



**NOTICE AND AGENDA
SOUTH OGDEN CITY COUNCIL
WORK SESSION**

TUESDAY, FEBRUARY 6, 2024, 5PM

Notice is hereby given that the South Ogden City Council will hold their regularly scheduled work session at 5 pm Tuesday, February 6, 2024. The meeting will be located at City Hall, 3950 Adams Ave., South Ogden, Utah, 84403, in the EOC. The meeting is open to the public; anyone interested is welcome to attend. No action will be taken on any items discussed during the pre-council work session. Some members of the council may be attending the meeting electronically.

WORK SESSION AGENDA

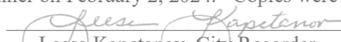
- I. CALL TO ORDER** – Mayor Russell Porter

- II. DEPARTMENT REPORTS**
 - A. Chief Cameron West- Fire Department
 - B. Steve Liebersbach – Finance
 - C. Jon Andersen – Public Works

- III. REVIEW/UPDATE OF STRATEGIC PLAN**

- IV. ADJOURN**

The undersigned, duly appointed City Recorder, does hereby certify that a copy of the above notice and agenda was posted to the State of Utah Public Notice Website, on the City's website (southogdencity.gov) and emailed to the Standard Examiner on February 2, 2024. Copies were also delivered to each member of the governing body.


Leesa Kapetanov, City Recorder

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during the meeting should notify the City Recorder at 801-622-2709 at least 24 hours in advance.



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

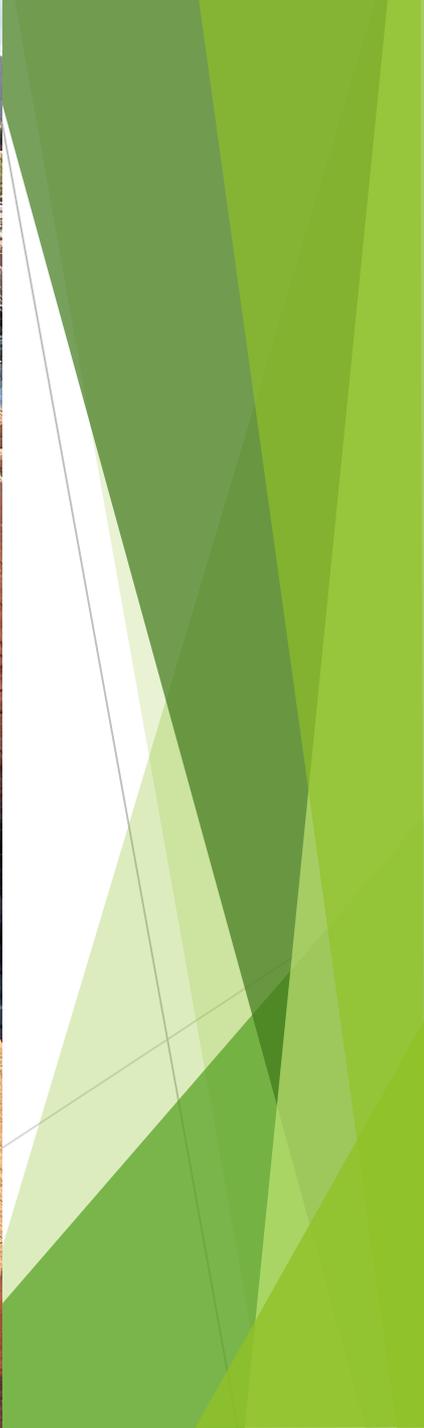
- ▶ City utilizes BizMuni
 - ▶ Reviews new applications
 - ▶ 50 in 2023
 - ▶ 1,047 licenses as of 1/31/2024
 - ▶ Monitors & maintains Good Landlord files
- ▶ Leesa also creates the monthly newsletter
- ▶ Has her MMC - Master Municipal Clerk certification
- ▶ State certified as the City's Records Officer

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

Warmest Regards

VISION STATEMENT

South Ogden City will stand out as a friendly, safe, and inviting place to live, work, and visit; where residents feel at home and enjoy a high quality of life in a vibrant community.

