



SYRACUSE CITY

Syracuse City Council Work Session Notice

October 27, 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, October 27, 2015, 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. Prayer or thought.
- b. Public Comments.
- c. Cemetery ordinance update. (10 min.)
- d. Discussion and public input regarding Skate Park. (20 min.)
- e. Presentation of Water Conservation Plan. (20 min.)
- f. Discuss Council rules of order and procedure specific to committee appointment reports and public comments. (10 min.)
- g. Review Efficiency Audit action priority list. (30 min.)
- h. Council business.

~~~~~

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 22<sup>nd</sup> day of October, 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 October 22, 2015.

CASSIE Z. BROWN, CMC  
SYRACUSE CITY RECORDER



# COUNCIL AGENDA

October 27, 2015

Agenda Item “c”                      Proposed amendments to cemetery regulations.

***Factual Summation***

- Please direct any questions regarding this agenda item to Cemetery Sexton Kathryn Lukes or Public Works Director Robert Whiteley.
- The cemetery has had requests for granite base monuments rather than concrete. The proposed ordinance allows granite as an alternative to a concrete base.
- Clarification is added to the ordinance to reduce confusion of terms such as burial position vs. lot. Responsibilities are also clarified.

***Recommendations***

- Adopt updates to the ordinance in the Nov 10, 2015 city council meeting.

**ORDINANCE 2015-**

**AN ORDINANCE OF THE SYRACUSE CITY COUNCIL AMENDING  
CHAPTER 4.30 – CEMETERY REGULATIONS.**

**WHEREAS**, pursuant to section 10-8-62 of the Utah Code, the City has authority to own and operate cemeteries, and to enact laws regulating these properties; and

**WHEREAS**, the proper regulation of the City’s cemetery will improve the general welfare of our citizens and the quiet enjoyment of our community; and

**WHEREAS**, City regulations must, from time to time, be adjusted and clarified based upon the experience of the Cemetery Sexton and other members of staff; and

**WHEREAS**, the City Council finds that the proposed amendments will result in a better-regulated and orderly cemetery,

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

Chapter 4.30 of the Syracuse Municipal Code is amended, as provided in the attached exhibit (Exhibit A).

This ordinance shall be effective upon the date of publication.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF SYRACUSE CITY, STATE OF UTAH, this \_\_\_\_ day of \_\_\_\_\_, 2015.**

**SYRACUSE CITY**

ATTEST:

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

By: \_\_\_\_\_  
Terry Palmer  
Mayor

**EXHIBIT A**  
**Proposed Amendment**

## Chapter 4.30

### CEMETERY REGULATIONS<sup>1</sup>

Sections:

- 4.30.010 Definitions.
- 4.30.020 Cemetery name.
- 4.30.030 Office of Sexton.
- 4.30.040 Duties of Cemetery Sexton.
- 4.30.050 Sale of burial rights.
- 4.30.060 Transfer of burial rights.
- 4.30.070 Interments.
- 4.30.080 Disinterment.
- 4.30.090 Abandonment.
- 4.30.100 Conduct.
- 4.30.110 Cemetery hours.
- 4.30.120 Monuments and markers.
- 4.30.130 Decoration of graves.
- 4.30.140 Perpetual care.
- 4.30.150 Violation – Penalty.

#### **4.30.010 Definitions.**

“Block” means a row of burial positions in an east – west direction, in reference to the layout of graves in the Cemetery.

“Cemetery” ~~shall~~ means any cemetery owned and/or maintained by the City for the purpose of receiving the remains of deceased humans.

“Cemetery office” ~~shall~~ means the Public Works Office maintained at 3061 South 2400 West, Syracuse, Utah 84075.

“Certificate,” ~~referred to herein, shall~~ means a burial right certificate.

“Certificate holder” ~~is intended to mean and shall be construed to~~ means the owner or purchaser of burial rights and privileges, or the collateral right of use of any burial plot, evidenced by a burial right certificate or by proved and recognized descent or devise from the original owner.

“City” ~~shall~~ means Syracuse City, Utah.

~~“Lot” shall include partial lots or single graves in the City cemetery~~

“Lot” means a column of burial positions in a north – south direction, in reference to the layout of graves in the Cemetery.

“Marker” means a headstone which extends flush with the surface of the ground made of granite, marble, and metal surfaces; no more than 12 inches above the ground.

“Monument” means a shall include tombstone or headstone ~~of granite, marble, or metal substances~~ which ~~shall~~ extends above the surface of the ground at least 12 inches in height or higher, ~~but not exceeding four feet.~~

“Mow strip” ~~shall refer to~~ means the six-inch concrete or granite strip around the monument or marker.

“Owner” means a person who possesses a burial right to a position or grave site, and does not indicate ownership of the ground or property.

“Person” ~~shall~~ means an individual, group, partnership, firm, corporation, or association.

“Plat” means a large section of lots and blocks, in reference to the layout of graves in the Cemetery.

“Position” or “burial position” means an individual grave, sometimes referred as a burial position.

“Resident” means any person currently residing within the incorporated limits of Syracuse City, or any person owning property within the incorporated limits of Syracuse City, or any person who resided within the incorporated limits of Syracuse City immediately prior to being placed in a health care institution.

“Responsible party” ~~shall refer to~~ means any person selected by the family of the deceased to act in its behalf and can include the heir apparent, religious leader, mortician, funeral director, or any other person the family selects in choosing graves, making available information on the deceased party, and taking full liability for the family obligations concerning the services performed on the cemetery’s property.

“Sexton” ~~means the Cemetery Sexton, shall be an individual appointed by the Mayor with the advice and consent of the City Council and~~ whose appointment and duties are described within this chapter.

“Shared Position” means situations where a single burial position is shared by more than one vault. This can only be done if the vaults do not exceed the size of the burial position.

“Vault” means a structurally solid container used for the placement of a casket or urn.

Words. Single words shall include the plural and masculine words shall include the feminine and neuter. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-01.]

#### **4.30.020 Cemetery name.**

The burial ground of Syracuse City shall be known and designated by the name of Syracuse City Cemetery. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-02.]

#### **4.30.030 Office of Sexton.**

There is hereby created the office of Cemetery Sexton, which office shall be filled by appointment of the Mayor, with the advice and consent of the City Council. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-03.]

#### **4.30.040 Duties of Cemetery Sexton.**

(A) It shall be the duty of the ~~Cemetery~~-Sexton, or his/her representative, to supervise, manage, operate, maintain and improve the cemetery in accordance with the provisions of the City ordinances and the rules and regulations adopted by the City Council.

(B) It shall be the ~~Cemetery~~-Sexton’s duty to keep a true and correct record of all burial plots.

(C) The ~~Cemetery~~-Sexton, or his/her representative, shall direct all interments, disinterments, and marking for monuments or markers in the cemetery.

(D) The ~~Cemetery~~-Sexton, or his/her representative shall direct all funeral corteges while in the boundary of the cemetery as deemed necessary.

