



MINUTES OF THE SOUTH OGDEN CITY COUNCIL WORK SESSION

TUESDAY, FEBRUARY 6, 2024- 5 PM
CITY HALL
IN EOC ROOM

WORK SESSION MINUTES

COUNCIL MEMBERS PRESENT

Mayor Russell Porter, Council Members Susan Stewart, Mike Howard, Jeanette Smyth, Doug Stephens, and Jeremy Howe

STAFF MEMBERS PRESENT

City Manager Matt Dixon, Assistant City Manager Doug Gailey, Finance Director Steve Leibersbach, Lead Accountant Lori Hurd, Parks and Public Works Director Jon Andersen, Police Chief Darin Parke, Police Lieutenant Todd Hardman, Fire Chief Cameron West, Fire Deputy Chief Brandon Storey, Communications and Events Specialist Jamie Healy, and Recorder Leesa Kapetanov

OTHERS PRESENT

No one else attended this meeting.

Note: The time stamps indicated in blue correspond to the audio recording of this meeting, which can be found by clicking the link:

https://www.southogdencity.com/document_center/Sound%20Files/2024/CC240206_1705.mp3

or by requesting a copy from the office of the South Ogden City Recorder.

I. CALL TO ORDER

- Mayor Porter called the work session to order at 5:05 pm and entertained a motion to begin
00:00:00

Council Member Stewart so moved, followed by a second from Council Member Howard. Council Members Stewart, Howard, Smyth, Stephens, and Howe all voted aye.

II. DEPARTMENT REPORTS

A. Fire Chief Cameron West

Mr. West used a visual presentation as part of his report. See Attachment A.

00:00:33

B. Finance Director Steve Liebersbach

See visual part of presentation, Attachment B.

00:23:42

C. Parks and Public Works Director Jon Andersen

To see Mr. Andersen's visuals, go to Attachment C.

00:48:49

- Council Member Smyth gave everyone a handout with an example of a code violation form from West Valley City (see Attachment D). She said that after talking with Lieutenant Todd Hardman she realized South Ogden did not have the manpower for this type of program.

01:18:45

III. REVIEW/UPDATE OF STRATEGIC PLAN

- City Manager Dixon reviewed the mission, vision, and values statements of the City. He then reviewed the process of updating the strategic plan in preparation for the retreat on Friday and Saturday.

01:22:41

IV. ADJOURN

- At 6:54 pm, Mayor Porter called for a motion to adjourn the work session

Council Member Smyth so moved, followed by a second from Council Member Howe. All present voted aye.

01:38:54

I hereby certify that the foregoing is a true, accurate and complete record of the South Ogden City Work Session held Tuesday, February 6, 2024.


Leesa Kapetanov, City Recorder

February 20, 2024
Date Approved by the City Council

ATTACHMENT A

Fire Chief Cameron West Presentation

CITY PRESENTATION

FEBRUARY 2024

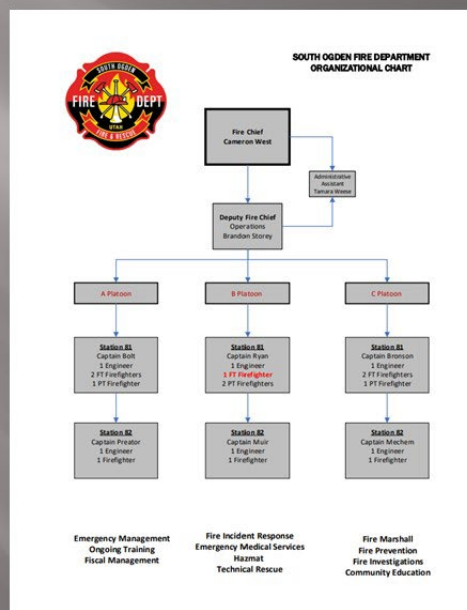


Statistics

| | |
|------------------------------|----------------|
| ▣ Fire Responses | |
| ▪ 2023 | 715 |
| ▣ EMS Responses | |
| ▪ 2023 | 2,062 |
| ▣ Transports to the hospital | 1,235 |
| ▪ Paramedic Aboard | 396 |
| ▪ Total Cost to South Ogden | \$97,204.43 |
| ▣ Total Billings | \$2,517,189.99 |
| ▣ Total Collected | \$916,603.36 |
| ▣ Pub Ed/Community Events | 18 |

