



**CITY COUNCIL MEETING
OF THE CITY OF CEDAR HILLS
Tuesday, November 19, 2013 7:00 p.m.**

Notice is hereby given that the City Council of the City of Cedar Hills, Utah, will hold a City Council Meeting on Tuesday, November 19, 2013, beginning at 7:00 p.m. at the Community Recreation Center, 10640 N Clubhouse Drive, Cedar Hills, Utah. This is a public meeting and anyone is invited to attend.

COUNCIL MEETING

1. Call to Order, Invocation given by Mayor Gygi and Pledge led by C. Zappala
2. Approval of Meeting's Agenda
3. Public Comment: Time has been set aside for the public to express their ideas, concerns and comments (comments limited to 3 minutes per person with a total of 30 minutes for this item)

CONSENT AGENDA

4. Minutes from the October 15, 2013 City Council meeting

CITY REPORTS AND BUSINESS

5. City Manager
6. Mayor and Council

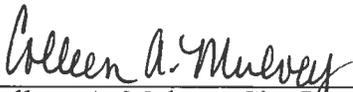
SCHEDULED ITEMS

7. Review/Action on the Canvass of the Election Returns for the 2013 Municipal General Election
8. Review/Action on a Resolution adopting the Sewer Management Plan
9. Review/Action on authorizing the Mayor to sign an Interlocal Agreement between the City of Cedar Hills, American Fork City and Highland City to Utilize the American Fork Canyon Debris Basin
10. Review/Action on Pricing Structure for Cedar Hills' Residents use of the Vista Room/Recreation Center
11. Review/Action on Golf Course Driving Range Fencing Repair
12. Review/Action on Opt-Out of Social Security

ADJOURNMENT

13. Adjourn

Posted this 15th day of November, 2013



Colleen A. Mulvey, City Recorder

- Supporting documentation for this agenda is posted on the City's Web Site at www.cedarhills.org.
- In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at 801-785-9668 at least 48 hours in advance of the meeting to be held.
- The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.
- This meeting may be held electronically via telephone to permit one or more of the council members to participate.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Colleen Mulvey, City Recorder
DATE:	11/19/2013

City Council Agenda Item

SUBJECT:	2013 Municipal General Election Canvass
APPLICANT PRESENTATION:	n/a
STAFF PRESENTATION:	Colleen Mulvey, City Recorder

BACKGROUND AND FINDINGS:

Pursuant to state law, it is necessary for the City Council to act as the board of canvassers and to canvass the election returns by reviewing and verifying the total votes cast on election day, and to tally and add the total votes from the valid Provisional and late returning Absent-Voter Ballots (which will be opened and tallied at the meeting) so that the final totals for each candidate are shown. The city received 19 Provisional Ballots, 17 were verified as valid, and received 5 late returning Absent-Voter Ballots, 1 was verified as valid.

It will be necessary for the City Council, by motion, to officially certify the results of the canvass and declare "elected" those persons who had the highest number of votes.

PREVIOUS LEGISLATIVE ACTION:

n/a

FISCAL IMPACT:

n/a

SUPPORTING DOCUMENTS:

The following supporting documents will be presented at the meeting:

From each Precinct: the Total Votes Cast sheet, the Tally List and the Statement of Disposition of Ballots. (The 17 valid Provisional Ballots and 1 valid Absent-Voter Ballot will also be presented and opened at the meeting)

RECOMMENDATION:

Staff recommends the City Council accept the results for the 2013 Municipal General Election and canvass and declare the persons with the highest number of votes to be elected.

MOTION:

To accept and certify the results of the 2013 Municipal General Election and canvass, and declare 4-year term Mayor candidate Gary R. Gygi, 4-year term City Council candidates Rob Crawley and Daniel Zappala, and 2-year term City Council candidate Mike Geddes to be elected, and also declare Ballot Proposition #4 rejected.



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Jeff Maag
DATE:	11/19/2013

City Council Agenda Item

SUBJECT:	Adoption of Sewer Management Plan
APPLICANT PRESENTATION:	
STAFF PRESENTATION:	Jeff Maag
BACKGROUND AND FINDINGS:	Every five years, the City is required to submit a Sewer Management Plan as part of an overall Utah Sanitary Sewer Management Program General Permit which is obtained by the Utah Division of Environmental Quality.
PREVIOUS LEGISLATIVE ACTION:	
FISCAL IMPACT:	
SUPPORTING DOCUMENTS:	See attached copy of City's Sewer Management Plan
RECOMMENDATION:	Staff recommends that the Sewer Management Plan be reviewed and adopted by resolution.
MOTION:	To approve Resolution 11-19-2013A, A Resolution Adopting the Sewer Management Plan for the City of Cedar Hills, Utah.

The City of Cedar Hills

Sanitary Sewer Management Plan

Introduction

The City of Cedar Hills is an incorporated municipality established in Utah under the Utah State Code. Cedar Hills was incorporated in 1977. The City provides sewage collection and maintenance all of the existing sanitary sewer lines within the city. Wastewater treatment is provided through the Timpanogos Special Service District (TSSD) in conjunction with other communities in the northern portion of Utah County.

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 sanitary sewer overflows (SSOs), as well as minimize impacts of any SSOs that may occur. The Management for the City of Cedar Hills 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 said operation. This manual may refer to other programs or ordinances, and by reference, may incorporate these programs into this manual.

Definitions

The following definitions are to be used in conjunction with those found in Utah Administrative Code R317(Design Requirements for Wastewater Collection, Treatment and Disposal Systems). The following terms have the meaning as set forth:

- (1) "BMP" means "best management practice".
- (2) "CCTV" means "closed circuit television.
- (3) "CIP" means a "Capital Improvement Plan".
- (4) "DWQ" means "the Utah Division of Water Quality".

(5) "FOG" means "fats, oils and grease". This is also referred to as a Grease Oil and Sand Program(GOSI).

(6) "I/I" means "infiltration and inflow".

(7) "Permittee" means a federal or state agency, municipality, county, district, and other political subdivision [public entity] of the state 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, district, and other political subdivision of the state are interconnected, each shall be considered a separate Permittee.

(8) "SECAP" means "System Evaluation and Capacity Assurance Plan".

(9) "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 exclusively.

(10) "SORP" means "Sewer Overflow Response Plan"

(11) "SSMP" means "Sewer System Management Plan".

(12) "SSO" means "sanitary sewer overflow", the escape of wastewater or pollutants from, or beyond the intended or designed containment of a sewer collection system.

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

(a) affects more than five private structures;

(b) affects one or more public, commercial or industrial structure(s);

(c) may result in a public health risk to the general public;

(d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or

(e) discharges to Waters of the State of Utah.

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

(15) "USMP" means the "Utah Sewer Management Program".

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 (Requirements for Waste Discharges).

(2) SSOs shall be reported in accordance with the requirements below.

(3) When an SSO occurs, the permittee shall take all feasible steps to:

(a) control, contain, or limit the volume of untreated or partially treated wastewater discharged;

(b) terminate the discharge;

(c) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water; and,

(d) mitigate the impacts of the SSO.

SSO Reporting Requirements

R317-801(USMP) stipulates when and how SSO's are reported. Following are those reporting requirements as of 04/23/2012.

SSO REPORTING. SSOs shall be reported as follows:

(1) A Class 1 SSO 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 SSOs shall be reported on an annual basis in the USMP annual report.

ANNUAL REPORT. A permittee shall submit to DWQ a USMP annual operating report covering information for the previous calendar year by April 15 of the following year.