(E) The ~~Cemetery~~-Sexton shall approve all claims chargeable against the cemetery. The ~~Cemetery~~-Sexton shall provide such information to the City ~~Administrator~~ Manager or City Council as may be required.

(F) The ~~Cemetery~~-Sexton shall employ such help as required to carry out the duties prescribed by the City ordinances and the rules and regulations adopted by the City Council.

(G) The ~~Cemetery~~-Sexton shall have the authority to announce additional regulations when necessary, with the approval of the City Council.

(H) Any person or firm desiring to perform work within the cemetery must first secure the approval and written permission of the Sexton. All settings of vases, markers and monuments and all plantings of trees, shrubs and flowers must be approved by the Sexton before the work is commenced and all work shall be performed under the direction of the ~~Cemetery~~-Sexton or his/her representative.

(I) It shall be the duty of the ~~Cemetery~~ Sexton or his/her representative to remove floral pieces or displays left on any grave when he/she deems necessary. [Ord. 12-07 § 1 (Exh. A); Ord. 09-11 § 2; Code 1971 § 4-06-04.]

#### **4.30.050 Sale of burial rights.**

(A) The ~~Cemetery~~ Sexton or his/her representative shall be the registrar of burials for the City, and before burying any dead in any City-owned cemetery within the City limits, the relatives or other persons having charge of said body shall be required to furnish to the Sexton or representative a statement of which shall include the name of the person deceased, when and where born, if known, the date of death and cause thereof. Also, the initial letter with information of the plat, as well as the number of block, lot and position where person is to be buried.

(B) No person who shall purchase the use of any grave site or lot-position for burial purposes within the City cemetery shall sell such position ~~or lot~~ to any buyer except the City.

(C) The City hereby agrees to buy back any lot-position which it may hereafter sell. The price in which the City buys back a lot-position shall be the exact price the owner paid. In no event shall the City pay more nor less ~~that than the~~ originally purchased for price.

(D) The sale of every lot-position is a right to burial. The lot-position or grave site owner does not own the ground in which the person is ~~said to be buried in~~. The use of every lot-position or single grave site sold is subject to the rules and regulations that may be hereafter adopted and to such changes of the present rules as are found necessary for the protection of lot-position owners and the remains of the dead, and any such sale shall cover the use of such lot-position or grave site for burial purposes only. In the event of an emergency the Sexton has the sole right to move lot-positions or grave site owners to other unoccupied lots-positions without reimbursement from the City. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-05.]

#### **4.30.060 Transfer of burial rights.**

(A) Transfers of burial rights may be initiated by submitting a completed and notarized transfer of ownership form to the Sexton, accompanied by a transfer fee, in an amount set by resolution of the City Council.

~~(BA) When re ownership to a purchased lot-position is to be transferred, the original deed-certificate shall be cancelled and the record so corrected. A transfer fee, as set by the resolution of the City Council, shall be paid to the City Sexton for such service.~~

~~(BC) Whenever ownership to purchased lots-positions reverts to the City, the original deeds-certificates shall be filed with the City Sexton, and before new deeds-certificates are issued covering said propertypositions, the original deed-certificate shall be cancelled or quit-claim deed given and the record so changed. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-06.]~~

#### **4.30.070 Interments.**

(A) There shall be no interment of anything other than the remains of human bodies in City Cemetery and no interment of any deceased human shall be made in any other place than within cemeteries devoted to that purpose.

(B) No person, except the certificate holder of a lot-position upon which interment is to be made, shall ~~use the be buried in plot-said position or lot~~ in the ~~Ce~~emetry without ~~first obtaining written permission from the certificate holder of said lot, or nearest relative of the certificate holder thereof~~ first being granted a transfer of burial rights, as described in section 4.30.060.

~~(C) All graveside services and ceremonies at the Cemetery must be scheduled with the Sexton. Funeral directors must schedule the use of the cemetery, have the interment work order signed, and have fees paid in full before arrangements with the family are concluded.~~

~~(D) The human remains must arrive to the cemetery before 3:00 p.m. (November 1st to April 30th) and at or before 4:00 p.m. (May 1st to October 31st) for interment if the grave is to be filled in with earth the same day.~~

Any graveside service or ceremony at the cemetery which concludes after 3:00 PM shall be subject to an after-hours fee.

(E) There shall be no interments on Sundays or the legal holidays of New Year's Day, Memorial Day, Independence Day, Pioneer Day, Thanksgiving Day, and Christmas Day.

(F) No person shall be buried in the City Cemetery unless the casket shall be placed in a reinforced concrete, steel or other vault approved by the ~~City~~ Sexton.

(G) Saturday services and services held on holidays not listed herein will be charged an additional fee as set ~~for~~ by the City Council ~~in addition to the standard interment fee~~.

(H) It shall be unlawful to bury the body of any person within the limits of the City, except in public or private cemeteries located therein, unless by special permission by the City Council.

(I) An Interment Form must be completed and signed by the certificate holder or next of kin. Fees must be paid in full prior to initiating the opening of the grave.

(J) The City shall not be responsible for providing equipment, vaults, monuments or markers, graveside services, casket lowering devices, or appurtenances.

[Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-07.]

#### **4.30.080 Disinterment.**

(A) No person shall disinter any human remains in the cemetery, except under the direction of the Sexton. All disinterments shall comply with applicable state law.

(B) Before disinterring any remains of any person who has been buried in the cemetery, the relatives or other person having charge of said remains shall be required to furnish in writing the ~~Cemetery~~ Sexton or his/her representative a request for disinterment which shall include name of deceased, when and where they were born, when and where death occurred, initial letter of the plat, as well as the number of block or lot where said person is buried, together with the name of the mortuary and those persons responsible for the said disinterment.

(C) The City assumes no responsibility whatsoever for the condition of any casket or vault involved in any removal.

(D) All disinterments are subject to applicable fees which shall be paid in full prior to disinterment.

[Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-08.]

#### **4.30.090 Abandonment.**

(A) The City may reclaim any unused burial site which has been unused for burial purposes for more than 60 years, and during the 60-year period the owner has not given the municipality written notice of any claim or interest in the ~~lot or parcels~~ position or positions.

(B) Before a ~~lot~~ position or any portion thereof shall be deemed to have been abandoned, the City Council shall set a time and place for a public hearing to determine the question of abandonment and shall do all of the following:

(1) Cause a notice of the time and place of the hearing to be posted in a conspicuous place on the ~~lot~~ position or portion thereof affected by said hearing at least 20 days prior to the date of the hearing.

(2) Cause a notice of said hearing to be published in at least one issue of a newspaper having general circulation in the City, said publication being not more than 30 days or less than 10 days prior to the date of said hearing.

(3) Cause a notice to be sent by certified mail to the last known address of each of the ~~owners or users~~ certificate holders of said ~~lot~~ position or positions or portion thereof as shown by the City's records at least 20 days prior to said hearing.

(C) At such hearing the ~~City~~ Sexton and others having information concerning the use made of the ~~lot~~ position or portions of ~~lots~~ positions by said ~~owner or owners~~ certificate holders shall attend and present evidence as to such use or uses, and the ~~recorded owner or owners~~ certificate holders of said ~~lot~~ position or positions and/or their heirs and

descendants and all other persons appearing on their behalf may offer such evidence of use as may bear upon the question of abandonment.