Accomplishments

- ▣ Training Division
 - Props
 - In house Instructors
- ▣ EMS Billing Updates
 - Pricing for medical supplies
 - Procedures
- ▣ Community Involvement:
 - Partnership with the Weber School District
 - ▣ Interns from Bonneville as well as other high school students
 - Partnership with the American Red Cross
 - ▣ Installed over 70 smoke detectors
 - ▣ 3 Different On Camera Interviews with Channel 4
- ▣ County Involvement:
 - ImageTrend Update NEMSIS 3.5



Difficulties

- ▣ Coverage:
 - Part-time staffing from other departments is expensive, ineffective, and creates a risk.
 - To satisfy the mandated minimum coverage, staffing positions must be filled by OT.
 - Station 82 has been shut down numerous times due to lack of personnel on shift.
- ▣ Apparatus:
 - L-81 down a total of 75 days
 - TE-82 down a total of 30 days
 - A-81 down a total of 20 days

Immediate Needs

- ▣ Additional Full-time personnel: B-Platoon
- ▣ Personal Protective Equipment (PPE) (turnout gear):
 - 50% of our current employees are in expired PPE
 - None of our personnel have a second set of PPE
 - Polyfluoroalkyl Substances (PFAS) that were used for water resistance cause cancer when they migrate to the inner thermal layer
 - Protective storage area for current inventory
 - ▣ All of our storage areas are subjected to the elements that deteriorate equipment (exhaust, sunlight, fluorescent lighting, etc.)
- ▣ Money for Training
 - Training Classes: EMT-Advanced, Instructor, Inspector, USAR
 - Props
 - New training dummy with attached arms and legs

Future Challenges

- ▣ Station 82
 - TE-82 is due for replacement in 2028
 - Transport engines are not made anymore
 - Minimum Needs by 2028
 - ▣ Engine
 - ▣ Ambulance
 - ▣ 3 additional personnel (1 per platoon)
 - ▣ Possible remodel with expansion

Questions

ATTACHMENT B

Finance Director Steve Liebersbach Presentation

South Ogden Finance Department

Recorder:

* Leesa Kapetanov

Treasurer:

* Jeannine Teel

Accountant:

* Lori Hurd



Recorder's Responsibilities:

DOH - 9/10/2007 & 6/22/2009

- ▶ * Agendas & Packets:
 - ▶ Council meetings
 - ▶ Work session meetings
 - ▶ Planning commission meetings
 - ▶ CDRA meetings
 - ▶ Arts council meetings
- ▶ * Includes meeting notifications & publications
- ▶ Creates/maintains records:
 - ▶ Meeting minutes - digital & paper copies
 - ▶ City website
 - ▶ Online codification
 - ▶ Contracts
 - ▶ Resolutions/ordinances
 - ▶ Insurance claims
 - ▶ GRAMA requests - 30+

Business Licenses

- ▶ City utilizes BizMuni
 - ▶ Reviews new applications
 - ▶ 50 in 2023
 - ▶ 1,047 licenses as of 1/31/2024
 - ▶ Monitors & maintains Good Landlord files
- ▶ Leesa also creates the monthly newsletter
- ▶ Has her MMC - Master Municipal Clerk certification
- ▶ State certified as the City's Records Officer

Planning & Zoning:

- ▶ Oversees the following aspects of this area:
 - ▶ Zoning applications
 - ▶ Site plan applications
 - ▶ Conditional use permits
 - ▶ Subdivisions
 - ▶ Ordinance amendments
 - ▶ Re-zones
 - ▶ Write & amend zoning code
 - ▶ Coordinates with contracted planner & hearing officer

Succession planning:

- ▶ Preparing for Leesa's retirement could be a 1 to 3 year process.
- ▶ Most recorders do not do any planning functions at all
- ▶ Items of consideration for future possibilities:
 - ▶ Hire a deputy recorder
 - ▶ Identify & train someone to do the newsletter
 - ▶ Hire a full-time in-house planner & discontinue the existing contract



Treasury Function:

DOH - 6/22/2017

- ▶ Oversees the flow of the \$\$\$\$\$\$\$\$\$
- ▶ Balances every morning the prior day's transactions, reconciles & prepares daily deposit
- ▶ Monitors the account balances of all City accounts:
 - ▶ PTIF
 - ▶ BOU
 - ▶ WFB
 - ▶ Chase - Express Billpay
 - ▶ Zions - bond & lease
 - ▶ Reports semi-annually to UMMA Council
- ▶ CR totals for CY 2023 = approx. \$9.7+million
- ▶ CRJE totals for CY 2023 = approx. \$17.7+ million