Sewer Use Ordinance

The City of Cedar Hills utilizes a sewer use ordinance (Cedar Hills, Utah: City Code Title 7, Chapter 1: Article B, 7-1B-7 Sewer System Operation and Use) that has been adopted by the governing body. This ordinance contains the following items as stipulated by Utah State Code R317-801 (USMP):

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

The following elements are included in this SSMP:

- General Information
- Operations and Maintenance Program
- Sewer Design Standards
- Sanitary Sewer Overflow Response Plan
- Grease, Oil and Sand Interceptor Management Program
- System Evaluation and Capacity Assurance Plan
- SSMP Monitoring and Measurement Plan
- Sewer System Mapping Program
- Basement Backup Program (Standard Operating Procedure)
- No Fault Sewage Backup Claims Program

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 Cedar Hills employees will necessarily be involved in the collection system operations. As such, not all employees will receive program training. Finally, although not a part of this SSMP program, Cedar Hills is an active participant in the Blue Stakes of Utah Utility Notification system. This system, regulated under title 54-8A (Damage to Underground Utility Facilities) 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. The City of Cedar Hills 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.

The City of Cedar Hills
SSMP – General Information

This Sanitary Sewer Management Plan was adopted by resolution by the City of Cedar Hills City Council on _____.

The responsible representative(s), position and phone number for Cedar Hills with regard to this SSMP is/are

Mayor Gary Gygi	801-785-9668
City Manager/Engineer David Bunker	801-785-9668 ext 101
Public Works Director Jeff Maag	801-785-9668 ext 201
PW Operations Manager Dee Howard	801-420-2198
Technician II - Travis Austin	801-420-2576
Technician I -TJ Aston	801-420-0659
Technician I - Brian Haskell	801-361-2978
Technician I - Chad Scott	801-420-8522
Technician I - McKay Monson	801-888-2370

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 staff.

Operations Manager/Technician II

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

Pretreatment Program Coordinator/ Timpanogos Special Service District

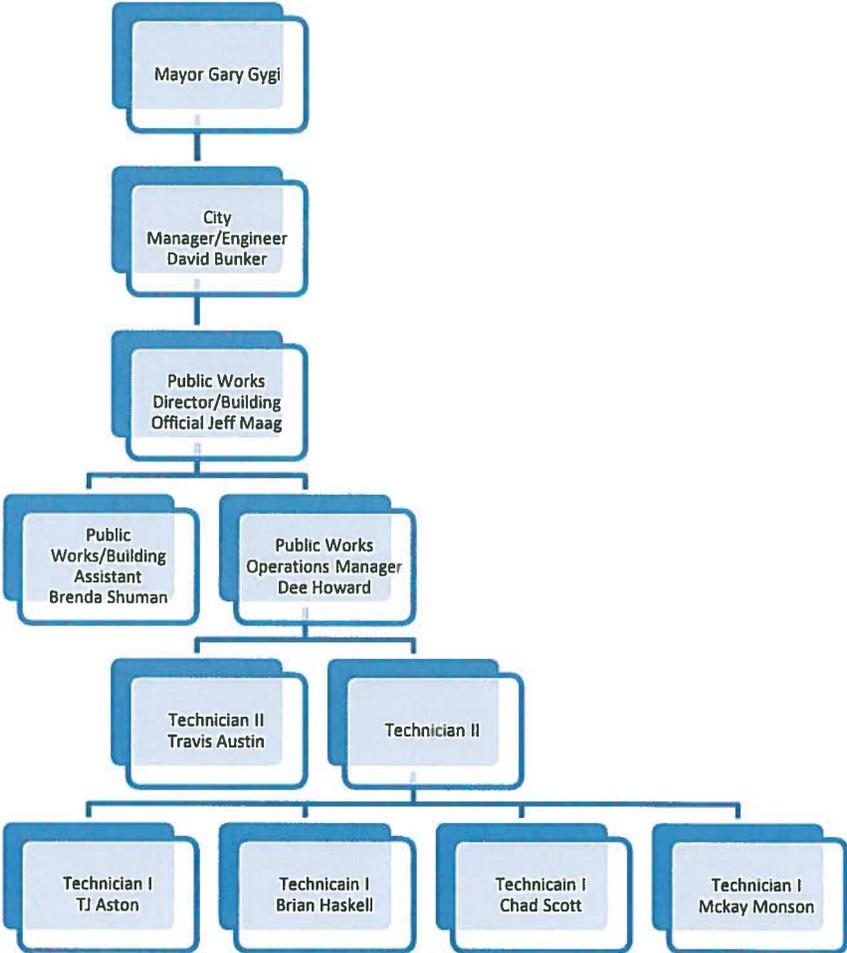
This individual is responsible for implementation of the pretreatment program including the fats oil and grease program.

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.

Below is the organization chart associated with the SSMP

Organization Chart



The City of Cedar Hills

Operations and Maintenance Program

The City of Cedar Hills has established this sanitary sewer system operations and maintenance program to ensure proper system operations, to minimize any sub level backups or SSOs, and to provide for replacement, refurbishment, or repair of damaged or deteriorated piping systems. The combined maintenance program should insure that the environment and health of the public are protected at a reasonable cost for the end users. To this end, the following areas are described and included in this maintenance program:

- System Mapping
- System Cleaning
- System CCTV Inspection
- Manhole Inspection
- Defect Reporting
- Damage Assessment

System Mapping

An up to date map is essential for effective system operations. The City of Cedar Hills has assigned the mapping responsibility to the Public Works Department and the City Engineer who will prepare and maintain current mapping for the entire sanitary sewer system. Mapping may be maintained on either paper or in a graphical information system (GIS) or a combination of both. Current mapping is available at the following locations:

City of Cedar Hills Public Works Office

Should any employee identify an error in the mapping, they should document the error on a defect report and give it to the Engineer and/or Public Works Director.

System Cleaning

Sanitary sewer system cleaning is accomplished through various means and methods. Cedar Hills has established a goal to clean the entire system every three years. Based on experience over the past 20 years, this frequency significantly reduces the number of

basement backups, controls grease problems and flushes any bellies in the system. In addition, Cedar Hills has a listing of identified hot spots which may be 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. The following methods are employed to provide system cleaning:

- Hydraulic Cleaning Timpanogos Special Service District
- CCTV Inspection Timpanogos Special Service District
- If Necessary:
 - Mechanical Rodding.
 - Chemical Root Control
 - Chemical FOG Control

Cleaning records are maintained at Cedar Hills Public Works Office. Contractors are required to provide cleaning records associated with their work. Cleaning history may also be entered into the GIS; however, this is not always necessary. Should the cleaning process identify a serious defect, the problem should be reported on a Defect Report Form. The Public Works Department should be given the defect reports for further action. The defect report should be specific as to location and type of problem. A copy of the Defect Report Form is included at the end of this narrative section. A summary of cleaning activities shall be prepared annually by the Public Works Department or designee. This summary will normally be presented to the City of Cedar Hills City Council.

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. Generally, Timpanogos Special Service District will conduct CCTV inspection with their own staff. Inspections of the system will occur every 5 - 10 years. This inspection frequency is based on the pipe aging process. As such, once the system has been inspected completely, change usually occurs gradually. CCTV will also be employed when a systems operation or capacity is questioned or when an SSO occurs. Any defects identified during the CCTV process should be reported on a Defect Report Form and the form should be given to the Public Works Director/Operations Manager for possible repairs. Documentation of CCTV activities will be maintained at the Public

Works office. When contractors are employed to inspect the sanitary sewer system they will be required to submit records for their work. The Public Works Department will prepare an annual summary of CCTV completed for that calendar year.

Manhole Inspection

The City of Cedar Hills Public Works Department schedules annual inspection of the sanitary sewer manholes (M/H). The M/H inspection involves the identification of foreign objects and surcharging that may be present. Crews inspecting the manholes will be given maps by the Engineer who will monitor the progress and completeness of the inspection process. When a potential defect is identified, the manhole should be flagged. Flagged manholes should be checked by an operator within several days to determine further action. If, during the inspection process, the inspection crew believes a problem is imminent, they should immediately cease inspecting and inform the Public Works Director/Operations Manager of the problem. A cleaning crew should be dispatched immediately to ensure correct system operations. All inspection records should be retained for documentation of work performed.

