



SYRACUSE CITY

Syracuse City Council Work Session Notice

February 24, 2015

6:00 p.m. – Municipal Building, 1979 W. 1900 S.

Notice is hereby given that the Syracuse City Council will participate in a work session on Tuesday, February 24, 2014, at 6:00 p.m. in the large conference room of the Municipal Building, 1979 W. 1900 S., Syracuse City, Davis County, Utah. The purpose of the work session is to discuss/review the following items:

- a. Public Comments.
- b. Open and Public Meetings Act Training. (30 min.)
- c. Shared Solution Land Use Discussion (20 min.)
- d. Debt Reduction/Park Funding Discussion (20 min.)
- e. Concept Plan review for Monterey Estates Phases 6 and 7. (10 min.)
- f. Sewer System Management Plan presentation. (10 min.)
- g. Efficiency Audit Update (5 min.)
- h. Council business.

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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 19<sup>th</sup> day of February, 2015 at Syracuse City Hall on the City Hall Notice Board and at <http://www.syracuseut.com/>. A copy was also provided to the Standard-Examiner on February 19, 2015.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

## February 24, 2015

Agenda Item **B**

Open and Public Meetings Act Training

***Factual Summation***

- City Attorney Clint Drake will provide the annual required Open and Public Meetings and Act Training to the City Council. Other Commissions and Board have been informed of the meeting and are also invited to attend to receive the training.



# COUNCIL AGENDA

February 24, 2015

## Agenda Item C                      Planning Commission Recommendation on the Shared Solution Land Use Proposal

### *Summary*

The Shared Solution Coalition has approached Davis County municipalities with an alternative proposal to the West Davis Corridor Highway. The Utah Department of Transportation has asked these Cities to determine if the Shared Solution land use assumptions are reasonable and feasible for Syracuse City.

If the cities indicate that the Shared Solution land use assumptions are feasible and reasonable, UDOT will run additional tests to see if the other assumptions made by Shared Solutions are also feasible and reasonable. If the Shared Solutions alternative passes the additional testing, it would become Scenario #47. If UDOT then indicates that #47 would become the preferred alternative, UDOT will be returning to the cities requiring them to amend their land uses to reflect the Shared Solutions alternative before the final determination can be made on the selection of the preferred scenario and final decision.

### *Objective*

Determine if the Shared Solution land use assumptions are reasonable and feasible for Syracuse City through resolution at the March 10, 2015 City Council Meeting.

### *Planning Commission Recommendation*

The Syracuse City Planning Commission made a unanimous motion on February 17, 2015 in their regular meeting to recommend denial, to the City Council, for the Shared Solution land use proposal and have determined that it is not reasonable and feasible for Syracuse City.

### *Attachments*

Letter from the Shared Solution Coalition

January 15, 2015

From: The Shared Solution Coalition

To: Mayor Terry Palmer, Syracuse City

RE: Shared Solution Alternative Land Use Scenario

### Background

For the last six months, UDOT, the Shared Solution Coalition and local communities have been collaboratively developing the Shared Solution alternative as part of the West Davis Corridor (WDC) study. This alternative is fundamentally different from all previously studied WDC alternatives because it proposes both transportation investments and a modified land use scenario in anticipation of future growth in West Davis and Weber counties.

The Shared Solution is an effort to realize the vision and principles of the Wasatch Choice for 2040 (WC2040). WC2040 is a publically vetted, proactive approach to growth on the Wasatch Front. While growth can be an opportunity, it also poses great challenges. Fortunately the WC2040 provides an actionable, nationally-recognized strategy to maintain our quality of life as we grow. The Wasatch Choice for 2040 prioritizes nine growth principles, including:

- Building and maintaining efficient infrastructure;
- Creating regional mobility through transportation choices;
- Developing healthy, safe communities;
- Providing housing choices for all ages and stages of life;
- Promoting a sense of community in our cities and towns.

To enact these principles, WC2040 encourages communities to:

- Focus growth in economic centers and along major transportation corridors;
- Create mixed-use centers;
- Target growth around transit stations;
- Encourage infill and redevelopment to revitalize declining parts of town; and
- Preserve working farms, recreational areas, and critical lands.

The Shared Solution alternative proposes implementing these principles and strategies in Davis and Weber Counties through a collaborative, integrated approach to transportation improvements and land use development.

### The Shared Solution Alternative

The West Davis Corridor Study is rooted in concerns about automobile congestion and delay in West Davis/Weber Counties in 2040. Like all other Study alternatives, the Shared Solution was modelled for its ability to reduce this anticipated automobile congestion and delay. In December 2014, the Shared Solution passed this Level 1 Screening, including significantly reduced congestion on east-west roadways. Passing Level 1 screening advanced the Shared Solution to Level 2 screening, where it will be evaluated for its impacts to the built and natural environments.

The success of the Shared Solution's transportation system depends on a proactive growth strategy. Again, learning from WC2040, the Shared Solution centers growth along major transportation

corridors, and brings better jobs/housing balance to Davis County, provides housing choices served by transit, and keeps open and agricultural lands for future generations. This land use vision was developed in collaboration with West Davis/Weber cities in a UDOT led workshop on September 4, 2014. In addition, this land use scenario, and corresponding employment and household distribution, was reviewed by the Wasatch Front Regional Council and deemed reasonable.

The Shared Solution's land use scenario envisions a variety of development types focused on major intersections and roadways. A number of arterials are transformed into boulevards, improving the functional and aesthetic quality of the road while maintaining existing Right-of-Way; building compact, mixed-use activity centers with a mix of jobs and housing at boulevard nodes; making transit a convenient, affordable choice; and improving safety for people choosing to walk or bike for transportation or recreation. In many cases, the Shared Solution reflects the visions of local communities. Many boulevards and activity centers are already planned town centers or redevelopment areas. The Shared Solution simply offers a regionally connected vision for local cities, supporting land use visions with transportation investments and recommending place making strategies like form-based code and aesthetic improvements.

While generally consistent with local plans, the Shared Solution does include some modification to existing municipal general plans in West Davis and Weber Counties. The Shared Solution Coalition is therefore asking all cities to review the Shared Solution land use scenario. We are asking cities to answer the following questions: if the roadway, transit, and active transportation elements of the Shared Solution alternative were to be implemented, does the city consider the 2040 land use scenario described in the attached documents to be reasonable (practical or feasible from a technical and economic standpoint)? And, would the city consider incorporating the land use scenario into its general plan or zoning map at the completion of UDOT's Environmental Impact Statement process if this alternative were ultimately selected?

Thank you for your consideration.

Sincerely,



Roger Borgenicht  
Co-Chair Utahns for Better Transportation for Shared Solution Coalition  
218 East 500 South  
Salt Lake City, UT 84111  
(801) 355-7085  
future@xmission.com



# COUNCIL AGENDA

February 24th, 2015

Agenda Item **D**                      Debt Reduction / Park Funding discussion.

***Factual Summation***

- Any questions about this agenda item may be directed at Mayor Palmer, City Manager Brody Bovero, or Finance Director Stephen Marshall. Please see the PowerPoint presentation included with this agenda item for information and discussion.



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# Regional Park/ Park Development / Debt Reduction Discussion

February 24, 2015



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# FACTS

- Per Utah Code section 10-6-116 sections 2 & 4, the general fund balance is required to be between 5 – 25% of the final revenues for that fiscal year.
- General Fund balance at June 30, 2014 = \$2,145,746. The FY2014 final revenues = \$9,632,109. Fund balance = 22.3%.