Current considerations:

- ▶ Reviewing opportunities for South Ogden City to diversify its investments yet maintaining the liquidity and high degree of safety
 - ▶ Provides potential for higher rate of return
 - ▶ Current PTIF rate = 5.4761% - Dec. 2023
 - ▶ Presenting & informing elected officials to glean what is the perceived acceptable level of risk

Utility Management:

- ▶ Oversees & implements all aspects of the utility monthly billing process
 - ▶ New accounts - terminations - collections - customer concerns - payment methods - resident phone calls
 - ▶ 5,444 utility bills generated for December 2023
 - ▶ Water - sewer - storm drain - garbage - recycling - RIF
- ▶ Works closely with Terry Smith in the water department to coordinate new services & shut-offs
 - ▶ Late letter is issued
 - ▶ Place is tagged
 - ▶ Service is shut off - - 8 in Nov. 2023
 - ▶ Not uncommon in the past to have 40+

Other items of interest:

- ▶ Assists with the annual audit:
 - ▶ Primarily with the fixed asset module - tracking existing assets, adding new ones & deleting those disposed
 - ▶ New fixed asset policy moved the dollar threshold from \$1,000 to \$5,000 per item - effective 7/01/2023
 - ▶ This will require a great time commitment to “clean-up” the existing files & remove the non-qualifying items
 - ▶ Work with Lori & departments on this
- ▶ Currently serves as the President Elect for the UAPT - Utah Association of Public Treasurers
 - ▶ In May she will become the President



Lead Accountant Functions:

DOH - 1/03/2023

- ▶ **Manages the accounts payable process:**
 - ▶ Reviews, inputs & pays invoices on a weekly basis
 - ▶ Processed 2,460 checks in 2023
 - ▶ A/P journal = \$15.6+ million worth of transactions
 - ▶ CD journal = \$4.9+ million worth of transactions
 - ▶ Collects & verifies vendor W-9 information
 - ▶ A check is not cut unless the W-9 is on file
 - ▶ Generates & files year-end 1099's - - 53 issued for 2023
 - ▶ All City initiated credit card transactions - each dept. has a card
 - ▶ Almost 800 credit card forms
 - ▶ Nearly \$900,000 worth of transactions
- ▶ Is very detail oriented and has a good eye of observation

Payroll:

► Learning & taking over the payroll process

- Done every 2 weeks - timesheets - processing - report generating - reconciling benefits - disperses necessary reports to all the departments
- Uses a foreign language interpretation app to de-code what some of the departments have reported on the timesheets
 - 2023 number of W-2s was 209
 - 2023 payroll wages = \$7,150,624.06
- There are at least 45 different reports generated & reviewed every payroll
- All payroll reports & timesheets are scanned at year-end and recorded digitally

Other duties & responsibilities:

- Reconciles bank accounts monthly
- Bills out & tracks invoices for the false alarms charged by the police dept.
- Bills out & tracks invoices for engineering fees charged by the planning dept.
- Tracks and applies for the monthly/quarterly sales tax refund from the State
- Sorts & disburses daily the City-wide mail to the appropriate person or dept.
- Learning the fixed asset & small equipment recording processes for audit purposes
- Other duties as assigned

The page features several green geometric shapes: a small triangle on the left, a large triangle on the right, and a vertical bar on the right side. The text "Warmest Regards" is centered in a green font.

Warmest Regards

ATTACHMENT C

Public Works Director Jon Andersen Presentation



Public Works 2023-2024

Water
Sewer
Streets
Storm Water
Fleet

Water Accomplishments 2023

WATER 2023

Rebuilding PRV's - new components & fittings (8)

Exercised & Flushed Fire Hydrants throughout the City & lubed Caps (560)

Exercised valves throughout the City

City wide Lead & Copper inventory – Fall 2024

Water samples – 15 Bac. T water samples monthly

180 completed for the year

32 DBP (Disinfection By Product) 8 per quarter per year

3 – UCMA (unregulated contaminants monitoring rule)

IPS (Improvement Priority System) Score Division of Drinking Water 0-200 total

South Ogden Score is 15

No water & Low Pressure Calls & Blown Meters

7 no water & 6 low pressure, & 7 blown/leaking meters

City Main Breaks 8 (14) repaired

Service Leaks 15 (12) replaced

Fire Hydrants 3 repaired 1 replaced Mueller Fire Hydrant

Valve Replacement 4 (7) repaired

8 city staff certified to the level 4 Distribution



Water Accomplishments 2023

Brier Pointe Water-Line Project \$897,016.00

- 4160 linear feet of C900 8"
- 8 new fire hydrants
- 113 new water services

38th & Grant Water-Line Project \$585,120.00 (Grant, Kiesel, & 38th loop)