Defect Reporting

Defect Reports generated through the cleaning, CCTV inspection or manhole inspection programs will be prioritized for correction by the Public Works Director/Operations Manager. Any defects which have the potential for catastrophic failure and thus create a sanitary sewer overflow should be evaluated immediately and discussed with the Public Works Director and City Engineer for repair. Repair methods may include:

- Spot Excavation Repairs
- Spot Band Repairs
- Segment Excavation Replacements
- Segment Lining
- Manhole Rehabilitation

When a defect is not flagged for immediate repair, it should be considered for placement on the "hot spot" list. This will allow for vigilant maintenance to ensure failure and a subsequent sanitary sewer overflow do not take place. Defect reports should be used in the Budget process to determine what financial allocation should be made in the next Budget year. The Public Works Director/Operations Manager should include outstanding defects in the annual report.

Collection System Damage

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

Damage Identification

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

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

1. Collections Maintenance Activities
2. CCTV Inspection Activities
3. Manhole Inspection Activities

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

External activities which identify damages include:

1. Contractor Notification of Damage
2. Directional Drilling Notification of Damage
3. Public Damage Complaints

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

Whatever the cause of collection system damage, the response should be expeditious to prevent environmental or economic harm. City staff should

consider all damages an emergency until it is shown by inspection to be a lower priority.

Damage Response Actions

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

Stable Damage

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

Unstable Damage

Unstable damage is damage which has a high likely hood that failure will occur in the near future. Such damage may be a broken pipe with exposed soil or a line which has complete crown corrosion. In these cases, action should be taken as soon as there is a time, a contractor, materials and other necessary resources available. When such unstable damage is identified, if possible, consideration should be given to trenchless repairs which may be able to be completed quicker than standard excavation. Immediately after identification the Manager should be contacted to review and take care of budget considerations.

Immediate Damage

When a contractor or others damage a collection line such that the line is no longer capable of functioning as a sewer, this immediate damage must be handled expeditiously. Such damage allows untreated wastewater to pool in the excavation site, spill into the environment or possibly backup into a basement. Under such conditions priority should be given to an immediate repair. Since excavation damage may be a result of contractor negligence or it could be a failure of Cedar Hills to adequately protect the

line by appropriately following the Damages to Underground Utilities Statute 54-8A, priority should be given to effecting a repair and not to determining the eventual responsible party.

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

City of Cedar Hills
Sewer Design Standards

Included in this section are the sanitary sewer design standards for the City of Cedar Hills. These design standards are intended to be used in conjunction with Utah Administrative Code R317-3 (Design Requirements for Wastewater Collection, Treatment and Disposal Systems). Where a conflict exists between these two standards, the Administrative Code shall prevail.

City of Cedar Hills

Sanitary Sewer Overflow Action Plan

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 part of the emergency action plan.

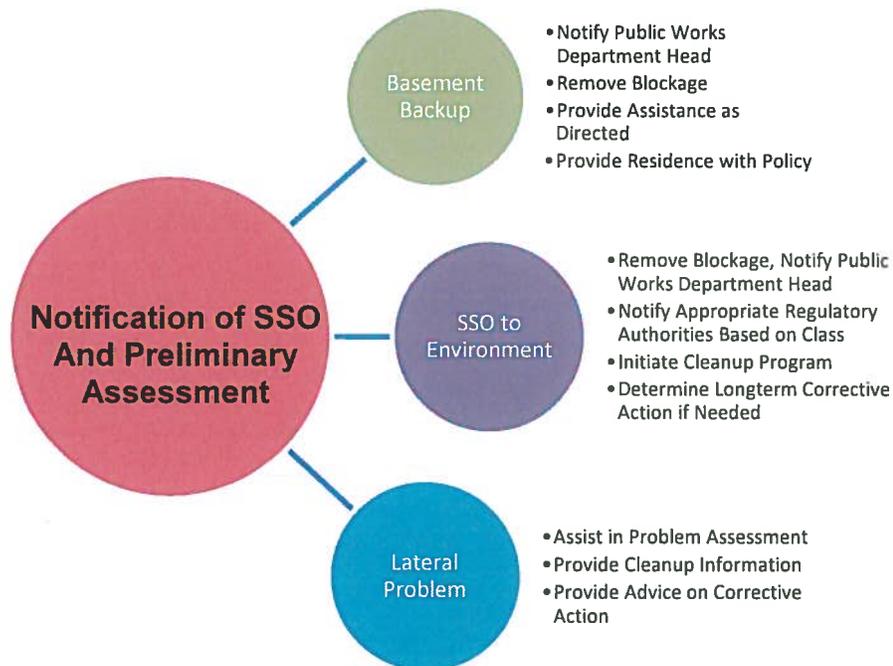
1. Basement backups
2. Sanitary sewer overflows
3. Sanitary sewer breaks which remain in the trench
4. Sewer lateral backups

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 the City of Cedar Hills directions. Items 1 & 2 above should be reported immediately based on whether they constitute a Class 1 or Class 2 SSO. As stated in the definition section of the SSMP Introduction, a Class 1 SSO is an overflow which affects more than five private structures; affects a public, commercial or industrial structure; results in a significant public health risk; has a spill volume more than 5,000 gallons; or has reached Waters of the State. All other overflows are Class 2 SSO's. All Class 1 SSO's should be reported immediately. 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. Item 3 may be reported to the local health department if, in the opinion of the responsible staff member there is potential for a public health issue. An example of where a public health issue may be present is when an excavator breaks both a sewer and a water line in the same trench. In such cases, the local health department representatives should be contacted and the situation explained. If the health representative requests further action on the part, Cedar Hills staff should try and comply. If, in the opinion of the responsible staff member, the health department request is unreasonable, The City Manager and Public Works Director should be immediately notified. Care should always be taken to error on the side of protecting public health over financial considerations. When a basement backup occurs, the staff member responding should follow the Basement Backup Program procedures. Lateral backups, while the responsibility of the

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

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 the City receives notice that a possible overflow has or is occurring.



General Notification Procedure

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

Agency Notification Requirements

Both the State of Utah Division of Water Quality and the local health department should be immediately notified when an overflow is occurring. Others that may require notification include local water suppliers, affected property owners and notification may

be required to Utah Division of Emergency Response and Remediation if hazardous materials are involved. The initial notification must be given within 24 hours. 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. A notification form is provided to document notification activities. After an 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 or will take place.

Public Notification

When an SSO occurs and the extent of the overflow is significant and the damage cannot be contained, the public may be notified through proper communication channels. Normally the local health department will coordinate such notification. Should Cedar Hills need to provide notification it could include press releases to the local news agencies, publication in an area paper, phone communication, Cedar Hills website and leaflets delivered to home owners or citizens in the area of the SSO. Notification should be sufficient to insure 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.

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 sanitary paper, disinfection of standing water with environmentally adequate chemicals or partitioning of the affected area from the public until natural soil microbes reduce the hazard. Cleanup is usually specific to the affected area and may differ from season to season. As such, this guide does not include specific details about cleanup. The responsible staff member in conjunction with the State DEQ, the local health department and the owner of real property should direct activities in such a manner that they are all satisfied with the overall outcomes. If, during the cleaning process, the responsible staff member believes the State or the County is requesting excessive actions, the City Manager should be contacted.

Corrective Action

All SSO's should be followed up with an analysis as to cause and possible corrective actions. An SSO which is the result of grease or root plug may be placed on the (hotspots) 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 sewer 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.