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# FACTS

- Projected increase in fund balance of \$400,000 at June 30, 2015. This money approved for road improvements in the February 10, 2015 council meeting.
- Adopted Fund Balance Policy requires a minimum of 16.7% of the general fund annual budgeted revenue.



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# FACTS

- At 16.7%, the minimum fund balance allowed based upon our policy would be \$1,645,000 (based on estimated ending revenues in FY2015 of \$9,850,000).
- Fund balance available ~ **\$500,000** (2,145,746 – 1,645,000)



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# General Fund Balance

## General Fund Balance Calculation

|                                 |                 |       |
|---------------------------------|-----------------|-------|
| FY2015 Estimated Final Revenues | \$ 9,850,000.00 |       |
| Fund Balance @ 6/30/2014        | \$ 2,145,746.00 | 22.3% |
| Target Fund Balance @ 16.7%     | \$ 1,645,000.00 | 16.7% |
| Excess Fund Balance Available ~ | \$ 500,000.00   |       |



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# Menu Options

## Options for Funding:

|                                                                   |           |
|-------------------------------------------------------------------|-----------|
| Pay off the 2005 Sales Tax Bond                                   | \$835,000 |
| (500k from general fund, 335k from park impact fee fund)          |           |
| Put money toward a Regional Park/Parks                            | \$500,000 |
| (Regional park rough cost estimate of \$6,000,000 to \$9,000,000) |           |
| Hold money in general fund for rainy day                          | \$0       |



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# Regional Park/ Park Development / Debt Reduction

- We are currently vetting out options for a regional park location in our city.
- We have \$1,960,461 from the sale of Jensen Park land.
- This money must be spent within 6 years of receipt (October 2013).
- We have an estimated increase in park impact fund balance of \$308,242 for FY2015.
- Total estimated ending balance in park impact fees at June 30, 2015 = \$2,268,242.



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# Regional Park/ Park Development / Debt Reduction

- If \$500,000 was dedicated to a regional park, we would have \$2,768,242 as a starting balance.
- If \$500,000 fund balance plus \$335,000 of impact fee funds were used to pay down debt, the starting balance we would have would be \$1,933,242.
- Could delay the start of a park or greatly impact how much park we could develop.



# Regional Park/ Park Development / Debt Reduction

- Take 3-5 years to collect \$835,000 in impact fees (could be longer depending on development).
- Delaying the development of the park will result in increased costs.
  - Higher land prices
  - Higher construction costs
- The 10 year CPI average is a 2.1% annual increase.



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# Regional Park/ Park Development / Debt Reduction

- If we use the 2.1% per year for 3 years, The CPI increase would be estimated at 6.3%.
- A 6.3% increase in a \$7,000,000 project would be \$210,000.
- In this scenario, the City would see a net loss of \$101,125 by paying down debt. (210,000 increase in cost – 108,875 savings in interest).



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# Regional Park/ Park Development / Debt Reduction

- Additional funding for the park would include:
  - Sale of excess land in city
  - Private donations
  - Fundraising
  - Ongoing Park Impact Fees (phasing of park)
  - Debt and/or tax increase (**these are not preferred by Mayor or Council**)



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# Regional Park/ Park Development / Debt Reduction

- Estimated timeline for design and construction of regional park:
  - FY2015 – Complete parks master plan, identify potential location of park.
  - FY2016 - Due diligence on real estate transaction, feasibility study, fund raising, and park design.
  - FY2017 – RFP for Bids, begin park construction.



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# Regional Park/ Park Development / Debt Reduction

- Currently owe \$985,000 on 2005 sales tax bond.
- Current payment budgeted for \$150,000 principal plus \$41,253 interest.
- Leaves a balance owed of \$835,000 with final payment in 2020.
- Total interest would be \$108,875 if not paid early.



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# Regional Park/ Park Development / Debt Reduction

- Debt currently funded through 50% transfer from secondary water fund and 50% from park impact fee fund.
- Proposal to fund 50% from general fund instead of from secondary water fund. Remaining 50% still be paid with park impact fee funds.
- Free up approximately \$95,000 per year from secondary water fund.



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# Regional Park/ Park Development / Debt Reduction

- This would resolve 2/3 of our deficit in the secondary water fund currently budgeted at \$-156,302.
- New deficit would be reduced to approximately \$-61,300 (156,302 – 95,000).



# COUNCIL AGENDA

February 24, 2015

## Agenda Item E                      Concept Plan Report

### *Factual Summation*

Syracuse City staff has conducted a concept review for Monterey Estates Phase 6-7. Please review the following information. Any questions regarding this agenda item may be directed at Jenny Schow, City Planner.

|                        |                            |
|------------------------|----------------------------|
| Pre-Application Date:  | December 10, 2014          |
| Subdivision Name:      | Monterey Estates Phase 6-7 |
| Location:              | 1500 W 700 S               |
| Zoning:                | R-3                        |
| Total Area:            | 14.32 Acres                |
| Net Developable Acres: | 11.46 acres                |
| Density Allowed:       | 62 lots                    |
| Density Requested:     | 52 lots                    |

### *Attachments:*

- Concept Plan

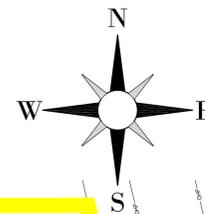
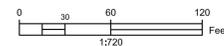
### *Summary*

Staff is providing this report in accordance with Syracuse City Code Section 8.20.030:

#### **8.20.030 Pre-Application Review.**

The developer shall meet with City staff to review the plan of the proposed subdivision. The pre-application meeting shall be attended by staff from applicable city departments, special service districts, county agency and others as deemed necessary by the Community Development Director.

The Community Development Director shall report to the Planning Commission and City Council of pre-application meetings during regular work sessions.