- 1490 linear feet of C900 8"
- 2 new fire hydrants
- 5 new 8" gate valves
- 2 new 6" gate valves
- 15 new water services

Relocation of SCADA from old Pump House \$7,817.63

Needed to relocate the current location due to Weber Basin moving the pump house



Water Accomplishments 2023 & 2024 Goals

Radio Read Conversion:

Repaired/Replaced Meter Registers 156-(93) - 5/8"

12 -(19) registers 1"-2"

100% meters on radio read

Meter registers need to be updated to handle VF4 Antennas

Replaced 2 Mach 10 Neptune meters with R900i register

2 Commercial meters converted to radio reads

SCADA

South Ogden City has been evaluated for taking the next step in meter reading. Towers will need to be installed in various locations throughout the City.

5 – Towers estimated cost \$10,000-\$15,000 for each tower

Total Cost \$50,000- \$75,000

South Ogden Backflow Program – 161 devices

Backflow Program Administrator

2 Backflow Certification (backflow testers)

All backflows have to be tested annually – State Compliance

Acquire necessary equipment to test City Owned backflow devices



Water Goals 2024

Ben Lomond & Sunset Waterline Project \$1,120,00

Install new 8" water line, valves on Ben Lomond & Sunset Lane

Bid Tab \$1,176,000 (bid to late in the year)

Re-bid in February 2024

Engineers estimate - \$944,000

Disconnect/relocate service lines off of feeder line \$50,000

Continue GIS of the City fire hydrants

Valve Exercise Repair & replacement

42nd Street reconnect(Harrison Blvd) \$813,600

Need to install pit, valves and SCADA to run 42nd street reservoir (\$813,600)

SCADA - improve the efficiency & use

Install Antennas for radio read \$10,000 - \$15,000 each

Chimes waterline Complete design, bid , and construct.

Research the Ben lomond from Sun Set Drive to 875 E. for best solution of water project

PRV SCADA update – 40th & 900 E.

Valve Break & Main Leak 2023



Sewer Accomplishments & Goals 2023-24

Twin D South Ogden Contractor for sewer Cleaning

Annually contract with contractor

City responded to 19 calls

2 - City's main issues (blockage, smells, noise)

17 - Homeowners sewer laterals & Misc. calls

Sewer Line Cleaning

Cleaned Various Areas in the City

Contractor cleaned 63,772ft. of sewer line (???) miles)

Camera 2,459ft. of sewer line (???) miles)

Manhole Inspections

City crews inspected 1238 sewer manholes for problems and condition. (Completed annually for insurance)



Sewer Goals 2024

Continue sewer cleaning contract

2018 was the first year this cycle – Pro Pipe

2021 changed contractor Twin D

Cleaned two areas – four areas

Every 3 to 5 years for the city to be cleaned

Sewer projects 2024

Rebuild sewer from H-Guy Child to 5450S.

do have access through the Armory

Manhole inspections/repair as needed

reline/Repair/re-route sewer main from

Country Club to 40th street

Rebuild sewer line drop 5250S.

Repair trouble spots as needed

Street Accomplishments 2023

Public Works crews used:

115 gallons of traffic paint (\$4,943.08)

248 tons of asphalt (\$11,330.69.00)

100.6 tons of winter mix (\$16,707.35) - Doubled

1939.66 tons road salt \$43,608.21)

765.95 tons road salt (\$16,793.81) - 2022

131.62 tons ice slicer (\$6,642.43)

22 signs changed or replaced throughout the City (\$1,078.60)

16 lane miles of roadway cleaned w/new leaf vac.

City Swept 3 times -

Still waiting on a new sweeper (2021)

672 gallons - Contracted the striping of the City roads

Crack Seal by City Crew

28,977 lineal feet -

5.5 lane miles - 10 tons of material

Community Clean-up June 2023

Approximately 100 residents

Filled four 30 yard dumpster's

Two sites open Friendship & Club Heights

Friendship most visited site

Senior Clean-up 2022

Seven residents signed

Five actually had stuff to pick up 2 hours



Street Accomplishments 2023-24

Edge-mill & Overlay Projects

Oak Drive 785 & 875 - \$400,000
36th-37th Porter & Jefferson
Country Club Drive 40th to Y
Meadow Lane & Four Cul-de-sacs

Brier Point Main Loop

(6100 S.) Water Leak Area (waterline project)

Nature Park trail improvement \$171,080.00

Repair sidewalk & Curb & gutter as need throughout the to the City

Chip Seal various Roads \$229,890.00

61,5400 s.y. of Utelite chip
APPROXIMATELY 5.8 LANE MILES

Spot Repair Various Areas \$27,799.85

8,244 Sq. ft.