City of Cedar Hills

Grease, Oil and Sand Management Program

Purpose:

The purpose of this program is to provide for the control and management of grease, oil and sand discharges to the District collection system. This program will provide a means to reduce interference with the collection system operation and pass through at the treatment plant.

Regulatory Authority:

Regulatory authority to implement this program is found in the Code of Federal Regulations in 40 CFR 403, General Pretreatment Regulations. State authority for the program is given in the Utah Administrative Code R317-8-8, Pretreatment. Local Authority is found in Cedar Hills, Utah: City Code (Sterling Codifiers, Inc.) Title 7, Utilities.

Program Implementation:

This program shall be implemented in such a manner as to minimize the impact on businesses/schools which may be affected by this program. In all cases the City of Cedar Hills will maintain a uniform decision making process. Cedar Hills shall allow for appeals of program requirements in accordance with the appeal process approved by the City of Cedar Hills.

The following steps detail the procedure that Cedar Hills personnel shall follow in implementing this program.

Evaluation:

Cedar Hills staff will evaluate an industrial user (IU) discharge to determine

if grease, oil or sand management is required at the following events:

1. Issuance of a construction or remodeling building permit.
2. When the collection line in front of the business is CCTV inspected as part of the sanitary sewer system preventative maintenance program.
3. When a downstream sanitary sewer pipeline plugs due to oil, grease or sand.

No further action will be taken if it is determined that no potential exists for significant enrichment of the wastewater with grease, oil or sand.

Enrichment is defined as a discharge with greater volume or concentration of grease, oil or sand than that discharged from a typical residential connection. For oil and grease, the typical residential discharge has less than 100 mg/L of oil and grease for any sample taken. Greater concentrations would be enrichment. Also, a significant buildup of oil and grease in the lateral would indicate enrichment. Sand and dirt is not typically discharged from a residential connection. Any potential for sand or dirt discharge would be enrichment.

Implementation:

IU's which are determined to enrich or have the potential to enrich the wastewater with grease, oil, or sand will be required to develop a management plan in accordance with the following tracks. IU's will be issued an industrial waste water discharge permit through Timpanogos Special Service district.

TRACK 1

This track is available for IU's which exist at the time of

program implementation. However, not all existing IU's may be permitted to use it. Determination will be made on a case by case basis. IU's on this track will be permitted to either pay a contractor or Timpanogos Special Service District to clean the main sewer line from their place of business to the nearest trunk line. A trunk line is any sewer line which has an inside diameter of eighteen inches or larger or has been classified as a trunk line by the City of Cedar Hills. Cleaning frequency will be determined by inspections performed by Cedar Hills/Timpanogos Special Service District.

TRACK 2

This track requires the IU to install and maintain a grease, oil and/or sand trap on their premises. Quarterly cleaning reports may be required at the discretion of the City or Timpanogos Special Service District. TSSD shall inspect the grease interceptor and trap quarterly at businesses, annually at schools and test the grease trap on a periodic basis. The following fees shall apply:

Inspection Fee:	Timpanogos Special Service District current fee
Testing Fee:	Timpanogos Special Service District current fee

Should the testing reveal grease and oil in excess of 100 mg/L, a fine of an amount sufficient to cover the costs for each pound of oil and grease discharged for the past reporting period shall be assessed. The pounds of grease and oil shall be determined by using the following equation:

$(\text{Total Reporting Period water use in MG})(\text{mg/L O\&G} - 100)(8.34)$

The IU will also be ordered to return to compliance immediately. Retesting will be done within thirty days if the trap has not been cleaned and a cleaning report submitted. Another inspection and testing fee will be assessed. Should the test results still not comply with the 100 mg/L oil and grease limit, enforcement will be escalated in accordance with the City of Cedar Hills' Enforcement Response Plan. In addition, an entity which is frequently violating the 100 mg/L limit may be issued a pretreatment permit in order to further regulate the IU.

Should the testing reveal TSS in excess of 250 mg/L, a fine of an amount sufficient to cover the costs for each pound of TSS discharged for the past reporting period shall be assessed. The pounds of TSS shall be determined by using the following equation:

$(\text{Total Reporting Period water use in MG})(\text{mg/L TSS} - 250)(8.34)$

The IU will also be ordered to return to compliance immediately. Retesting will be done within thirty days if the trap has not been cleaned and a cleaning report submitted. Another inspection and testing fee will be assessed. Should the test results still not comply with the 250 mg/L TSS surcharge limit, the IU will be placed on a continuous inspection, testing and the surcharge schedule for TSS.

By following the steps discussed above, the City of Cedar Hills hopes to maintain a collection system free from excessive backups and a treatment plant in compliance with UPDES discharge conditions.

List of Acceptable Entities That Recycle Oil and Grease

Recycler	Phone Number	Address
Renegade Oil	801-973-7912	1141 S. 3200 W, SLC, Utah 84104

City of Cedar Hills

System Evaluation and Capacity Assurance Plan

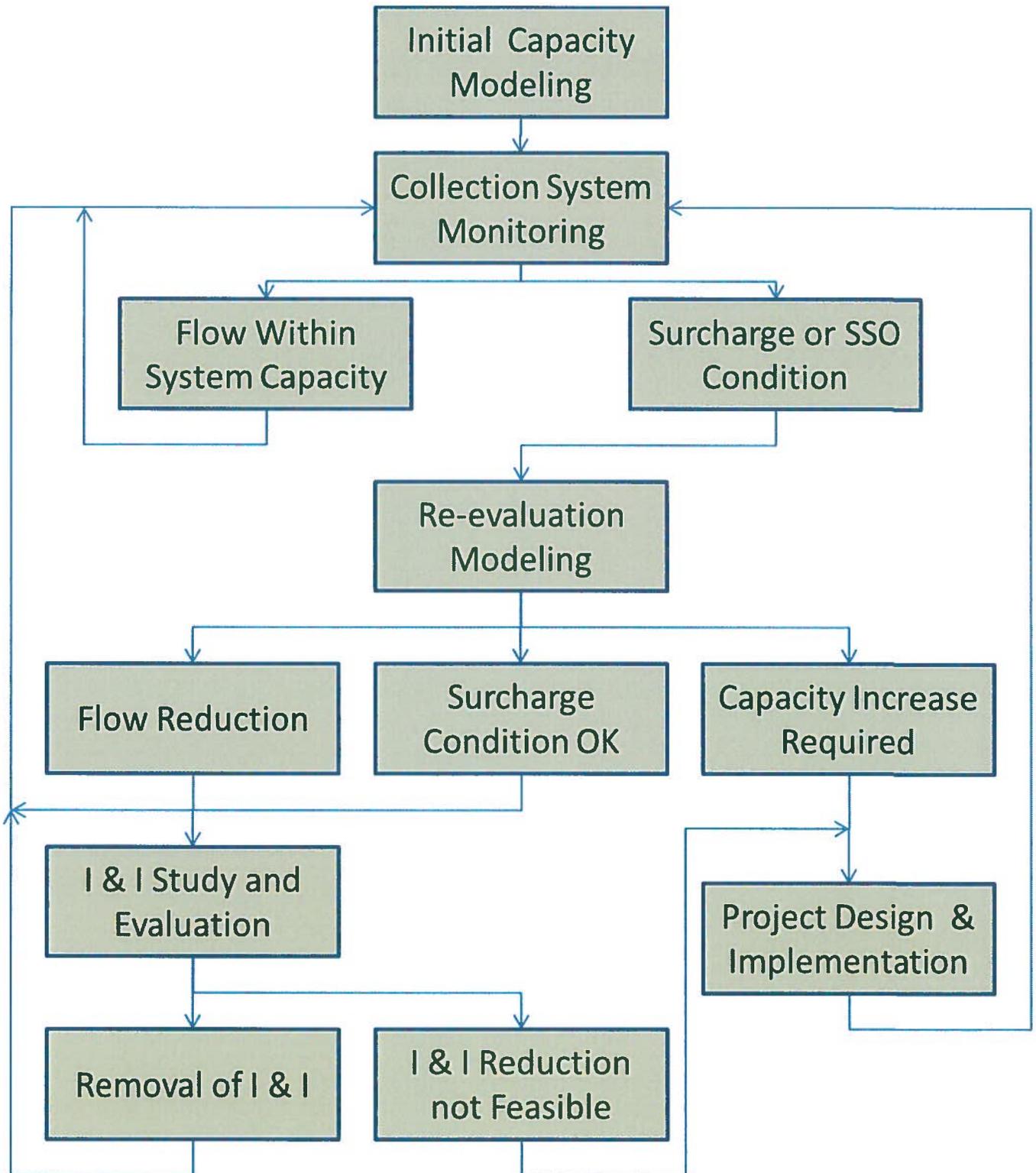
The City of Cedar Hills believes that one of the keys to preventing sanitary sewer overflows is to evaluate system capacity and to monitor flows throughout the system in order to ensure that capacities are not exceeded. Should a collection sub-system exceed the capacity of the pipes, the system will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