MISSION STATEMENT

South Ogden City is dedicated to preserving and enhancing quality of life for residents, businesses, employees, and visitors.

ORGANIZATION VALUES

- Public Trust
- Service Excellence
- Individual Integrity
- Teamwork

SOUTH OGDEN CITY STRATEGIC PLAN

FISCAL SUSTAINABILITY: Ensure the ability of the City to provide quality public services through careful, long-range planning and evaluation of current decisions in context of future fiscal impacts.

1.1	Improve Financial Planning	Steve Liebersbach	6/30/2024
1.1.1	Prioritize unencumbered projects against available funds.	Steve Liebersbach	8/30/2023
1.1.1.1	Complete a spending plan for Impact Fees	Steve Liebersbach	12/31/2022
1.1.1.2	Departments need to provide a detailed listing of vehicles/equipment & projects for the upcoming budget and beyond so they can be prioritized and funding availability determined	Steve Liebersbach	11/1/2022
1.1.2	Develop vehicle replacement plans	Steve Liebersbach	3/31/2023
1.1.2.1	The analysis of the 2 year buy/sell back vs annual lease option has been done. The depts. need to plan accordingly to optimize the best move on the City's behalf.		
1.1.3	Update Sustainability Model to address inflation, population growth and new revenues/expenditures	Steve Liebersbach	7/1/2023
1.1.4	Hold regular work sessions to review and update the City's Sustainability Models	Steve Liebersbach	6/30/2024
1.1.4.1	Schedule work session with Fred and CC to review/discuss updated models	Steve Liebersbach	11/30/2022
1.2	Increase Revenues through Grants	Matt Dixon	6/30/2024
1.2.1	AARP Community Challenge Grant	Matt Dixon	5/1/2023
1.2.1.1	Attend Feb. 8 Q&A Webinar	Matt Dixon	2/8/2023
1.2.1.2	Identify grant requirements and prepare a grant request for CC to approve.	Matt Dixon	2/21/2023
1.2.1.3	Prepare and submit grant request to AARP	Matt Dixon	3/14/2024
1.2.2	Federal grant submitted requesting \$44,000 for body warn cameras	Darin Parke	10/1/2023
1.2.3	Jason W. Read Foundation grant awarded \$1,500 for ShotDot system. (applied for \$4,937.50).	Darin Parke	5/31/2023
1.2.4	Safe Routes to School grant awarded for 850 East 5600 South Crosswalk in 2021 for 2024 budget cycle. Award was \$61,621. Information attached.	Jon Andersen	3/31/2023
1.2.5	CCJJ grant for ballistic shields for PD - awarded \$3,293.98	Darin Parke	3/31/2023
1.2.6	Federal grant submitted for \$8,500 for body armor	Darin Parke	5/31/2023
1.2.7	Outdoor Recreation Grant	Matt Dixon	5/1/2023
1.2.7.1	Review grants for Nature Park Trail improvements	Matt Dixon	3/15/2023
1.2.7.2	Application submitted for \$200,000 for construction of 40th Street skatepark project (see attached application).	Matt Dixon	3/17/2023
1.2.7.3	Grant award from UORG signed by city leader and state rep (see attached)	Matt Dixon	6/30/2023
1.2.8	Foundation grant awarded for Shotdot for \$4,937.50	Darin Parke	4/30/2023
1.2.9	UCA grant submitted and awarded \$32,069.20 for PD and Fire radios	Darin Parke	3/31/2023