| CURVE | LENGTH  | RADIUS  | Δ          | CH. BEARING | CHORD   |
|-------|---------|---------|------------|-------------|---------|
| C1    | 31.42'  | 20.00'  | 90°00'01"  | N45°03'04"E | 28.28'  |
| C2    | 31.42'  | 20.00'  | 89°59'59"  | S44°56'56"E | 28.28'  |
| C3    | 31.42'  | 20.00'  | 90°00'32"  | N45°03'20"E | 28.29'  |
| C4    | 31.41'  | 20.00'  | 89°59'28"  | S44°56'40"E | 28.28'  |
| C5    | 31.42'  | 20.00'  | 90°00'00"  | S45°03'04"W | 28.28'  |
| C6    | 14.51'  | 430.00' | 1°56'01"   | S89°05'04"W | 14.51'  |
| C7    | 75.70'  | 430.00' | 10°05'13"  | S83°04'27"W | 75.60'  |
| C8    | 45.39'  | 430.00' | 6°02'54"   | S75°00'23"W | 45.37'  |
| C9    | 18.79'  | 25.00'  | 43°04'12"  | N86°28'58"W | 18.35'  |
| C10   | 15.38'  | 50.00'  | 17°37'34"  | N73°45'39"W | 15.32'  |
| C11   | 61.12'  | 50.00'  | 70°02'30"  | S62°24'20"W | 57.39'  |
| C12   | 53.52'  | 50.00'  | 61°19'40"  | S3°16'45"E  | 51.00'  |
| C13   | 53.52'  | 50.00'  | 61°19'40"  | S64°36'25"E | 51.00'  |
| C14   | 48.30'  | 50.00'  | 55°20'33"  | N57°03'29"E | 46.44'  |
| C15   | 18.55'  | 25.00'  | 42°31'11"  | N50°38'48"E | 18.13'  |
| C16   | 11.46'  | 370.00' | 1°46'31"   | N72°47'39"E | 11.46'  |
| C17   | 85.99'  | 370.00' | 13°18'57"  | N80°20'23"E | 85.80'  |
| C18   | 19.72'  | 370.00' | 3°03'12"   | N88°31'28"E | 19.72'  |
| C19   | 33.02'  | 20.00'  | 94°35'19"  | S42°39'17"E | 29.39'  |
| C20   | 65.96'  | 270.00' | 13°59'51"  | S11°38'18"W | 65.80'  |
| C21   | 78.89'  | 330.00' | 13°41'48"  | S9°53'11"W  | 78.70'  |
| C22   | 30.37'  | 20.00'  | 87°00'47"  | S46°32'40"W | 27.54'  |
| C23   | 11.05'  | 330.00' | 1°55'07"   | S89°05'30"W | 11.05'  |
| C24   | 65.24'  | 330.00' | 11°19'39"  | S82°28'07"W | 65.14'  |
| C25   | 59.46'  | 100.00' | 34°03'55"  | S59°46'20"W | 58.58'  |
| C26   | 64.00'  | 100.00' | 36°40'11"  | S24°24'17"W | 62.91'  |
| C27   | 33.62'  | 400.00' | 1°15'54"   | S3°33'45"E  | 33.47'  |
| C28   | 16.02'  | 100.00' | 15°41'45"  | S14°09'05"E | 16.02'  |
| C29   | 39.43'  | 480.00' | 4°42'25"   | S17°27'40"E | 39.42'  |
| C30   | 43.14'  | 420.00' | 5°53'04"   | S16°52'21"E | 43.12'  |
| C31   | 5.39'   | 420.00' | 0°44'06"   | N13°33'45"W | 5.39'   |
| C32   | 53.58'  | 80.02'  | 38°22'00"  | S32°23'01"E | 52.59'  |
| C33   | 53.58'  | 79.98'  | 38°23'13"  | S70°45'38"E | 52.59'  |
| C34   | 18.31'  | 170.00' | 6°10'13"   | N86°51'49"W | 18.30'  |
| C35   | 41.62'  | 22.00'  | 108°22'50" | N29°35'18"W | 35.68'  |
| C36   | 72.45'  | 458.00' | 9°03'49"   | N20°04'12"E | 72.37'  |
| C37   | 74.82'  | 392.00' | 10°56'11"  | N23°41'53"E | 74.71'  |
| C38   | 65.06'  | 433.00' | 8°36'31"   | N24°51'43"E | 65.00'  |
| C39   | 153.90' | 430.00' | 20°30'23"  | N10°18'15"E | 153.08' |
| C40   | 38.50'  | 50.00'  | 44°07'12"  | S22°00'32"E | 37.56'  |
| C41   | 40.04'  | 50.00'  | 45°52'48"  | S67°00'32"E | 38.98'  |
| C42   | 31.42'  | 20.00'  | 90°00'00"  | N44°56'56"W | 28.28'  |
| C43   | 31.42'  | 20.00'  | 90°00'00"  | S45°03'04"W | 28.28'  |
| C44   | 31.42'  | 20.00'  | 90°00'00"  | N44°56'56"W | 28.28'  |
| C45   | 30.27'  | 20.00'  | 86°43'22"  | N46°41'20"E | 27.46'  |
| C46   | 79.06'  | 330.00' | 13°43'38"  | N10°11'26"E | 78.87'  |
| C47   | 9.12'   | 330.00' | 1°34'59"   | N17°50'45"E | 9.12'   |
| C48   | 67.87'  | 270.00' | 14°24'09"  | N11°26'09"E | 67.69'  |
| C49   | 32.88'  | 20.00'  | 94°11'01"  | N42°51'26"W | 29.30'  |
| C50   | 58.62'  | 170.00' | 19°45'21"  | N80°10'24"E | 58.33'  |
| C51   | 35.33'  | 20.00'  | 101°13'21" | N19°41'03"E | 30.91'  |
| C52   | 38.51'  | 270.00' | 8°10'21"   | N35°00'48"W | 38.48'  |
| C53   | 123.99' | 330.00' | 21°31'37"  | N28°20'10"W | 123.26' |
| C54   | 25.26'  | 20.00'  | 72°22'34"  | N53°45'39"W | 23.62'  |
| C55   | 40.17'  | 20.00'  | 115°04'46" | N32°30'41"E | 33.75'  |
| C56   | 66.31'  | 270.00' | 14°04'17"  | N32°03'50"W | 66.14'  |