Street Lights Upgrade

37 (12) lights replaced to
outages(\$13,412.21)

1 (8) poles replaced

Warranty period started 10-1-13

Ends 10-1-23

18 month warranty on labor ended 4-1-15

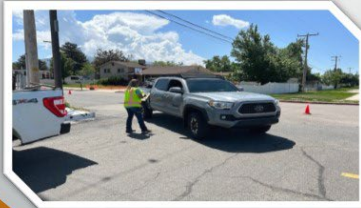
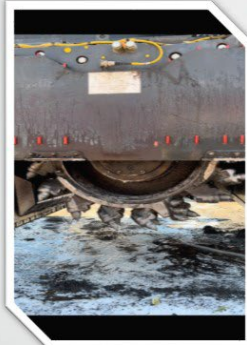
\$140.00 per hour

\$205.00 - 50 watt LEDS light

\$345.00 per light replacement

No longer make the Induction light - \$500.00

STREETS 2023



Streets Goals 2024

Possible Road projects \$1,580,00 potentially

Edge mill & Overlay

Brier Point Main Loop (6100 S.) Water Leak Area
Ben Lomond & Sunset after the waterline project is completed
Repair sidewalk & Curb & gutter as need throughout the to the City

Crack Seal & Chip Seals

Chip \$450,000- 600,000
All the roads that we paved last year
Crack \$50,000
Sidewalk projects
Spot Repair \$50,000



Storm Water Accomplishments & Goals 2023-2024

Maintenance program – 6th year of the program

2nd time going through the City

Weber County Storm Water Coalition

10th year with Coalition fee \$2,800.00
Public outreach compliance

Registered Storm Water Inspectors – 3
on staff

Illicit Discharges/spills – 2

MS4 – Dept. of Water Quality \$1,750.00
annually

Goals 2024

Reline Burch Creek Hollow

between - 4841 and 4831

40th & Chimes design

42nd St - Liberty to Adams

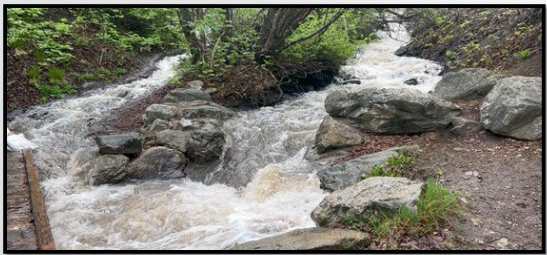
Adams Ave Storm Drain Project (40th to
42nd)

Keep in compliance with The DWQ

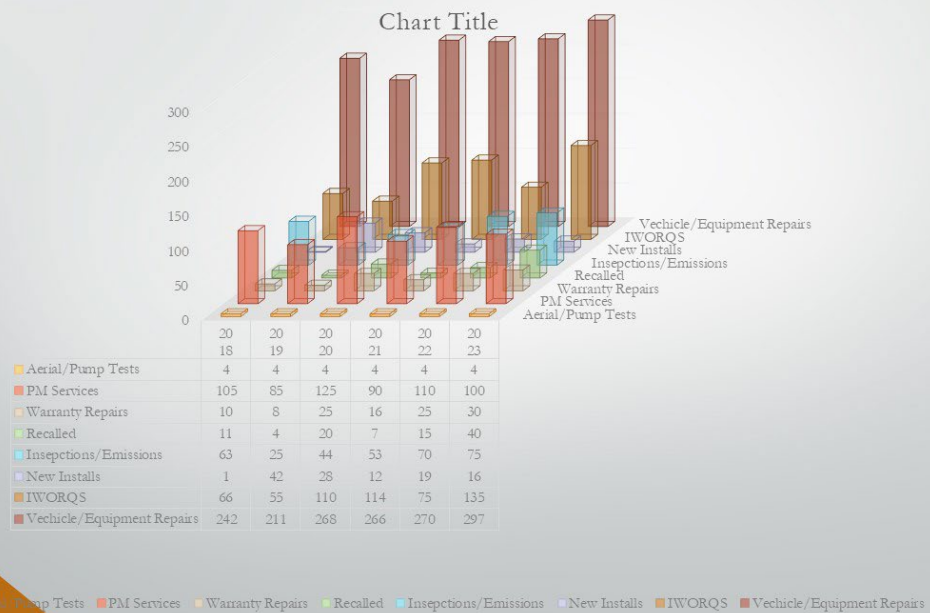
Storm water management Plan

Research -Ben lomond from Sun Set Drive to 875 E.
for best solution of Storm water project.