1. Initial Capacity Modeling and Master Planning
2. Flow Monitoring
3. Surcharge Flow Analysis
4. Re-evaluation Modeling and Analysis
5. Flow Reduction Evaluation and Implementation
6. Capacity Increase Evaluation and Implementation

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

Initial Capacity Evaluation

The City of Cedar Hills has performed 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.



SECAP Flow Chart

In addition to developing an equivalent flow for a residential unit, consideration should also be given to time of concentration in the collection system. Based on typical diurnal flow patterns, if the transit time in the branch system is less than 2 hours, time of concentration can be ignored.

Flow Monitoring

Sewer flow monitoring is performed by Timpanogos Special Service District in conjunction with the Public Works Department and consists of annually inspecting manholes at the trunk lines and main collector lines throughout the city. Timpanogos Special Service District records flows daily and calibrate the meters quarterly. Flows are recorded at 3 locations: CH #1 Temple Shadows, CH #2 4500 W, CH #3 North County BLVD

Surcharge Flow Analysis

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

1. Sanitary Sewer Overflow to the Environment
2. Sanitary Sewer Break Remaining in the Trench
3. Basement Backup
4. Observed Subsystem Surcharging.

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

Flow Reduction Evaluation

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

Foreign Objects or Obstructions

There are multiple foreign objects which may be found in sewers. These may include objects knocked into sewers during construction, illegally placed in sewer manholes, roots, grease and soaps, bellies in piping systems, etc. Each of these problems should be found during the backup investigation and a plan developed to insure the problem does not reoccur. Types of action may include increased cleaning frequency, spot repairs, greater pretreatment activity, lining of pipes, and other corrective actions which resolve the problem.

Allowable Surcharging

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

Revised System Modeling

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

Re-evaluation Modeling and Analysis

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

1. Cedar Hills staff using commercially available software
2. Cedar Hills staff using spreadsheet models
3. Engineering firms using available software or spreadsheets.

It is important to insure the modeling is comprehensive and includes all the potential flow sources. While the current area zoning and land use planning should be used in the

model development, care should be taken to discuss possible changes with appropriate officials. Where possible zoning changes appear likely, the model should be re-run with the revised zoning alternatives. Once a resolution has been selected, the resulting project should be placed on the capital improvement plan (CIP).

Capacity Increase Evaluation and Implementation

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

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

Finalized projects should be placed on the CIP.

System Improvement Prioritization

The priority for improvement should follow the following general guidelines:

High Priority Projects

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

Medium Priority Projects

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

Low Priority Projects

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

Capital Improvement Plan

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

City of Cedar Hills

SSMP Monitoring and Measurement Plan

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

Records Maintenance

Cedar Hills 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.

Operations Records

Operations records that should be maintained include the following:

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

Records will be maintained by the Cedar Hills Public Works Department in a central location. 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.

Performance Measurement (Internal Audit)

Periodically, but not less than annually, Cedar Hills 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 preferably annually but no less than once every five years which comments on the following:

- Success of the operations and maintenance program
- Success of other SSMP elements
- Adequacy of the SECAP evaluations
- Discussion of SSO's and the effectiveness of the response to the event including corrective action
- Review of Defect reports and adequacy of response to eliminate such defects
- Opportunities for improvement in the SSMP or in SSO response and remediation

The annual 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 of Cedar Hills records retention schedule.

SSMP Updates

When a plan 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 Mayor or City Manager. SSMP updates should be recorded in a revision index maintained by the Public Works Department.

SSO Evaluation and Analysis

At least annually in the internal audit and more frequently as needed, Cedar Hills 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.

Public Communication and Outreach

The City of Cedar Hills will reach out to the public about the development, implementation and performance of the SSMP. This communication may be accomplished by any of the following methods:

- Public hearings
- Public meetings
- Newsletters
- Direct mailing
- Leaflets
- Other effective methods

The City of Cedar Hills will accept comments, either written or verbal and will review such comments for applicability. Public interest may be difficult to generate, but should be sought, non-the-less.

City of Cedar Hills

Sanitary Sewer System Mapping

The City of Cedar Hills maintains records that contain the information of the location and pipe sizes of sewer lines. These maps and records are kept at the Public Works office. Records are updated if any new installations occur and when there is a historic event such as maintenance or repair. Mapping systems include:

- Computer based GIS system
- Paper based mapping system
- Trunk line maps and subdivision maps
- Google Earth pictorial maps

City of Cedar Hills

Basement Backup Program

Basement backups are a serious impact on a home or business owner. As such, all reasonable efforts should be taken to prevent such backups from occurring. Sewer system backups are the result of several system problems. Such problems include any one or a combination of the following:

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

Basement Backup Response

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

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

When it is determined that the basement backup is the result of a mainline problem, Cedar Hills will follow the policy approved by its governing authority. A copy of this policy should be given to the home owner. It should be noted that all action Cedar Hills takes are on a no-fault basis. The City of Cedar Hills does not accept liability nor does it waive its governmental immunity.

Backup Prevention Design Standard

The City of Cedar Hills promotes system designs which minimize backups and insure proper operations. To this end Cedar Hills has a design standard for all system construction. In addition, Cedar Hills complies with state design standards contained in R317-3. Finally for laterals, the following policy applies:

Policy on the Installation of Backflow Valves

Reference Regulatory Documents:

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

- Utah Code Title 15A-2-103(c). This code section adopts the 2012 edition of the International Plumbing Code.
- The 2012 International Plumbing Code, section 715 Sewage Backflow.

Cedar Hills Policy:

- The State of Utah has adopted the Amended International Plumbing Code(IPC) as its plumbing building standard;
- Cedar Hills uses the IPC as their statute for plumbing construction and installation;
- And the IPC requires the installation of a sewage backwater valve “where the overflow rim of the lowest plumbing fixtures are below the next upstream manhole in the public sewer.”

Therefore, for new construction, Cedar Hills requires the installation of backwater valves as stipulated by the IPC already propagated for all new construction.

City of Cedar Hills

No-Fault Sewage Backup Claims Program

The purpose of this program is to assist in the cleanup of real and personal property, and/or compensate persons for the loss of real or personal property, destroyed or damaged as the result of a backup of Cedar Hills facilities, regardless of fault, within the restrictions, limitations and other provisions of this policy.