(D) All proceedings shall be informal, and the City Council shall determine whether or not the ~~lot or lots~~ position or positions, or portions thereof, have been abandoned.

(E) ~~The City Council and~~ shall cause a notice of its decision to be sent to those persons requesting the same and who appeared at such hearing. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-09.]

#### **4.30.100 Conduct.**

(A) No loud, boisterous or turbulent noise of any kind which is deemed undesirable or interferes with the decorum of the cemetery will be permitted within the boundaries of the cemetery.

(B) No alcohol beverage of any kind shall be permitted within the boundaries of the cemetery.

(C) No person shall injure, deface, take, or carry away from any grave or lot-position any monument, marker, tree, shrub, flower, ground or ornament in the ~~City cemetery~~ Cemetery except with permission from the Sexton.

(D) It shall be unlawful for any person to erect or plant additions to the cemetery including but not limited to a fence, post, tree, shrub, monument or marker without permission of the Sexton.

(E) Placing of signs or notices of advertisements of any kind within the City cemetery will not be permitted.

(F) No loitering or loafing on the grounds or around buildings will be permitted within the boundaries of the cemetery.

(G) It shall be unlawful for any person to drive at a speed greater than 15 miles per hour in the cemetery.

(H) It shall be unlawful for any person to drive any vehicle over or across the lawn area or lot-grave sites within the confines of the cemetery except for authorized vehicles performing official cemetery duties.

(I) No animals, except service animals, shall be allowed in any cemetery except in the confines of a vehicle and must at all times be retained within the confines of said vehicle while the vehicle remains in the cemetery. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-10.]

#### **4.30.110 Cemetery hours.**

It shall be unlawful for any person to visit the cemetery between the hours of one-half hour after sunset or one-half hour before sunrise without previous consent of the ~~Cemetery~~ Sexton. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-11.]

#### **4.30.120 Monuments and markers.**

(A) It shall be unlawful for any person to erect or place any marker or monument on any lot-position in said cemetery without approval of the ~~Cemetery~~ Sexton.

(B) The installation of all grave markers or monuments will be under the supervision of the ~~Cemetery~~ Sexton or designee. A notice to the cemetery office by the monument company or responsible party must be made at least 48 hours prior to the installation.

(C) All monuments and markers must comply with the following:

(1) A monument cannot exceed 36 inches in height.

(2) The combined width of the concrete-mow strip and marker or monument shall not exceed 42 inches of ~~the an~~ individual burial plotposition (s) owned by the monument owner, and shall not exceed 84 inches for adjacent burial positions.

(3) Foundation of any monument or marker placed in the cemetery must have either a concrete foundation six inches or deeper or granite foundation four inches (4") or deeper.

(4) Monument or marker must be securely set with a ~~concrete~~ mow strip not less than six inches wide around all sides of the marker.

(D) There shall be no other monuments, markers or structure placed upon any ~~lot~~ position, except as provided in this chapter and with permission of the Sexton.

(E) The ~~cemetery~~ Cemetery and City accepts no responsibility for loss or damage to any monument or marker unless such loss or damage is a direct result of negligence on the part of the City.

(F) The cemetery and City accepts no responsibility for loss or damage to any granite foundation or mow strip.

[Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-12.]

#### **4.30.130 Decoration of graves.**

(A) Fresh cut flowers and artificial flowers are permitted at any time if placed in a permanent vase located on the monument, and may be removed and discarded without notice when they become unsightly at the discretion of the Sexton.

(B) All decorations placed in, on, or over the grass including but not limited to balloons, craft items, figurines, pinwheels, potted live plants, shepherds' hooks, and solar lights are not permitted during the mowing season, which is April 1st to November 1st, and may be removed and discarded without notice at the discretion of the Sexton.

(C) Funeral flowers, floral pieces and decorations may be removed and discarded without notice when they become unsightly at the discretion of the Sexton or his/or her representative.

(D) During the mowing season any item(s) placed on the mow strip or on the lawn may be removed and discarded without notice.

(E) A general cleanup of (all flowers and grave decorations ~~may be removed and discarded~~) may be done annually will generally occur on:

(1) The first Monday in April.

(2) The Monday following Memorial Day beginning at 7:00 AM.

(3) The first Monday in November.

(F) The City claims no responsibility or liability, nor will accept any claims against it, for loss or destruction of personal property left in the ~~cemetery~~ Cemetery. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-13.]

#### **4.30.140 Perpetual care.**

(A) The City reserves the right to enter upon any grave and to perform all work necessary for the care and upkeep of all lots and graves in ~~said the cemetery~~ Cemetery.

(B) General care shall be deemed to include general ground maintenance, and shall include, but not be limited to, mowing, trimming, removing dead flowers, trimming trees and shrubbery when necessary, but shall not include repairing or replacing monuments of any nature, except when the need for repair or replacement is directly caused by the City. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-14.]

#### **4.30.150 Violation – Penalty.**

Violation of this chapter shall constitute a Class B misdemeanor. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-06-15.]



# COUNCIL AGENDA

## October 27, 2015

Agenda Item “d”

Discussion and public input regarding Skate Park

***Factual Summation***

- Mayor Palmer added this item to the agenda and any questions may be directed at him.



# COUNCIL AGENDA

October 27, 2015

## Agenda Item “e”                      Water Conservation Plan

### *Factual Summation*

- Please direct any questions regarding this agenda item to Public Works Director Robert Whiteley.
- The Utah Division of Water Resources has been charged with the administration of the Utah Water Conservation Plan Act (UCA 73-10-32), which requires each water district and public water system to submit a water conservation plan with updates every five years.
- The current plan was completed in 2010. The updated plan must be complete and submitted by Dec 31, 2015 in order to remain in compliance. This was mentioned in the April 28, 2015 city council work session.
- The main purpose of the water conservation plan is to reduce the per capita water use in order to support the statewide goal of reducing 25% by the year 2025. The water conservation plan is a written document that contains existing and proposed water conservation measures describing what will be done by retail water providers, water conservancy districts, and the end user of water to help conserve water and limit or reduce its use in the state in terms of per capita consumption so that adequate supplies of water are available for future needs.
- This plan must address water conservation for both culinary and secondary water.
- A draft has been prepared for discussion. Resources used for the draft include the 2010 plan, current water data, current population data and updated projections, as well as plan recommendations checklist generated from the state.

### *Recommendations*

- Adopt an updated water conservation plan by resolution in the Nov 10, 2015 city council meeting.

# **SYRACUSE CITY CORPORATION**

Syracuse, Utah



**Water Conservation Plan**  
November 2015

# **SYRACUSE CITY CORPORATION**

Syracuse, Utah

## **Water Conservation Plan**

November 2015

Prepared by:

Robert Whiteley, PE  
Public Works Director

SYRACUSE CITY CORPORATION  
Water Conservation Plan

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## **1.0 Description of Syracuse City and its Water System**

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### **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 legislator 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, Land Use, and Vision**

Syracuse City is located 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. The city's vision is to steadily increase residential and commercial as demands continue. As regional transportation routes continue to expand through the city in the future, residential and commercial growth is anticipated.

