, what can you do? Do not make or allow improper connections at your homes. Even that unprotected garden hose lying in the puddle next to the driveway is a cross connection. The unprotected lawn sprinkler system after you have fertilized or sprayed is also a cross connection. When the cross connection is allowed to exist at your home, it will affect you and your family first. If you'd like to learn more about helping to protect the quality of our water, call us for further information about ways you can help.

Water Quality Sampling

Syracuse City routinely monitors contaminants in our drinking water in accordance with the Federal and Utah State laws. The following table shows the results of our monitoring for 2025. It is important to remember that all water sources of drinking water contain some naturally occurring contaminants. At low levels, these substances are generally not harmful in our drinking water. Removing all contaminants would be extremely expensive, and in most cases, would not provide increased protection of public health. In the following table you will find many terms and abbreviations you might not be familiar with. To help you better understand these terms we've provided the following definitions:

Non-Detects (ND) - laboratory analysis indicates that the constituent is not present.

ND/Low - High - For water systems that have multiple sources of water, the Utah Division of Drinking Water has given water systems the option of listing the test results of the constituents in one table, instead of multiple tables. To accomplish this, the lowest and highest values detected in the multiple sources are recorded in the same space in the report table.

Parts per million (ppm) or Milligrams per liter (mg/l) - one part per million corresponds to one minute in two years or a single penny in $10,000.

Parts per billion (ppb) or Micrograms per liter (ug/l) - one part per billion corresponds to one minute in 2,000 years, or a single penny in $10,000,000.

Parts per trillion (ppt) or Nanograms per liter (nanograms/l) - one part per trillion corresponds to one minute in 2,000,000 years, or a single penny in $10,000,000,000.

Parts per quadrillion (ppq) or Picograms per liter (picograms/l) - one part per quadrillion corresponds to one minute in 2,000,000,000 years or one penny in $10,000,000,000,000.

Picocuries per liter (pCi/L) - picocuries per liter is a measure of the radioactivity in water.

Millirems per year (mrem/yr) - measure of radiation absorbed by the body.

Million Fibers per Liter (MFL) - million fibers per liter is a measure of the presence of asbestos fibers that are longer than 10 micrometers.

Nephelometric Turbidity Unit (NTU) - nephelometric turbidity unit is a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

Action Level (AL) - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Treatment Technique (TT) - A treatment technique is a required process intended to reduce the level of a contaminant in drinking water.

Maximum Contaminant Level (MCL) - The "Maximum Allowed" (MCL) is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal (MCLG) - The "Goal" (MCLG) is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Maximum Residual Disinfectant Level (MRDL) - The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG) - The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Date- Because of required sampling time frames i.e. yearly, 3 years, 4 years and 6 years, sampling dates may seem outdated.

Waivers (W)- Because some chemicals are not used or stored in areas around drinking water sources, some water systems have been given waivers that exempt them from having to take certain chemical samples, these waivers are also tied to Drinking Water Source Protection Plans.

TEST RESULTS

Contaminant	Violation Y/N	Level Detected ND/Low-High	Unit Measurement	MCLG	MCL	Date Sampled	Likely Source of Contamination
Microbiological Contaminants							
Total Coliform Bacteria	N	0	N/A	0	Presence of coliform bacteria in 5% of monthly samples	2025	Naturally present in the environment
Turbidity for Ground Water	N	0.3-0.47	NTU	N/A	5	2025	Soil runoff
Turbidity for Surface Water	N	0.3-0.47	NTU	N/A	0.5 in at least 95% of the samples and must never exceed 5.0	2025	Soil Runoff (highest single measurement & the lowest monthly percentage of samples meeting the turbidity limits)
Inorganic Contaminants							
Antimony	N	0.6-0.8	ppb	6	6	2025	Discharge from petroleum refineries; fire retardants; ceramics; electronics; solder

Arsenic	N	1	ppb	0	10	2025	Erosion of natural deposits; runoff from orchards; runoff from glass and electronics production wastes
Barium	N	0.084-0.312	ppb	2000	2000	2025	Discharge of drilling wastes; discharge from metal refineries; erosion of natural deposits
Carbon, Total Organic (TOC)	N	1.2-5.9	ppm	NA	TT	2025	Naturally present in the environment
Copper a. 90% results b. # of sites that exceed the **AL**	N	a.0.455 b.0	ppm	1.3	AL=1.3	2025	Corrosion of household plumbing systems; erosion of natural deposits
Cyanide	N	0-5.2	ppb	200	200	2025	Discharge from steel/metal factories; discharge from plastic and fertilizer factories
Fluoride	N	0-0.102	ppb	4000	4000	2025	Erosion of natural deposits; water additive which promotes strong teeth; discharge from fertilizer and aluminum factories
Lead a. 90% results b. # of sites that exceed the **AL**	N	a. 2.6 b.0	ppb	0	AL=15	2025	Corrosion of household plumbing systems, erosion of natural deposits
Nitrate (as Nitrogen)	N	0.14-3.05	ppm	10	10	2025	Runoff from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits
Selenium	N	0-0.6	ppb	50	50	2025	Discharge from petroleum and metal refineries; erosion of natural deposits; discharge from mines
Sodium	N	16.459-39.807	ppm	None set by EPA	None set by EPA	2025	Erosion of natural deposits; discharge from refineries and factories; runoff from landfills.
Sulfate	N	12.275-38.316	ppm	1000	1000	2025	Erosion of natural deposits; discharge from refineries and factories; runoff from landfills, runoff from cropland
If the sulfate level of a public water system is greater than 500 ppm, the supplier must satisfactorily demonstrate that: a) no better water is available, and b) the water shall not be available for human consumption from commercial establishments. In no case shall water having a level above 1000 ppm be used.							
TDS (Total Dissolved solids)	N	240-400	ppm	2000	2000	2025	Erosion of natural deposits
If TDS is greater than 1000 ppm the supplier shall demonstrate to the Utah Drinking Water Board that no better water is available. The Board shall not allow the use of an inferior source of water if a better source is available.							
Disinfection By-products							
Haloacetic Acids	N	2.9-35.3	ppb	0	60	2025	By-product of drinking water disinfection
TTHM [Total trihalomethanes]	N	1.99-78.51	ppb	0	80	2025	By-product of drinking water disinfection
Radioactive Contaminants							
Alpha emitters	N	0.498-1.4	pCi/1	0	15	2025	Erosion of natural deposits

Combined Radium	N	1.5	pCi/1	0	5	2025	Erosion of natural deposits
Radium 228	N	0.064-1.17	pCi/1	0	5	2025	Erosion of natural deposits

Drinking water, including bottled water, may reasonably be expected to contain at least a small amount of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and the potential health effects can be obtained by calling the Environmental Protection Agency's (EPA) Safe Drinking Water Hotline at (800-426-4791). The sources of drinking water (both tap and bottled water) include rivers, lakes, streams, reservoirs, springs and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity: microbial contaminates, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife; inorganic contaminants, such as salts and metals, which can be naturally occurring or result from urban stormwater runoff, industrial, or domestic wastewater discharges, oil and gas production, mining, or farming; pesticides and herbicides, which may come from a variety of sources such as agricultural, urban stormwater runoff, and residential uses; organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems; and radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities. To ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

If present, lead can cause serious health problems, especially for pregnant women and young children. Syracuse City has conducted 30 lead samples during a 3 year period. These samples have indicated no lead. Sampling results can be obtained by calling 801-825-7235.

Syracuse City is responsible for providing high quality drinking water but cannot control the variety of materials used in plumbing components. Lead in drinking water is primarily from material and components associated with service lines and home plumbing. You share the responsibility for protecting yourself and your family from the lead in your home plumbing. You can take responsibility by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. If your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. You can also use a filter certified by an American National Standards Institute accredited certifier to reduce lead in drinking water. Lead in drinking water is rarely the sole cause of lead poisoning, but it can add to a person's total lead exposure. All potential sources of lead in the household should be identified and removed, replaced or reduced. If you are concerned about lead in your water, you may wish to have your water tested. Please contact Syracuse City 801-825-7235. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at *http://www.epa.gov/safewater/lead*.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised people such as people with cancer undergoing chemotherapy, people who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice from their health care providers about drinking water. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

We at Syracuse City work around the clock to provide top quality water to every tap. We ask that all our customers help us protect our water sources, which are the heart of our community, our way of life and our children's future.

October 20, 2026

The Golf Club
1761 Bluff Ridge Dr #103
Syracuse, UT 84075

Dear Business Owner,

This letter is written to inform or remind you that your facility (located at the following address: 1761 Bluff Ridge Dr #103, Syracuse, UT 84075) is located within one of the four Drinking Water Source Protection (DWSP) Zones of the Syracuse Well 3 Replacement and therefore could possibly risk contamination of the drinking water source by groundwater contamination. The zones are identified within the "Syracuse City Well 3 Replacement Drinking Water Source Protection Plan" and/or in subsequent updates to the plan. As a reminder, you are required to abide by the City's management strategies and comply with all rules and regulations put in place by the State of Utah. These management strategies can be found in the previously mentioned plan and are designated with letters. The lettered strategies that apply to your facility are listed below.

B. One of the purposes of this letter help you develop a management program for potential contamination sources.

C. Periodically sending you information regarding your impact on groundwater resources and what you can do to protect it is part of our management strategy.

D. We request that all containers with potential contamination sources be stored indoors on shelves over or on an impervious floor.

E. We request that secondary containment is provided for tanks 55 gallons or larger. This can be accomplished with a double walled container, a spill tray, or something similar.

F. We request that the you use and handle chemicals in accordance with Safety Data Sheet Instructions provided by the manufacturer of the chemical.

G. We request that you provide evidence that all of your waste disposal is provided by a state approved business.

H. We request that you notify the City in the event of a leak or spill.

I. As needed, we may request and review from the State copies of inspection reports or certificates of compliance pertaining to your facility and reiterate any needed actions.

J. We request that you also notify the Division of Environmental Response and Remediation in the event of a leak.

L. We request that the you use chemicals in accordance with manufacturer's directions and dosages.

M. We request that you have a written policy prohibiting improper storage of chemicals and hazardous waste.

N. For Best Management Pollution Prevention Practices that you could implement, access the City Website through the link provided here: https://syracuseut.gov/228/Culinary-Water

We appreciate your assistance in protecting our drinking water sources. Please ensure that these management strategies are implemented and maintained at your facility. If you have questions or require further clarification, please contact Syracuse City Public Works.

Sincerely,

Robert C. Whiteley, P.E.
Public Works Director
Syracuse City
3061 S 2400 W
Syracuse, UT 84075
(801) 825-7235
rwhiteley@syracuseut.gov

Appendix E: Contingency Plan Documents

Syracuse City, Utah

Emergency Response Plan

CWS and ERP Information

PWSID	UTAH06012
Street Address	3061 South 2400 West
City, State Zip Code	Syracuse, UT 84075
Phone number	801-825-7235
Population Served	35,000
Prepared by	Robert Whiteley
Reviewed by	Ryan Mills
Date completed	April 8, 2024

PLAN DISTRIBUTION

Please fill in the recipient's name and title, the person who gave them the plan and on what date.

RECIPIENT/TITLE	DISTRIBUTED BY	DATE

CHANGE HISTORY

Please describe the changes made to this plan since its original development, who made the changes and on what date the changes were incorporated into this plan.

DESCRIPTION OF CHANGE	NAME/TITLE	DATE
Updated contact names throughout document	RCW	4/8/2024
Updated population and contract water amount	RCW	4/8/2024

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UTILITY INFORMATION

During an incident, you need to have system information about your water utility readily available for your personnel, first responders, repair contractors/vendors, the media, and other response partner agencies.

i. Utility Overview

Provide basic information about your utility.

Utility Information	
PWSID	Utah06012
Utility name and address	Syracuse City Water System
Owner	Syracuse City
Directions to utility from major roadway, include lat./long. coordinates	I-15 Exit Antelope Drive, west 5 miles turn left on 2000 West, south 1 mile to roundabout, turn west on 2700 South, after ½ mile turn left on 2400 West and continue south about ½ mile.
Total population served and total service connections	35,000 population; 10,000 services
Name, title, phone number of primary contact (e.g., ERP Lead)	Ryan Mills, Water Superintendent, 801-825-7235,
Alternate contact	Robert Whiteley, Public Works Director, 801-825-7235
Location of treatment, distribution, collection schematics and operation manuals	Public Works Water office

Use this checklist to ensure the following additional utility information (as applicable) is included as a part of your ERP.

- ☐ Map of distribution systems
- ☐ Pressure boundary map
- ☐ Process flow diagram
- ☐ Site plans and “as built” drawings for the following components of your system (as applicable):
  - Pumping and storage facilities
  - Reservoir facilities
  - Water treatment facilities
  - Chemical storage locations
  - Booster pump stations
  - Pressure-regulating valve (PRV) sites
- ☐ Distribution system diagrams and instrumentation information
- ☐ Equipment specifications and operation instructions
- ☐ Emergency power and light generation operation specifications
- ☐ Supervisory Control and Data Acquisition (SCADA) system operation instructions
- ☐ Communications systems operation instructions

ii. Personnel Information

Attach your personnel roster here or fill out the table below.

Personnel			
Name and Title	**Job Duties and Responsibilities**	**Contact Information**	**Emergency Information**
Dave Maughan	Mayor	801-927-7752	
Brody Bovero	City Manager	801-614-9622	
Robert Whiteley	Public Works Director	801-614-9682 801-390-2435	
Ryan Mills	Water Superintendent	801-614-9684 801-510-2175	
Aaron Byington	Fire Chief	801-614-9607 801-614-9614	
Garrett Atkin	Police Chief	801-614-9609	
Colin Winchester	City Attorney	801-614-9671	
Brian Bloemen	City Engineer	801-825-7235619-933-1754	
Tyler Church	Public Works Inspector	801-336-6568	
Curtis Bowers	Public Works Inspector	801-289-6652	
Mike Hainline	Maintenance Worker	385-319-3407	
Lynn Mitchell	Maintenance Worker	385-206-7230	
Jed Todd	Maintenance Worker	385-515-5020	
Kelby Kendall	Maintenance Worker		
Kyle Petersen	Maintenance Worker	801-682-0072	
After Hours Emergency		801-643-5775	
Public Works Main Office		801-825-7235	

iii. Primary Utility Components

List all the components necessary to maintain effective operation of your utility. Simply add more rows to the tables below if you have additional components. Text in italics represents examples – be sure to delete italicized text as necessary as you fill out the tables below and throughout this template.

Wells

Well Name	Depth/Location	Available Yield	Treatment Requirements/Associated Treatment Plant
Well 3 Replacement	1000 feet	1933 gpm	No treatment is necessary. However, liquid T-chlor is used during the hot months of the year to maintain overall chlorine residuals systemwide.

Intakes

Intake Name	Depth/Location	Capacity	Treatment Requirements/Associated Treatment Plant
Weber Basin	Antelope, 1000 West, and 200 South	2275 Acre Feet	none

Treatment Plants

Plant name	Location	Capacity	Treatment Train
n/a			

Storage and Distribution System – Tanks, Primary Mains and Pumping Stations		
Location	**Area Served**	**Comments**
Freeport	Entire city	3 MG above ground culinary water storage tank
HAFB	Entire city	2 MG underground culinary water storage tank

Treatment Chemical Storage Facilities		
Location	**Chemical(s)**	**Comments**
Well 3 Replacement	*Chlorine (T-chlor)*	*This is in liquid form and there is both an eye wash and shower station in the pump house*

Other Key Facilities		
Location	**Function**	**Comments**

iv. Industry Chemical Handling and Storage Facilities

List surrounding chemical production, handling or storage industries that could impact your utility during incidents such as accidental releases, hurricanes or earthquakes.

Industry Chemical Handling Facilities			
Facility Name	**Location**	**Distance**	**Chemical and Exposure Pathway**

Chemical Storage Tanks			
Facility Name	**Location**	**Distance**	**Chemical and Exposure Pathway**

v. Safety

List safety materials and important safety information to help protect utility personnel during an incident. You may also reference your utility Health and Safety Plan, if available.

Safety Materials	
Type	**Location**
Toxic material detection and testing supplies	
Emergency food and water supplies	
Emergency PPE (note what PPE are present at each location)	
Other equipment (note what is present at each location)	

Safety Information	
Topic	**Description**
Wind speed	*Utility personnel may not work outdoors when the sustained wind speed is 45 mph or greater.*

vi. Response Resources

Provide an inventory of available resources (e.g., equipment, supplies) either maintained on site or readily available off site (e.g., neighboring water system) in the table below or insert an existing inventory sheet.

Resources			
Kind	**Type**	**Quantity**	**Location**
Generator	*Diesel*		*Public Works*
Fuel	Diesel and Unleaded	1800-gal Diesel 3600-gal Unleaded	Public Works
Pump			Public Works

vii. Key Local Services

Note the closest locations of key logistical and medical services that you or mutual aid and assistance providers may need during an incident. Include a map if available.

Essential Services	
Facility	**Location/Description**
Davis Hospital	*1600 Antelope Drive, Layton, Utah*
Layton IHC	*201 Layton Parkway, Layton, Utah*
Tanner Clinic	*2038 W 1900 S, Syracuse, Utah*
Syracuse Insta-care	*745 S 2000 W, Syracuse, Utah*
Maverik (Fuel)	1991 W 1700 S, Syracuse, Utah
Walmart	2228 W 1700 S, Syracuse, Utah
Smiths	951 W 1700 S, Syracuse, Utah

1. RESILIENCE STRATEGIES

This section contains strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system.

1.1. Emergency Response Roles

Describe the roles and responsibilities for key utility and external response partner personnel in the table below. You can add, edit or delete rows as necessary.

Water Utility and Partner Roles

Name/Title	Emergency Response Role	Responsibilities
Mayor	*Chief Emergency Response Administrator*	*Declare emergency; Determine emergency category and boundary; Determine readiness condition; Determine department status; Authorize and direct the EOC, Inform the governing body.*
Brody Bovero City Manager	*Alternate Emergency Response Administrator*	*In the absence of the mayor, all duties described for the Emergency Response Administrator.*
Robert Whiteley Director	*Emergency Management Coordinator*	*Oversee EOC under direction of city manager; Coordinate with city department heads and outside agencies as necessary.*
Ryan Mills Superintendent	*Scene Commander*	*Setup a command post at the scene of the incident; coordinate inspection of all drinking water system facilities; report damage to facilities; prioritize the repair required; secure the area.*
Curtis Bowers PW Inspector	*Alternate Emergency Response Lead*	*Performs the duties in the absence of the scene commander.*
Erin Behm	*Public Information*	*Responsible for leading the public information effort based on information supplied by either the ER or Alternate ER Lead.*
Garrett Atkin Police Chief	*Security, law enforcement, traffic*	*Will provide incident security as needed once notified by ER Lead.*
Aaron Byington Fire Chief	Fire, medical	Provides medical care for immediate needs; transports injured or ill to medical facilities; protects from fire threats.