Cleanup of Real and Personal Property:

- (A) The City Manager/Public Works Director may, in accordance with the City of Cedar Hills' standard procurement procedures, engage the services of one or more cleanup contractors to perform cleanup services at the direction of the City Manager/Public Works Director on an as-needed basis.
- (B) Upon discovering backup described in this Policy, a property owner should immediately notify the Public Works Department of such event.
- (C) Upon notification of the occurrence of the event, the City Manager/Public Works Director may contact a cleanup contractor under contract with the Cedar Hills pursuant to subsection (A) above, and direct the cleanup contractor to perform all cleanup work at the premises, in accordance with established cleanup criteria.
- (D) In the event the property owner engages the services of a cleanup contractor prior to notifying the Public Works Department of the event, the City may reimburse the property owner for actual expenses incurred by the property owner, but only up to the amount that the City of Cedar Hills would have paid its own cleanup contractor under subsection (C) above.
- (E) In the event any real or personal property cannot, in the reasonable judgment of the City Manager/Public Works Director, be restored to its pre-event condition, in accordance with the cleanup criteria, the City of Cedar Hills may pay to the property owner the estimated fair market value (not the replacement value) at the time of the event, of such real or personal property, with the exception that carpet and major appliances will be replaced with new like-kind items.
- (F) In no event will the City of Cedar Hills pay, or reimburse the property owner for the payment of special or consequential damages.

Establishment of Cleanup Criteria:

The City Manager may, from time to time, will establish cleanup criteria which will govern

the Cedar Hills' cleanup and payment responsibilities under this Policy. In establishing such cleanup criteria, the City Manager may give due consideration to generally available health guidelines, recommendations from governmental and academic experts, and other sources of guidance reasonably deemed by the City Manager to be balanced, unbiased, and protective of health and safety.

Application - Time Limitations:

Any request for reimbursement of cleanup expenses under this policy, or payment of fair market value, may be made by filing a written application in such form as prescribed by the City Manager. Such application must be submitted to the City of Cedar Hills Manager within thirty (30) days after the occurrence of the event.

Qualification for Assistance:

An application or request for assistance or payment under this Policy may qualify only if the City Manager, after due inquiry or investigation, makes an affirmative determination that the event was the result of a backup of Cedar Hills facilities, and that none of the following circumstances apply:

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

Reduction in Assistance:

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

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

(C) The loss is partially covered by private insurance.

Payment Does Not Imply Liability:

Any assistance or payment made under this Policy shall not be construed as, and does not imply, an admission of negligence or responsibility on the part of the City of Cedar Hills for any damage or loss. Any assistance or payment made under this Policy is strictly voluntary on the part of the City of Cedar Hills. This Policy shall not in any way supersede, change or abrogate the state government immunity act, Utah Code Annotated, section 63-30-1 et seq., as amended, or its successor, and its application to the City of Cedar Hills, or establish in any person a right to sue the City of Cedar Hills under this Policy. Any assistance or payment made under this Policy and accepted shall constitute a full and complete release of any and all claims against the City of Cedar Hills, its officers, employees and agents arising from the incident.

Budget Expenditures:

The City of Cedar Hills authorizes a fund from which amounts may be drawn to make the foregoing assistance or payments. Such fund may be established from the ordinary rate structure of the City of Cedar Hills.

Claims from Other Governmental Agencies:

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

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE SEWER MANAGEMENT PLAN FOR THE CITY OF CEDAR HILLS, UTAH.

WHEREAS, pursuant to Utah Division of Environmental Quality, the City of Cedar Hills is required to adopt a Sewer Management Plan relative to sewer operations within the City; and

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Cedar Hills, Utah County, Utah, as follows:

- Section 1.** The City of Cedar Hills hereby adopts by resolution the attached Sewer Management Plan for the City.
- Section 2.** All resolutions or parts thereof in conflict herewith are hereby repealed.
- Section 3.** This Resolution shall take effect immediately upon its approval and adoption.

PASSED, APPROVED and ADOPTED by the City Council of the City of Cedar Hills, Utah, this 19th day of November, 2013.

ATTEST:

Gary R. Gygi, Mayor

Colleen A. Mulvey, City Recorder



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	11/19/2013

City Council Agenda Item

SUBJECT:	Interlocal Cooperation Agreement – AF Canyon Debris Basin
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	David Bunker
BACKGROUND AND FINDINGS: UPDATE: Minor changes were requested Highland City to the interlocal agreement. In order to have a congruent version of the agreement, it is requested that The City of Cedar Hills approve the amended agreement. All of the parameters for operations and maintenance of the flood control basin remain the same. The cities of American Fork, Highland and Cedar Hills jointly own and operate the American Fork Canyon Debris Basin for the purpose of flood control and ground water replenishment. The members of the debris basin management administrative board have drafted an interlocal cooperation agreement to be presented for each entity to approve. The interlocal agreement defines the specific provisions for operations and maintenance of the flood control basin.	
PREVIOUS LEGISLATIVE ACTION: Purchased 1/3 of debris basin real property. 8/1/13 – approved Interlocal Cooperation Agreement.	
FISCAL IMPACT: Annual operations and maintenance budget is \$5,000.	
SUPPORTING DOCUMENTS: Interlocal Cooperation Agreements version 1 and 2	
RECOMMENDATION: Staff recommends the council approve the Interlocal Cooperation Agreement as ammended.	
MOTION: To approve/not approve the Interlocal Cooperation Agreement for the American Fork Canyon Debris Basin for the purpose of maintaining and operating a flood control structure, and aid in ground water replenishment.	

INTERLOCAL COOPERATION AGREEMENT

THIS AGREEMENT entered into on the dates indicated by the signatures below, between the Cities of American Fork, Cedar Hills, and Highland, Utah Municipal Corporations of the State of Utah, hereinafter referred to as the "Parties".

WHEREAS, the Parties wish to utilize the American Fork Canyon Debris Basin "Basin" in order to accommodate the development of a pressurized irrigation system in American Fork, to expand its use as a flood control structure, and to implement the best methods to protect, preserve and aid in replenishing the ground water in Northern Utah County; and

WHEREAS, the Parties have appointed representatives consisting of the Public Works Directors from each City to act as members of the American Fork River Debris Basin Administrative Board hereinafter referred to as the "Administrative Board"; and

WHEREAS, the Parties have entered into an agreement to purchase the Basin from Utah County and jointly hold an undivided interest in said Basin and preserve it from private development; and

WHEREAS, the Parties have authority to enter into such agreements pursuant to Title 11-13-202, and Title 10-1-202, Utah Code Annotated, as amended.

NOW THEREFORE IT IS AGREED AS FOLLOWS:

SPECIFIC PROVISIONS

1. PURPOSES OF THIS AGREEMENT. The Parties hereby agree that they have jointly sought to obtain from Utah County, ownership of the Basin based on a fair market value purchase in the amount of \$310,000. The Parties agree that the cost of the purchase of the Basin shall be borne evenly between the Parties.
2. USE OF BASIN. Once the Basin is purchased, the primary use shall be as a flood control facility. The Parties anticipate and agree that ~~the either Parties~~ shall ~~not not~~ be restricted in ~~their~~ individual pursuit to utilize the Basin for other uses, provided that any such pursuit does not conflict with the original, primary purpose of the Basin as a flood control facility. If a Party wishes to use the Basin for any purpose other than as a flood control facility, that Party shall, at its own cost and expense, prepare any and all applications and submit the same to the appropriate regulatory body for any proposed use or activity not currently authorized within the Basin. No use shall interfere with the primary use of the Basin as a flood control facility. Each Party shall indemnify the other Parties from any maintenance, damage or liability that might arise from use of the basin for its intended purpose or any other purpose approved by the Administrative Board.
3. MANAGEMENT OF FACILITIES. The Parties agree to jointly manage the Basin as a flood control facility and evenly split all expenses related to that function. The Administrative Board will take the lead in such maintenance activities and direct, perform or have performed all necessary maintenance in a timely manner. The Parties agree to adopt an annual budget to cover foreseeable joint flood control expenses. The

Administrative Board is free to take any necessary ~~will consult with the Parties before~~ taking immediate emergency actions not anticipated in the annual budget, ~~and shall report said actions and expenditures to the Parties.~~ If a use of the Basin for other than flood control is approved for any Party, that Party that sought the use shall bear all expenses and liability directly associated with ~~of~~ said alternative use.