Current population is approximately 26,639. The city's administrators and leaders take great pride in meeting the ongoing needs of its citizens; as a result, a thoroughly-planned and well maintained water system is a high priority. Currently, the water system provides water to 7245 residential and 116 non-residential connections. Non-residential users are not categorized individually, yet they include: commercial, institutional, and industrial.

Syracuse City has a significant amount of developable land to sustain growth for many years to come. Currently, approximately 3,171 acres out of a total of 6,111 acres (52%) within the city limits are still developable. Approximately 40% of the developable area is planned to be residential,

while the remaining land is planned as non-residential. The city currently owns 125 acres of park land, of which 96 acres have been developed. As Syracuse continues to grow, the city will continue to strategically plan for the increased water needs and continue to develop the water system to provide water efficiently and effectively. Considering the 2,910 acres of developed land in the city, 81% is residential, 10% is commercial, 7% is institutional, and 2% is parks.

### 1.3 Culinary Water Sources

Syracuse City receives culinary water from two sources: Weber Basin Water Conservancy District (WBWCD) and Well #3. This has supplied 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 1.3A.

**Table 1.3A: Culinary Water Limit**

| Source      | gpm   | cfs  | Acre-feet |
|-------------|-------|------|-----------|
| Weber Basin | 2,400 | 5.35 | 3,874     |
| Well 3      | 1,933 | 4.31 | 3,120     |
| Total       | 4,333 | 9.65 | 6,994     |

Under current water rights, Syracuse is entitled to withdraw 2,193 gpm from underground aquifers. As mentioned above, the safe yield of the active well is 1,933 gpm, but the pump is rated at a maximum flow rate of 1,600 gpm. Including our contracted water of 2,400 gpm from Weber Basin, the total water entitlement is 4,593 gpm. This flow converts to 7,412 acre-feet annually.

**Table 1.3B: Culinary Water Rights**

| Well | Water Right  | cfs           | gpm         | Acre-feet   |
|------|--------------|---------------|-------------|-------------|
| 1    | 31-2207      | 0.21          | 94          | 151.7       |
| 1    | 31-3203      | 0.35          | 157         | 253.4       |
| 2    | 31-0745      | 1.3           | 583         | 941         |
| 3    | 31-2768      | 0.5           | 224         | 361.6       |
| 3    | 31-3524      | 0.027         | 12          | 19.4        |
| 4    | 31-3996      | 2.5           | 1122        | 1,811       |
|      | Subtotal     | 4.887         | 2193        | 3538        |
|      | Weber Basin  | 5.348         | 2400        | 3874        |
|      | <b>Total</b> | <b>10.235</b> | <b>4593</b> | <b>7412</b> |

## 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 1.4A.

**Table 1.4A: Secondary Water Limit**

|             | Davis & Weber |                | Weber Basin  |          | Water Right | Total  |
|-------------|---------------|----------------|--------------|----------|-------------|--------|
|             | West Branch   | Clearfield Irr | Layton Canal | Contract | 31-5207     | Ac-ft  |
| Shares      | 655           | 160            | 1133         | 1113     |             |        |
| Ac-ft/Share | 6             | 6              | 1            | 1        |             |        |
| Ac-ft       | 3930          | 960            | 1133         | 1113     | 3620        | 10,756 |

There are also 18 shares of Hooper Irrigation water that the city owns, but is unable to use without infrastructure upgrades or agreements to put the water to use in the system. These shares are rented to other users at the annual assessment cost. This allows the city to retain the shares for potential use in the future, without bearing the annual expense of irrigation assessments.

## 1.5 Water Budget

Table 1.5A shows the amount of water delivered into the water system and the metered outflows to end-users from 2010 to present day as well as projecting into the future.

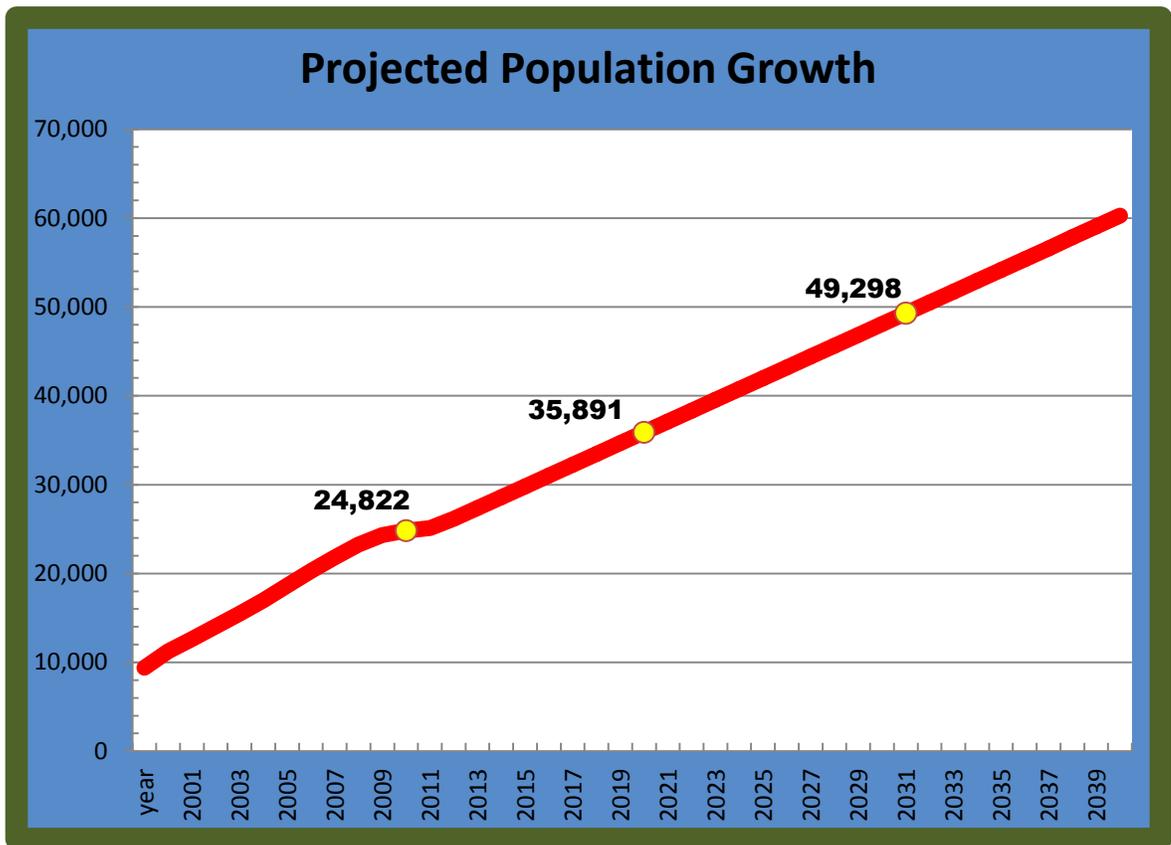
**Table 1.5A: Estimated Culinary Water Use**

| Year | Inflow   |            |            |              | Outflow |       |       | Difference |