External Response Partner Roles

Name/Title	Organization	Responsibilities During an Incident
Local Partners		
	County Emergency Management/EOC	
	911	
	Police	
	Fire/HazMat	
	LEPC	
	Elected officials	
	Neighboring Wastewater utility	
	Neighboring Water utility	
	Power utility	
	Health department	
	Contractor/vendor	
	Industry representative	
	Mutual aid	
	Other	
	Other	
State Partners		
	Primacy Agency	
	Health department	
	Police	
	WARN	
	Laboratories	
	Other	
	Other	
Federal Partners		
	EPA regional office	
	FBI field office	
	CDC	
	Other	
	Other	

1.2. Incident Command System (ICS) Roles

ICS is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. An ICS Incident Organization Chart (ICS Form 207), available at FEMA's ICS Resource Center, may be completed for your utility and inserted here or attached to your ERP.

1.3. Communication

Communication during an incident is critical to relay information to employees, response partners and critical customers about potential risks to health, infrastructure, and the environment.

1.3.1. Internal Communication

List all utility emergency response team members, their response role, title and contact information.

Contact List

Name	Role/Title	Phone	Alternate Phone	Email
24-hour Hotline		*801-643-5775*		
Public Works Main		801-825-7235		
Ryan Mills	Scene Commander Superintendent	801-510-2175		
Curtis Bowers	Alternate Command PW Inspector	801-289-6652		
Erin Behm	Public information officer	801-614-9648		
Robert Whiteley	Emergency Mgt Coord. / Director	801-390-2435		
Brian Bloemen	City Engineer	801-825-7235	619-933-1754	

1.3.2. External Response Partner Communication

List all external response partners, their response role or position as well as contact information.

External Response Partner Contact List

Organization or Department	Point Person Name or Position	Phone	Alternate Phone	Email or Website
Local Partners				
County Emergency Management/EOC				
911				
Police				
Fire/HazMat				
LEPC				
Elected officials				
Wastewater utility				
Water utility				
Power utility				
Health department				
Contractor/vendor				
Industry rep.				
Mutual aid				
Other				
State Partners				
Primacy agency				
Health department				
Police				
WARN				
Laboratories				
Other				
Federal Partners				
EPA regional office				
FBI field office				
CDC				
Other				

1.3.3. Critical Customer Communication

List critical customers below who should be given priority notification due to their reliance on the water supply either for medical reasons, based on usage, public health mission or because they may serve customers considered to be sensitive sub-populations.

Critical Customer Contact List

Organization or Department	Point Person Name or Position	Contact Instructions	Phone	Alternate Phone	Email or Website
Wholesale customer					
Senior living center					
Nursing home					
Hospital					
Dialysis clinic					
Hotel					
Transportation center					
School					
University					
Daycare center					
Factory					
Government building					
Large water user					
Other					

1.3.4. Communication Equipment Inventory

Inventory your utility's communication equipment below.

Communication Equipment

Type	Assigned to	Location	Number/Frequency/Channel

1.4. Media Outreach

List contact information for all media outlets that your utility may coordinate with during notification efforts. Additionally, include existing risk communication procedures, such as composing and delivering messages (e.g. message mapping), or reference an existing Risk Communication Plan.

Contact List

Organization or Department	Point Person Name & Position	Phone	Alternate phone	Email or Website
City social media	*Kara Finley*	*801-614-9634*	*801-825-1477*	*kfinley@syracuseut.gov*
Ogden Standard				
Salt Lake Tribune	Diane Harris	801-237-2100	801-237-2120	
Radio station				
KUTV Ch2 (CBS)				
KTVX Ch 4 (ABC)				
KSL Ch5 (NBC)		801-575-5555	801-575-5500	
KSL Radio		801-575-6397		
KSTU Ch13 (FOX)		801-532-1300		

1.5. Public Notification

Communicating with the public is an essential function. The most effective method of communicating information can be accomplished by different methods. These methods depend upon the size of the audience and the urgency of the message. The method selection generally follows as indicated:

Audience	High Urgency	Medium Urgency	Low Urgency
Up to 100 households	In person doorstep	Notice left at door	Mail
Up to 25% city households	Social Media	Road Sign/Banner	Email
Up to 75% city households	Automated Phone	Public Meeting	Community event
Up to 100% city households	Television/Radio	Monthly Magazine	Website/ Utility Bill

High Urgency information has a direct impact to the health, safety, and welfare of households or businesses when information must be relayed within 48 hours.

Medium Urgency information provides essential information to households and businesses that may have a direct impact. This information may be useful to those who may not have a direct impact.

Low Urgency information provides a resource to households and businesses for more information, if so desired. It is not essential information to receive but may be helpful at some point in time.

Adaptability: Based on the nuances of a given scenario, the communication method may be altered, switched, or augmented by another method if it is deemed to be more beneficial by the department director or city manager.

2. EMERGENCY PLANS AND PROCEDURES

This section contains plans and procedures that can be implemented in the event of a malevolent act or natural hazard that threatens your utility's ability to deliver safe drinking water.

2.1. Core Response Procedures

Core procedures are the "building blocks" for incident specific response procedures, as they are typically implemented across a broad variety of incidents (e.g., hurricane, earthquake, flood). List all your core procedures here.

Access	
Item	**Description**
Flood and Debris clearing	*PPE, city trucks, tools, machinery, Ditch Witch, Vactor truck, backhoe, loader, trash pumps.*
Alternate routes	*City engineer determines best alternate routes to bypass the emergency area.*
Identification badges	*Public Works employees have uniforms and identification badges.*
Other	

Physical Security	
Item	**Description**
Access control procedures	*Keycard public works building and water tank. Keyfob city well; Garage door clicker or keypad code for gate access to water tank and public works yard;*
Restricted areas	*Water tank ladder to the top is restricted to employees having fall protection gear and authorized by PW director.* *PRV vaults are confined spaces and may not enter without a permit and proper PPE.* *Hydrant use is restricted to use only through Fire department or Water superintendent approval.*
Evidence protection measures	*Police chief will contact PW Director if a crime scene is established and will restrict access to that area.*
Security culture	*Online fix-it requests or phone calls can be made by the public 24/7 for any threats of security to the water system.*

Cybersecurity	
Item	**Description**
Disconnect procedure	*If possible, disconnect compromised computers from the network to isolate breached components and prevent further damage, such as the spreading of malware.*
Notification	*Notify Steve Marshall (Administrative Services Director) of any suspicion of cyber threats.*
Assess procedure	*Assess any damage to utility systems and equipment, along with disruptions to utility operations.*
Implementation processes	*Implement actions to restore operations of mission critical processes (e.g., switch to manual operation if necessary) and provide public notification (if required).*
Documentation	*Include forms to document key information on the incident, including any suspicious calls, emails, or messages before or during the incident, damage to utility systems, and steps taken in response to the incident (including dates and times).*
Other	

Power Loss	
Item	**Description**
Backup power systems	*Backup power generators are at all city office buildings. They are load-tested semi-annually and run weekly for 30 min to keep equipment in premium operating condition.*
Power utility	*Contact Rocky Mountain Power to report an outage. Online or by phone. 877-508-5088*
Fuel plan	*The generator at public works will keep the fuel pump in service.*
Maintenance plan	*Facility maintenance has a schedule (in the SOP manual) for routine maintenance of all facilities.*
Other	

Emergency Alternate Drinking Water Supplies	
Item	**Description**
Bottled water	Contact Smith's or Walmart for bottled water availability. These can be distributed from a secure city facility and distributed by city employees.
Bulk water	The well could be a source for bulk water. Otherwise contract with a water hauler to bring water in from another water source.

Sampling and Analysis	
Item	**Description**
Sampling procedures	*Flush, take a residual, sterilize, and collect sample.*
Pre-identified sampling locations	*Refer to the sampling station map for locations. All sites are Eclipse 88.*
Sampling containers and preservatives	*Weber Basin or Davis County Health Department provides free sample bottles. We stock about two boxes which can last 3 to 6 months.*
Sample collection	*Certified water distribution maintenance workers can collect water samples under the direction of the superintendent.*

Sampling and Analysis	
Item	**Description**
Sample transportation	*A city employee authorized by water superintendent.*
Laboratory capabilities	*All bacterial contaminants are able to be tested.*
Interpreting results	*Work with the appropriate lab, utility and regulatory agency personnel to interpret sample results.*
Other	

Local Contract/State/Federal Laboratory Contact List

Name	Address	Analytes/Methods	Phone	Email or Website
Weber Basin Water	*2837 UT-193, Layton, UT 84040*	*Bacteria*	*801-771-1677*	*Weberbasin.com*
Davis County Health Department	22 State Street, Clearfield, UT 84015	Bacteria	801-525-5000	Daviscountyutah.gov
ChemTech Ford	9632 S 500 W, Sandy, UT 84070	DBP, Lead/copper, Bacteria	801-262-7299	Chemtechford.com

Family and Utility Personnel Well Being	
Item	**Description**
Family disaster plan	*Employees check with their families first to ensure their safety, then report to work if needed.*
Assembly area	*Evacuation location for those at public works site is in the north parking lot.*
Supplies	*Food and water is needed for extended work shifts.*
Alternate work and shelter locations	*Camper trailers owned by employees could be parked at public works, if necessary for temporary shelter.*
Extreme temperatures	*Summer: Ice maker and portable water coolers or ice chests. Sunscreen, hats. Winter: Salt, gloves, boots.*
Other	

2.2. Incident-Specific Response Procedures

Insert applicable Incident-Specific Response Procedures (ISRPs), specialized procedures tailored to an incident type. Incidents may include, but are not limited to, the following:

- Cybersecurity
- Drought
- Earthquake
- Extreme Cold and Winter Storms
- Extreme Heat
- Flooding
- Harmful Algal Bloom
- Hurricane
- Tornado
- Tsunami
- Volcanic Activity
- Wildfire
- Source Water Contamination
- Distribution System Contamination

EPA's website provides a number of incident action checklists (IACs) that you can use to help develop your own ISRPs. EPA also published the Prepared for Contamination in Your Distribution System? guidance that can help you develop a distribution system contamination ISRP.

3. MITIGATION ACTIONS

This section contains actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to your community and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers.

3.1. Alternative Source Water Options and Interconnected Utilities

List information on alternative source water options and interconnected utilities to mitigate impacts during incidents.

Alternative Source Water Options

Type	Location	Comments
Well	*500 West Antelope dr*	*A generator is needed to ensure uninterrupted flow. However, the well can be used separate from the drinking system by turning valves. A water spigot should be installed.*
Water Hauler truck		

3.2. Other Mitigation Actions

List any mitigation procedures or projects implemented at your utility, such as raising facilities and controls or constructing berms to protect against flood damage.

Mitigation Actions

Type	Location	Comments

4. DETECTION STRATEGIES

This section contains strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

List the detection strategies and methods your utility uses to aid in the detection of malevolent acts or natural hazards. Also list the corresponding procedure to be used if the threat is detected.

Detection Strategies

Threat	Detection Method	Procedure
Unauthorized entry	• *Alarm from intrusion detection system*	*Call water superintendent*
Source water or distribution system contamination	• *Bad water test sample* • *Customer complaint*	*Isolate the contaminated water. Flush the system. Re-test the water.*
Cyber intrusion	• *Automated IT and operation technology (OT) system intrusion detection monitoring* • *Notification from utility staff*	*Notify Admin Services Director*
Hazardous chemical release	• *Visual or aromatic*	*Call fire department and water superintendent.*
Flood	• *Employee observation* • *Customer complaint*	*Stop the water or re-direct the flow. Pump the water to nearest drainage having capacity or vac truck the water and haul it offsite.*
Power outage	• *Notification from energy provider* • *Alarm from line power sensor*	*Generator Start-up*

COUNCIL AGENDA
October 27, 2026

Agenda Item **"e.3"** Water Conservation Plan

Factual Summation

Utah Code Section 73-10-32 requires retail water suppliers and water conservancy districts to prepare, adopt, update at least every five years, and file a formal water conservation plan with the Utah Division of Water Resources. This is an update to the city's 2021 plan and is due this year. Compliance is mandatory to remain eligible for state water grants and funding. Contents of the plan must include water use reduction goals aligned with state and regional targets, implementation timelines, control measures to reduce wasteful watering, and provisions addressing the watershed impact, such as the Great Salt Lake.

Discussion Items
Review the information prepared by the professional engineer.
This will need a resolution in a council business meeting.

SYRACUSE CITY CORPORATION

Syracuse, Utah



Water Conservation Plan

August 2026

SYRACUSE CITY CORPORATION

Syracuse, Utah

Water Conservation Plan

August 2026

Prepared by:

J·U·B ENGINEERS, INC.

466 N Kays Drive
Kaysville, UT 84037
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1.0 System Profile and Water Supply

1.1 Introduction

In response to the rapid growth occurring throughout the State of Utah, Syracuse City citizens and leaders are becoming concerned for the future cost and availability of water supply. A similar concern has been demonstrated by the state legislature in the Water Conservation Plan Act (House Bill 71) passed and revised in the 2004 legislative session (Section 73-10-32 Utah Code Annotated). This water conservation plan is written to address the concerns of leaders and citizens of both Syracuse City and the State of Utah.

1.2 Location and Land Use

Syracuse City is in Davis County on the shore of the Great Salt Lake. Neighboring cities are Layton, Clearfield, and West Point situated along the north and east borders of Syracuse. Unincorporated county lands lie south and west of Syracuse where development is sparse or non-existent.

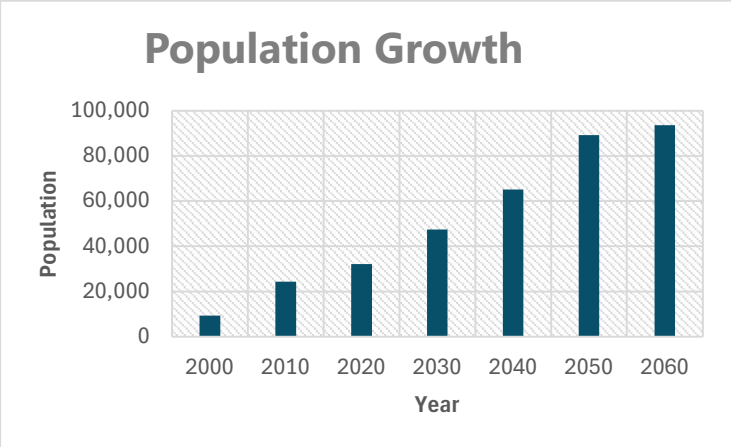
Land use in Syracuse is predominantly residential. There are some agriculture, commercial, and industrial uses that currently exist. As regional transportation routes continue to expand through the city in the future, residential and commercial growth is anticipated.

Current population is approximately 41,600. A table and graph showing population growth and projection is shown.

Table 1 - Population Growth

Year	Population	Change
2000	9,398	-
2010	24,331	158.90%
2020	32,141	31.10%
2030	47,387	47.43%
2040	65,120	37.42%
2050	89,230	37.02%
2060	93,549	4.84%

Figure 1 - Population Growth



The number of current water users are predominantly residential and are categorized by type as shown.

Table 2 - Syracuse Water Connections

Connection Type	Culinary	Secondary
Residential	10,516	9,933
Commercial	129	128
Institutional	36	36
Industrial/Agricultural	5	5
Total	10,686	10,102