4. TERM. This Agreement shall take effect upon its execution by the Parties whose names appear first above and shall continue for a period of 50 years or until terminated by unanimous consent of the Parties to it.
5. NO NEW ENTITY CREATED. It is not the intent of the Parties that this Agreement creates any new entity. It is an agreement for joint action only.
6. DISPOSAL OF PROPERTY ON TERMINATION OF AGREEMENT. Upon termination of this Agreement, for any reason, the Basin shall remain in joint, undivided ownership, between the Parties, and each Party shall pay one third the cost of the maintenance of the Basin as a flood control facility.
7. AMENDMENT. This Agreement may not be amended, except by written agreement of all the Parties hereto.
8. ADMINISTRATIVE BOARD. This Agreement shall be administered to the extent necessary by the Administrative Board consisting of the Public Works Director from each of the cities appointed by the governing body thereof and each member having one (1) vote.
9. FINANCIAL AFFAIRS. The Administrative Board shall be responsible for the management of the financial affairs of this Agreement and submit an annual budget for approval of the Administrative Board by March 15th each year. ~~The Each Partyies~~ will remit funds to the operating account, on or about July 15th of each year, ~~for~~ one third of the ~~approved~~ amount budgeted for the maintenance of the Basin as a flood control facility. The Administrative Board shall report quarterly to American Fork City, Highland City and Cedar Hills City on the expenditures for the flood control facilities. The Parties may examine the books and records relating to the maintenance of the Basin at any reasonable time, upon request.
10. COMMENCEMENT AND EFFECTIVE DATE. This Agreement shall take effect on the date that the agreement is approved by all Parties.
11. LIABILITY AND INDEMNIFICATION. The Parties shall defend, indemnify, save harmless, and exempt each other, their officers, agents, and employees from and against all claims, suits, legal proceedings, demands, damages, costs, expenses, and attorney's fees incident to any ~~use~~, willful or negligent acts or omissions by each Party, its officers, agents, or employees arising out of the implementation of the provisions of this Agreement.

SIGNED AND DATED THIS ____ DAY OF _____, 2013.

ATTEST:

Mayor, American Fork City

American Fork City Recorder

SIGNED AND DATED THIS ____ DAY OF _____, 2013.

ATTEST:

Mayor, Highland City

Highland City Recorder

SIGNED AND DATED THIS ____ DAY OF _____, 2013.

ATTEST:

Mayor, City of Cedar Hills

City of Cedar Hills Recorder

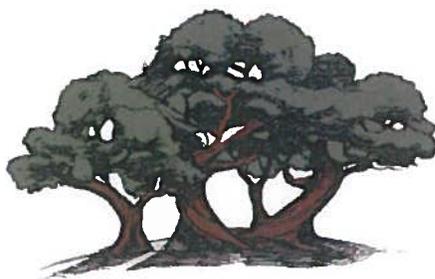


CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Greg Gordon
DATE:	11/6/2013

City Council Agenda Item

SUBJECT:	Resident Rates for the use of the Vista Room
APPLICANT PRESENTATION:	
STAFF PRESENTATION:	Greg Gordon
BACKGROUND AND FINDINGS: The staff presented a pricing structure to the Mayor/Council for resident rates for golf in September. We were then tasked with creating a discounted pricing structure for the use of the Vista Room for our residents. Please see the attached pricing structure proposed for Cedar Hills' residents.	
PREVIOUS LEGISLATIVE ACTION:	
FISCAL IMPACT:	
SUPPORTING DOCUMENTS: Proposed pricing sheet.	
RECOMMENDATION: Staff recommends that the proposed pricing structure be approved so we can begin implementing and encouraging our residents to use the center for their wedding/event needs. We are typically able to fill the weekend rentals, so we want to continue to be able to capture those full-price revenue opportunities as much as possible. We propose that we offer Cedar Hills residents 10% off any day of the week for the Vista Room. We also propose to offer them the facility at cost if they want to book within 30 days of their event. We have worked with our Finance Director to come up with the number that is our cost for the room that they would pay if they book within 30 day of the event.	
MOTION: To approve the updated resident pricing for Cedar Hills' residents use of the Vista Room at the Recreation Center.	



Vista at
CEDAR HILLS

Friday –Saturday 7 hours **\$1600.00**

Sunday-Thursday 7 hours **\$1400.00**

Extra hours above 6 hours will be charged at **\$50.00** per hour.

Half Room Rental: Friday-Saturday **\$1000.00** for 7 hours Sunday-Thursday **\$900.00**

Hourly Rate to rent ½ of the Vista Room - **\$150.00/hour** (weekdays only) **Residents can get 10% off.**

Linen rental will apply for hourly rental \$4.00 per linen, client sets up & cleans up afterwards

Early set up if building is staffed and schedule allows: \$50.00

Early set up on WEEKENDS when building is not staffed: \$50.00 per hour

Cedar Hills Resident discount for events that are more than 30 days out

10% Discount (Friday/Saturday): Full = **\$1440.00** Half = **\$900.00**

10% Discount (Sunday-Thursday): Full = **\$1260.00** Half = **\$810.00**

**** Resident Rates** (within 30 days of event) , Non-profit organizations, Military, or Schools discount: -

\$850.00 for a Weekend Event (Friday or Saturday) **\$550.00** for a Weekday Event (Sunday-Thursday)

These rates are for a 6 hour event, if additional hours are needed they would be charged \$50.00/hour.

(No other discounts may be applied):

25 Free linens for a full room rental \$4.00 each additional

15 Free linens for a ½ room rental \$4.00 each additional

Basement Rental: **\$30.00** per hour (1 room) OR **\$50.00** per hour (for both sides)

Upstairs Conference Room: **\$30.00** per hour



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	Greg Gordon
DATE:	11/6/2013

City Council Agenda Item

SUBJECT:	Driving Range Fencing Repair
APPLICANT PRESENTATION:	
STAFF PRESENTATION:	Greg Gordon
BACKGROUND AND FINDINGS: As previously discussed, we have had some issues with the driving range fence at the golf course with regards to a home being hit by golf balls. We have now had some extensive damage from a wind storm to the fence. We have lost 3 sections of the netting on the west side of the driving range and need to get this replaced as soon as possible. We have contacted a company that specializes in driving range fencing and installation. Their estimate is \$16,000 to replace the damaged netting and to tighten up the rest of the fencing, however we won't know for sure until they access it. We are currently on their schedule to come out and fix the net and have asked for it as soon as feasible. However, we are a small project on their radar and haven't heard for sure when they'll be out.	
PREVIOUS LEGISLATIVE ACTION:	
FISCAL IMPACT: This will be an unexpected expense that was not budgeted for.	
SUPPORTING DOCUMENTS:	
RECOMMENDATION: Staff recommends approval of funds to be moved from the Capital Improvement Plan to fund repairing and fixing of the existing fence and netting.	
MOTION: To approve the funding for the driving range fence and netting.	



CITY OF CEDAR HILLS

TO:	Mayor and City Council
FROM:	David Bunker, City Manager
DATE:	11/19/2013

City Council Agenda Item

SUBJECT:	Review/Action on 218 Agreement with the Social Security Administration
APPLICANT PRESENTATION:	N/A
STAFF PRESENTATION:	Chandler Goodwin

BACKGROUND AND FINDINGS:

The City of Cedar Hills has never signed a 218 agreement with the Internal Revenue Service; as such the City has not opted into the Social Security program although it currently pays into Social Security for all full-time and part-time employees. Because the City participates in the Utah Retirement Systems retirement plan, the full-time employees participate in a qualified retirement plan, enabling Cedar Hills to not opt into Social Security. Staff conducted an informal poll of the full-time employees after discussing the options with them, and the results were 18-4, in favor of not opting into Social Security.