|------|----------|------------|------------|--------------|---------|-------|-------|------------|
|      | WB (gpm) | WB (AF/Yr) | Well (gpm) | Well (AF/Yr) | MGD     | MG/Yr | AF/Yr | AF/Yr      |
| 2010 | 2,400    | 3,871      | 1,600      | 2,581        | 1.331   | 486   | 1,491 | 4,961      |
| 2011 | 2,400    | 3,871      | 1,600      | 2,581        | 1.466   | 535   | 1,642 | 4,810      |
| 2012 | 2,400    | 3,871      | 1,600      | 2,581        | 1.604   | 585   | 1,797 | 4,656      |
| 2013 | 2,400    | 3,871      | 1,600      | 2,581        | 1.705   | 622   | 1,910 | 4,542      |
| 2014 | 2,400    | 3,871      | 1,600      | 2,581        | 1.928   | 704   | 2,160 | 4,293      |
| 2015 | 2,400    | 3,871      | 1,600      | 2,581        | 2.200   | 803   | 2,464 | 3,988      |
| 2020 | 2,400    | 3,871      | 1,600      | 2,581        | 3.700   | 1,351 | 4,145 | 2,308      |
| 2025 | 2,400    | 3,871      | 1,600      | 2,581        | 4.300   | 1,570 | 4,817 | 1,636      |
| 2030 | 2,400    | 3,871      | 1,600      | 2,581        | 5.000   | 1,825 | 5,601 | 851        |
| 2035 | 2,400    | 3,871      | 1,600      | 2,581        | 5.600   | 2,044 | 6,273 | 179        |
| 2040 | 2,400    | 3,871      | 2,193      | 3,538        | 6.300   | 2,300 | 7,057 | 352        |
| 2045 | 2,400    | 3,871      | 2,193      | 3,538        | 7.000   | 2,555 | 7,842 | -432       |
| 2050 | 2,400    | 3,871      | 2,193      | 3,538        | 7.700   | 2,811 | 8,626 | -1,217     |

It is anticipated that build-out conditions will occur at approximately 60,000 which is estimated around the year 2040. If this is the case, water supplies will need to be developed around 2030 to utilize full water rights. If population continues to rise beyond 60,000 due to city boundary expansions or zoning changes in the General Plan, then a water deficit will begin. At that point, additional water sources will be required unless conservation efforts are able to offset the demand.

### 1.6 Current Water Use and Future Water Needs

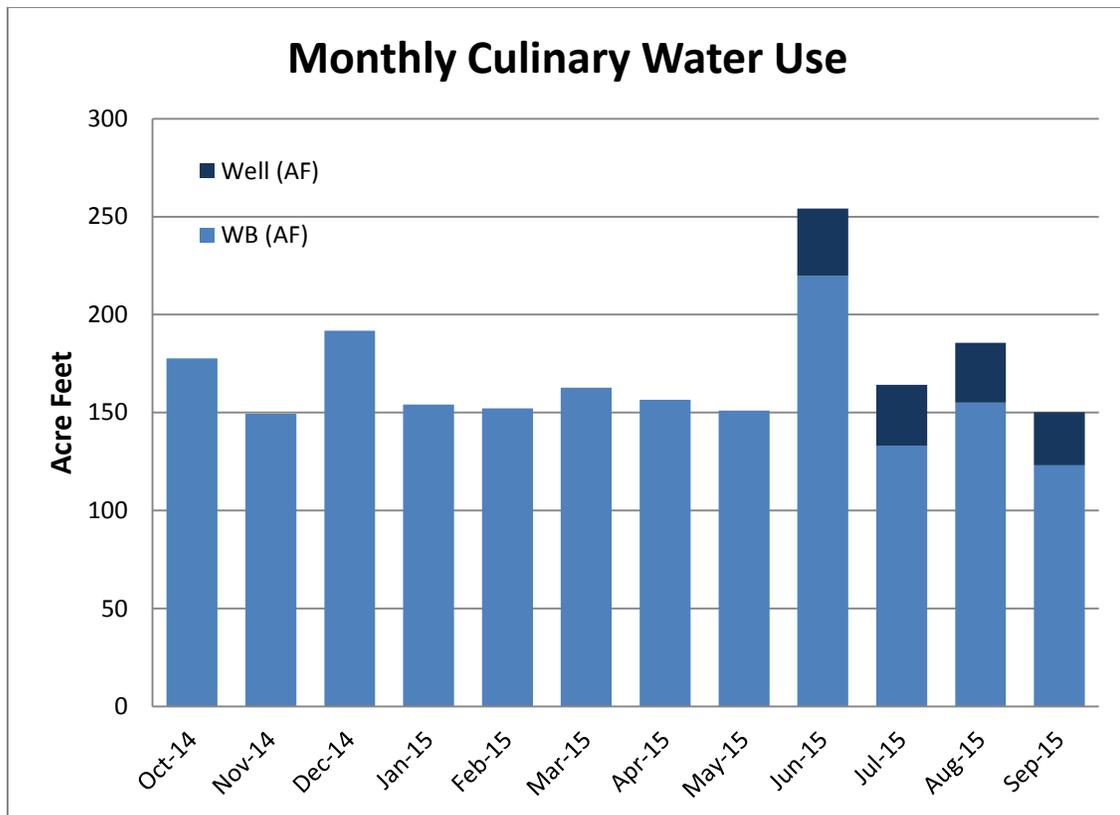
In 2014, Syracuse population of 25,775 used 1,928,000 gallons of culinary water. This amounts to 75 gallons per capita each day (gpcd). This is much lower than the 2010 statewide average of 185 gpcd.



Syracuse City is continuing to experience growth at a rate of 3% to 4% annually. It is projected that growth rate will slow to around 2% as build-out conditions are approached. Population projections through the year

2040 indicate a potential of approximately 60,000 persons, which is the projected buildout for the city based upon the city's current general plan.

Each month the demand for culinary water is between 150 to 200 acre feet. This is indicated on the following graph. The graph shows a spike in June, which was due to system flushing related to a water contamination event.



Syracuse City owns and operates a separate pressurized irrigation system for outdoor watering purposes. The untreated water is delivered from Davis and Weber Canal and from Layton Canal at a metered rate based upon shares owned by Syracuse City. This water is delivered unmetered to users. In 2015, the supply of secondary water based upon water shares, contracted water, and considering drought reductions was 6860 acre feet. The actual water delivered was xx acre feet. Considering a population of 26,639 and 168 watering days in the season, the average gallons of secondary water used per capita is approximately 516 gpcd. The statewide average is 55 gpcd of secondary water use.

## **2.0 Water Problems, Conservation Measures, and Goals**

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### **2.1 Goal #1: Public Education, 10% reduction**

Public education of water conditions, supplies, demands, and conservation has been increasing and continues to be desired. Consideration may be given to promote conservation of outdoor watering demands by: reviewing the city recommended tree list and recommending trees that are low water users; encouraging participation in local conservation gardening classes and events; providing resources from local and state agencies on conservation practices, such as drought-tolerant planting, xeriscape, or other low-water techniques; public recognition may be given to those who have incorporated water conservation practices into their landscape.