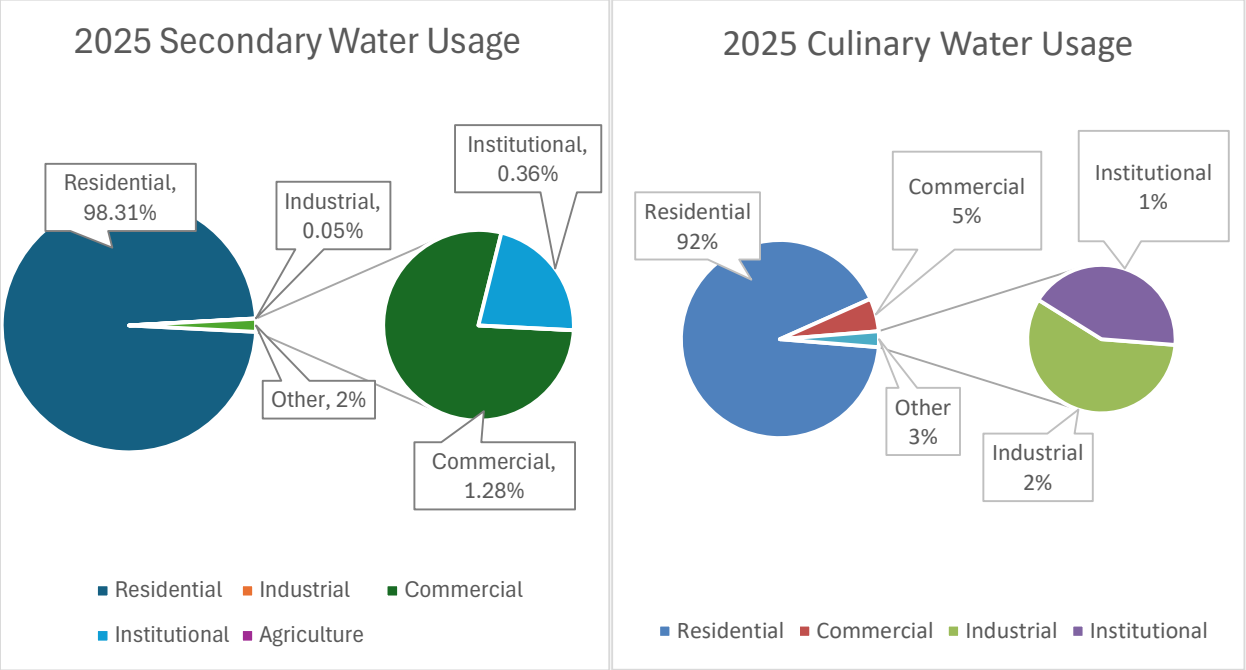
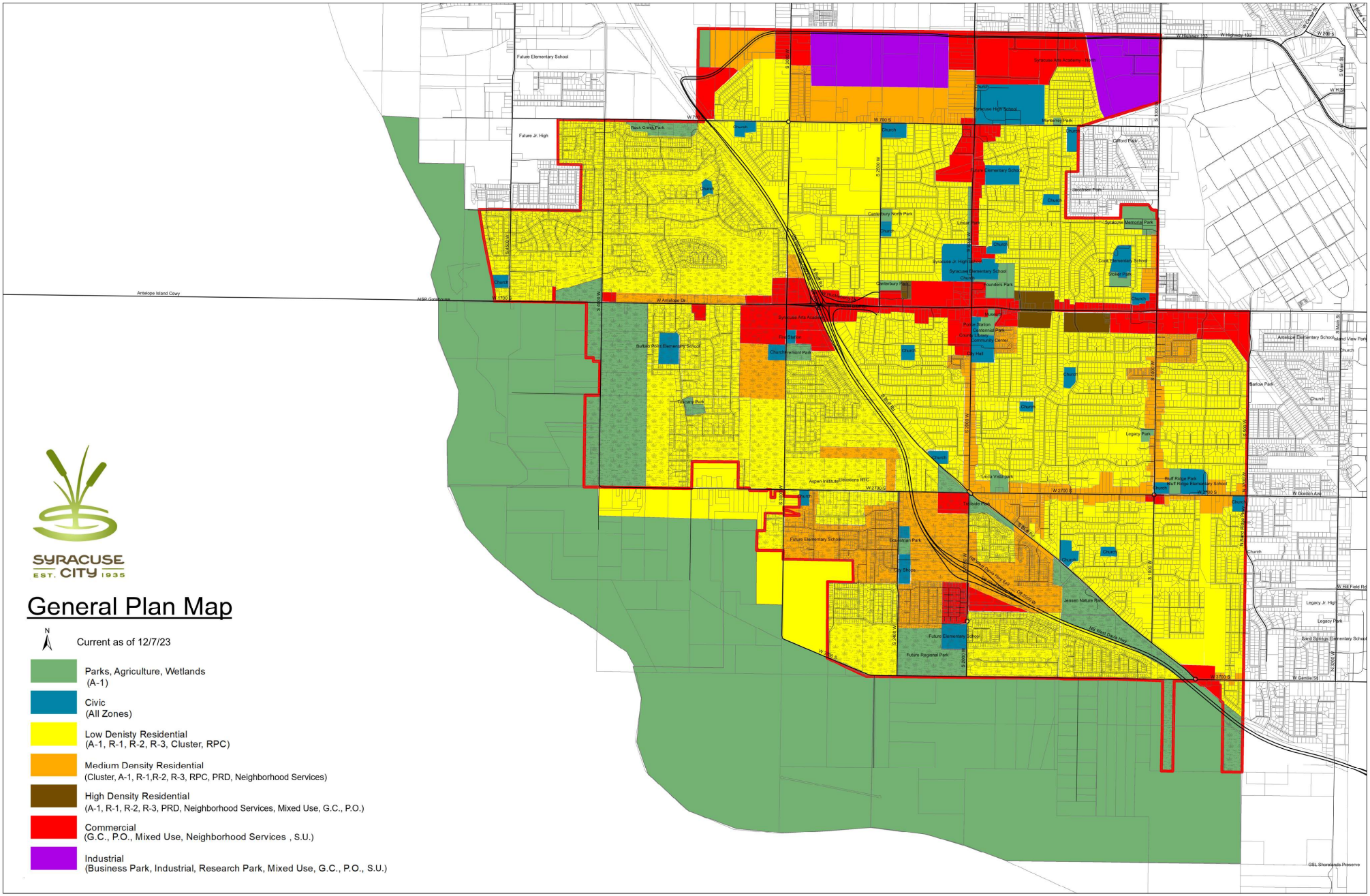


Figure 2 shows the water service area which includes everything inside the boundaries of the city and nearby unincorporated areas. Everything shown in color is inside the water service area.

Figure 2 - Service Area



1.3 Culinary Water Sources

Syracuse City receives culinary water from two sources: Weber Basin Water Conservancy District (WBWCD) and Well #3. These sources currently supply all of the water required to meet demands on the culinary system. A summary of culinary water source limits based upon current contract limits with Weber Basin and the maximum approved yield for Well 3 are shown in Table 3~~Table 1~~.

Table 3 - Culinary Water Limit

Source	gpm	cfs	Acre-feet
Weber Basin	2,600	5.79	2,275
Well 3	1,345	3.00	2,142
Total	**3,945**	**8.79**	**4,417**

Under current water rights, Syracuse is entitled to withdraw 2,192 gpm from underground aquifers. The safe yield of the active well is 1,345 gpm, the pump is rated at a maximum flow rate of 750 gpm. Including our contracted water of 2,600 gpm from Weber Basin, the total water entitlement is 4,792 gpm. This flow converts to 7,729 acre-feet annually. Table 4~~Table 2~~ shows a summary of Syracuse City's culinary water rights.

Table 4 - Culinary Water Rights and Contracts

Well	Water Right	cfs	gpm	Acre-feet
1	31-2207	0.21	94	152.00
1	31-3203	0.35	157	253.40
1,3	31-3996	2.50	1,122	1,809.90
2	31-745	1.30	583	941.16
3	31-2768	0.50	224	361.98
-	31-3524	0.03	12	3.00
	Subtotal	**4.89**	**2,192**	**3,535**
	Weber Basin	**6.9**	**2,600**	**4,193**
	Total	**11.79**	**4,792**	**7,729**[1]

1. This number differs from the total water entitlement because wells 1, 2, and 4 are inactive.

1.4 Secondary Water Sources

Syracuse City owns and operates a secondary water system to provide irrigation for outdoor watering. Secondary water comes from contracted water, surface water rights, and irrigation shares, as shown in Table 3.

Table 5 - Secondary Water Limit

	Davis & Weber		Weber Basin		Water Rights	Total
Purveyor	Clearfield Irr	West Branch	Layton Canal	Contracts	31-5207	-
Shares	105	993.5	2,093.5	1,738.1	3,620	-
AF/Share	6.4	6.4	1	1	1	-
Ac-ft	674	6,378	2,093.5	1,738.1	3,620	14,503.6

Table 6- Secondary Water Purchases

Name	2025	2024	2023	2022	2021
Received from Davis and Weber Counties Canal Company	6,199.57	7,546.80	5,839.30	4,441.30	3,500.10
Received from Layton Canal Company	1,859.70	1,723.70	1,702.70	-	-
Received from Weber Basin WCD	862.50	306.50	450.00	1,699.20	1,979.20
Total Per Year	8,921.77	9,577.00	7,992.00	6,140.50	5,479.30

1.5 Water Supply and Use

It is anticipated that the culinary and secondary source will be adequate to meet build-out conditions based upon current population projections. If population continues to rise beyond 90,000 due to city boundary expansions or density increases in the General Plan, then a reliable water supply and water use must be evaluated to offset the demand.

2.0 System Measurement and Water Loss Control

2.1 Culinary Water Measurement

The system uses a radio-read meter network to gather water use data throughout the water system. The conversion from touch-read to radio-read meters took place over a

period of eight years and is now complete. 100% of the meters are on radio-read (9046/9046) and are read and reported monthly, year-round. All new installations are required to use radio-read meters.

The battery life of the radio-read meters is 10 years, so radio replacement is expected to follow that same timeline. Calibration of the meters occurs at installation and is also tested at any time upon request from the water user or from billing personnel.

2.2 Secondary Water Measurement

Secondary water has always been measured at the source and not at the user's end. Beginning in April 2019, all new installations have included meters. This was a result of legislation passed in 2019 (SB52) mandating the metering of secondary water. Approximately 96% of services (8402/8752) are currently metered. These meters are read monthly by radio-read and reported to the user. Legislation passed in 2021 (SB199) requires all services to be converted to meters by December 31, 2040. The remaining services are primarily backyard meters, which are more difficult to assess and install. Syracuse City has set a goal of completing the conversion by January 1, 2030, well ahead of the state deadline. At today's costs, it is estimated that completing the conversion of the remaining services will cost approximately $500,000.

2.3 Billing Structure

Culinary water has a tiered billing structure that is established to encourage water conservation. The rates increase with greater water consumption.

Resident Culinary Water Rates with Use of Secondary Water System	
Water Usage	**Rate**
First 3,000 gallons	$25.41 Total
3,001 to 6,000 gallons	$26.80 Total
6,001 to 9,000 gallons	$30.04 Total
9,001 to 12,000 gallons	$30.04 plus $4.66 per 1,000 gallons
12,001 to 15,000 gallons	$44.02 plus $5.36 per 1,000 gallons
15,001 to 18,000 gallons	$60.10 plus $6.16 per 1,000 gallons
18,001 to 21,000 gallons	$78.58 plus $8.14 per 1,000 gallons
21,001 to 24,000 gallons	$103.00 plus $9.36 per 1,000 gallons
24,001 to 27,000 gallons	$131.04 plus $10.77 per 1,000 gallons
27,001 to 30,000 gallons	$163.39 plus $12.38 per 1,000 gallons
Above 30,000 gallons	$200.53 plus $14.24 per 1,000 gallons

Resident Culinary Water Rates without Use of Secondary Water System	
Water Usage	**Rate**
First 3,000 gallons	$25.41 Total
3,001 to 6,000 gallons	$26.80 Total
6,001 to 9,000 gallons	$30.36 Total
9,001 to 12,000 gallons	$30.36 plus $5.13 per 1,000 gallons
12,001 to 15,000 gallons	$45.75 plus $5.90 per 1,000 gallons
15,001 to 18,000 gallons	$63.45 plus $6.78 per 1,000 gallons
18,001 to 21,000 gallons	$83.79 plus $8.95 per 1,000 gallons
21,001 to 24,000 gallons	$110.64 plus $10.30 per 1,000 gallons
24,001 to 27,000 gallons	$141.54 plus $11.85 per 1,000 gallons
27,001 to 30,000 gallons	$177.09 plus $13.62 per 1,000 gallons
Above 30,000 gallons	$217.9 plus $15.66 per 1,000 gallons

Business Culinary Water Rates	
Water Usage	**Rate**
First 5,000 gallons	$25.41 Total
5,001 to 10,000 gallons	$25.41 plus $2.00 per 1,000 gallons
10,001 to 15,000 gallons	$35.41 plus $2.50 per 1,000 gallons
15,001 to 20,000 gallons	$47.91 plus $3.00 per 1,000 gallons
20,001 to 25,000 gallons	$62.91 plus $3.50 per 1,000 gallons
25,001 to 30,000 gallons	$80.41 plus $4.00 per 1,000 gallons
30,001 to 35,000 gallons	$100.41 plus $4.50 per 1,000 gallons
35,001 to 40,000 gallons	$122.91 plus $5.00 per 1,000 gallons
Above 40,000 gallons	$147.9 plus $5.50 per 1,000 gallons

Secondary water is billed at a flat rate monthly over 12 months. With the system now approaching full metering, Syracuse has identified implementing a tiered rate structure for secondary water as a conservation goal, similar to the tiered structure already in place for culinary water.

Secondary Water Rates	
Line Size	**Rate**
Secondary Water - 0.75-inch Line	$27.71
Secondary Water - 1.00-inch Line	$33.71

2.4 Leak Detection

Leak detection on both culinary and secondary systems currently occurs on a reactive basis. Employees are trained to observe unusual water conditions that appear on the ground surface either by pooling or flowing. Residents may also report unusual water conditions that they observe to public works. Support for reporting water leaks is always available. An after-hours public works emergency phone number is advertised in newsletter articles annually and on the city website. The phone number is also part of a phone tree for those who call the city after hours. Response to all water leaks occurs immediately and takes the highest priority. Repairs on the culinary system begin as quickly as a crew can be mobilized, which is no less than 24 hours. For secondary system repairs, localized valves are shut off immediately to prevent any additional damage from leaks. If the repair is a resident's responsibility, then the valve remains closed until the resident calls back when the repair is completed. If the repair is the city's responsibility, it will begin on the next business day. Leak detection will be improved through the radio-read network. Once meters are connected to the radio-read towers, meter readings will be collected every 4 hours, allowing the system to detect constant water flow that may indicate a leak on the homeowner's system. The radio-read tower is owned by Syracuse City.

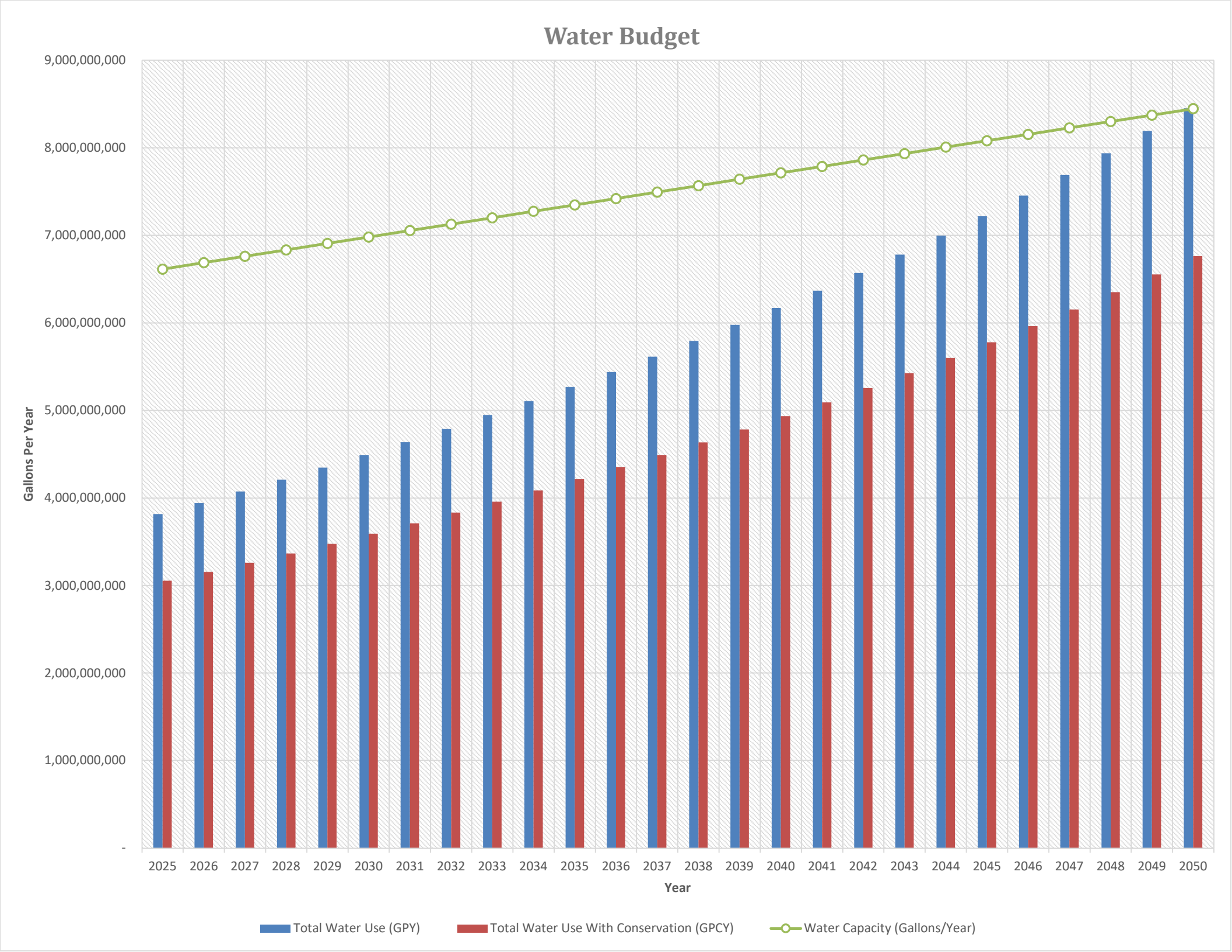
3.0 Water Use

3.1 Indoor and Outdoor Water Evaluation

Syracuse has separate systems for indoor (culinary) and outdoor (secondary) watering. Since the secondary system has not historically been metered, it is not possible to categorize residential, commercial, institutional, and industrial use separately. The totals for each year have been combined. The data in the chart comes from the best available data reported annually and was used to project water use to 2050. Indoor watering remains steady at approximately 50 gallons per person per day. Outdoor watering continues to increase, except for 2015, which was a drought-reduction year.

Table 7 - Projected Water Use

Year	Projected Population	Combined Water Use Per Person(GPCY)	Total Water Use Conservation (GPCY)	Total Water Capacity (GPY)	Total Water Use (GPY)	Total Water Use With Conservation (GPCY)
2025	40,286	94,741	75,792.8	75,792.8	3,816,735,926	3,053,388,741
2026	41,615	94,741	75,792.8	75,792.8	3,942,646,715	3,154,117,372
2027	42,989	94,741	75,792.8	75,792.8	4,072,820,849	3,258,256,679
2028	44,407	94,741	75,792.8	75,792.8	4,207,163,587	3,365,730,870
2029	45,873	94,741	75,792.8	75,792.8	4,346,053,893	3,476,843,114
2030	47,387	94,741	75,792.8	75,792.8	4,489,491,767	3,591,593,414
2031	48,950	94,741	75,792.8	75,792.8	4,637,571,950	3,710,057,560
2032	50,566	94,741	75,792.8	75,792.8	4,790,673,406	3,832,538,725
2033	52,234	94,741	75,792.8	75,792.8	4,948,701,394	3,958,961,115
2034	53,906	94,741	75,792.8	75,792.8	5,107,108,346	4,085,686,677
2035	55,631	94,741	75,792.8	75,792.8	5,270,536,571	4,216,429,257
2036	57,411	94,741	75,792.8	75,792.8	5,439,175,551	4,351,340,441
2037	59,248	94,741	75,792.8	75,792.8	5,613,214,768	4,490,571,814
2038	61,144	94,741	75,792.8	75,792.8	5,792,843,704	4,634,274,963
2039	63,101	94,741	75,792.8	75,792.8	5,978,251,841	4,782,601,473
2040	65,120	94,741	75,792.8	75,792.8	6,169,533,920	4,935,627,136
2041	67,204	94,741	75,792.8	75,792.8	6,366,974,164	5,093,579,331
2042	69,354	94,741	75,792.8	75,792.8	6,570,667,314	5,256,533,851
2043	71,574	94,741	75,792.8	75,792.8	6,780,992,334	5,424,793,867
2044	73,864	94,741	75,792.8	75,792.8	6,997,949,224	5,598,359,379
2045	76,228	94,741	75,792.8	75,792.8	7,221,916,948	5,777,533,558
2046	78,667	94,741	75,792.8	75,792.8	7,453,018,290	5,962,414,632
2047	81,185	94,741	75,792.8	75,792.8	7,691,514,876	6,153,211,901
2048	83,783	94,741	75,792.8	75,792.8	7,937,643,352	6,350,114,681
2049	86,464	94,741	75,792.8	75,792.8	8,191,647,939	6,553,318,351
2050	89,230	94,741	75,792.8	75,792.8	8,453,780,673	6,763,024,538


Water Budget
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2046
2047
2048
2049
2050
Year
Total Water Use (GPY)
Total Water Use With Conservation (GPCY)
Water Capacity (Gallons/Year)

3.2 Water Education

Syracuse City values the practice of educating the public about water conservation and will continue to do so using many of the methods described in the contingency plan. The city provides information available through local water suppliers and the State. These resources are shared as links on the city's website.