| CURVE | LENGTH  | RADIUS  | Δ          | CH. BEARING | CHORD   |
|-------|---------|---------|------------|-------------|---------|
| C57   | 50.26'  | 330.00' | 8°43'33"   | N34°44'12"W | 50.21'  |
| C58   | 75.03'  | 330.00' | 13°01'40"  | N23°51'35"W | 74.87'  |
| C59   | 74.84'  | 330.00' | 12°59'38"  | N10°50'56"W | 74.68'  |
| C60   | 25.36'  | 330.00' | 4°24'12"   | N2°09'02"W  | 25.35'  |
| C61   | 31.42'  | 20.00'  | 90°00'00"  | N44°56'56"W | 28.28'  |
| C62   | 31.42'  | 20.00'  | 90°00'00"  | S45°03'04"W | 28.28'  |
| C63   | 31.42'  | 20.00'  | 90°00'00"  | S44°56'56"E | 28.28'  |
| C64   | 37.25'  | 270.00' | 7°54'14"   | S3°54'03"E  | 37.22'  |
| C65   | 35.51'  | 230.00' | 101°43'33" | S58°42'57"E | 31.03'  |
| C66   | 65.43'  | 230.00' | 16°17'59"  | N78°34'16"E | 65.21'  |
| C67   | 13.37'  | 230.00' | 3°19'49"   | N88°23'10"E | 13.37'  |
| C68   | 31.42'  | 20.00'  | 90°00'00"  | N45°03'04"E | 28.28'  |
| C69   | 31.42'  | 20.00'  | 90°00'00"  | N44°56'56"W | 28.28'  |
| C70   | 31.42'  | 20.00'  | 90°00'00"  | S45°03'04"W | 28.28'  |
| C71   | 31.42'  | 20.00'  | 90°00'00"  | S44°56'56"E | 28.28'  |
| C72   | 31.42'  | 20.00'  | 90°00'00"  | N45°03'04"E | 28.28'  |
| C73   | 31.42'  | 20.00'  | 90°00'00"  | N44°56'56"W | 28.28'  |
| C74   | 31.42'  | 20.00'  | 90°00'00"  | S45°03'04"W | 28.28'  |
| C75   | 31.42'  | 20.00'  | 90°00'00"  | S44°56'56"E | 28.28'  |
| C76   | 14.90'  | 270.00' | 3°09'42"   | N88°28'13"E | 14.90'  |
| C77   | 47.52'  | 270.00' | 10°05'04"  | N81°50'50"E | 47.46'  |
| C78   | 62.83'  | 40.00'  | 90°00'00"  | N31°48'18"E | 56.57'  |
| C79   | 26.79'  | 20.00'  | 76°45'14"  | N51°34'19"W | 24.83'  |
| C80   | 31.42'  | 20.00'  | 90°00'00"  | S45°03'04"W | 28.28'  |
| C81   | 36.04'  | 20.00'  | 103°14'46" | N38°25'41"E | 31.36'  |
| C82   | 26.79'  | 20.00'  | 76°45'14"  | N51°34'19"W | 24.83'  |
| C83   | 63.64'  | 230.00' | 15°51'14"  | S82°01'19"E | 63.44'  |
| C84   | 32.61'  | 20.00'  | 93°25'29"  | N59°11'34"E | 29.12'  |
| C85   | 80.27'  | 370.00' | 12°25'46"  | N6°15'57"E  | 80.11'  |
| C86   | 31.42'  | 20.00'  | 90°00'00"  | S44°56'56"E | 28.28'  |
| C87   | 41.76'  | 22.00'  | 108°45'54" | N25°12'59"W | 35.77'  |
| C88   | 30.71'  | 170.00' | 10°21'00"  | N84°46'26"W | 30.67'  |
| C89   | 36.04'  | 20.00'  | 103°14'46" | S38°25'41"W | 31.36'  |
| C90   | 26.79'  | 20.00'  | 76°45'14"  | N51°34'19"W | 24.83'  |
| C91   | 60.33'  | 222.67' | 15°31'25"  | S81°55'47"E | 60.14'  |
| C92   | 29.34'  | 22.00'  | 76°24'31"  | N67°22'14"E | 27.21'  |
| C93   | 124.52' | 400.00' | 17°50'11"  | N81°07'58"E | 124.02' |
| C94   | 97.32'  | 300.00' | 18°35'10"  | S9°20'39"W  | 96.89'  |
| C95   | 97.32'  | 300.00' | 18°35'10"  | N9°20'39"E  | 96.89'  |
| C96   | 69.36'  | 300.00' | 13°14'46"  | N83°25'41"E | 69.20'  |
| C97   | 109.96' | 70.00'  | 90°00'00"  | N31°48'18"E | 98.99'  |
| C98   | 40.07'  | 450.00' | 5°06'06"   | N15°44'45"W | 40.06'  |
| C99   | 11.92'  | 450.00' | 1°31'04"   | N19°03'21"W | 11.92'  |
| C100  | 51.99'  | 450.00' | 6°37'11"   | S16°30'18"E | 51.96'  |
| C101  | 66.98'  | 50.00'  | 76°45'14"  | N51°34'19"W | 62.08'  |
| C102  | 97.41'  | 200.00' | 27°54'23"  | S75°59'45"E | 96.45'  |
| C103  | 91.91'  | 425.00' | 12°23'29"  | N22°58'14"E | 91.74'  |
| C104  | 60.10'  | 400.00' | 8°36'31"   | S24°51'43"W | 60.04'  |
| C105  | 143.16' | 400.00' | 20°30'23"  | S10°18'15"W | 142.40' |
| C106  | 71.58'  | 200.00' | 20°30'23"  | S79°41'45"E | 71.20'  |
| C107  | 70.69'  | 45.00'  | 90°00'00"  | S44°56'56"E | 63.64'  |
| C108  | 56.30'  | 300.00' | 10°45'08"  | N51°19'30"W | 56.22'  |
| C109  | 148.66' | 300.00' | 28°23'55"  | N24°54'01"W | 147.18' |
| C110  | 103.20' | 300.00' | 19°42'36"  | S29°14'40"E | 102.69' |
| C111  | 101.79' | 300.00' | 19°26'26"  | S9°40'09"E  | 101.30' |
| C112  | 67.86'  | 200.00' | 19°26'26"  | S80°19'51"W | 67.54'  |



S3 T4N R2W SLM

MONTEREY ESTATES  
1525 W 700 S  
SYRACUSE, UT

SKETCH PLAN  
TABLES & NOTES

SHEET DESCRIPTION:

Cache • Landmark  
Engineers  
Surveyors  
Planners

1011 West 400 North  
Suite 130  
Logan, UT 84321  
435.713.0099

DATE: 3 DECEMBER 2014  
SCALE: 1" = 60'  
CALCULATED BY: S. EARL  
CHECKED BY: L. ANDERSON  
APPROVED BY: S. EARL  
PROJECT NUMBER: 13009SYR

4 / 4



# COUNCIL AGENDA

February 24, 2015

## Agenda Item **F**                      **Sewer System Management Plan**

### *Factual Summation*

- Any questions about this agenda item can be directed to Robert Whiteley.
- Syracuse City has developed an SSMP in compliance with Utah Administrative Code R317-801.
- The main purpose of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sewer collection system to reduce, prevent, and minimize the impact of any sanitary sewer overflows.

### *Recommendation*

Accept the SSMP by resolution at our March 10<sup>th</sup> meeting.



# Sewer System Management Plan

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Syracuse City  
February 2015

# SYRACUSE CITY CORPORATION

Syracuse, Utah

## Sewer System Management Plan

February 2015



Prepared by:

Robert Whiteley, PE  
Public Works Director

SYRACUSE CITY CORPORATION  
Sewer System Management Plan

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## **1.0 Introduction**

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### **1.1 Introduction**

Syracuse City is a public entity established in Utah under the Utah State Code. Syracuse was established in 1935 and provides sewage collection to all residents of the city. All sewage collected in Syracuse City is conveyed to North Davis Sewer District for treatment.

This Sewer System Management Plan (SSMP) manual has been established to provide a plan and schedule to properly manage, operate, and maintain all parts of the sewer collection system to reduce and prevent SSOs, as well as minimize impacts of any SSOs that occur. The Management for this entity recognizes the responsibility it has to operate the sewer system in an environmentally and fiscally responsible manner. As such, this manual will cover aspects of the collection system program necessary to provide such an operation.

### **1.2 Definitions**

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

BMP means "best management practice".

CCTV means "closed circuit television".

CIP means a "Capital Improvement Plan".

DWQ means "the Utah Division of Water Quality".

FOG means "fats, oils and grease".

FSE means "food service establishments".

Gpcd means "Gallons per capita per day".

Grease Interceptor means large in-ground concrete unit typically located outside a building that is used to prevent grease and sediment from entering the drain pipe discharging into the sewer system.

GRD means a "Grease Removal Device". This term is used in reference to both a grease interceptor and a grease trap.

Grease Trap means a small unit typically found under the sink that is used to prevent grease from entering the drain pipe discharging into the sewer system.

i/i means "infiltration and inflow".

NSDS means "North Davis Sewer District".

Permittee means a federal or state agency, municipality, county, or district that owns or operates a sewer collection system or who is in direct responsible charge for operation and maintenance of the sewer collection system. When two separate federal or state agency, municipality, county, or district are interconnected, each shall be considered as a separate Permittee.

RE means "Residential Equivalent".

SECAP means "System Evaluation and Capacity Assurance Plan".

Sewer Collection System means a system for the collection and conveyance of wastewaters or sewage from domestic, industrial and commercial sources. The sewer collection system does not include: sewer laterals under the ownership and control of an owner of real property; private sewer systems owned and operated by an owner of real property; and systems that collect and convey storm water, flood irrigation, or land drain.

SORP means "Sewer Overflow Response Plan"

SSMP means "Sewer System Management Plan".

SSO means "sanitary sewer overflow", the escape of wastewater or pollutants from, or beyond the intended or designed containment of a sewer collection system. SSO's are rated by classification based upon whether it is a significant risk or not.

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

- (1) affects more than five (5) private structures;
- (2) affects one (1) or more public, commercial or industrial
- (3) may result in a public health risk to the general public;
- (4) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (5) discharges to Waters of the State of Utah.

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

USMP means the "Utah Sewer Management Program".