### **2.2 Goal #2: Convert outdoor culinary watering to secondary system, 2% reduction**

All households outside the city limits who receive culinary water service from the city and have not hooked up to the secondary water system are using culinary water for their outdoor irrigation. As annexation occurs where existing houses are annexed into the city, their connection to the city's secondary water system will reduce the demand upon the culinary water system during the summer months.

### **2.3 Goal #3: Supply and Demand Accuracy, 3% reduction**

The recent drought years have created a greater need to measure supply and demand with improved accuracy. Installing meter equipment at each reservoir site will improve the accuracy of water supply and demand.

## **3.0 Current Conservation Practices**

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### **3.1 Water Conservation Contingency Plan**

Syracuse has put into practice conservation measures for secondary water use during drought conditions experienced in 2013 and 2015 when water supplies have been low. During both of these years, supplies were reduced 25%. Conservation measures that were implemented focused on providing information to the public using numerous outreach methods. These methods have included the following:

- a. Public Education  
Conservation tips and information was sent to the public during the months of May through August using website, newsletters, and social media.
- b. Town Hall Meeting  
On July 22, 2015 a Town Hall Meeting was held to inform the public and press about the secondary water system supply and demands. Conservation measures were discussed and ideas were shared among the participants.
- c. City Council Meeting  
On May 26, 2015, the city council held a discussion in a work session concerning water conservation. It was recommended that the city educate the public and provide a recommended watering schedule.
- d. Night Out Against Crime  
On August 5, 2015 a water conservation booth was set up among other booths during an event hosted by the Syracuse Police Department inviting all public to participate at no cost. Water conservation measures were discussed with the public, informational brochures available online through the State of Utah Slow the Flow campaign, beach balls imprinted with water conservation messages were handed out, and a hands-on activity showing how water pressure works was performed.
- e. Heritage Days Parade  
In 2015, beach balls having imprinted messages of water conservation were handed out from one of the parade entrants. In 2013, a banner was attached to the fire truck with a water conservation message.
- f. Banners  
A dozen banners were posted throughout the city in 2013 with a water conservation message.
- g. Television

Fox News ran a story specific to Syracuse water conservation efforts on May 4, 2015. They ran another story on July 22, 2015 related to the Town Hall Meeting.

h. Newspaper

Standard Examiner ran stories on May 27, 2015, July 18, 2015, and July 23, 2015 regarding conservation meetings held at the city.

i. Recommended Watering Schedule

A watering schedule was implemented recommending watering two days a week for 20 to 30 minutes per setting. This has been in place since 2013.

j. Overwatering Notification

Individuals expressing concerns of overwatering were able to notify the city anonymously of properties using excessive water. The city responded by hanging a notice at the door to offer a reminder of the need to conserve water as well as conservation tips and the recommended watering schedule.

One other method of secondary water conservation was implemented involving the manual override of the secondary water pumps. At times when reservoir levels indicated that supply was not keeping up with demand, pumps were shut down throughout the season to prevent damage to the pumps and piping as well as to prevent the system from emptying completely. Manual override of pumps occurred during the daytime hours when watering was not recommended. This allowed the reservoirs to refill during the off-peak hours of the day.

There have been suggestions by the public to increase outdoor water conservation measures by methods such as: secondary water metering, enforce wasteful watering by locking valves closed or charging fines, updating our ordinance or enacting a resolution to increase conservation and the like. However, these currently have little traction and support.

Graphs of reservoir levels generated from 2013 to 2015 indicate higher demands during 2015 than previous years with stretches of up to three weeks without full

recovery. The following table shows actual secondary water use during the last three years. The gallons per capita per day have increased over the years.

| Year | Population | Demand (AF) | gpcd     |
|------|------------|-------------|----------|
| 2013 | 25118      | 4952        | 382.3629 |
| 2014 | 25775      | 6466        | 486.5385 |
| 2015 | 26639      |             | 0        |

### 3.2 Water Education

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

Some tips for 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 our customers to utilize the weekly lawn watering guide located at [www.conservewater.utah.gov](http://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 from a bucket of soapy (biodegradable) water and rinse while parked on or near the grass or landscape so that all the water running off goes to beneficial use instead of running down the gutter to waste.
- 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.
- Keep your lawn well-trimmed and all other landscaped areas free of weeds to reduce overall water needs of your yard.

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 Current Pricing Structure

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### 4.1 Culinary Water Rates

Syracuse City has four categories of water rates: business, resident with secondary water, resident without secondary water, and non-resident culinary water. Our current water rates system came from three important necessities: 1) to show the value of water and our need to conserve; 2) to encourage the residents who currently use culinary water for their outdoor use to take advantage of our secondary water system as a cost savings; and 3) encourage any non-residents who use culinary water for outdoor use to annex into the city and connect to secondary water.

In the process of balancing the costs of operating the culinary water system to the unique economic, political, and social environments in which the city provides its service, it has been discovered that for many years, the system has not been covering the necessary cost for providing these services. Based on the characteristics of the system, capital and operating costs, as well as the ability to access secondary water, the following rates have been developed:

| <b>MONTHLY BUSINESS WATER RATES</b>                          |                                                 |
|--------------------------------------------------------------|-------------------------------------------------|
| First 10,000 gallons                                         | \$16.50                                         |
| 10,001 to 30,000 gallons                                     | \$16.50 + \$1.65/ 1,000 gallons                 |
| 30,001 to 40,000 gallons                                     | \$16.50 + \$33 + \$2.05/ 1000 gallons           |
| Above 40,000 gallons                                         | \$16.50 + \$33 + \$20.50 + \$2.65/ 1000 gallons |
|                                                              |                                                 |
| <b>MONTHLY RESIDENT RATES WITH ACCESS TO SECONDARY WATER</b> |                                                 |
| First 8,000 gallons                                          | \$16.50                                         |
| 8,001 to 15,000 gallons                                      | \$16.50 + \$2.05/ 1000 gallons                  |
| Above 15,000 gallons                                         | \$16.50 + \$14.35 + \$2.45/ 1000 gallons        |

| <b>MONTHLY RESIDENT RATES WITHOUT ACCESS TO SECONDARY WATER</b> |                                                    |
|-----------------------------------------------------------------|----------------------------------------------------|
| First 8,000 gallons                                             | \$16.50                                            |
| 8,001 to 15,000 gallons                                         | \$16.50 + \$2.20/ 1000 gallons                     |
| 15,001 to 20,000 gallons                                        | \$16.50 + \$15.40 + \$2.75/ 1000 gallons           |
| Above 20,000 gallons                                            | \$16.50 + \$15.40 + \$41.25 + \$4.10/ 1000 gallons |
| <b>MONTHLY NON-RESIDENT RATES</b>                               |                                                    |
| First 8,000 gallons                                             | \$22.50                                            |
| 8,001 to 15,000 gallons                                         | \$22.50 + \$2.20/ 1000 gallons                     |
| 15,001 to 20,000 gallons                                        | \$22.50 + \$15.40 + \$2.75/ 1000 gallons           |
| Above 20,000 gallons                                            | \$22.50 + \$15.40 + \$41.25 + \$4.10/ 1000 gallons |

#### **4.2 Secondary Water Rates**

The water rates for secondary water are a flat rate based upon the size of the service at the stop-and-waste valve. The majority of those connected to the city's secondary water system have a ¾-inch connection. The monthly rate is collected over a 12-month period. The rate structure is as follows:

| <b>MONTHLY SECONDARY WATER RATES</b> |            |
|--------------------------------------|------------|
| ¾ inch                               | \$15.50    |
| 1 inch                               | \$21.50    |
| 1 ½ inch                             | \$58.00    |
| 2 inch                               | \$103.11   |
| 3 inch                               | \$184.50   |
| 4 inch                               | \$412.44   |
| 6 inch                               | \$928.00   |
| 8 inch                               | \$1,649.78 |

## **5.0 Additional Conservation Measures**

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### **5.1 Culinary Radio-read Meters**

Consider a method to incorporate radio-read meters only 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.