Some tips for reducing outdoor water use may include:

- Water landscape only as much as required by the type of landscape, and the specific weather patterns of your area, including cutting back on watering times in the spring and fall. We encourage residents to utilize the weekly lawn watering guide located at www.conservewater.utah.gov.
- Group plants in terms of water need, and zone sprinkler systems accordingly.
- Encourage customers to alter parking strips by allowing more water-wise plantings.
- Do not water on hot, sunny, and/or windy days. You may actually end up doing more harm than good to your landscape, as well as wasting a significant amount of water.
- Sweep sidewalks and driveways instead of using the hose to clean them off.
- Wash your car using a bucket of water and biodegradable soap, and rinse while parked on or near grass or landscaping so that runoff is put to beneficial use instead of running down the gutter.
- Check for and repair leaks in all pipes, hoses, faucets, couplings, valves, etc.
- Verify there are no leaks by turning everything off and checking your water meter to see if it is still running. Some underground leaks may not be visible due to draining off into storm drains, ditches, or traveling outside your property.
- Use mulch around trees and shrubs, as well as in your garden to retain as much moisture as possible. Areas with drip systems will use much less water, particularly during hot, dry and windy conditions.
- Allow your lawn to remain at a longer height to allow grass blades to shade the roots to hold in natural moisture from the soil and the morning dew.

- Install a smart controller for your sprinkler system. Set it up to meet the local needs of the climate and the water supply.
- Check with the city each year to understand if there are any watering restrictions in place.

Some tips for indoor water use may include:

- Do not use your toilet as a wastebasket. Put all tissues, wrappers, diapers, cigarette butts, etc. in the trashcan.
- Check the toilet for leaks. Is the water level too high? Put a few drops of food coloring in the tank. If the bowl water becomes colored without flushing, there is a leak.
- If you do not have a low volume flush toilet, put a plastic bottle full of sand and water to reduce the amount of water used per flush. However, be careful not to over conserve to the point of having to flush twice to make the toilet work. Also, be sure the containers used do not interfere with the flushing mechanism.
- Take short showers with the water turned up only as much as necessary. Turn the shower off while soaping up or shampooing. Install low flow showerheads and/or other flow restriction devices.
- Do not let the water run while shaving or brushing your teeth. Fill the sink or a glass instead.
- When doing laundry, make sure you always wash a full load or adjust the water level appropriately if your machine will do that. Most machines use 40 gallons or more for each load, whether it is two socks or a week's worth of clothes.
- Repair any leak within the household. Even a minor slow drip can waste up to 15 to 20 gallons of water a day.
- Know where your main shutoff valve is and make sure that it works. Shutting the water off yourself when a pipe breaks or a leak occurs will not only save water but also eliminate or minimize damage to your personal property.
- Keep a jar of water in the refrigerator for a cold drink instead of running water from the tap until it gets cold. You are putting several glasses of water down the drain for one cold drink.

- Plug the sink when rinsing vegetables, dishes, or anything else; use only a sink full of water instead of continually running water down the drain.

4.0 Conservation Practices

4.1 Implementation Plan

A plan is in place to increase water conservation in Syracuse. It is described in detail below and includes the best management practice, timeline for action, evaluation process to measure progress, and contact names of staff who assist with each effort.

Table 8-Conservation BMPs

BMP	2026 Goal	Timeline	Contact
Newsletter articles on water conservation	Article published	Annually	Kathryn Lukes
Water portal for culinary customers	Launch/expand customer access	Annually	Holly Craythorn
Secondary water season (normal)	May 1 – October 1	Annually	
Tiered rate system for secondary water	Develop rate structure proposal	Ongoing	

5.0 Conservation Best Management Practices

Water conservation goals that will be implemented in the next five years are indicated here. A summary of the progress made on previous goals is also included.

5.1 Culinary Radio-read Meters

Consider a method to incorporate radio-read meters on the culinary water system with installations on new construction. This will improve leak detection by monitoring continual water flow in the meter and if desired, can be set up to send signals to either the water purveyor or the water user to check on unusual conditions that may exist. This will also improve the ability to check for cross contamination by detecting back flow that may occur through the meter, which can also be set up to send a signal to the water purveyor. Another benefit will allow the water user the ability to track water usage upon demand, which may generate greater interest in individual conservation measures of culinary water use.

The city has completed the conversion of all culinary water meters to a radio-read network, with installations on new construction required going forward. This improves leak detection by monitoring continual water flow through the meter and can be configured to send signals to either the water purveyor or the water user when unusual conditions are detected. It also improves the ability to check for cross contamination by detecting back flow through the meter, which can likewise be set up to alert the water purveyor. Another benefit is that it allows water users to track their usage on demand, which may generate greater interest in individual conservation of culinary water use. With the conversion complete, ongoing efforts will shift toward maintaining the radio-read network, including planning for battery/radio replacement as units reach the end of their 10-year battery life.

5.2 Ordinances

Ordinances supporting the effort to conserve water by prohibiting waste are referenced in Title 4.

4.15.410 Waste prohibited. [culinary water]
All users of water service shall be required to keep their sprinklers, faucets, valves, hoses and all apparatus connected to the water system in good condition at their own expense and all waterways closed when not in use. No person, unless authorized by the City in accordance with this chapter, shall turn on or discharge water from any fire hydrant, and no water user or other person shall waste water or allow it to be wasted by imperfect stops, taps, valves, leaky joints or pipes, or to allow tanks or watering troughs to leak or overflow, or to wastefully run water from hydrants, faucets, basins, sinks, or other apparatus, or to use any water from the water system except for culinary and domestic purposes, including lawn sprinkling, unless so authorized by the City, or to use the water for purposes other than those for which he or she has paid, or use water in violation of the rules and regulations adopted by the City Council. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-03-410.]

The ordinance for secondary water was updated Jan 10, 2017 to include enforcement of wasteful watering. It also added a requirement for owners of large properties to submit a water conservation plan to the city. In April 2021, the council approved Resolution R21-15 to enact the enforcement this year due to drought conditions. This was in response to Executive Order 2021-7 issued from Governor Spencer Cox regarding drought conditions throughout Utah in 2021. The current ordinance is shown:

4.25.130 Waste prohibited.

(A) The waste of City-provided water for any purpose, including landscape irrigation, is hereby declared to be in detriment to the public health, welfare, and safety of the community.

(B) Mandatory Water Restrictions.

(1) Upon request by the Public Works Department, the City Council, following a public meeting, may enact a resolution restricting the use of pressure-irrigation water:

(a) During specific times of the day;

(b) On certain days of the week, with addresses or types of uses being assigned different watering schedules;

(c) Above a certain volume per acre; or

(d) In any other manner necessary to preserve the integrity of the pressure-irrigation system and ensure equitable distribution among all users.

(2) Mandatory water restrictions may be appropriate due to:

(a) Reduction in water volume delivered by water purveyors to the City, due to drought conditions;

(b) Reduced tank or reservoir levels, or reduced pressure in the system;

(c) Anticipated severe drought during a watering season; or

(d) Evidence submitted by the Syracuse City Public Works Department indicating that restrictions are necessary.

(3) Notice of mandatory water restrictions shall be expeditiously sent to water users, such as through the City website, mailed notices, social media posting, electronic mail, and posting at City facilities.

(C) For purposes of this section, a person wastes water when any of the following apply to their use of City-provided water:

(1) The person uses outdoor irrigation in violation of a mandatory water restriction imposed by the City Council;

(2) The person irrigates during the hours of 10:00 a.m. and 6:00 p.m., unless otherwise excepted as provided in subsection (E) of this section;

(3) When, due to outdoor irrigation, water pools upon neighboring properties or in streets or storm drains for a period of greater than 10 minutes;

(4) When City-provided water, as a result of overuse or overwatering by the property owner, causes damage to neighboring properties; or

(5) When a user has been notified of deficient conditions in the user's water system as provided in subsection (D) of this section, has failed to make repairs to those systems within 15 days' notice, and water has escaped the system because of that deficiency.

(D) It shall be unlawful for any pressure irrigation water user to allow water to be wasted, by imperfect stops, taps, valves, leaky joints or pipes, or to allow tanks or watering troughs to leak or overflow, or to wastefully run water from hydrants, faucets, valves, or other apparatus.

(E) This section only applies to pressure irrigation water provided by the City. It does not apply to the use, storage, or waste of water purveyed through other entities directly to the user.

(F) The following are not violations of this section:

(1) Watering necessary to establish new gardens or landscaping, such as sod or grass seed;

(2) Attended spot-watering using a hose; and

(3) Incidental use for purposes of diagnostics or maintenance of irrigation systems.

(G) Enforcement of Mandatory Water Restrictions. In years during which the City Council has, by resolution, instated mandatory water use restrictions, the following actions may be taken:

(1) A person who is found to be wasting water for the first time during a calendar year shall be issued a written warning, which warning shall provide notice of potential penalties and the eventual loss of secondary water use on the property.

(2) A person who has previously had a warning issued against their property during a calendar year, and who is found to be wasting water a second time, may be issued a civil citation requiring them to pay an amount indicated in the consolidated fee schedule appearing on the next utility bill.

(3) A person who has previously had a citation issued against their property during a calendar year, and who is found to be wasting water, may be issued a civil citation in an amount indicated in the consolidated fee schedule appearing on the next utility bill.

(4) A property for which two citations have been issued during a calendar year, and on which a person is found to be wasting water, shall pay an amount indicated in the consolidated fee schedule appearing on the next utility bill and shall have secondary water service terminated for the remainder of the calendar year. This section shall not prohibit a new owner from reconnecting service upon proof of change in ownership.

(5) Failure to pay a civil fine associated with water waste, or to make satisfactory payment arrangements with the utility billing department, within 30 calendar days of service of the citation, shall result in the termination of secondary water until the fine and applicable reconnection fees are paid. Notice that services will be terminated for nonpayment of the civil fine shall be printed on each civil citation issued.

(H) Notice.

(1) Warnings may be issued by hanging notices on the front door of the residence or in another prominent location on the property. Personal service is not required, and failure to receive the warning shall not be a defense to future civil penalties or shut-off.

(2) Citations may be served by any of the following methods:

(a) Personal service upon an adult who resides at a residence, is employed at a business, or is listed as an agent for the property owner; or

(b) By posting in a prominent place, such as upon a front door or fence.

(3) A copy of the citation shall also be mailed, return service requested. Certified mail is not required.

(4) Shut-off of pressure irrigation water shall proceed in accordance with practices established in SCC 4.25.100.

(l) Appeal.

(1) A person who has been issued a citation or shut-off notice may appeal that decision by filing a written notice of appeal with the City Recorder within 10 calendar days of the notice or citation. The appeal hearing shall be before a Hearing Officer. Hearings shall be conducted as provided in Chapter 6.20 SMC. All appeals shall be accompanied by a copy of the notice or citation and by a filing fee established by the City's fee schedule. A pending appeal stays shut-off action.

(2) Failure to file a written notice of appeal within 10 calendar days from the date of the citation or shut-off notice shall be deemed a waiver of the right to appeal the citation or notice.

(3) No appeal is available for warnings, and an appeal of shut-off due to nonpayment is limited only to whether the appellant tendered timely payment. [(Ord. 23-12 § 1 (Exh. A); Ord. 22-20 § 1 (Exh. A); Ord. 17-02 § 1 (Exh. A); Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-05-130.]

4.25.140 Annual conservation plan for large-area property owners.
(A) For purposes of this section, "large-area properties" means:

(1) Developed properties within the City that exceed three acres in area, or

(2) Properties owned by a homeowners' association within a subdivision which exceed a combined total area of three acres.

"Large-area properties" does not include single-family home parcels, property located within the agricultural zone, or a property that does not receive pressure irrigation services from the City.

(B) Owners of large-area properties shall be required to maintain a current contact person, telephone number, mailing address, and electronic mail address with the City's Public Works Department.

(C) In the case of homeowners' associations, these entities are required to register with the Utah State Department of Commerce, as provided in Utah law.

(D) Owners of large-area properties shall be required, before May 15th on an annual basis, to submit a conservation plan to the City's Public Works Department with the following elements:

(1) The property's programmed or planned watering schedule, indicating days of the week and hours per day at each station;

(2) Affirmation that the property owner will comply with any watering restrictions which may be made mandatory by the Council, pursuant to this chapter;

(3) A maintenance and repair plan for broken or malfunctioning systems; and

(4) Affirmation of periodic inspection and adjustment of watering heads.

(E) The owner of a large-area property is not required to file a new conservation plan, if that owner submits, within eight months prior to the due date, a written statement that, since the date of the last submitted plan, there have been no changes to the conservation plan or to contact information.

(F) Failure to comply with the provisions of this ordinance may result in the same penalties established in SMC 4.25.130. [Ord. 17-01 § 1 (Exh. A).]

5.3 Water Smart Clocks

The city is adding water smart clocks to all city parks and buildings. Weather sensors on the water smart clocks can override the set timer by temporarily turning sprinklers off. Consideration may be given to incentivizing outdoor watering with water smart clocks for other users.

All city parks have smart clocks except three. It is anticipated that the remaining three will be in place by 2023. Other city-owned parcels, such as detention basins and roundabouts, are under consideration for smart controllers based on technology availability.

5.4 Xeriscape

Small areas of land that the city maintains, but that have little public value, have been converted to xeriscape. This practice should continue with new development or redevelopment.

Remove unusable turf area behind city hall to low water plantings and rock.
Areas in parks can be evaluated for unusable turf areas that could be converted to low-water plantings. A broadcast application of a wetting agent to retain moisture in turf areas can be considered for park lands.

Roundabouts will have xeriscape.

The cemetery and the expansion area could consider xeriscape in areas where no burials are planned or existing.

5.5 Public Education

The cost of materials is reasonably small. These include items such as printed materials, handouts, demonstration materials, and such. Over a one-year period, the cost for materials may range from $0.10 to $0.20 per capita.

The benefit of public education is optimizing the peak demands in the system as well as the ability to accommodate increased population. As population increases over time, the cost of water increases.

5.6 Supply and Demand Accuracy

The pump outflow that conveys water at every secondary water reservoir now has meters. This was accomplished in 2020. The benefit of increasing accuracy improves system optimization.

5.7 Secondary Metering

According to Utah Law, Syracuse must convert all unmetered secondary water to meters by Dec 31, 2040. Approximately 96% of connections are currently metered, with the remaining connections consisting primarily of backyard meters that are more difficult to assess and install. Syracuse has set an internal goal of completing the conversion by January 1, 2030, ahead of the state deadline. At today's costs, completing the conversion of the remaining connections is estimated to cost approximately $500,000. Syracuse must rely upon financial assistance to accomplish this task. Raising rates that exceed the culinary rates will defeat the purpose of providing low-cost untreated water to users. Syracuse desires to keep secondary water rates low to reduce the risk of cross connections to the culinary water system.

5.8 Secondary Water Season

The secondary water season follows the calendar dates established by water suppliers. The normal season is May 1st through October 1st each year, though it has been shortened in years when water supplies are diminished. In 2021, Syracuse set the season May 1st to September 20th to save water for the hotter parts of the season.

5.9 Ditch bank maintenance

Vegetation, such as phragmite, that grows along ditch banks can be a high water user. Ditch banks and streambeds that deliver water to the system are kept mowed and sprayed with herbicide to prevent water losses.

5.10 High culinary consumption

Every month, the culinary water use is reviewed for unusually high consumption. Public works is sent out to check the meter for accuracy. If the meter is reading accurately, then the resident is contacted to discuss the high use to determine if it is expected or not. Swimming pools, pressure washers or leaky toilets are examples of possibilities. Doing this helps the water user and the water supplier keep facilities properly maintained and prevents water loss.

5.11 Park strip conversion

Syracuse encourages converting high-water-use landscapes in park strips to low-water or no-water landscapes. Much of the water used in park strips oversprays onto hard surfaces and ends up in the storm drain. Reducing this potential waste can help alleviate wasteful watering practices.

5.12 Improved accounting of unmetered culinary water

There are a few instances where culinary water is unmetered, such as (1) firefighting, (2) service to city facilities, and (3) water serving the RV dump. There are also cases where it is difficult to get readings on metered water, such as (4) water used for construction.

1. Firefighting and fire flow testing does not have the capability to meter while providing the necessary service.
2. Most city facilities have now been retrofitted with meters. A couple of city buildings still need meters installed, and an affordable method would be to install meters inside those buildings.
3. The RV Dump has been relocated, and the new dump has a water meter on the yard hydrant, accounting for the water used there.

6.0 Drought Resiliency

6.1 History

Utah has experienced periods of water shortages since pioneers first settled in the Salt Lake Valley. The lengthy droughts of the 1930s and 1950s caused significant economic problems for the state. While the drought of 1976–77 was not as long, the consequences were still intense and costly. Precipitation fluctuates greatly in Utah's relatively arid climate. As demand for water continues to increase, even temporary shortages in supply can disrupt normal processes in urban and rural environments. Two or more consecutive years of significant reduction in precipitation—particularly snowfall in the mountains—may have serious and far-reaching impacts. Although precipitation in most years has allowed water storage to recover, water supplies have struggled since 2013 due to low precipitation and high temperatures.

6.2 Purpose

The Drought Contingency Plan (DCP) addresses drought-related vulnerabilities through consideration of drought response actions and mitigation measures. The strategies considered in this plan may provide benefits for emergency response, replacement, or alternative supplies. The DCP provides an effective and systematic means for Syracuse to manage emergency supply conditions within its service area.

The intent of this plan is to reduce risks to public health from water shortages while also minimizing impacts to agricultural, industrial, and environmental water uses. Potential risks include issues of water quality, water quantity, sanitation, economic impacts, and environmental concerns.

If there is a temporary water shortage emergency as declared by the governor, the use of water for drinking, sanitation, and fire suppression has preferential right over any other water right for the duration of the temporary water shortage. A temporary water shortage emergency may not exceed in duration more than two consecutive calendar years (U.C.A. 73-3-21.1).