### **1.3 General SSO Requirements**

The following general requirements for SSO's are stipulated in R317-801 and are included here as general information.

- 1) The permittee shall take all feasible steps to eliminate SSOs to include:
  - (a) Properly managing, operating, and maintaining all parts of the sewer collection system;
  - (b) training system operators;
  - (c) allocating adequate resources for the operation, maintenance, and repair of its sewer collection system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures in accordance with generally acceptable accounting practices; and,
  - (d) providing adequate capacity to convey base flows and peak flows, including flows related to normal wet weather events. Capacity shall meet or exceed the design criteria of R317-3.
  
- (2) SSOs shall be reported in accordance with R317-801 as described in this document in the section entitled: SSO Reporting Requirements
  
- (3) When an SSO occurs, the permittee shall take all feasible steps to:
  - (a) control, contain, or limit the volume of untreated or partially treated wastewater discharged;
  - (b) terminate the discharge;
  - (c) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water; and,
  - (d) mitigate the impacts of the SSO.

### **1.4 SSO Reporting Requirements**

R317-801 stipulates when and how SSO's are reported. Following are those reporting requirements as of 04/23/2012. SSOs shall be reported as follows:

- (1) Class 1 SSO's shall be reported orally within 24 hrs and with a written report submitted to the DWQ within five calendar days. Class 1 SSO's shall be included in the annual USMP report.

(2) Class 2 SSO's shall be reported on an annual basis in the USMP annual report.

(3) Annual Report shall be submitted from permittee to DWQ. A USMP annual operating report covering information for the previous calendar year shall be submitted by April 15th of the following year.

### **1.5 Sewer Use Ordinance**

Syracuse City has a sewer use ordinance in Title 4, Chapter 10 that has been adopted by the governing body. Syracuse City has also adopted Syracuse City Engineering Standards and Construction Specifications by resolution. These ordinances and standards contain the following items as stipulated by Utah State Code R317-801:

1. Prohibition on unauthorized discharges (Ord. 4-10-100),
2. Requirement that sewers be constructed and maintained in accordance with R317-3 (Eng. Std. Division 14),
3. Access for maintenance, inspections and repairs (Ord. 4-10-120),
4. Has the ability to limit debris which obstruct or inhibit the flow in sewers such as foreign objects or grease and oil (Ord. 4-10-100),
5. Requires compliance with pretreatment program (Ord. 4-10-090)
6. Allows for the inspection of industrial users (Ord. 4-10-120), and
7. Provides for enforcement for ordinance violations (Ord. 4-10-100).

### **1.6 Program Compliance**

This program is intended to be a guidance document and is not intended to be part of a regulatory requirement. As such, failure to strictly comply with documentation requirements is, in and of themselves, not a failure of the program's effectiveness.

Documentation failures are intended to be identified during system self-audits and will be addressed as training opportunities. Significant system failures will be followed up with corrective action plans. This corrective action process will be implemented by all individuals involved in the SSMP program. Not all Syracuse City employees will necessarily be involved in the

collection system operations. As such, not all employees will receive program training.

### **1.7 Utility Locating**

Finally, although not a part of this SSMP program, Syracuse City is an active participant in the Blue Stakes of Utah Utility Notification system. This system, regulated under title 54-8A of the Utah State Code, stipulates utility notification of all underground operators when excavation takes place. The intent of this regulation is to minimize damage to underground facilities. Syracuse City has a responsibility to mark their underground sewer facilities when notified an excavation is going to take place. Participation in the Blue Stakes program further enhances the protection of the collection system and reduces SSO's.

## **2.0 SSMP General Information**

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### **2.1 Program Effective**

This Sanitary Sewer Management Plan was adopted by Syracuse City Council by Resolution [R15-xx] on [Date].

### **2.2 Local Contact Representatives**

The responsible representative(s), position and phone number for Syracuse City with regard to this SSMP listed in notification priority order are:

|                                            |                                  |              |
|--------------------------------------------|----------------------------------|--------------|
| Public Works after hours emergency on-call |                                  | 801-643-5775 |
| Darel Webb                                 | Environmental Superintendent     | 801-837-6777 |
| Lynn Mitchell                              | Environmental Maintenance Worker | 385-206-7230 |
| Robert Whiteley                            | Public Works Director            | 801-614-9682 |
| Kathryn Lukes                              | Administrative Professional      | 801-825-7235 |
| Brian Bloemen                              | Engineer                         | 801-614-9630 |

### **2.3 Agency Contacts**

|                 |                              |              |
|-----------------|------------------------------|--------------|
| General Office  | North Davis Sewer District   | 801-825-0712 |
| After Hours     | NDSO Emergency               | 801-728-6822 |
| After Hours     | NDSO Emergency Alternate     | 801-625-3028 |
| Jeff Macfarlane | NDSO Industrial Pretreatment | 801-728-6814 |

|                                                       |                                   |              |
|-------------------------------------------------------|-----------------------------------|--------------|
| Steve Lamb                                            | NDSB Collection System/Impact Fee | 801-728-6816 |
| Rachelle Blackham                                     | Davis County Health Department    | 801-525-5107 |
| Loren Allen                                           | Davis County Health Department    | 801-525-5102 |
| Chris Rozelle                                         | Utah Trust Claims Manager         | 801-936-6400 |
| Constitution State Services (file a claim)            |                                   | 800-243-2490 |
| Utah Division of Water Quality                        | Environmental Incidents           | 801-536-4123 |
| Utah Division of Water Quality                        | General Office                    | 801-536-4300 |
| Utah Division of Water Quality                        | Wireless                          | 801-231-1769 |
| Utah Division of Environmental Response & Remediation |                                   | 801-536-4123 |

## **2.4 Description of Roles and Responsibilities**

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

### Public Works Director

This individual is responsible for overall management of the sanitary sewer collection system. Responsibilities include working with governance to assure sufficient budget is allocated to implement the SSMP, maintenance of the SSMP documentation, development of a capital improvement program and general supervision of all public works staff.

### Environmental Superintendent

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

### Environmental Maintenance Worker

This individual is responsible in assisting the Environmental Superintendent with maintenance activities, compliance with SSMP requirements, and monitoring and measurement reporting requirements.

### Administrative Professional

This individual is responsible for receiving emergency SSO notifications and making notifications to necessary individuals and agencies. This individual also assists with recordkeeping of the SSMP and well as reporting annually and as needed based upon the SSO class.

### Pretreatment Program Coordinator

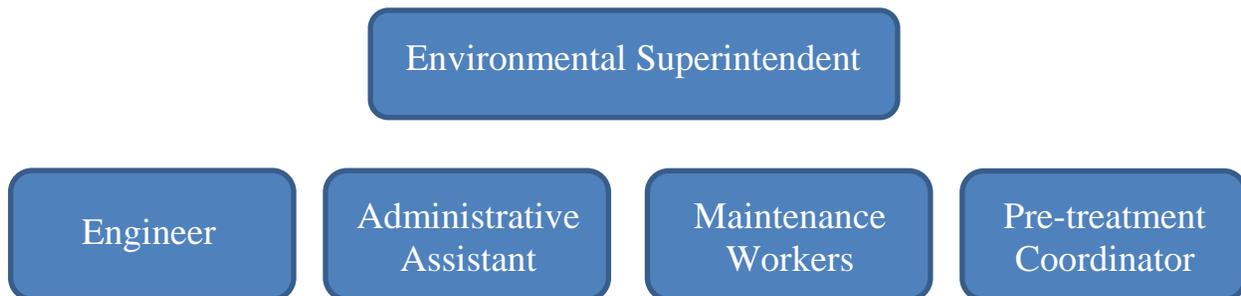
North Davis Sewer District is responsible for implementation of the pretreatment program including the fats oil and grease program.