In anticipation of this decision, full-time employees have met with a representative from URS, and have been informed of their options on saving for retirement. These plans included 401(K), 457, and a Roth IRA. Additionally, a life insurance benefit has been set up to replace the death benefit that will be forfeited by opting out of Social Security. This life insurance benefit will be funded by the employer's portion, with the remainder going to a 457 match being managed by URS.

PREVIOUS LEGISLATIVE ACTION:

Discussed in a Work Sessions on July 16 and September 17, 2013.

FISCAL IMPACT:

N/A

SUPPORTING DOCUMENTS:

Minutes from July 16, and September 17 Work Sessions.

RECOMMENDATION:

Staff recommends that the City Council not enter into a 218 Agreement with the Social Security Administration

MOTION:

To not enter into a 218 agreement with the Social Security Administration, effective November 19, 2013.

WORK SESSION
Tuesday, July 16, 2013 6:00 p.m.
Community Recreation Center
10640 N Clubhouse Drive, Cedar Hills, Utah

Present: Mayor Gary Gygi, Presiding
Council Members: Scott Jackman, Stephanie Martinez, Jenney Rees, Daniel Zappala (6:40 p.m.)
Absent/Excused: Trent Augustus
David Bunker, City Manager
Chandler Goodwin, Assistant City Manager
Greg Gordon, Recreation Director
Charl Louw, Finance Director
Courtney Hammond, Transcriptionist
Others: Lt. Sam Liddiard

This work session of the City of Cedar Hills, having been properly noticed, was called to order at 6:06 p.m. by Mayor Gygi.

Recreation Director Presentation

Greg Gordon reviewed the FY2013 budget. June was the biggest month ever at the golf course, \$21,000 over June of last year. In June alone, the golf course sold \$8,000 in season pass sales. There were 28 tournaments over the fiscal year. Pro shop sales have increased. The course has never looked better. New marketing campaigns rely more on media advertising than on Valpak coupons. In other recreation news, lacrosse had 101 participants. Playoffs begin next week. The new soccer league has 152 participants. Cedar Hills will have its own kindergarten teams, and join with American Fork for the 1st and 2nd grades. The games will be played at Val Vista Park. Flag football registration is open through the end of the month. The first concert in the park went really well. Lego League needs one more coach. He will be meeting with the Family Festival chair to discuss carnival companies for Family Festival for next year. The second week of July works for Carnival West, but not for American Fork Police. Sammy's is doing great and exceeding expectations. August is a big month for events in the Vista Room. In FY2013 there were 62 Vista Room events.

Finance Director Presentation

Charl Louw stated that there were a few changes to the FY2013 budget. Legal costs came in, and all department budgets look to come in under budget. There may be some outlying invoices coming in. It looks like the city will need the full \$75,000 that was budgeted to subsidize the golf course, mainly because of refunding the bond and paying for the upfront costs to do that. He is anticipating \$100,000 will go into the capital projects fund.

Social Security

Chandler Goodwin stated that during the IRS audit for payroll taxes the city found out that it never entered into a 218 agreement with the State of Utah, which means that Cedar Hills has never had the right to withhold Social Security from employee paychecks. This decision only applies to full time employees. There are three options: (1) Opt in to Social Security with a 218

agreement; (2) Do not opt in to Social Security and pay back employees for the Social Security that was withheld from 2012 on, refilling W2 forms, etc.; (3) Pass a resolution giving employees the option to hold a secret ballot vote on whether to opt in or not. If the city decides not to opt in to Social Security, he would like to hold a training session about options for the money they would receive and the repercussion in spending the money now.

Charl Louw stated that the city's 6.2% portion is \$74,000 annual in the budget. The city can decide to match the amount that an employee contributes to a 401K plan. Disability insurance is an option for employees at the cost of about \$20/month. The life insurance death benefit would be about \$40/month.

C. Jackman stated that any decision that the council makes with regards to this issue—other than opting in to Social Security—is not bound by future councils.

This meeting was adjourned at 6:49 p.m. by Mayor Gygi.

/s/ Colleen A. Mulvey
Colleen A. Mulvey, CMC
City Recorder

WORK SESSION
Tuesday, September 17, 2013 6:00 p.m.
Community Recreation Center
10640 N Clubhouse Drive, Cedar Hills, Utah

Present: Mayor Gary Gygi
Council Members: Scott Jackman, Daniel Zappala, Stephanie Martinez, Jenney Rees (6:10 p.m.)
Absent: Trent Augustus
David Bunker, City Manager
Chandler Goodwin, Assistant City Manager
Jeff Maag, Chief Building Official
Colleen Mulvey, City Recorder
Others: Sam Liddiard, Mark Cram

This work session of the City Council of the City of Cedar Hills, Utah, having been properly noticed, was called to order at 6:07 p.m. by Mayor Gygi.

Social Security Options

Chandler Goodwin stated that full time employees were presented the Social Security options and the repercussions of each decision, including the need for retirement savings and other compensating insurance plans, such as death benefits, disability benefits, etc. He explained that the employee would have no claim on the employer's portion of the Social Security share. The 401K plan was explained, and it was explained that there was no ongoing guarantee of a 401K match. The employee vote was in favor of not opting in to Social Security at a 4 to 1 margin, contingent on the employer's portion becoming a 401K match plan. If the city does not choose to issue the employer's portion to the employees, the employees would be inclined to opt in to Social Security. If the City Council wants to not opt in to Social Security, a federal form would need to be signed and filed, new W-2 forms issued and a resolution passed. Opting in would require a resolution and a signed and filed form. MetLife offers death benefits and long-term disability. Those policies will increase because they would no longer be supplemented by Social Security. He would recommend that part of the 6.2% go towards covering the increased cost of those insurance policies. He suggested holding an employee training meeting with insurance vendors to cover all the options and repercussions, perhaps after work hours with spouses present.

Mayor Gygi stated that he is most concerned with the loss of death benefits, disability, etc because he is skeptical that many employees will pick those up on their own.

C. Jackman stated that this City Council will decide what to do with the employer's portion for the past three years and for this budget year, but beyond that there is no guarantee because it is a yearly decision of the City Council. He is concerned that the employees' decision seems to hinge on that element of the plan. While the employer's portion is not the employees' money, the city put the money in as if it were. He feels that money should go to the employees.

C. Zappala stated that he is comfortable with the city's portion going into a 401K match. He favors going forward with deciding what kind of 401K match the city will make and then taking it back to the employees.

David Bunker stated that to incentivize the employees to save, the city is talking about a match only if they employee is putting away retirement savings.

Siemens Group

Mark Cram of Siemens presented on potential utility cost savings. Improvements to the system generate savings, which can then be used to finance the improvements. Siemens would take over the project from financing to procurement and construction. Siemens makes money through the construction, but all savings belongs to the city. Project savings vary per project, but average about 10%. As per discussion with staff, the Siemens group is investigating improvements in city wide pressurized irrigation (PI) water metering, city wide street lighting, secondary water connection to parks and pumping cost efficiency. Preliminary numbers show that this process will save the city 10-15% or an annual savings of \$56,000 to \$84,000. Those numbers don't include the PI water metering, because those numbers haven't been worked through yet.

C. Zappala stated that he is most interested in seeing the water savings. He would like to see these numbers in the future.

C. Jackman stated that with PI metering he is interested in both the installation costs as well as ongoing maintenance costs.

This meeting was adjourned at 6:57 p.m. by Mayor Gygi.

Colleen A. Mulvey, CMC
City Recorder