6.3 Vulnerability Assessment

Risks and impacts to municipal, agricultural, and environmental operations are considered based on the limited water that is available during a drought. This assessment focuses on municipal impacts of a drought.

6.4 Drought Monitoring

Hydrology and water storage levels are monitored from water suppliers providing water to Syracuse City. The city receives information regularly from water suppliers regarding water storage and snow water equivalent.

6.5 Mitigation and Response Actions

Public education can be initiated through social media, the city website, and city publications. Messages from neighboring communities related to water conservation can be shared by Syracuse to promote a consistent message.

Secondary water metering will help to educate the public on responsible water use for outdoor watering. It has been shown that neighboring communities with meters save an average of 35% water. Rate structures could be established to reward low-water users and discourage high-water use.

6.6 Operational and Administrative Framework

At the beginning of each secondary water season, the Public Works Director will review reports received from water suppliers regarding water storage in upstream reservoirs on the Weber River. If the water suppliers determine that drought conditions are expected, the Public Works Director will address the water supply at a city council business meeting to determine how Syracuse will manage the water supply and inform water users. The Water Superintendent will carry out the duties determined by the city council. The city ordinance describes the handling of wasteful watering.

6.7 Priority Projects for Drought Resiliency

Meters:

According to Utah Law, Syracuse must convert all unmetered secondary water to meters by Dec 31, 2040. Approximately 96% of connections are currently metered with the remaining connections consisting primarily of backyard meters that are more difficult to access and install. Syracuse has set an internal goal of completing the conversion by January 1, 2030, ahead of the state deadline. At today's costs, completing the conversion of the remaining connections is estimated to cost approximately $500,000. Syracuse must rely upon financial assistance to accomplish this task. Raising rates that exceed the culinary rates will defeat the purpose of providing low-cost untreated water to users. Syracuse desires to keep secondary water rates low to reduce the risk of cross connections to the culinary water system.

<u>Improved metering of Culinary:</u>

Syracuse could retrofit all culinary services to city facilities with meters to improve the accounting of all water used. This will require a need to fund the meters and installations.

Reservoir:
Syracuse constructed a 32 ac-ft reservoir near the location of 2700 South and 2000 West in 2024. The reservoir is used to provide storage to mitigate the negative impacts of droughts. The reservoir stores water to mitigate supply flow fluctuations and then a booster pump station boosts the flows into the secondary water system.

Software:
As the secondary water system becomes metered, software will be needed to provide reports to the water users to help them understand their water allocation and usage each month. Syracuse is in the beginning stages of seeking grants for software that can fulfill this need.

SYRACUSE CITY CORPORATION
Water Conservation Plan

APPENDIX

Include meeting minutes, and notification

CITY COUNCIL AGENDA

October 27, 2026

Agenda Item **"f.1"** **Proposed phone system replacement project contract award.**

Background

- Syracuse City's existing phone system is in need of replacement to ensure reliable communication services for City operations. To identify a solution that meets the City's current and future needs, staff issued a Request for Proposals (RFP) for a new phone system.
- The City received 17 proposals from 16 vendors. An evaluation committee conducted a comprehensive review of the proposals to identify the solution that best meets the City's operational, technical, and financial requirements.

Discussion

- The evaluation process included an initial screening and scoring of all proposals, followed by demonstrations from five finalists. Based on those demonstrations, three proposals advanced for additional technical and pricing review.
- The committee evaluated the proposed systems based on functionality, reliability, technical capabilities, implementation requirements, vendor support, and overall cost. Following this review, the committee selected **Maverick Networks / RingCentral** as the preferred vendor.
- The proposed solution will replace the City's existing phone system with a modern, cloud-based communications platform. The new system is intended to improve reliability, provide greater flexibility for City employees, and support the City's ongoing communication needs.
- Staff will work with the selected vendor to finalize equipment quantities, implementation requirements, and contract terms before proceeding with deployment.

Fiscal Impact

Based on the proposed solution, estimated costs are as follows:

Category	Estimated Cost
One-time equipment and implementation	$18,000–$22,000
Annual service costs	$24,000–$26,000

Final costs will depend on confirmed equipment and licensing quantities, implementation requirements, and negotiated contract terms.

Proposal

Staff recommends that the City Council approve the selection of Maverick Networks / RingCentral as the vendor for replacement of the City's phone system. If the Council is comfortable with the proposal, staff requests an action item on the November 10 agenda to authorize the contract award and finalization the agreement.

COUNCIL AGENDA
October 27, 2026

Agenda Item **"f.2"** Investment Policy Discussion

Factual Summation

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

Discussion Items

City Administration is presenting a new Investment Policy for Council review. The proposed policy has been created to align with the Utah Money Management Act, incorporate best practices for public fund investing, strengthen internal controls, and clarify investment objectives and approved instruments. The draft policy establishes clear procedures for managing public funds, delegating authority, and ensuring transparency in investment activities.

Our current practice is to invest all excess money in the State of Utah's Public Treasurer Investment Pool (PTIF). This earns a higher rate of return than a traditional savings account at the bank.

However, many cities have implemented a separate investment policy that have been able to consistently outperform the PTIF. This could generate additional revenue to the city to help with the budget.

Disclaimer – there is always some inherent risk when investing money. This investment policy is structured to minimize the risk to the city. It also complies with the Utah Money Management Act.

Please review the proposed policy. If the Council is comfortable with the draft, staff will bring it back at a future meeting for possible approval.

Summary of Policy Provisions:

- Scope: Applies to all financial assets of Syracuse City, including General Fund, enterprise funds, capital funds, and any new funds created in the future.
- Prudence Standard: Affirms the "prudent person/prudent investor" rule governing investment decisions and portfolio management.
- Objectives: Reinforces the statutory priorities of safety of principal, liquidity to meet operating needs, and a reasonable market rate of return.
- Delegation of Authority: Assigns investment responsibility to the City Treasurer with provisions for emergency delegation.

- Ethics and Conflicts of Interest: Prohibits investment officials from engaging in activities that could conflict with City interests.
- Authorized Institutions: Limits investments to certified dealers and depositories.
- Authorized Investments: Lists all investment types permitted under Utah Code, including U.S. Treasury obligations, agency securities, commercial paper, CDs, and PTIF.
- Investment Pools: Establishes reporting and transparency requirements.
- Safekeeping and Custody: Requires delivery-versus-payment transactions and third-party safekeeping.
- Diversification: Incorporates statutory diversification guidance.
- Maximum Maturities: Establishes a maximum five-year maturity unless matched to fund availability.
- Internal Control: Outlines internal control measures and oversight procedures.
- Performance Standards: Establishes benchmarks for investment returns.
- Reporting: Requires quarterly reports to City leadership and semiannual reports to the Money Management Council.
- Investment Advisors: Defines requirements for retaining certified investment advisors.
- Policy Adoption: Specifies approval by City Council resolution and rules for future modification.

Discussion Goals

The following items outline the goals of this discussion:

- Review proposed investment policy updates and identify any changes needed.
- Provide direction to staff on bringing the policy back for discussion and possible approval at a subsequent meeting.

Investment Policy

Syracuse City



Syracuse City Investment Policy

1.0 POLICY

Syracuse City seeks to invest public funds in securities and deposits that provide a high degree of safety and liquidity along with a competitive yield based on prevailing market conditions while meeting the daily cash flow demand of the city. All investments and deposits are placed subject to applicable City ordinances and State laws pertaining to investment of public funds in the State of Utah, specifically the Utah Money Management Act (the Act) and the Rules of the State Money Management Council (the Rules), which provisions are hereby incorporated as part of this policy.

2.0 SCOPE

This investment policy covers investment of all financial assets of Syracuse City. These funds are accounted for in the Annual Comprehensive Financial Report (ACFR) and include the following funds:

- General Fund
- Capital Equipment Fund
- Capital Projects Fund
- Sewer Fund
- Storm Water Fund
- Information Technology Fund
- Municipal Building Authority
- Redevelopment Agency
- Water Fund
- Garbage Fund
- Secondary Water Fund
- Emergency Dispatch Fund

Any new funds created will also be subject to this investment policy, to State statute, and the State Money Management Council Rules.

3.0 PRUDENCE

Syracuse City's investment program shall follow the "prudent person" and/or "prudent investor" rule." Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well, as the probable income to be derived.

This standard shall be applied in managing the overall investment portfolio of the City. The City Treasurer acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

Funds of the City will be invested in accordance with the Utah Money Management Act found at U.C.A. Chapter 51 Title 7 (the Act). These objectives of the Act and the City in order of priority are:

4.1 Safety of Principal: Safety of principal/capital is the foremost objective of the investment program. Investments shall be made to protect, preserve and maintain capital in the overall portfolio. This includes the protection of principal during periods of financial market volatility. Investments will be diversified by security type, by industry, by issuer, and maturity date to spread potential investment risks and limit loss potential of any individual security.

4.2 Liquidity: The investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. Efforts to achieve this objective will be focused on matching the term to maturity of investments with periodic funding needs. Securities purchased will generally be held to maturity. Securities held by the city will not be purchased and sold based on market fluctuations for speculative purposes.

4.3 **Yield on Investments:** The City's investment portfolio shall be managed to attain a market rate of return throughout budgetary and economic cycles, taking into account investment risk, legal requirements, and liquidity needs.

5.0 DELEGATION OF AUTHORITY

Authority to manage the City's investment program is derived from Utah Code Annotated, 10-6-141. The Mayor and City Council have assigned the responsibility for conducting investment transactions to the City Treasurer. The City Treasurer is responsible for investment decisions and activities. The City Treasurer shall develop and maintain administrative procedures for the operation of the investment program consistent with this policy. In the event of an emergency and the unavailability of the City Treasurer, the Finance Manager, under the supervision of the City Manager, is authorized to conduct the City's investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the general policies and procedures as adopted by the City.

6.0 ETHICS AND CONFLICTS OF INTEREST

Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with

proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within the City. Furthermore, they shall disclose any large personal financial or investment positions that could be related to the performance of the City's portfolio.

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

Syracuse City shall make investments only with dealers and institutions which are certified through the State of Utah and meet all requirements imposed by the Utah Money Management Council under Rule 16 and any other applicable sections or rules in the Utah Money Management Act. The Utah Money Management Council issues quarterly lists of certified dealers and qualified depositories authorized by State statute to conduct transactions with public treasurers. The City Treasurer will review these lists prior to investing and also quarterly to verify the dealers and institutions remain in compliance with State statutes. All securities purchased from a certified dealer are required to be delivered to the City Treasurer or to the City's safekeeping bank.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The City may place public money in investments/deposits authorized by the Utah Money Management Act (U.C.A. 51-7-11). In general these investments can be any of the following subject to restrictions specified in the Act:

- Utah Public Treasurers' Investment Fund
- Obligations of the U.S. Treasury
- Commercial Paper
- Corporate Bonds
- Bankers' Acceptances
- Fixed rate negotiable deposits
- U.S. Government obligations other than mortgage pools and other mortgage derivative products
- Fixed-end-variable rate corporate obligations
- Tax anticipation notes and general obligation bonds
- Bonds or notes of any political subdivision of the state of Utah
- Shares or certificates in a money market mutual fund
- Variable rate negotiable deposits

Repurchase and Reverse-repurchase Agreements are not allowed by this policy. Syracuse City shall not enter into a Master Repurchase Agreement, a repurchase agreement, or a reverse-repurchase agreement.

9.0 INVESTMENT POOLS/MUTUAL FUNDS

The City upon thorough investigation of the pool/fund, will require the following from the Utah Public Treasurers' Investment Fund or similar qualified pool/fund upon
investing with said pool:

1. Monthly statement detailing all transactions on each investment account held by the City including:
    a. All deposits and withdrawals listed by date
    b. Beginning and ending balance
    c. Average daily balance
    d. Gross earnings and net earnings
    e. Gross earnings rate and net earnings rate
    f. Any fees
2. Semiannual statement including:
    a. How funds are invested
    b. How often securities are priced
    c. How often the pool or fund is audited
3. Quarterly report including:
    a. List of depository institutions that have been qualified as depositories to receive public funds including the maximum amount of uninsured public funds allowed per institution.
    b. List of Certified Dealers and their Agents who are certified to received public funds.
4. A current copy of the Utah Money Management Act and Rules of the Utah Money Management Council.

10.0 COLLATERALIZATION

The State of Utah does not require the collateralization of public funds

11.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by Syracuse City shall be conducted on a delivery-versus-payment basis. All security transactions shall be held in safekeeping by a third-party institution which has been certified by the Utah Money Management Council and designated by the City Treasurer and approved by the City Council. Securities held in safekeeping will be evidenced by a safekeeping receipt issued to the City Treasurer.

12.0 DIVERSIFICATION

Syracuse City will diversify its investments by security type, institution and maturity, making investments within the diversification limits and guidelines set by the Utah Money Management Act.

13.0 MAXIMUM MATURITIES

As stated in the Utah Money Management Act 51-7-11, "the remaining term to maturity of the investment may not exceed the period of availability of the funds to be invested" To the extent possible, Syracuse City will attempt to match its investments with anticipated cash flow requirements. Recognizing the overall short-term duration of the budget cycle and normally anticipated cash flow, maturities will not exceed a maximum of five years.

14.0 INTERNAL CONTROL

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the funds of the City are protected from loss, theft, or misuse. The Finance Manager will reconcile the accounts monthly. Investment reports are distributed monthly to the Mayor, City Council, City Manager, the Assistant City Manager and Department Heads for their review and input on the investment program. The Utah Money Management Council also reviews the content of the deposits and investment portfolio twice annually in July and January for the periods ending June 30 and December 31. The deposits and investments are also subject to annual independent audit by the City's outside auditors.

15.0 PERFORMANCE STANDARDS

Market yields will be sought throughout the budget and economic cycle consistent with the overriding objectives stated within this policy. In keeping with the State of Utah statutes and the city's investment policy, funds will be placed for investment and not speculation. The benchmark standard for rate of return on the City portfolio will be the average rate of return on similar investments and portfolios such as 1 year U.S. Treasury bills and the Utah State Public Treasurer's Investment Fund.

16.0 REPORTING

The City Treasurer shall provide the City Manager and Finance Manager a quarterly investment reports which provide a clear picture of the status of the current investment portfolio. Schedules in the quarterly report shall include:

1. A listing of individual securities held at the end of the reporting period by authorized investment category.
2. Average life and final maturity of all investments listed.
3. Coupon, discount or earnings rate

4. Par value and Market Value
5. Percentage of the Portfolio represented by each investment category.

The Syracuse City Deposits and Investments Report is distributed semi-annually to the Utah Money Management Council for compliance review as mandated by the Utah Money Management Act section 51-7-15. This report is also part of the audit of the Annual Comprehensive Financial Report (ACFR) for Syracuse City.

17.0 INVESTMENT ADVISORS

The City Treasurer will follow Rule 19 of the Rules of the Utah Money Management Council when retaining an Investment Adviser for the city. Specifically:

1. The City Treasurer may use an investment advisor to conduct investment transactions on behalf of the City Treasurer as permitted by statute, rules of the Money Management Council and as permitted by Syracuse City Investment policy.
2. The City Treasurer using an investment adviser to conduct investment transactions on behalf of the City is responsible for full compliance with the Act and rules of the Council.
3. The City treasurer will use due diligence in the selection of an investment adviser and in monitoring compliance with the Act and Rules of the Council by the investment advisor.
4. The City Treasurer shall assure compliance with the following minimum standards.
    a. The City Treasurer may use a certified investment adviser who is properly designated pursuant to Utah Administrative Code R628-15.
    b. The City Treasurer's use of a certified investment adviser shall be governed by a written investment advisory services agreement between the City and the certified investment adviser. Terms of the agreement shall conform to the requirements of Utah Administrative Code R628-15.
    c. Prior to entering into an investment advisory services agreement the City Treasurer shall request, and the investment adviser shall furnish, the SEC Form ADV Part 2 for review and consideration by the City Treasurer.
    d. All investment transactions and activities of the City Treasurer and the certified investment adviser must be in full compliance with all aspects of the Utah Money Management Act and Rules of the Council particularly those requirements governing criteria for investments, safekeeping, utilizing only certified dealers or qualified dealers, and purchasing only

the types of securities listed in 51-7-11, 51-7-12 and 51-7-13 of the Act as applicable.

e. Prior to entering into an investment advisory services agreement with a certified investment adviser, the City Treasurer shall request, and the investment adviser shall furnish, a clear and concise explanation of the investments adviser's program, objectives, management approach and strategies used to add value to the portfolio and return, including the methods and securities to be employed.

5. If the City has contracted with an investment adviser for the management of public funds the City Treasurer shall provide the detail of those investments to the City Manager and Finance Manager pursuant to Section 51-7-18.2 of the Utah Money Management Act.

18.0 INVESTMENT POLICY ADOPTION

Investment policies are developed by the City Treasurer and reviewed with the City Manager, Mayor and City Council subject to the rules of the Money Management Act. The City's investment policy shall be adopted by resolution of the Syracuse City Council. Any modifications made to this policy must be approved by the City Council.

19.0 GLOSSARY

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: This is the price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

ANNUAL COMPREHENSIVE REPORT (ACFR): The official annual report for the

government entity. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

CUSIP: CUSIP stands for Committee on Uniform Securities Identification Procedures. A CUSIP number identifies most financial instruments, including: stocks of all registered U.S. and Canadian companies, commercial paper, and U.S. government and municipal bonds.

CUSTODY: A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Include Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value, *e.g.,* U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

DUE DILIGENCE: Such a measure of prudence, activity, assiduity, as is properly to be expected from, and ordinarily exercised by, a reasonable and prudent person under the particular circumstances; not measured by any absolute standard, but depending on the relative facts of the special case.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, *e.g.*, S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered
under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities
influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FHMA mortgages. The term "pass-trough's" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price upon which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party's

rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement

are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

COUNCIL AGENDA
October 27, 2026

Agenda Item **"f.3"** Personnel Policy and Procedures Manual Proposed Updates

Factual Summation

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

Discussion Items

Periodically City Administration and Department Heads propose changes to the personnel policies and procedures manual. We have several proposed amendments to our personnel policy. Please read through and review the red line edits. This will be on the November 10th meeting for approval. Here is a summary of edits. The detail edits are attached at the end of this factual summation.