### Engineer

This individual is responsible for the development and maintenance of collection system design standards, maintenance of collection system mapping and maintenance of the SECAP program.

## **2.5 Organization Chart**

Below is the organization chart associated with the SSMP.



## **3.0 Operations and Maintenance**

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### **3.1 Purpose of O & M**

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

### **3.2 Staff Certification**

Full-time employees working in the environmental division are required to obtain a Wastewater Collection 3 Certificate from the Utah Department of Environmental Quality, Division of Water Quality. They are also required to receive thirty hours of continuing education units every three years to

renew their certification. In addition to this, in-house training is provided to the staff each month covering environmental topics related to safety, standard operating procedures, manhole inspections, and equipment operation.

### **3.3 System Mapping**

An up to date map is essential for effective system operations. Syracuse City has assigned the mapping responsibility to the engineer who will prepare and maintain current mapping for the entire sanitary sewer system. Mapping is maintained on a graphical information system (GIS). Should any employee identify an error in the mapping, they should notify the engineer and provide corrected information. A copy of the collection system map is included in the appendix.

### **3.4 System Cleaning**

Sanitary sewer system cleaning is accomplished through various means and methods. Syracuse City has established a goal to clean the entire system every seven years. Based on experience, this frequency significantly reduces the number of basement backups, controls grease problems and flushes any bellies in the system. In addition Syracuse City has identified hot spots which are maintained at a higher frequency. Systems which may have roots are mechanically rodded or hydraulically cut out and areas where restaurants are close together are hydraulically flushed with a high pressure jet truck. Hydraulic Cleaning and Mechanical Rodding are methods used to provide system cleaning.

Cleaning records are maintained at Syracuse City Public Works Building. Contractors are encouraged to provide cleaning records associated with their work. Cleaning history is documented on a paper map. A summary of cleaning activities are prepared annually by the Administrative Assistant and submitted to DEQ in an annual report. There are occasions when this summary is also submitted to Syracuse City's insurance company, at their request.

### **3.5 System CCTV Inspection**

Closed Circuit TV inspections of the sanitary sewer system are used to assess pipe condition and identify problems or possible future failures

which need current attention. The CCTV process also identifies the piping condition to allow for replacement prior to failure. Syracuse City will conduct CCTV inspection with its own staff. Occasionally, a contractor may be used for unique inspection needs, such as sewer lateral (using a lateral launcher), or pipes with severe offset joints that are difficult to access. A contractor may also be used if the city's camera is unavailable, being repaired, or back-logged with a high demand.

Inspections of the system will occur every 7 years in conjunction with pipe cleaning frequency. It is the city's practice to inspect pipes shortly after cleaning in order to achieve the best quality inspection of the pipe conditions. Documentation of CCTV inspections will be maintained at Syracuse City Public Works Department. When contractors are employed to inspect the sanitary sewer system they will be required to submit records of their work.

### **3.6 Manhole Inspection**

Syracuse City schedules monthly inspection of the sanitary sewer manholes. The manhole inspections are random spot checks geographically spread throughout the city. The inspection involves inspecting specific criteria, which includes: the type of lid (vented or non-vented), whether steps are present, as well as the condition of the concrete collar, cone, riser, sewer bench, invert trough, flow, and infiltration. Crews inspecting the manholes are given maps and a Spot Check Manhole Inspection form from the Environmental Superintendent. Manholes are determined to pass or fail an inspection based upon the specific criteria. When a potential defect is identified, that specific criterion is marked as fail. Failed criteria are checked by an operator within the following month to determine further action that may be necessary. If, during the inspection process, the inspection crew believes a problem is imminent, they immediately inform the Environmental Superintendent of the problem for immediate attention. All inspection records are kept on file for documentation of work performed.

### **3.7 Defect or Damage Identification**

Collection system defects, damage, or irregularities that have been identified are documented for appropriate corrective actions. Corrective

actions are prioritized based upon the severity of the situation. Those which have the potential for catastrophic failure and thus create a sanitary sewer overflow are given highest priority for corrective action. The responsible party of any damage, defects, or irregularities shall be identified, if possible and held responsible for costs to make corrective actions.

### **3.8 Correcting System Deficiencies**

Rehabilitation, replacement, and improvement of the sewer collection system is essential. Each year, typically while determining the needs for the next fiscal budget, an assessment of the prioritized needs of the sewer system that have been identified are indicated with an estimated budget amount. Upon budget approval, these identified system deficiencies are accomplished during the fiscal budget year.

### **3.9 Replacement Inventories**

A small inventory of equipment parts and materials are kept at the public works shop for expedited replacements of commonly used items. Manhole lids, hoses, and other parts are typically purchased from a local supplier.

## **4.0 Sewer Design Standards**

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### **4.1 Purpose**

Syracuse City Engineering Standards and Construction Specifications are made available to ensure sewer pipes, manholes, and appurtenances are properly designed and constructed. The standards are found on the city website under the public works home page. There are separate downloads for the text and drawing documents. The drawings are a part of the standards and support the text document. These design standards are intended to be used in conjunction with Utah Administrative Code R317-3.

Procedures and standards for inspecting, testing, and documenting the installation of new sewer manholes, pipes, and appurtenances are found in the Syracuse City Engineering Standards and Construction Specifications found in the division that it relates with. Divisions that are generally related with sewer are as follows:

Division 1: General Requirements  
Division 2: Trench Excavation and Backfill  
Division 4A: PVC Plastic Pipe  
Division 5: Manholes  
Division 8: Portland Cement Concrete  
Division 14: Sanitary Sewer / Land Drain

## **5.0 Sewer Overflow Response Plan**

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### **5.1 Emergency Situations**

Whenever sanitary sewage leave the confines of the piping system, immediate action is necessary to prevent environmental, public health or financial damage from occurring. In addition, quick action is normally needed to mitigate damage which may have already occurred. For the purpose of this section, the following are examples of emergency situations:

1. Basement backups
2. Sanitary sewer overflows
3. Sanitary sewer breaks which remain in the trench
4. Sewer lateral backups

All of the above conditions are likely to cause some damage. Each should be treated as an emergency, and corrective actions taken in accordance with proper protocol. Care should always be taken to error on the side of protecting public health over financial considerations.

### **5.2 Reporting**

Reporting of basement backups and sanitary sewer overflows are handled based upon whether they constitute a Class 1 or Class 2 SSO. All Class 1 SSO's should be reported immediately.

Class 1 SSO's are ones that:

- affects more than five private structures;
- affects a public, commercial or industrial structure;

- results in a significant public health risk;
- has a spill volume more than 5,000 gallons; or
- has reached Waters of the State.