1.2.10	State of Utah Public Safety grant for Shotdot - awarded \$4,937.50 (see award letter attached).	Darin Parke	3/31/2023
1.2.11	2023 RAMP Grants	Matt Dixon	2/28/2023
1.2.12	Justice Court Technology Grant \$7,500	Doug Gailey	3/1/2023
1.2.13	State of Utah public safety grant for First Responders First mental health services \$26,900	Darin Parke	2/1/2023
1.2.14	BCTC Prevention Prepared Communities Grant - \$9,000 (\$6k SOD, \$1k Winter Traditions, \$1k Movies in Parks)	Doug Gailey	5/4/2023
EMPLOYEES: Recruit, develop and retain quality employees by maintaining competitiveness in pay and benefits and demonstrating a commitment to every employee's growth and development.			
2.1	Improve Employee Satisfaction	Doug Gailey	6/30/2024
2.1.1	Develop list of no-cost/low-cost benefit enhancements	Doug Gailey	6/30/2024
2.1.1.1	Conduct work session with the council to discuss Alternative work schedules (i.e. 5/4/9 & 4/10)	Doug Gailey	6/2/2023
2.1.1.2	Conduct analysis and make recommendations for retirement benefits	Doug Gailey	12/31/2023
2.1.1.3	Increased LTD benefit to go beyond the current guaranteed 2 year coverage. The new policy does not have a term limit and is only \$500 more per year citywide.		
2.1.2	Council to hold employee BBQ event	Doug Gailey	9/30/2023
2.1.3			
2.2	Increase quality of organizational leadership & employee capacity.	Doug Gailey	6/30/2024
2.2.1	Complete Arbinger Outward Leadership Training with all supervisors/managers	Matt Dixon	6/30/2023
2.2.2	SOLA	Doug Gailey	4/1/2024
2.2.3	Secession planning	Doug Gailey	
2.2.3.1	Meet with department heads to clarify organizational structure and optimize opportunities for promotional experience.		7/1/2023
2.2.4	Leadership Book Club	Matt Dixon	
2.2.5	Work with department heads to create out of class pay for employees temporarily assigned to a leadership position.	Doug Gailey	7/1/2023
2.2.5.1	Meet with Steve to formulate a paycode that would allow employees to be compensated for out of class assignments.		
INFRASTRUCTURE: Invest in the maintenance of existing City infrastructure (i.e. utilities, parks, roads, etc.) and plan for new infrastructure needs necessary to support new growth and development within the City.			
3.1	Increase resident satisfaction rating of the City parks by 10 percent	Jon Andersen	6/30/2024
3.1.1	Conduct a Parks-specific survey as a follow-up to Community Survey	Doug Gailey	8/1/2023
3.1.2	Replace playground at Friendship Park (2022)	Jon Andersen	10/1/2023
3.1.2.1	Survey playground area	Jon Andersen	12/30/2022
3.1.2.2	Playground equipment to best use the area	Jon Andersen	12/31/2022