## **5.2 Ordinances**

The ordinance supporting the effort to conserve water by prohibiting waste is referenced here, as 4.15.410 for culinary water

### **4.15.410 Waste prohibited.**

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 supporting the effort to conserve water by prohibiting waste is referenced here, as 4.25.130 for secondary water

### **4.25.130 Waste prohibited.**

It shall be unlawful for any pressure irrigation water user to waste water, or to 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, or valves, or other apparatus, or to use water in violation of the rules and regulations for controlling the water supply. [Ord. 12-07 § 1 (Exh. A); Code 1971 § 4-05-130.]

### **5.3 Water smart clocks**

The city may consider adding water smart clocks to all of the 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 incentivize outdoor watering with water smart clocks for other users.

### **5.4 Xeriscape**

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

### **5.5 Reclaimed Water**

The city may consider the option to reclaim treated wastewater from the treatment plant. Once treated to a Type 1 level, the water may be used for secondary watering uses.

## **6.0 Cost Analysis**

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### **6.1 Goal #1 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.

### **6.2 Goal #2 Convert outdoor culinary watering to secondary system**

The cost to convert systems will be recognized by the individual homeowners doing the conversions. The cost will include impact fees, connection fees, and water shares. These costs depend upon the size of the

property as well as the size of the water service pipe. Depending upon the amount of water being used for outdoor irrigation, very small water users will likely not recognize the benefit to bear the cost to convert.

Although individual residents may not recognize the benefit to convert compared with the cost to convert, there is a benefit to the entire water system with a reduced water demand.

### **6.3 Goal #3 Supply and Demand Accuracy**

The cost to install equipment ranges \$150k to \$250k to improve the accuracy of metering water at each reservoir site. The benefit to increasing accuracy would improve system optimization.

## **7.0 Implementing and Updating the Water Conservation Plan**

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### **7.1 Responsibility**

Under the direction of the Mayor and City Council, the public works director is the central coordinator to coordinate efforts related with water conservation as described in this plan.

### **7.2 Plan Approval**

This plan will be considered for approval by City Council on November 10, 2015 under Resolution R15-xx.

### **7.3 Plan Updates**

This plan will be revised and updated as required to meet changing conditions and needs. This plan will be submitted to the Utah Division of Water Resources as required by House Bill 153.

SYRACUSE CITY CORPORATION  
Water Conservation Plan

APPENDIX

Include meeting minutes, and notification



# COUNCIL AGENDA

## October 27, 2015

Agenda Item “f”                      Review and discuss City Council rules of order and procedure specific to committee appointment reports and public comments.

### *Factual Summation*

- During the October 13 work session meeting the Council discussed potential changes to the public comments section of the Rules of Order and Procedure document. The recommended changes understood by staff have been reflected in the section below:

**Content.** Discussions in the meetings are to be limited to agenda items and issues reasonably related thereto. Comments or presentation by the public are to be limited to relevant issues. In order to ensure that the meetings proceed timely and orderly, the Mayor may impose a time limit on those desiring to address the Council. Individuals addressing the Council during the public comment period of the meeting or during a public hearing shall be given a time limit of not less than three minutes. Public comment periods will be included at the beginning and end of business meeting agendas and at the beginning of extended work session agendas; the Council may also accept public input for each item listed on an extended work session agenda as discussion of each item proceeds. ~~Groups desiring to address the Council will be asked to select a spokesperson for this purpose and the Mayor may also impose a time limit on said spokesperson. A group shall be defined as an assembly of five or more people in attendance with similar viewpoints on a give issue. The names of each member of the group shall be provided to the City Recorder as well as the name of the spokesperson of the group. This information must be provided prior to the spokesperson being allowed to address the Governing Body for a minimum of five minutes. Any person who disrupts the meeting by exceeding a time limit, discussing irrelevant issues, or otherwise, may be removed at the direction of the Mayor.~~

- During the October 13 business meeting, Councilmember Gailey asked that the Council have an opportunity to review the Rules of Order and Procedure document in order to include a policy regulating reports pertaining to Councilmember assignments and appointments. There is currently no section of the Rules of Order and Procedure document that addresses this issue and, therefore, this item was added to the agenda to facilitate a discussion regarding the creation of such language.



# COUNCIL AGENDA

## October 27, 2015

### Agenda Item “g”                      Efficiency Audit Action Priority List

#### *Factual Summation*

- Any question regarding this agenda item may be directed at Brody Bovero, City Manager.
- Please see attached Memorandum and Supporting documentation provided by Brody Bovero
- At the September 2015 work session, the Council expressed interest in a obtaining a recommended priority listing of the findings of the performance audit, also referred to as the efficiency audit.
- In an effort to facilitate the discussion, the Administration has reviewed the findings of the efficiency audit and offers the attached 3-tiered priority listing for the Council’s consideration on which issues to address first.
- The attached sheet includes three tiers that indicate the suggested priority, with Tier 1 being the top priority items.
- The sheet also includes a “Completed” column to allow tracking of the items as they are completed. Also included is a “Budgetary Impact” column to show the estimated budgetary impact of each item. The document is designed to be a working document that will allow notes and summaries of each item as we address them, which can explain the budgetary impact as each project evolves.
- For the October 27<sup>th</sup> meeting, the discussion item is for the Council to determine the priority of the items on the list and give direction to staff accordingly.