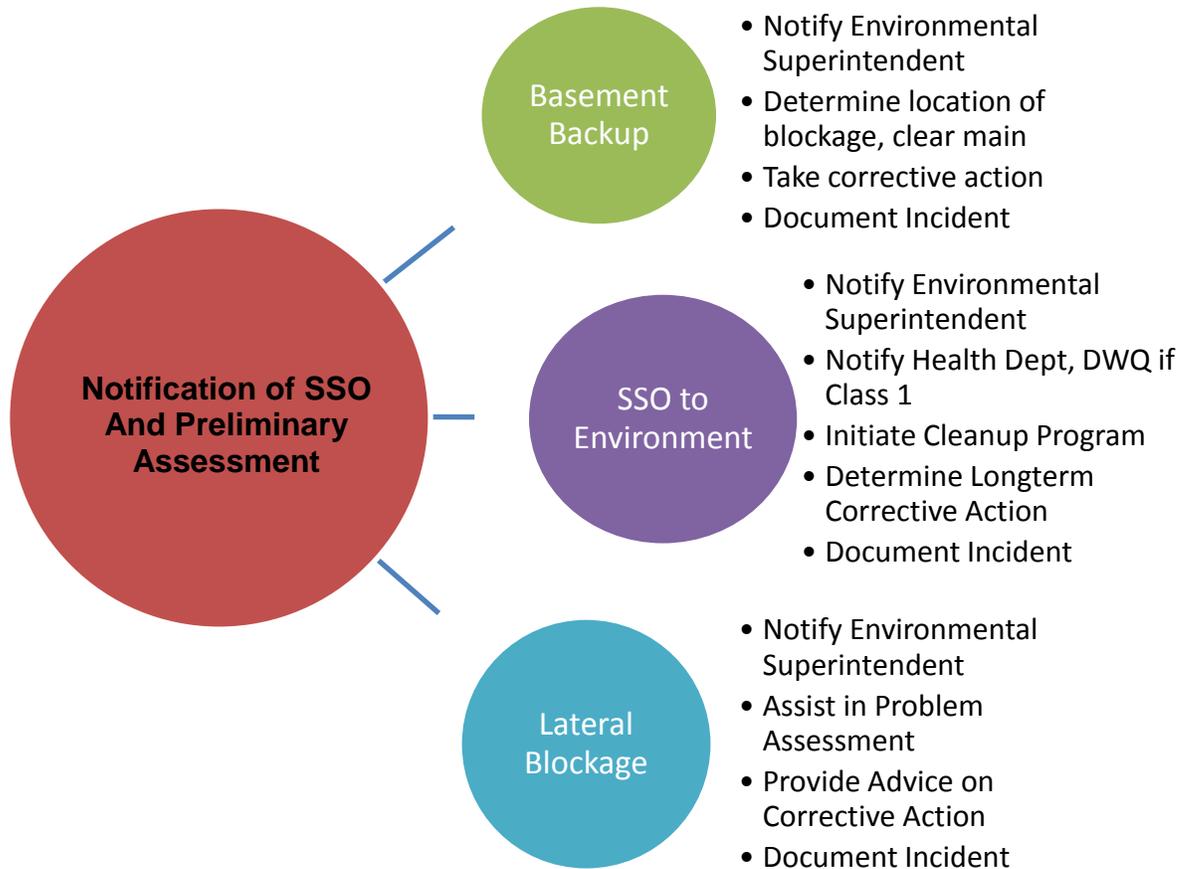
All other overflows are Class 2 SSO's. Class 2 SSO's should be documented and reported in the annual SSMP report and included in the Municipal Wastewater Planning Program submitted to the State.

Sanitary sewer breaks which remain in the trench may be reported to the local health department if, in the opinion of the responsible staff member there is potential for a public health issue.

Sewer lateral backups, while the responsibility of the property owner, should also be treated as serious problems. Care should be taken to provide advice to the property owner in such cases, but the property owner is ultimately the decision maker about what actions should be taken.

### **5.3 Response Activities**

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



#### 5.4 Agency Notification

Both the State of Utah Division of Water Quality and the Davis County Health Department should be immediately notified within 24 hours when a Class 1 overflow is occurring. Others that may require notification may include the city water department or affected property owner. Notification may be required to Utah Division of Emergency Response and Remediation, if hazardous materials are involved.

The initial notification for Class 1 SSO's must be given within 24 hours. However, attempts should be made to notify them as soon as possible so they can observe the problem and the extent of the issue while the problem is happening.

After a Class 1 SSO has taken place and the cleanup has been done, a written report of the event should be submitted to the State DEQ within

five days (unless waived). This report should be specific and should be inclusive of all work completed. If possible the report should also include a description of follow-up actions such as modeling or problem corrections that has been taken or will take place.

Syracuse City's insurance carrier, Constitution States Services, should be notified by the City in the event of an SSO. A claim will be filed and can be tracked from their website. [www.constitution-state.com](http://www.constitution-state.com) A designated representative from Travelers will be assigned to the claim and handle all necessary functions related to the incident. If a resident or business owner is seeking damages, they may contact the city. The city should explain that a claim has been or will be filed and that the city's insurance representative that is handling the claim may contact them to discuss the situation.

### **5.5 Public Notification**

When a Class 1 SSO occurs and the extent of the overflow is significant and the damage cannot be contained, the public may be notified through proper communication channels. Normally the local health department will coordinate such notification. Should Syracuse City need to provide notification it may do so using any of the following criteria based upon the number of homes affected:

6 to 400 homes: Door-to-door notifications, mailers, or similar.

400 to 4000 homes: Social Media notification, City Website, or similar.

4000 to 8000 homes: Television, Newspaper, City Meeting, or similar.

Notification should be sufficient to ensure that the public health is protected. When and if Federal laws are passed concerning notification requirements, these legal requirements are incorporated by reference in this document. In general, notification requirements should increase as the extent of the overflow increases.

When a Class 2 SSO occurs, individuals will be notified in person.

## **5.6 Overflow Cleanup**

When an overflow happens, care should be taken to clean up the environment to the extent feasible based on technology, good science and financial capabilities. Cleanup could include:

- removal of contaminated water and soil saturated with wastewater and toilet paper,
- disinfection of standing water with environmentally adequate chemicals, or
- partitioning of the affected area from the public until natural soil microbes reduce the hazard.

Cleanup is usually specific to the affected area and may differ from season to season. As such, this guide does not include specific details about cleanup. The responsible city staff member in conjunction with the State DEQ, the local health department and the owner of real property should direct activities in such a manner that they are all satisfied with the overall outcomes. If, during the cleaning process, the responsible city staff member believes the State or the County is requesting excessive actions, the Public Works Director should be consulted.

## **5.7 Corrective Action**

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

## **5.8 Post-incident Assessment**

After a Class 1 incident has taken place and cleanup is complete, public works employees may discuss the incident in a training session during a department staff meeting. This will allow staff to become aware of the cause of the incident, discuss preventative measures that could be practiced to reduce similar situations in the future, and review the SORP for updates, as necessary.

## **6.0 Fat, Oil, and Grease Control Plan**

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### **6.1 Regulatory Authority**

Regulatory authority to implement this program is found in the following ways:

- a) Code of Federal Regulations 40 CFR 403, General Pretreatment Regulations.
- b) State authority for the program is given in the Utah Administrative Code R317-8-8, Pretreatment.
- c) District Authority is found in the North Davis Sewer District Title 3, Wastewater Control Rules and Regulations
- d) Local Authority is governed by Syracuse City Ordinance Title 4, Chapter 10, Sewer Regulations

### **6.2 Program Implementation**

North Davis Sewer District has jurisdiction over the Fat, Oil, and Grease program and may issue an industrial discharge permit. Syracuse City assists NDS D by inspecting a portion of the GRD in the city for permit compliance. GRD's from FSE's that discharge into Syracuse City collection system mains are inspected by Syracuse City employees. GRD's from FSE's that discharge into NDS D collection system mains are inspected by NDS D employees. If a GRD inspected by the city is non-compliant, the city will issue a notice indicating that the GRD must be cleaned out prior to a return inspection. This is typically a 14 day period before the return inspection. Failure to comply after the city's notice will result in it being turned over to NDS D for full enforcement. For a full description of the program implementation, refer to the NDS D Sanitary Sewer Management Plan.