Storm Water 2023-24



Fleet 2024



Fleet Accomplishments 2023 & Goals 2024

Looking for fuel site options for the Public Works shop

Continue to improve the efficiency of the City's fleet

Looking at different type of fuel options

Natural gas vs hybrids

New program for fleet management – IWORQS

Program purchased currently working with vendor to get all information converted to new program

Continue to improve and upgrade the fleet as funding becomes available

Looking into the possibility of leasing some fleet vehicle's in house

Truck specs & pricing new ladder truck (2 year build)

New Ambulance

Equipment Purchasing – 6-8 months

Keep Fleet running

Parts & Filters – Back order

Garth wants to make 3- 9 months for his retirement

Pit replacement at P.W. Shop

Fleet equipment 2024



Questions ?



ATTACHMENT D

Handout from Council Member Smyth



WEST VALLEY CITY

Unity • Pride • Progress

COMMUNITY PRESERVATION DEPARTMENT

CODE ENFORCEMENT DIVISION

COURTESY NOTICE

Date _____

Reference # _____

PROPERTY OWNER/RESIDENT

West Valley City, UT _____

Well-maintained neighborhoods promote community pride, reduce crime, and increase property value. To help neighborhoods meet this objective, the West Valley City Code Enforcement Division notifies property owners of problems related to their property. The following list describes some of the more frequent violations found in the City. Please review the list and take action necessary to bring your property into compliance with the checked items, as well as all the other ordinances listed:

- ☐ All vehicles which are inoperable, un-licensed, or have expired registration, must be stored in a completely enclosed structure, such as a garage or shed, or removed from the property. This includes car parts & engine parts. (24-2-111A)
- ☐ In the front yard or adjacent to a public or private street, parking areas must consist of an all-weather dustless surface such as concrete, asphalt, brick pavers, or stone. Gravel is permitted as a parking surface in the side or rear yard not adjacent to a public or private street. (7-9-115)
- ☐ No truck tractor, motor vehicle, or commercial trailer exceeding 12,000 lbs. may be parked in a residential area. (7-2-120)
- ☐ No motorized or non-motorized vehicle, farm or construction equipment, camper, boat, recreational equipment, trailer, or inoperable, unlicensed, non-registered vehicle may be parked on any public street. (22-2-116)
- ☐ Landscaping must be installed in front yards and maintained with live plant materials in a healthy condition. All weeds and grasses on the property must be maintained so they do not exceed six inches in height. All trimmings must be removed from the property. (24-7-103 & 24-8-106)
- ☐ There shall be no outside storage of materials, equipment, or household items, not being used for their original intended purpose. All such items must be stored in a completely enclosed structure, such as a garage or shed, not a carport. All solid waste, litter and unused or discarded items must be removed from the property. (7-2-128 & 24-2-111)
- ☐ Front yard solid fences cannot exceed two feet in height. Front yard 50% transparent fences cannot exceed 4 feet in height, and no fence can exceed six feet in height. Fence standards also apply to bushes or hedges which act as fences. All fences must be maintained in good condition at all times and repaired with the same materials. (7-2-118)
- ☐ All sidewalk obstructions must be removed. Vehicles must not obstruct pedestrian passage on the sidewalk. Trees and bushes must be cut and maintained 7 feet above the sidewalk and 14 feet above the roadway. (19-2-504 & 19-2-1201)
- ☐ Graffiti must be removed from all structures on the property. (24-8-105)
- ☐ All real property must be maintained, including but not limited to, concrete, fencing, lighting, non-attached structures, retaining walls, sheds, or mailboxes. (24-7-104)
- ☐ Other: _____

Comments: _____

An officer will check your property after _____. Properties not in compliance are subject to further action, including fines. Thank you in advance for your assistance in resolving this matter. If you have any questions, please call the Code Enforcement Division at **963-3289** and we will be happy to discuss this matter with you.

Thank you again for making West Valley City a great place to live,

Officer _____