Summary of Redline Edits:
Throughout Policy Manual: Changed word dismissal to termination and dismissed to terminated.
3.070 – Changed language referencing Administrative Services Director when it should be Assistant City Manager.
3.170 – Added language that clarifies when an employee qualifies for rehire.
6.010 – Added language to more accurately define the work schedule of FT employees and specifically state that the city may modify work schedules and scheduled hours for operational and business needs.
7.080 (c) – Added that the Assistant City Manager can exempt from URS.
7.140 – Added language regarding facility rentals by employees.
8.020 – Referenced new section 8.110(a) so employees know where to look for leave accrual during military leave.
8.060 – Referenced new section 8.110(a) so employees know where to look for leave accrual during military leave.
8.060(b) – added language to clarify when leave accrual changes will occur.
8.070 (b) – Referenced new section 8.110(a) so employees know where to look for leave accrual during military leave.
8.070 (e) – Added language to allow military leave employees to use sick leave in final 2 weeks as they might have been using sick leave while on military leave and then choose to resign while out on leave or shortly after returning.
8.080 – Added that employees can donate holiday leave or comp time.
8.080 (d) – Added language to clarify what leaves can be donated when an employee has submitted their resignation and some language cleanup.
8.090 – Added language on how to handle situations when an employee transitions from a holiday leave accrual position to one that is eligible for holiday pay. Referenced new section 8.110(a) so employees know where to look for leave accrual during military leave.
8.090 (e) – Changed when Juneteenth is observed due to the state following when they observe the holiday and to match with surrounding cities.
8.110 – Language cleanup and added language to allow leave to continue accrue based on hours worked for those out on Military leave.

8.140 – Added grandchild as a family member regarding bereavement leave for miscarriage/stillbirth. Add that proof of death or services is required except for cases involving miscarriage or stillbirth.
9.080 – Added language that employees are prohibited from knowingly seeking confidential information they are not authorized to.
9.110 – Added language that unless authorized, employee is to pursue personal and outside activities on their own time.
9.160 – Added/changed language regarding firearms while on City premises.
Chapter 10 – Changed title throughout policy from Administrative Services Director to Assistant City Manager.
12.030 (b) – Added which positions are required to comply with the policy.
13.100 (d) (3) – Added language regarding sworn police officers intentionally using a city vehicle to protect life, apprehend an offender or mitigate a public safety threat will not be required to undergo drug or alcohol testing.
13.130 (b) – Added that an employee who receives a presumptive positive will be placed on padi admin leave until results are received.
15.030 – Added that an employee must obtain a valid Utah DL within 30 days of employment, except for seasonal and temporary employees. (updated vehicle use form as well)
16.130 (b) – Added language that the use of leave to supplement worker's comp payment is 10% or an amount sufficient to cover benefit premiums.
19.030 – Changed language that references the Administrative Services Director to Finance Manager.
19.040 – Changed language that reference Administrative Services Director to Finance Manager and rather than reporting to City Manager, changed it to Assistant City Manager.
19.050 – Expanded emergency preparedness policy to include wellness items with some additional requirements to qualify for wellness items.
20.110 – Removed a position that does not take a vehicle home regularly.
23.020 (h) – Added language that telecommuting agreements will be reviewed annually.
23.060 – Added language on how to handle telecommuting when an employee telecommutes for a portion of their workday and not a full day.
24.020 – Added language to be clear we are talking about new hire probationary employees and not those who are on disciplinary probation.
24.030 – Cleaned up language.
24.050 – Cleaned up language.
25.010 – Clarified when an employee can file a grievance.
25.040 – Changed that employees who wish to appeal a grievance decision would appeal to the appeals board rather than the city council. Also, it is added that employees who are within their new hire probationary period are not eligible to appeal.
26.020 – Fixed a conflict within our policy manual. One section stated that employees facing probation required a hearing and another stated that the hearing wasn't required.
26.030 – Changed language from verbal warning to written warnings.
26.040 – Clean up language and added language that requires employees to fully cooperate with investigations. Added language that an employee may request the presence of a representative.
26.060- Changed wording to written warning rather than verbal warning to help clear up confusion.
26.070 – Cleaned up language and added that written reprimands shall include an improvement plan. Changed that the SIRs need to be entered into PEP but do not need to be signed.
26.100 – Language clean up and added how pay will be handled when an employee is demoted.
26.110 – Dismissal changed to word termination.
26.120 – Added language that an employee may request the presence of a representative.
26.130 – Added language to clarify that a disciplinary action form isn't used for terminations.
27.010 – Added language to include situations when an employee resigns while under investigation.
27.020 – Completely revised section for clarity and changed the notice requirement to be 14 calendar days instead of 2 weeks.
27.030 – Clarified language to address when an employee is terminated for lacking skill sets or unable to pass required training or obtain required certifications.
27.040 – Added section regarding resignation while under investigation.
27.050 – Completely revised section regarding procedures for resignation in lieu of termination.
27.060- Added clarifying language for new hire probationary employee.
27.090 – Language clean up.
27.100 - Added section on Personal Property procedures.

Discussion Goals

The following items outline the goals of this discussion:

1. Review proposed edits and make any necessary changes. Move forward to the November 10th meeting for discussion possible approval.

3.070. Newly Created or Existing Positions.

Newly created regular or appointed positions may be created by the City Council through authorization and approval of the job description, classification, and salary range of the position, either through the annual budget authorization or by separate action of the City Council. Any department head wishing to create a new position within his/her department shall submit a request to the Assistant City Manager~~Administrative Services Director~~. If acceptable to the Assistant City Manager~~Administrative Services Director~~ & the City Manager, the new position request shall be forwarded to the City Council for review and recommendation. If approved by the City Council, the Department Head shall work with the Assistant City Manager~~Administrative Services Director~~ and Human Resources Manager, or designee, to create the job description, classification, and pay range.

3.170 Rehires.

Job applications received from former employees will be processed using the same procedures and standards that govern all other non-employee applications. The Human Resources Manager or designee will review the former employee's personnel records and the circumstances surrounding termination of previous employment with the City.

Former employees who have been terminated for cause, or who voluntarily resign after being notified that termination for cause is being proposed or considered~~ed while facing disciplinary action~~, or who fail to comply with the voluntary resignation notice requirements set forth in Section 27.020, unless an exception to the notice requirement was approved in accordance with Section 27.020, ~~did not give a two (2) week notice~~ are not eligible for rehire. Employees who voluntarily resign ~~in lieu of~~ or are terminated due to lacking skill ~~sets,~~ sets, being unable to ~~pass~~ successfully complete required training, or being unable to obtain~~ing~~ required certifications will not be deemed as "for cause" and will be eligible for rehire.

Eligibility for rehire shall be documented on the employee's termination records. ~~Employees must give a two (2) week notice in order to be eligible for rehire unless deemed otherwise at the discretion of the City Manager. Eligibility for rehire should be noted on termination forms.~~ Applicants who are rehired shall be required to serve a new hire probationary period in accordance with these Policies and Procedures. Former employees who terminated employment with the City in good standing may maintain the original anniversary date for benefit purposes if they are re-employed under the same part-time or full-time status by the City within one (1) year after the date of termination.

6.010. Work Hours.

~~The normal work hours for most employees are eight (8) hours a day, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, including a one (1) hour non-paid lunch period.~~ The standard work schedule for full-time employees is forth (40) hours per week, generally consisting of five (5) eight-hour workdays, unless an alternative schedule is approved. Employee work hours may vary from this general schedule as directed by the employee's department head or the City Manager. Alternative work schedules, such as four ten (10) hour days, may also be approved by the City Manager for various Departments or positions.

The City reserves the right to establish, modify, increase, or decrease employee work schedules and scheduled hours for all employees based on operational needs, staffing requirements, budgetary considerations, or other legitimate business reasons.

7.080. Retirement Program.

(c) Exemption from Retirement Systems. Individuals who are eligible for enrollment in Utah Retirement Systems (URS) in the following positions meet eligibility to exempt with Utah Retirement Systems (URS) as long as they are not post-retired: elected, appointed, and designated administrative officials. The City has designated the following administrative officials as eligible for exemption out of the Retirement Systems: City Attorney, City Manager, Assistant City Manager, City Recorder, Community and Economic Development Director, Administrative Services Director, Fire Chief, Parks and Recreation Director, Police Chief, and Public Works Director. The City will contribute an amount equal to the URS contribution rate into the exempted employee's URS 401(k) plan account. Tier I exemptions are exempting out of the URS Pension Plan. Tier II exemptions are exempting out of the four-year vesting period.

7.140. Community Center Membership & Rental Fee Waiver.

All Full-Time employees of the City are eligible to receive a family membership to the Syracuse City Community Center at no cost. Only immediate family members living in the same household of the employee may be included in this membership. All Part-Time employees of the City are eligible to receive an individual membership ~~for themselves~~ to the Syracuse City Community Center for themselves at no cost.

In addition, all full-time employees of the City may reserve and rent an eligible City facility one (1) time per calendar year without payment of the rental fee. Employees are still responsible for complying with all reservation requirements, cleaning obligations, and any applicable usage rules established by the City, as well as all applicable local, state, and federal laws.

8.020. Leave Without Pay.

Employees may be granted leave without pay under certain circumstances in accordance with the procedures set forth herein. Full-Time employees requesting leave without pay for non-medical reasons must exhaust all accrued compensatory time, vacation, and holiday leave options in order to be eligible for leave without pay. Full-Time employees requesting leave without pay for medical reasons must exhaust all accrued paid leave options in order to be eligible for leave without pay. Unless otherwise provided by law, such as military or family and medical leave, leave without pay is a privilege and not a right. An employee is considered to be in leave without pay status when they do not work the number of hours required by their regular schedule and are unable to substitute any unworked hours with accrued paid leave. Leave without pay shall not constitute a break in service. Full-Time employees shall not be eligible to the accrual of any vacation leave, sick leave, or holiday leave during the period of leave without pay, but shall be eligible to maintain life insurance, group health insurance, and seniority status. Leave accruals during military leave shall be governed by Section 8.110(a). To the extent permitted by law, Full-Time employees may be required to pay for continuation of insurance benefits while in leave without pay status.

8.060. Vacation Leave.

(a) Eligibility. Full-time employees are eligible to accrue vacation leave in accordance with his or her tenure of employment at the rates set forth herein and are eligible to use accrued vacation leave. Except as otherwise expressly provided herein, part-time, temporary, and seasonal employees are not eligible to accrue vacation leave. Vacation leave shall not accrue if an employee was in leave without pay status for any portion of the fourteen (14) day pay period. Leave accruals during military leave shall be governed by Section 8.110(a).

(b) Employee Accrual Rates. Eligible employees shall accrue vacation leave at the following rates:

(1) At the employee's start date of employment, 3.08 hours of vacation leave shall accrue upon completion of each fourteen (14) day pay period (approximately 10 days per year), except that fire fighters working 24-hour shifts shall accrue 4.30 hours of vacation leave upon the completion of each fourteen (14) day pay period.

(2) At the beginning of the pay period following the employee's 3-year anniversary date, 3.69 hours of vacation leave shall accrue upon completion of each fourteen (14) day pay period (approximately 12 days per year), except that fire fighters working 24-hour shifts shall accrue 5.16 hours of vacation leave upon completion of each fourteen (14) day pay period.

(3) At the beginning of the pay period following the employee's 9-year anniversary date, 4.61 hours of vacation leave shall accrue upon completion of each fourteen (14) day pay period (approximately 15 days per year), except that fire fighters working 24-hour shifts shall accrue 6.46 hours of vacation leave upon completion of each fourteen (14) day pay period.

(4) At the beginning of the pay period following the employee's 14-year anniversary date, 6.15 hours of vacation leave shall accrue upon completion of each fourteen (14) day pay period (approximately 20 days per year), except that fire fighters working 24-hour shifts shall accrue 8.61 hours of vacation leave upon completion of each fourteen (14) day pay period.

8.070. Paid Sick Leave.

(b) Accrual. Full-time employees shall accrue sick leave at the rate of 3.69 hours upon completion of each fourteen (14) day pay period (approximately 12 days per year), except for fire fighters working 24-hour shifts shall accrue sick leave at the rate of 5.16 hours upon completion of each fourteen (14) day pay period. Employees will begin to accrue sick leave immediately upon being hired by the City, it will be pro-rated based off the employee's hire date. Sick leave shall not accrue if an employee was on leave without pay status for any portion of the 14 day pay period. Leave accruals during military leave shall be governed by Section 8.110(a).

(e) Separation or Change in Status. Except as otherwise provided herein for qualified retirement with URS, an employee who is terminated from employment with the City, voluntarily or involuntarily, shall not be compensated for unused accrued sick leave. An employee who retires, other than retirement due to pending disciplinary action, will be compensated for twenty percent (20%) of his or her unused accrued sick leave. Employees, who transition from full-time employment to part-time employment with the City, shall not be eligible or compensated for unused accrued sick leave. Any unused accrued sick leave shall be forfeited at the date of change in status from full-time to part-time. An employee, excluding those on Military Leave, who has submitted their notice of resignation ~~to resign~~ may not use sick leave during their ~~in the~~ final two ~~-~~weeks of employment unless they ~~the employee~~ provide~~s~~ a valid doctor's note.

8.080. Leave Donation.

Syracuse City recognizes that employees may ~~have~~ experience a family medical condition or be affected by a major disaster, resulting in a need for additional time off ~~in excess of~~ beyond their available sick or ~~/~~vacation leave. To address this need, ~~all~~ eligible employees ~~will be allowed to~~may donate accrued ~~paid~~ sick leave ~~or~~, vacation leave, holiday leave or compensatory time ~~hours~~ from their unused balance to ~~their co-workers~~the Leave Donation Bank to support co-workers who require ~~in need of~~ additional paid time off, in accordance with the policy below. ~~This policy~~ Participation in this program is strictly voluntary.

(d) Donation of Leave.

(1) Employees who wish to donate leave shall complete a Donation of Leave Form and submit to Human Resources. See Employee Forms Library for form.

(2) The donation of leave is strictly voluntary.~~, and o~~Employees shall not ask employees to donate leave on their behalf.

(3) Donated leave shall be donated in increments of 1 hour and will go into a leave pool on an hour for hour basis.

(4) Donating employees may not claim an expense, a tax deduction or a charitable contribution for any ~~leave donated~~donated leave.

(5) The available bank value of the leave pool shall be capped at 1,100 hours.

(6) Employees who are eligible for retirement may donate sick leave that is otherwise eligible for cash out.

~~(6)~~(7) Employees who have submitted their notice of resignation may continue to donate vacation leave, holiday leave, and compensatory time. Employees may not donate sick leave after submitting notice, except in cases of retirement as referenced in subsection (6) above.

8.090 Holiday Leave.

Full-time employees not involved in bona fide law enforcement and fire protection activities shall receive eight (8) hours of holiday pay for each of those days defined herein as legal holidays of the City. Full-Time fire fighters working 24-hour shifts shall accrue 5.60 hours of holiday leave every two (2) weeks in lieu of holiday time off and may accumulate and carry forward a maximum of one hundred and forty-five (145) hours of holiday leave. Sworn police officers shall accrue 4 hours of holiday leave every two (2) weeks in lieu of holiday time off and may accumulate and carry forward a maximum of one hundred and four (104) hours of holiday leave. Any unused, accrued holiday leave in excess of these accrual maximums will be forfeited on the employee's anniversary date each year. The employee's anniversary date is their Full-Time hire date.

Employees who transition from holiday leave accrual to holiday pay eligibility may elect to convert accrued holiday leave to vacation leave, receive payout for the accrued holiday leave at their regular rate of pay, or choose a combination of both. Any such election must be made in accordance with procedures established by the City.

Full-time employees who are in leave without pay status for the workday before or after the applicable holiday will not be eligible for holiday pay or leave accrual. Leave accruals during military leave shall be governed by Section 8.110(a). ~~Except for Juneteenth, i~~If any designated holiday falls on a

Saturday, the preceding Friday shall be the holiday. If any designated holiday falls on a Sunday, the following Monday shall be the holiday. Designated and observed City holidays are as follows:

(a)	New Year's Day	January 1st
(b)	Martin Luther King Jr. Day	3rd Monday in January
(c)	President's Day	3rd Monday in February
(d)	Memorial Day	Last Monday in May
(e)	Juneteenth National Independence Day	June 19th ~~or if June 19th falls on a Tuesday, Wednesday, Thursday, or Friday, the preceding Monday is the observed holiday. If June 19th falls on Saturday or Sunday, the following Monday is the observed holiday.~~

8.110. Military Leave.

Employees who enter active service in any branch of the armed forces of the State of Utah or of the United States shall be granted a leave of absence from employment with the City during military service to the extent required by State and Federal law, including Utah Code Title 71A Chapter 8 and the Uniformed Services Employment and Reemployment Rights Act. Military personnel may also be eligible for family leave in accordance with the provisions of the National Defense Authorization Act and the Family Medical Leave Act. Such leave is more particularly described in Section 8.100 of these Policies and Procedures regarding Family and Medical Leave.

Employees who need leave due to ~~the M~~military service and who wish to be reinstated after Military Leave ends shall notify the Human Resource Manager as soon as possible to ensure leave is processed according to Federal, State, and local laws. Employees who have been approved for Military Leave are not required to use any accrued paid leave~~;~~, however, employees may choose to use a combination of accrued vacation, sick, and/or holiday leave.

(a) Military Leave and Leave Accruals. During periods of military leave, an employee may elect to use available accrued vacation leave, sick leave, compensatory time, holiday leave (if applicable) or leave without pay in accordance with applicable law and City policy. Employees shall accurately record all military leave on their timecard by including a comment indicating that the leave is for military service, regardless of whether the employee uses paid leave, leave without pay, or a combination thereof. As an exception to the City's general leave accrual policy, an employee who uses leave without pay due to military service shall continue to accrue vacation leave, sick leave, and holiday leave (if applicable) on a pro-rated basis based on the number of hours worked or paid leave used during the pay period. An employee who is on leave without pay for the entire pay period shall not accrue vacation leave, sick leave, or holiday leave (if applicable) for that pay period.

8.140. Bereavement Leave.

Full-Time Employees may be granted up to three (3) workdays of paid bereavement leave to grieve, prepare for, and attend the funeral of the employee's legal or common law spouse, child, ~~or~~ stepchild, grandchild ~~(including loss due to miscarriage or stillbirth)~~, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, parent, stepparent, mother-in-law, father-in-law, grandparent, spouse's grandparents, daughter-in-law, or son-in-law~~, or grandchild.~~ Bereavement leave under this policy also applies to the loss of a child, stepchild, or grandchild due to miscarriage or stillbirth. The three (3) paid bereavement days must be used within a week of death or funeral or otherwise approved by the Department Head If additional time is needed, the employee may use accrued sick or vacation leave with department head approval. Employees must follow the procedures outlined in the Vacation Leave policy for funeral of friends or family members not ~~on this list~~listed above. Proof of death or services is required, except in cases involving miscarriage or stillbirth.