### **6.3 Inspections**

Inspections of GRD's from FSE's that the city performs are tracked on a log. Frequencies of inspections are determined based upon the observed condition of the GRD. Routine schedules for high demand inspections are quarterly, medium demand are semi-annual, low demand are annual. Inspection logs are kept on file at the Public Works Shop. A current listing of FSE's are kept updated to ensure that all are being inspected as required by this program.

### **6.4 Public Awareness**

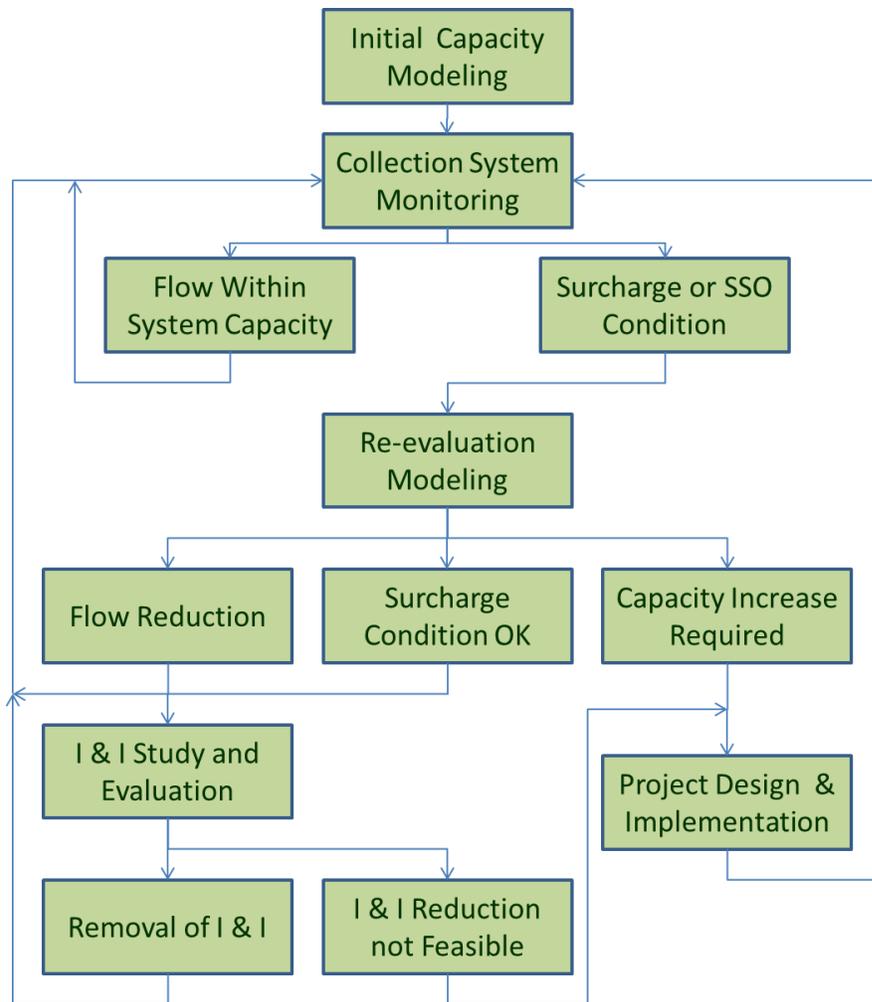
Making the public aware of the dangers of creating pipe blockages with FOG is an essential part of the program. Syracuse City uses the city website and newsletter and has fliers to make the public aware of the dangers of FOG as well as providing suggestions to properly dispose of FOG thereby reducing or eliminating FOG from entering the drains.

## **7.0 System Evaluation and Capacity Assurance Plan**

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### **7.1 Purpose**

Syracuse City believes that one of the keys to preventing sanitary sewer overflows is to evaluate system capacity and to monitor flows throughout the system in order to ensure that capacities are not exceeded. Should a collection sub-system exceed the capacity of the pipes, the system will be immediately re-evaluated and corrective action taken. Corrective actions could include consideration of capacity increase or flow reductions of infiltration and inflow. The actual implementation process associated with each of the elements above is shown in the figure. This flow chart process forms the backbone of the SECAP.



## 7.2 Capacity Evaluation

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

additional evaluation will be needed. In these areas the capacity of an 8-inch pipe system may be significantly reduced below 400 RE.

### **7.3 System Deficiencies**

System deficiencies will be identified based upon results from the model as well as maintenance records and inspections on file. These will be included in the Capital Improvement Plan and prioritized based upon the severity of the deficiency.

### **7.4 Capital Improvement Plan**

A Capital Improvement Plan will be included once the system model is complete.

## **8.0 SSMP Monitoring and Measurement Plan**

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### **8.1 Records Maintenance**

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

### **8.2 Operations Records**

Operations records that should be maintained include the following:

- a) Daily cleaning records
- b) CCTV inspections records
- c) Manhole inspection records
- d) Hot spot maintenance list
- e) System Repairs
- f) SSO or basement backup records including notification documents

Records will be maintained by the Environmental Superintendent. Records may be maintained either on an electronic record or as a paper record. The

extent of the record should be sufficient to demonstrate the activity recorded was completed appropriately.

### **8.3 Performance Measurement (Internal Audit)**

Periodically, the city should assess and audit the effectiveness of the elements of this SSMP. All elements should be reviewed for effectiveness as well as all records should be reviewed for completeness. An internal audit report should be prepared once every five years which comments on the following:

- a) Success of the operations and maintenance program.
- b) Success of other SSMP elements.
- c) Adequacy of the SECAP evaluations.
- d) Discussion of SSO's and the effectiveness of the response to the event including corrective action.
- e) Review of defect reporting and adequacy of response to eliminate such defects.
- f) Opportunities for improvement in the SSMP or in SSO response and remediation.

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

### **8.4 SSMP Updates**

When a deficiency is identified through an audit, inspection or plan review, and the deficiency requires an SSMP update, the plan may be updated at the discretion of the Environmental Superintendent.

### **8.5 SSO Evaluation and Analysis**

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

## **8.6 Public Communication and Outreach**

Syracuse City may reach out to the public at times when issues of concern relating with the implementation or performance of the SSMP. This communication may be accomplished by posting information to the city's website, social media, or including articles in the newsletter.

Syracuse City will accept comments, either written, verbal, or submitted from the city's website via "fix-it request" and will review such comments for applicability.



# COUNCIL AGENDA

## February 24, 2015

### Agenda Item G                      Update on Efficiency Audit Proposals

#### *Factual Summation*

- Any question regarding this agenda item may be directed at Brody Bovero, City Manager.
- The City advertised for proposals to conduct a General Management and Operational Performance Study, with a deadline of February 19<sup>th</sup>.
- A subcommittee of the City Council, consisting of Mayor Palmer, Karianne Lisonbee, Doug Peterson, Brody Bovero, and Steve Marshall was established to develop an RFP and to evaluate the proposals.
- The subcommittee will meet on the morning of Tuesday, February 24<sup>th</sup> to evaluate the proposals.
- The subcommittee will report its findings and recommendation at the February 24<sup>th</sup> work session.
- It is anticipated that the subcommittee will have a final recommended firm for the City Council to approve at the March 10 Council Meeting.