## Efficiency Audit Action Priority List

| Completed                     | Description                                                        | Budgetary Impact |
|-------------------------------|--------------------------------------------------------------------|------------------|
| <b>Tier 1 Priority</b>        |                                                                    |                  |
| <b>MAYOR &amp; COUNCIL</b>    |                                                                    |                  |
|                               | Consider leadership training & team-building efforts               |                  |
|                               | Conduct strategic planning session                                 |                  |
| <b>ADMIN</b>                  |                                                                    |                  |
|                               | Address wage compression                                           |                  |
|                               | Review compensation methods to remain competitive                  |                  |
|                               | Evaluate City Manager span of control/Department Structure         |                  |
|                               | Consolidated 5-Yr CIP program with priority guidelines             |                  |
|                               | Implement electronic records management system                     |                  |
|                               | Consider dedicated risk manager role                               |                  |
|                               | Evaluate Risk Management and assign to staff with clear roles      |                  |
|                               | Cross train payroll function for adequate backup                   |                  |
| <b>COURT</b>                  |                                                                    |                  |
|                               | Reassign Bailiff to Court                                          |                  |
| <b>PUBLIC SAFETY</b>          |                                                                    |                  |
|                               | Develop staffing plan for Public Safety (Police & Fire)            |                  |
|                               | Review EMS Fees and False Alarm Fees                               |                  |
|                               | Explore Fire/EMS staffing methods for best model                   |                  |
|                               | Develop activity tracking and analysis for Police functions        |                  |
| <b>INFORMATION TECHNOLOGY</b> |                                                                    |                  |
|                               | Define needed level of service for internal IT help desk functions |                  |
|                               | Define workflow priorities for IT                                  |                  |
|                               | Create technical support response plan for IT                      |                  |
|                               | Develop improved work order/help desk IT System                    |                  |

## Efficiency Audit Action Priority List

| Completed | Description                                                       | Budgetary Impact |
|-----------|-------------------------------------------------------------------|------------------|
|           | Consider moving building maintenance to another department        |                  |
|           | Evaluate staffing options for IT functions & create staffing plan |                  |
|           | Explore cloud email solutions                                     |                  |
|           | Update IT firewall                                                |                  |
|           | <b>PARKS &amp; RECREATION</b>                                     |                  |
|           | Include Maintenance Plan for Park Improvements                    |                  |
|           | Examine automation of park irrigation                             |                  |
|           | Develop staffing plan for Parks and Recreation                    |                  |
|           | Examine park maintenance by contract                              |                  |
|           | Complete Parks Master Plan                                        |                  |
|           | Review Park & Recreation Fees                                     |                  |
|           | <b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>                       |                  |
|           | Evaluate CED department structure                                 |                  |
|           | Develop Economic Development Plan                                 |                  |
|           | Consider adding PIO/Events Coordinator-Promoter                   |                  |
|           | Consider ways to dedicate more staff time to long range planning  |                  |
|           | <b>PUBLIC WORKS</b>                                               |                  |
|           | Develop long term funding strategy for road maintenance           |                  |
|           | Evaluate water meter replacement program                          |                  |
|           | Consider creation of land drain utility                           |                  |
|           | <b>Tier 2 Priority</b>                                            |                  |
|           | <b>MAYOR &amp; COUNCIL</b>                                        |                  |
|           | Consider Citizens Academy                                         |                  |
|           | Consider youth representatives on City Council                    |                  |

### Efficiency Audit Action Priority List

| Completed | Description                                                               | Budgetary Impact |
|-----------|---------------------------------------------------------------------------|------------------|
|           | <b>ADMIN</b>                                                              |                  |
|           | Develop performance measures for each department                          |                  |
|           | Consider separating accounting of City attorney time & expense            |                  |
|           | Evaluate staffing for City Recorder duties                                |                  |
|           | Train staff on sensitive document security                                |                  |
|           | Prepare comprehensive fleet replacement program                           |                  |
|           | Evaluate Fleet Maintenance Programs                                       |                  |
|           | Evaluate internal auditing programs                                       |                  |
|           | Consider outsourcing and/or automating payroll function                   |                  |
|           | Evaluate training funds for each department                               |                  |
|           |                                                                           |                  |
|           | <b>COURT</b>                                                              |                  |
|           | Create staffing plan for Justice Court                                    |                  |
|           | Cross train employees on CORIS system                                     |                  |
|           |                                                                           |                  |
|           | <b>PUBLIC SAFETY</b>                                                      |                  |
|           | Evaluate financial viability and collection rates of EMS service annually |                  |
|           |                                                                           |                  |
|           | <b>INFORMATION TECHNOLOGY</b>                                             |                  |
|           | Improve IT storage reliability and setup backup schedule                  |                  |
|           | Consider software maintenance agreements vs cloud based options           |                  |
|           | Consider utilizing dark fiber with network vendors                        |                  |
|           | Develop IT security policy                                                |                  |
|           | Improve IT inventory documentation process                                |                  |
|           | Consider virtualization of IT server environments                         |                  |
|           |                                                                           |                  |
|           | <b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>                               |                  |
|           | Evaluate GIS system                                                       |                  |

### Efficiency Audit Action Priority List

| Completed | Description                                                             | Budgetary Impact |
|-----------|-------------------------------------------------------------------------|------------------|
|           | Consider additional planner or contracted planning functions            |                  |
|           | Prepare staffing plan for building inspection services                  |                  |
|           | Evaluate seasonal building inspector for quicker application turnaround |                  |
|           |                                                                         |                  |
|           | <b>PUBLIC WORKS</b>                                                     |                  |
|           | Evaluate metering of secondary water                                    |                  |
|           | Consider hiring full-time metering position                             |                  |
|           | Develop staffing plan for Public Works functions                        |                  |
|           | Evaluate radio-read water meter system                                  |                  |
|           |                                                                         |                  |
|           |                                                                         |                  |
|           | <b>Tier 3 Priority</b>                                                  |                  |
|           | <b>ADMIN</b>                                                            |                  |
|           | Implement formalized training program for staff and commissions         |                  |
|           | Consider moving staff evaluations to employment anniversary date        |                  |
|           | Consider retaining external law firm for specific functions             |                  |
|           | Review policies for HR to be involved in all disciplinary actions       |                  |
|           | Evaluate centralization of personnel records                            |                  |
|           | Perform PCI compliance audit to secure credit card info                 |                  |
|           | Develop custodial service benchmark system                              |                  |
|           |                                                                         |                  |
|           | <b>PUBLIC SAFETY</b>                                                    |                  |
|           | Evaluate functions for cross-training police with fire/ems              |                  |
|           | Consider cross-training Fire staff to do fire inspections               |                  |
|           |                                                                         |                  |
|           | <b>INFORMATION TECHNOLOGY</b>                                           |                  |
|           | Document placement of all copiers and printers                          |                  |
|           | Create software licensing inventory                                     |                  |
|           | Remove old network equipment, organize and label new equipment          |                  |

### Efficiency Audit Action Priority List

| Completed | Description                                                                | Budgetary Impact |
|-----------|----------------------------------------------------------------------------|------------------|
|           | Develop Data Retention policy and train staff                              |                  |
|           | Simplify IT operations: Standarize, Organize, Purchasing                   |                  |
|           | <b>PUBLIC WORKS</b>                                                        |                  |
|           | Evaluate contracting out plan review for City Engineer                     |                  |
|           |                                                                            |                  |
|           | Reserved: Utility Billing recommended solutions (to be sent by Consultant) |                  |
|           |                                                                            |                  |
|           |                                                                            |                  |
|           |                                                                            |                  |
|           |                                                                            |                  |
|           |                                                                            |                  |
|           |                                                                            |                  |
|           | <b>Total</b>                                                               | <b>\$0.00</b>    |