9.080. Confidentiality.

Unauthorized disclosure of, access to, or intentional attempts to obtain ~~and unauthorized access of~~ privileged, private, and/or confidential information is prohibited and ~~shall be grounds for~~may result in disciplinary action, up to and including termination. Employees are prohibited from knowingly seeking, coercing, requesting, or using their position to obtain access to confidential information they are not authorized to access.

9.110. Personal Activities.

Employees shall not perform personal business during working hours and shall not use City owned property in support of outside interests and activities. Unless authorized by the City Manager or designee, ~~E~~employees are to pursue personal and outside activities on the employee's own time away from City facilities and offices. Employees shall arrange for annual leave or compensatory time off in advance to pursue personal and outside interests. Use of City computers, equipment and vehicles shall be limited to and conducted in accordance with applicable provisions of Chapter 20 and Chapter 21.

9.160. Workplace Violence.

(a) Purpose. Syracuse City is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Syracuse City has adopted the following policies and guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur during business hours or on its premises. It is the purpose of this policy to communicate to all employees of the City and all persons conducting business with or served by the City that intimidation, harassment, or other threats of or actual violence within the workplace is prohibited and shall not be tolerated.

(b) Policy. All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Except for sworn police officers, an employee who possesses ~~F~~firearms, ammunition, or firearm accessories on Syracuse City premises shall notify his/her department head and the City Manager in writing. When a firearm, ammunition, or firearm accessory is not in the employee's immediate personal possession, the employee shall secure it in a locked container (such as a lockbox, vehicle, vehicle compartment, toolbox, filing cabinet, desk, etc.) An employee may not possess other dangerous weapons, dangerous devices, or dangerous substances on Syracuse City premises unless the item or substance is commonly or customarily used in the employee's scope of employment. ~~weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Syracuse City unless the employee has notified the department head and the City Manager in writing.~~ Conduct that threatens, intimidates, harasses, coerces, or harms another employee, a customer, or a member of the public will not be tolerated.

12.030. Child Sexual Abuse Training and Background Check Policy

(b) Scope. This policy applies to "youth workers". Youth workers include all employees, volunteers, and other individuals who are eighteen (18) years of age or older and whose responsibilities give them regular and repeated care, supervision, guidance, or control of minors in any Department-sponsored program for twenty-five (25) or more children. Positions currently required to comply with this policy include employees and volunteers in the Recreation Department, coaches contracted through the Recreation Department and contracted and volunteer Youth Court personnel.

13.100. Basis for Testing.

(d) Post-Accidents.

~~2)~~3) Law Enforcement Exception. A sworn police officer employed by Syracuse City shall not be required to undergo post-accident drug or alcohol testing solely because the officer intentionally used a city vehicle as part of a department-authorized law enforcement tactic, including but not limited to a Precision Immobilization Technique (PIT), vehicle intervention, ramming, blocking maneuver, or other intentional vehicle contact undertaken in accordance with department policy, training, and applicable law to protect life, apprehend an offender, or mitigate an imminent public safety threat. This exception does not apply if post-accident drug or alcohol testing is otherwise required by law, including applicable Department of Transportation regulations, or if there is a reasonable suspicion that the officer was impaired by drugs or alcohol.

13.130. Action.

(a) ~~(a)~~ Referral. Any non-DOT employee who has a non-negative drug test or a positive breath alcohol test result will be immediately referred by the Syracuse City DER to the Employee Assistance Program (EAP), a licensed substance abuse counselor (LSAC), or a Substance Abuse Professional (SAP) for an initial consultation. Syracuse City will be responsible for the cost of the initial consultation. However, additional services provided to the employee by the SAP and/or LSAC will be at the expense of the employee.

(b) Administrative Leave Pending Confirmation. An employee who receives a presumptive positive result on a rapid drug screen shall be placed on paid administrative leave or assigned to non-safety sensitive duties pending receipt of the final confirmed test results.

(c~~b~~) Discipline or Refusal to Hire. The City may use confirmed positive test results or non-negative test results, or any refusal of a prospective or current employee to take the test, as a basis for disciplinary action up to and including termination of current employees and refusal to hire prospective employees. Any disciplinary action taken by the City for violation of this policy shall be in accordance with the City disciplinary procedures. Such procedures shall include any required pre-disciplinary hearing and

15.030. Driving Record Evaluations

All drivers must possess a valid ~~D~~driver ~~L~~license and obtain a valid Utah driver license within thirty (30) days of employment, except for seasonal and temporary employees. Required endorsements, if applicable, must also be maintained. The driver qualification evaluation will be based on the driver's MVR and may also take into account work related motor vehicle incidents, whether or not the incident has been recorded on the driver's MVR. All violations recorded on the MVR within the last three (3) years, whether they occurred on the job or not, are included in the driver qualification evaluation.

16.130. Workers' Compensation.

(b) Be allowed, upon request to the Department Head, to use available leave balances to supplement Workers' Compensation wage benefits by ~~to receive~~ up to ten percent (10%) of the employee's wages/salary, ~~by using any leave balances available.~~ or an amount sufficient to cover the employee portion of benefit premium deductions, whichever is greater.

19.030. Credit Card Expenses.

(a) Purpose. In order to ensure the proper use and accountability of taxpayer dollars, the following credit card policies are to be followed when using Syracuse City Credit Cards to expend City funds. Compliance with the policy is the obligation of each City employee. Failure to follow the policy may result in disciplinary action up to and including termination as described below. Questions regarding the policy are to be directed to the Finance Manager~~Administrative Services Director~~.

(b) Tax Exempt. Most City purchases are not subject to sales tax. For vendors requiring documentation of tax-exempt status, a TC-721G Exemption Certificate for Governments and Schools may be obtained from the Finance Manager~~Administrative Services Director~~. Lodging charges in Utah are subject to sales tax. It is the cardholder's responsibility to ensure sales tax is only paid when required.

(c) Cardholder Responsibilities. It is the responsibility of the cardholder to:

(5) Keep the credit card and the corresponding account information secure. Immediately report any lost or stolen credit card and/or account information to the Finance Manager~~Administrative Services Director~~.

(6) Report fraudulent charges or any discrepancies in the credit card statement in a timely manner to the Finance Manager~~Administrative Services Director~~.

(d) Department Head or Supervisor Responsibilities. It is the responsibility of the Department Head or Supervisor to:

(1) Request and oversee the issuance of new cards through the Finance Manager~~Administrative Services Director~~. The credit limit will be determined at the discretion of the Finance Manager~~Administrative Services Director~~.

(2) Inform the Finance Manager~~Administrative Services Director~~ when changes and cancellations are needed because of personnel changes.

(3) Make sure credit card reconciliations are completed by the 3rd of each month.

(4) Review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with Syracuse City policies and procedures.

(5) Address the cardholder about questionable transactions and take disciplinary actions when necessary.

(6) Report any misuses of credit cards immediately to the Finance Manager ~~Administrative Services Director~~ and/or the Assistant City Manager.

(e) Department Head or Supervisor Responsibilities. It is the responsibility of the Department Head or Supervisor to:

(1) Request and oversee the issuance of new pin numbers for employees through public works administrative personnel.

(2) Inform the public works personnel when changes and cancellations are needed because of personnel changes.

(3) Address the cardholder about questionable transactions and take disciplinary actions when necessary.

(4) Report any misuses of fuel cards immediately to the Finance Manager~~Administrative Services Director~~ and/or the Assistant City Manager.

19.050. Vacation/Sick Leave Cash Out for Emergency Preparedness and Wellness Items.

Once per fiscal year, Full-Time employees may elect to purchase pre-approved emergency preparedness items and/or pre-approved wellness items and be reimbursed up to two hundred dollars ($200.00) by cashing out Vacation or Sick Leave. Employees requesting reimbursement for wellness items must have at least thirty thousand (30,000) points in the City-approved wellness application at the time of the request. Items that are not on the pre-approved list must be submitted to the Department Head for approval by the City Manager prior to purchase to determine if ~~it is~~they qualify as an eligible emergency preparedness or wellness item. The employee must have a remaining balance of one-hundred and sixty (160) hours of accrued sick leave after the cash out is complete. The employee must submit an Emergency Preparedness/Wellness Cash-Out form along with original receipts to his or her Department Head for approval. (See Employee Forms Library) The Department Head will submit the form to the Finance Manager and Human Resources for processing. The determination as to whether or not the Cash Out will be approved will be based on the availability of funds and will be re-evaluated on an "as needed" basis.

Pre-approved wellness items include:

(a) Running or athletic shoes

(b) Smart watches or fitness trackers

(c) Free weights, dumbbells and common gym equipment

(d) Resistance bands

(e) Exercise mats

(f) Bicycles and bicycle accessories

(g) Sports equipment primarily used for physical activity

20.110. Take-Home Vehicle Use and Rules.

City vehicles in general are not permitted to be taken home or utilized for personal use by City employees. The following employees may be permitted to use City vehicles for commuting to and from work and for other work-related purposes:

(a) Police officers in accordance with the vehicle use policy set forth by the Police Department Policies and Procedures;

(b) City employees who are subject to being called out for emergency response for City services during normal off-duty work hours and who are authorized by their Department Head and the City Manager. Such employees, as authorized, include: Fire Chief, Deputy Fire Chief, Fire Marshal, Public Works Director, Public Works Superintendents, Facility Maintenance Superintendent, ~~Facility Maintenance Technician,~~ employees assigned to on-call duty for which they are being compensated, and any other employee as deemed appropriate by the City Manager

23.060 Compliance.

Employees who telecommute will be expected to ~~report~~provide work status updates to their Supervisor or Department Head on an as needed basis determined by the Department Head.

With Department Head approval in advance, an employee may be permitted to telecommute for a portion of the workday and work at their regular City worksite for the other portion of the workday. When a partial telework day is scheduled or approved in advance, travel between an employee's telework location and their regular City worksite is considered the employee's normal commute and is not compensable work time unless deemed otherwise within this policy manual.

If an employee is scheduled to telecommute and, after beginning work, is unexpectedly required to report to a City worksite or other work location, the required travel shall be considered compensable work time to the extent required by applicable law. Travel required to perform City business, including an authorized work-related errand or assignment performed while traveling to or from the employee's teleworking location, shall also be considered compensable work time to the extent required by applicable law.

24.020. Performance Evaluation Periods.

(a) New Hire Probationary Employees. ~~P~~New hire probationary employees hired before November 1st of each year shall be evaluated at the next scheduled annual evaluation period and may also be evaluated at any other time deemed necessary by the Supervisor and/or Department Head. The performance evaluations for new hire probationary employees may be used to provide information to both the employee and the City regarding the employee's performance. Performance evaluations and the results of such evaluations for new hire probationary employees shall not obligate Syracuse City to a particular course of action relative to the new hire probationary employees, nor shall it create any property or due process rights for such employees relative to their employment with the City.

24.030. Performance Evaluations.

Employees shall be evaluated by his or her immediate supervisor in accordance with the City approved performance evaluation system and approved performance criteria. Performance evaluations should consist of a written evaluation form as well as an in-person interview. Evaluators may get input from other supervisors that have indirectly supervised the employee. Performance evaluations may be reviewed by the next level supervisor or department head. Performance evaluations may be used in decisions concerning ~~advancement~~ promotion, future training needs, performance-related salary adjustments and disciplinary actions.

24.050. Performance Tracking.

Department Heads and/or Supervisors may ~~shall~~ from time to time enter Significant Incident Reports (SIRs), whether positive and/or negative, into the City's evaluation system in order to track the employee's performance throughout the year.

25.010. Grievances.

Employees may appeal a decision or disciplinary action by the City which affects his or her employment status (other than suspension greater than 2 days, demotion or ~~dismissal~~ termination which are governed by appeal provisions of Chapter 26) pursuant to the provisions set forth herein. These guidelines should not be construed as preventing, limiting, or delaying the City from taking disciplinary action, including immediate termination, in circumstances where the City deems such action appropriate. Except as required by State or Federal law, the grievance procedures provided herein shall be exhausted prior to seeking alternative remedies.

25.040. Appeal.

An employee ~~aggrieved by~~ who wishes to appeal a final decision of the City Manager regarding a formal grievance filed hereunder may appeal ~~such~~ the decision to the City ~~Council~~ Appeals Board by filing a written appeal stating the grounds for the appeal ~~therefore~~ with the City Recorder within ten (10) days from the date of the decision. Employees serving their new hire probationary period are not eligible to appeal. Only the issues presented in the original grievance may be considered on appeal. The City Appeals Board ~~Council~~ shall conduct a review of the matter and review~~ing~~ the City Manager's decision for correctness. The City Appeals Board ~~Council~~ shall prepare and provide to the employee written notice of its final decision in the matter within a reasonable time from receipt of the appeal.

26.020. Responsibility for Discipline.

The basic responsibility for discipline lies with the employee's supervisor under the direction of the City Manager, provided that any disciplinary action involving suspension, ~~probation,~~ demotion, or ~~dismissal~~termination shall require a pre-disciplinary action hearing and prior review and approval of the City Manager in accordance with the procedures set forth herein. In addition, any ~~dismissal~~termination of an employee shall comply with City Ordinances regarding Mayor and/or City Council approval, as more particularly set forth in Title 1 of the Syracuse Municipal Code.

26.030. Levels of Discipline.

When there are grounds for discipline, an employee shall be subject to appropriate disciplinary action, based upon the particular facts and circumstances of each case. Disciplinary action may include one or more of the following: ~~verbal~~ written warning, written reprimand, suspension with or without pay, disciplinary probation, demotion, and ~~dismissal~~termination.

26.040. Investigation.

Prior to any disciplinary action or recommendation ~~of any~~for disciplinary action, the alleged misconduct and related circumstances shall be investigated by the employee's immediate supervisor, ~~and/or~~ the Human Resources Manager, or, ~~. W~~when deemed appropriate by the City, ~~any investigation may also be conducted by~~ an outside investigator ~~hired by the City~~. The investigation shall be conducted to the extent ~~deemed~~ necessary and appropriate under the circumstances and ~~. Such investigation~~ should provide the employee with an opportunity to respond verbally and/or in writing to the allegations.~~ed claims.~~

Employees who are interviewed, provide information, or otherwise participate in an investigation shall cooperate fully and maintain the confidentiality of the investigation to the extent permitted by law. Employees shall not knowingly interfere with, obstruct, influence, retaliate against any participant in, or otherwise compromise the integrity of an investigation. Violation of this provision may result in disciplinary action, up to and including termination.

An employee who is the subject of an investigation may request the presence of a representative during any investigatory interview that the employee reasonably believes may result in disciplinary action. The representative is present for support only and may not answer questions on behalf of the employee, address the interviewer, interfere with, or otherwise participate in the interview. The employee may request a brief opportunity to confer privately with the representative when clarification or assistance is needed.

26.060. ~~Verbal~~ Written Warning.

After investigation of the alleged misconduct in accordance with Section 25.040, whenever grounds for disciplinary action exist and the supervisor determines that more severe action is not required, the supervisor may issue a written warning to the employee. ~~verbally communicate to the employee the observed deficiency~~. Written ~~documentation of the warning~~ warnings shall be prepared by the supervisor using the City's Disciplinary Action Form setting forth the date, time, circumstances and grounds for the discipline~~, and the date, time, and circumstances of the verbal notice~~. The Disciplinary Action Form shall be signed by the supervisor, the Human Resources Manager, and the employee. If the employee refuses to sign the form, the supervisor shall note such refusal in writing on the form. All disciplinary action documentation shall be filed and maintained with the employee's personnel records and input into the evaluation system as a Significant Incident Record (SIR). Failure to remedy the deficiency or deficiencies described in a ~~verbal~~ written warning may result in additional disciplinary action being taken.

26.070. Written Reprimand.

After investigation of the alleged misconduct in accordance with Section 25.040, whenever grounds for disciplinary action exist and the supervisor determines that more severe action is not required, the supervisor may ~~reprimand an employee in writing~~ issue a written reprimand to the employee. Written reprimands shall be prepared by the supervisor using the City's Disciplinary Action Form (See Employee Forms Library) setting forth the date, time, circumstances, and grounds for the discipline ~~(See Employee Forms Library)~~. Written reprimands shall include an improvement plan and deadline(s) for completing the required improvement. The Disciplinary Action Form, ~~along with a Signification Incident Record (SIR)~~ shall be signed by the supervisor, the Human Resources Manager, and the employee. If the employee refuses to sign the form, the supervisor shall note such refusal in writing on the form. All disciplinary action documentation shall be filed and maintained with the employee's personnel records and input into the evaluation system as a Significant Incident Record (SIR), Failure to remedy the deficiency or deficiencies described in a written reprimand may result in additional disciplinary action being taken.

26.100. Demotion.

When~~ever~~ grounds for disciplinary action exist and the supervisor determines that the circumstances ~~of the conduct justify~~ warrant more severe disciplinary action, the supervisor may recommend demotion to the City Manager~~to the City Manager that an employee be demoted~~. The supervisor shall submit ~~W~~written notice of ~~such~~ the recommendation, including ~~shall be prepared by the supervisor and submitted to the City Manager and should include~~ a detailed statement of the date, time, circumstances ~~and~~ grounds for the recommended disciplinary action, and the investigation conducted. Upon receipt of a ~~supervisor's~~ recommendation for demotion, the City Manager shall follow the ~~due~~pre-disciplinary hearing ~~process~~ procedures set forth in Section 26.120~~25.120 regarding pre-disciplinary action hearings~~ and determine the appropriate disciplinary action ~~to be taken~~, if any, in accordance with ~~procedures set forth in~~ Section 26.130~~25.130~~. ~~Any employee who is demoted may appeal such demotion to the Employee Appeal Board in accordance with the appeal procedures set forth in Section 25.140.~~ Appeal rights, if applicable, shall be governed by Section 26.140.

Any employee demoted as a disciplinary action shall receive a reduction in pay. Employees demoted from an advancement position shall receive a five percent (5%) reduction in pay. Employees demoted from a promotional, supervisory, or management-level position shall receive a ten percent (10%) reduction in pay. The City Manager may authorize a different pay adjustment when necessary to comply with the City's compensation plan or address internal pay equity considerations.

26.110. ~~Dismissal~~Termination.

Except as otherwise provided by Ordinance for appointed officers and department heads, whenever grounds for disciplinary action exist and the supervisor determines that the circumstances of the conduct justify more severe disciplinary action, the supervisor may recommend to the City Manager an employee be ~~dismissed~~terminated. Written notice of such recommendation shall be prepared by the supervisor and submitted to the City Manager and should include a detailed statement of the date, time, circumstances and grounds for the recommended disciplinary action and the investigation conducted. Upon receipt of a supervisor's recommendation for ~~dismissal~~termination, the City Manager shall follow the due process procedures set forth in Section 25.120 regarding pre-disciplinary action hearings and determine the appropriate disciplinary action to be taken, if any, in accordance with procedures set forth in Section 25.130. In addition, any ~~dismissal~~termination of an appointed employee shall comply with City Ordinances regarding Mayor and/or City Council approval, as more particularly set forth in Title 1 of the Syracuse Municipal Code. Any employee who is ~~dismissed~~ terminated may appeal such ~~dismissal~~termination to the Employee Appeal Board in accordance with the appeal procedures set forth in Section 25.140.

26.120. Pre-Disciplinary Action Hearing.

Upon receipt of a supervisor's recommendation of disciplinary action involving suspension, demotion or ~~dismissal~~termination, the City Manager or designee shall review and investigate the matter as deemed appropriate and shall hold a pre-disciplinary action hearing. The purpose of the pre-disciplinary action hearing is to provide the employee with notice and an opportunity to respond to the alleged violations and proposed disciplinary action. The City Manager or designee shall provide the employee with written notice of the date and time of the pre-disciplinary action hearing and shall provide the employee with a copy of the supervisor's letter recommending the proposed disciplinary action and stating the grounds therefore. The employee shall receive at least forty-eight (48) hours' notice of the pre-disciplinary action hearing, overview of allegations and the proposed disciplinary action. The employee will be granted a reasonable time to prepare for the hearing, if needed. The Human Resource Manager or City Attorney must be present at the hearing. An employe may request the presence of a representative during the pre-disciplinary action hearing. The representative is present for support only and may not answer questions on behalf of the employee, address the City Manager or designee, interfere with, or otherwise participate in the hearing. The employee may request a brief opportunity to confer privately with the representative when clarification or assistance is needed.

26.130. Decision Subsequent to Disciplinary Action Hearing.

After the pre-disciplinary action hearing, the City Manager or designee shall provide the employee with written notice of his or her final decision stating the disciplinary action to be taken, if any, the effective date of the disciplinary action, the grounds for the action, and the employee's right to appeal the same. When the final decision is termination, the employee shall be issued a written termination letter containing the information required by this Section, and a copy of the termination letter shall be placed in the employee's personnel file. A Disciplinary Action Form is not required for termination.

For disciplinary actions other than termination, ~~In addition,~~ the City Manager or designee shall document the disciplinary action using the City's Disciplinary Action Form and attach all necessary and applicable documentation or proof of the employee's misconduct or performance issue. The Disciplinary Action Form shall be signed by the City Manager, the Human Resources Manager, and the employee. In instances of disciplinary action ~~or dismissal~~ of the City Manager, the Disciplinary Action Form shall be signed by the Mayor, the Human Resources Manager, and the employee. If the employee refuses to sign the Disciplinary Action Form, the City Manager, or designee, shall note such refusal in writing on the form.

26.140. Appeals.

Except as otherwise provided herein, or other applicable law, all appointed officers and Full-Time employees of the City shall hold their employment without limitation of time, being subject to suspension without pay for more than two (2) days, demotion, or ~~dismissal~~termination only as provided in *Utah Code Ann.* ' 10-3-1106, as amended. As provided in Section 3-30-030 of the Syracuse Municipal Code, the following officers and employees are not covered by the provisions of this Section: police chief, fire chief, department heads, new hire probationary employees, part-time employees, temporary or seasonal employees, or officers appointed by the Mayor or other person or body exercising executive power in the City. All other appointed officers or employees ("covered employees") who are suspended without pay for more than two (2) days, demoted, or ~~dismissed~~terminated shall have the right to appeal such suspension, demotion, or ~~dismissal~~termination to the City Appeals Board in accordance with Section 3-30-030 of the Syracuse Municipal Code and the provisions of *Utah Code Ann.* ' 10-3-1106, as amended. All other disciplinary actions may be appealed in accordance with the grievance procedures set forth in Chapter 25.

26.150. Disciplinary Action for Part-Time, Seasonal, and Temporary Employees.

Supervisors and Department Heads are expected to regularly communicate with part-time, seasonal, and temporary staff regarding work expectations and performance matters the same as full-time staff. When there are grounds for discipline, a part-time, seasonal, or temporary employee shall be subject to appropriate disciplinary action, based upon the particular facts and circumstances of each case. Disciplinary action may include one or more of the following: verbal warning, written reprimand, suspension without pay, disciplinary probation, demotion, and ~~dismissal~~termination.

27.010. Types of Termination.

The following generally describes various types of termination of employment with the City. The following is provided for information purposes only and is not intended to be an exhaustive list or description of types of or grounds for termination of employment with the City.

(a) Voluntary Resignation. Voluntary resignation occurs when an employee ~~wishes to leave~~voluntarily chooses to end their employment with Syracuse City. ~~voluntarily and not due to retirement, involuntary termination, or resignation in lieu of involuntary termination, as more particularly described herein~~. Voluntary resignation may include resignation while under investigation as more particularly described in Subsection (c).

(b) Involuntary Termination. Involuntary termination occurs when the City terminates an employee's employment, including termination for cause or, in the case of an at-will employee, with or without cause. ~~employee is terminated for involuntary reasons, such as for cause, or with or without cause in the case of at-will employees.~~ Involuntary termination may include resignation in lieu of ~~disciplinary action~~involuntary termination as more particularly described in Subsection (d~~c~~).

(c) Resignation While Under Investigation. A resignation while under investigation occurs when an employee voluntarily resigns while an investigation concerning the employee is pending and before the employee has been notified that termination for cause is being proposed or considered.

(d~~c~~) Resignation in Lieu of an Involuntary Termination. ~~Any employee who resigns pending involuntary termination for cause proceedings may be deemed to have resigned in lieu of involuntary termination.~~ A resignation in lieu of involuntary termination occurs when an employee voluntarily resigns after being notified that termination for cause is being proposed or considered, as more particularly described in Section 27.050.

(e~~d~~) Reductions in Force (Layoff). Reduction in force or layoff terminations may occur when it is deemed necessary by the City to reduce the number of employees due to lack of work, lack of funds, or other justified business reasons. The City may attempt to minimize reductions in force by readjustment of personnel through reassignment of duties in other work areas.

27.020. Voluntary Termination Procedures.

Employees who wish to voluntarily terminate their employment with Syracuse City shall provide at least fourteen (14) calendar days' written notice to their supervisor or department head prior to their final day of employment by completing a Notice of Voluntary Resignation Form (see Employee Forms Library). An employee may also submit a letter or other written statement providing additional information regarding the resignation; however, such letter or statement is optional and shall not replace the Notice of Voluntary Resignation Form. When circumstances prevent an employee from completing the Notice of Voluntary Resignation Form, the City may accept another written or verbal notice of resignation or other evidence demonstrating the employee's clear intent to voluntarily resign. In such cases, the City may complete or otherwise document the resignation in its records.

Employees who provide the required notice shall remain eligible for rehire, unless otherwise determined under Section 3.170 or the provisions of this Section 27.020. Exceptions to the fourteen (14) calendar day notice requirement may be approved on a case-by-case basis by the Department Head, Human Resources Manager, Assistant City Manager, or City Manager based upon the circumstances of the separation. Factors that may be considered include medical conditions, family emergencies, inability to successfully complete required training, inability to obtain required certifications, or other circumstances determined to be in the best interest of the City.

If an employee wishes to rescind a resignation, the employee shall submit a written request to the department head as soon as possible. A request to rescind a resignation will generally be denied if the position has been posted, a replacement has been selected, or a departmental reorganization, or staffing plan has been implemented in reliance on the resignation.

An employee who has submitted notice of resignation may not use sick leave during the final fourteen (14) calendar days of employment unless the employee provides documentation from a licensed health care provider supporting the absence. ~~Employees who wish to voluntarily terminate their employment with Syracuse City shall notify the City at least two (2) weeks in advance of their voluntary termination. Such notice should be given in writing to the employee's department head or supervisor. Employees must comply with the notice requirements set forth herein to be eligible for rehire. A Notice of Voluntary Resignation Form (see Employee Forms Library) shall be filled out by the employee and signed prior to final voluntary termination. If an employee wishes to rescind their resignation, the employee must~~

~~request to rescind their resignation in writing to their department head as soon as possible. If the job opening has been posted or reorganization of the department has been developed, the request will be denied. An employee who has submitted their notice to resign may not use sick leave in the final two-weeks of employment unless the employee provides a doctor's note.~~

27.030. Involuntary Termination Procedures.

Any involuntary terminations for cause shall comply with applicable procedures set forth in Chapter 26 regarding Disciplinary Action, including any applicable pre-disciplinary hearing and due process requirements set forth therein. Such procedures shall not be required for involuntary termination of at-will or excluded employees as more particularly set forth in these Policies and Procedures or as provided by law. ~~Employees who voluntarily resign in lieu of or are~~An employee who is terminated due solely to lacking required skill sets, being unable to successfully ~~pass~~ complete required training, or being unable to obtain~~ing~~ required certifications ~~will~~ shall not be deemed to have been terminated ~~as~~ "for cause" and ~~will~~ shall be eligible for rehire.

27.040. Resignation While Under Investigation Procedures.

An employee's voluntary resignation while an investigation is pending shall not, by itself, constitute an admission of misconduct.

If an employee voluntarily resigns before an investigation is completed, before findings have been made, and/or before the employee has been notified that termination for cause is being proposed or considered, the separation shall be classified as a voluntary resignation. The employee shall be eligible for rehire, subject to the voluntary resignation notice requirements set forth in Section 27.020. The City's records may reflect that an investigation was pending at the time of resignation.

If an investigation has been completed and findings have been made, but the employee has not been notified that termination for cause is being proposed or considered, the employee's resignation shall be classified as a voluntary resignation. Rehire eligibility shall be determined by the Human Resources Manager and City Manager, after considering the recommendation of the Department Head, based upon the findings of the investigation, the nature and severity of any substantiated misconduct, the employee's employment history, and the circumstances surrounding the resignation.

Nothing in this Section prevents the City from completing an investigation after an employee resigns when the City determines that completion of the investigation is appropriate or necessary. The results of any completed investigation may be maintained in accordance with applicable City policies and records retention requirements.

27.050.~~40.~~ Resignation in Lieu of Involuntary Termination Procedures.

If an employee voluntarily resigns after being notified that termination for cause is being proposed or considered, the resignation shall be classified as a resignation in lieu of involuntary termination, and the employee shall not be eligible for rehire.

The City and the employee may negotiate and enter into a Resignation in Lieu of Involuntary Termination Agreement containing terms acceptable to the City, including any release, waiver, or other terms

determined appropriate by the City. Rehire eligibility, if addressed in such an agreement, shall be determined by the terms of the agreement.

An employee who voluntarily resigns in lieu of termination due solely to lacking required skill sets, being unable to successfully complete required training, or being unable to obtain required certifications shall be classified as a voluntary resignation and shall be eligible for rehire.

~~If an employee chooses to resign pending any for cause termination proceedings, the resignation may be considered an involuntary termination pending final resolution of the termination proceedings. Alternatively, the City and the employee may negotiate and enter into a Resignation in Lieu of Involuntary Termination Agreement containing terms acceptable to the City, including, but not limited to hold harmless and indemnification provisions regarding the resignation in lieu of involuntary termination proceedings, and waiver of notice and due process requirements for involuntary termination. Employees who voluntarily resign in lieu of or are terminated due to lacking skill sets, unable to pass training or obtaining required certifications will not be deemed as "for cause" and will be eligible for rehire.~~

27.060.~~50.~~ Reduction in Force Procedures.

(a) If Syracuse City is facing a possible reduction in labor force, the City should explain the situation to its employees, advising them of the possibility that reductions in force or layoffs may become an economic necessity for the City.

(b) In the selection of employees for reduction in force, the following guidelines should be considered:

(1) Temporary and new hire probationary employees should be laid off first.

27.090.~~80.~~ Return of City Property.

Terminating employees shall return any and all keys, supplies or equipment, which are the property of Syracuse City to the Department Head, or his or her designee, at termination. Failure to return City-issued keys, supplies ~~and/or~~ equipment, or other City property may result in appropriate action, including referral to law enforcement when warranted. ~~upon termination will be considered theft and may be subject to prosecution.~~ Uniforms shall be retired according to the policy established by the department.

27.100. Personal Property.

Employees are expected to maintain responsibility for their personal property while employed. Upon separation from employment, the City may, in its discretion, collect, package, and return personal property remaining on City premises at a time, place, and in a manner determined by the City. The City will exercise reasonable care in handling personal property that comes into its possession but is not responsible, except to the extent required by law, for personal property that is not reasonably identifiable as personal property, cannot be located despite reasonable efforts, or is not actually in the City's possession.

The City may inspect an employee's containers or other items being removed from City premises upon separation from employment for the limited purpose of verifying that City property has been returned.

COUNCIL AGENDA

October 27, 2026

Submitted by Colin Winchester

Agenda Item "f.4" **ORD 26-XX – Significant Parcel of Real Property (with related proposed policy change)**

Factual Summation

Utah Code Section 10-8-2(4)(c) requires every municipality to define, *by ordinance*, what constitutes a "significant parcel of real property." If a municipality does not define significant parcel of real property, then significant parcel of real property means real property that has an estimated fair market value of $500,000 or more.

The City has not defined the term *by ordinance*. Instead, the definition is found in the City's 2019 surplus property *policy*. In the policy, the City defined "*insignificant* parcel of real property" and then by default defined "significant parcel of real property" as everything else. The policy states:

> A parcel is insignificant if:
> a. conveyance of the property is not anticipated to result in a request for a change of zoning of that property;
> b. the conveyance does not conflict with a specific reference in the general plan; and
> c. the parcel is not of the size, configuration, and zoning that would support or permit the construction of a primary structure on the property.

I submit that this current method is cumbersome, and I recommend that the City follow the state's model and select a dollar figure that divides significant from insignificant, perhaps $100,000 or $200,000. I attach a proposal for your review and discussion.

Discussion Goals

Discuss and determine whether to forward the proposed ordinance and policy amendment to the next available business meeting.

PROPOSED ADOPTION OF NEW SMC SECTION 13.40.065

13.40.065 Definition of significant parcel of real property.

For surplus and disposal purposes, a significant parcel of real property is publicly owned real estate that has an estimated fair market value of $100,000 / $200,000 or more. All other parcels are insignificant parcels of real property.

PROPOSED AMENDMENTS TO SURPLUS PROPERTY POLICY

Special Policy for Surplus or Sale of Real Estate

1. ~~Pursuant to Utah Code § 10-8-2(4), real estate is divided into two categories: significant parcels and insignificant parcels. Any real estate that does not meet the criteria of an insignificant parcel is a significant parcel.~~ Publicly owned real estate is divided into two categories: significant parcels and insignificant parcels.

2. ~~A parcel is insignificant if:~~
   ~~a. conveyance of the property is not anticipated to result in a request for a change of zoning of that property;~~
   ~~b. the conveyance does not conflict with a specific reference in the general plan; and~~
   ~~c. the parcel is not of the size, configuration, and zoning that would support or permit the construction of a primary structure on the property.~~

~~3.~~ Insignificant parcels may be conveyed for market value to an abutting owner, after receiving approval by a resolution of the City Council. No public hearing is necessary for the conveyance of insignificant parcels. If the insignificant parcel abuts multiple owners, then a home~~-~~owner's association (HOA) to which all of the owners belong will have the first opportunity to acquire the insignificant parcel. In the context of the surplus of right-of-way, an agreement from an HOA to provide for the perpetual maintenance, repair and replacement of the road – while preserving public utility easements below the surface of the road – constitutes value sufficient to surplus without additional compensation. If no adjacent property owner wants to acquire the property, the City Council may authorize a publicly advertised bid for the insignificant parcel.

~~4~~ 3. Significant parcels of real estate being considered for surplus or sale must be authorized by the City Council, following a public hearing pursuant to Utah state law. The Council will, at their discretion, authorize an appraisal.

~~5~~ 4. It is the general policy of the City that significant parcels will be sold for surplus under an open, competitive bid process that has been publicly advertised.

~~6~~ 5. At the City Council's sole discretion, significant parcels may be sold directly to a buyer ~~under~~ pursuant to a negotiated price without going through a competitive bid process. In deciding whether to sell real estate in this method, the Council should take into consideration the following:

a. ~~W~~whether it is of greater advantage to the City, for community or economic development purposes, to sell without a competitive bid process~~.~~; and

b. ~~W~~whether there is a real or perceived conflict of interest with the sale on behalf of any members of the Council or the Mayor.

CITY COUNCIL AGENDA

October 27, 2026

Agenda Item **"f.5"** **Proposed Amendments to Title Two of Syracuse Municipal Code pertaining to State of Utah Privacy Policy Act compliance.**

Background

- The Utah Legislature enacted the Government Data Privacy Act (GDPA), codified in Utah Code Title 63A, Chapter 19, establishing requirements for governmental entities regarding the management, protection, and use of personal data.
- In conjunction with the GDPA, Utah Code § 63A-12-103 requires governmental entities to designate a Chief Administrative Officer (CAO) responsible for overseeing records management and compliance with applicable state laws. The CAO is also responsible for appointing one or more records officers to assist with the administration of the entity's records management and privacy responsibilities.
- These requirements are intended to establish clear accountability for the management of government records, protection of personal information, employee training, and implementation of appropriate data privacy practices.

Discussion

- Title 2 of the Syracuse City Code establishes the administrative organization of the City and identifies the responsibilities of its appointed officers. While the City Manager and City Recorder currently perform many of the duties associated with records management and compliance, the City Code does not expressly designate these positions as the Chief Administrative Officer and Appointed Records Officer for purposes of the applicable state records management and data privacy laws.
- Staff recommends amending Title 2 to formally designate the Administrative Services Director/City Recorder as the City's CAO and ARO solely for the purpose of compliance with the GDPA. Under the proposed amendment, the Administrative Services Director/City Recorder would be responsible for overseeing the City's records management and data privacy compliance program, including the establishment of applicable policies and procedures, required training, and compliance with state reporting requirements. They would also serve as the appointed records officer and coordinate the administration of records management practices, including retention, classification, access, preservation, and other responsibilities established by state law.

- These designations align with the existing administrative duties of the position and provide a clear framework for implementing the City's records management and data privacy obligations.

Proposal

- Staff seeks feedback regarding the proposed amendment and recommends that the item move forward to the November 10, 2026 business meeting for consideration/action.