3.1.2.3	Utilize State procurement site to get playground equipment for the park	Jon Andersen	12/31/2022
3.1.2.4	Complete park installation	Jon Andersen	10/1/2023
3.1.3	Complete Phase I of the South Ogden Heritage Trail at Friendship Park	Matt Dixon	6/30/2022
3.1.3.1	Hold meetings to coordinate project execution	Matt Dixon	9/30/2023
3.1.3.2	Gene Sessions and Richard Sadler to work on content for monuments		8/31/2023
3.1.3.3	Secure funding from other Grants and Donations	Matt Dixon	6/30/2023
3.1.3.4	Review plan for Heritage Trail with Jon and determine best location for the monument	Matt Dixon	9/14/2021
3.1.3.5	Meet with SUP Org. and discuss plans, budget, etc.	Matt Dixon	9/15/2021
3.1.3.6	Review the plans with City Council in work session to verify approval of location and project details	Matt Dixon	11/30/2021
3.1.3.7	Apply for RAMP funding to help with the project.	Matt Dixon	1/15/2022
3.1.3.8	Request of qualifications (RFQ) prepared to select monument company to help consult and construct this project.	Jon Andersen	6/1/2022
3.1.3.9	Firm up project scope with the Committee (i.e. are we focused on S. Ogden history or greater Weber County history?).	Jon Andersen	6/22/2022
3.1.3.10	Get representative from Weber Heritage Foundation (Katie Nelson)	Matt Dixon	4/1/2022
3.1.3.11	Invite Rich Sadler, Katie Nelson, Brent Strate, Mayor Porter, and SUP & DUP for next meeting (Phase I and Policy Creation)	Matt Dixon	4/5/2022
3.1.3.12	Physical Facilities Committee will finalize agreement with Botts and get three monuments ordered	Matt Dixon	9/30/2022
3.1.3.13	Historical Committee working on list of Top 30 (10 monuments) and will present recommendations to chronologically divide the trail.	Matt Dixon	8/1/2022
3.1.3.14	City Council (Arts Council) to review and prioritize top monuments they want developed and install in the park	Matt Dixon	1/31/2023
3.1.3.15	Finance Committee will pick up check from Bank of Utah (Doug DeVries) for \$7,500 and request donation from Goldenwest Credit Union (Kerry Whalen) for \$5,000	Matt Dixon	9/30/2022
3.1.3.16	Provide Emma Eccles Foundation a project update	Matt Dixon	4/30/2023
3.1.4	Review the Nature Park development and improvement plan (recreation, conservation, education) and discuss next steps	Matt Dixon	9/30/2021
3.1.4.1	Find the Nature Park development plans that were originally created	Matt Dixon	8/31/2021
3.1.4.2	Review the development plan, identify what has been completed, what remains and prepare presentation to review with the City Council	Matt Dixon	9/10/2021
3.1.4.3	Work with USU to see if there is a project they can help us with at the Nature Park.	Matt Dixon	10/31/2021
3.1.5	Complete a Park Master Plan for Meadows Park	Jon Andersen	6/30/2023
3.1.5.1	Request a proposal from Landmark Design for the site master plan	Jon Andersen	10/1/2022

3.1.5.2	Review amenities with city council and provide direction to Landmark Design	Jon Andersen	10/31/2022
3.1.5.3	Determine which concept the CC prefers and provide direction to Landmark for final Mater Plan	Matt Dixon	11/15/2022
3.1.5.4	Finalize and have council approve Master Plan Design	Matt Dixon	12/30/2022
3.1.6	Complete Phase I & II of Club Heights Park.	Jon Andersen	5/31/2022
3.1.6.1	Monitor drought to see when the sod can be installed	Shane Douglas	5/15/2022
3.1.6.2	Playgrounds & Pavilions installed fall of 2021	Jon Andersen	
3.1.6.3	Working on changing the water feature for improved functionality	Jon Andersen	
3.1.7	Complete Burch Creek Park.	Jon Andersen	2/28/2022
3.1.7.1	Need to address the warranty issues on landscaping, features, etc. Warranty period should be through June 1, 2022	Jon Andersen	2/28/2022
3.1.8	Compare results from 2020 Community Survey to 2021 Survey	Matt Dixon	12/31/2021
3.2	Increase resident satisfaction with the quality of the City's streets by 10 percent	Jon Andersen	6/30/2025
3.2.1	Complete a minimum of \$1.3M in road maintenance and improvement projects annually	Jon Andersen	11/15/2022
3.2.2	Increase beautification of Washington Blvd. between 36th and 40th Street.	Matt Dixon	6/30/2025
3.2.3	Review 2020 Community Survey results for base satisfaction score.	Matt Dixon	10/1/2021
3.2.4	Compare 2021 Survey Results with 2020	Matt Dixon	12/31/2021
3.3	Complete Construction of the 40th Street Skatepark	Jon Andersen	12/31/2024
3.4	Complete design and construction drawings for a Skatepark.	Matt Dixon	12/31/2022
3.4.1	Identify best locations for Skate Park	Matt Dixon	10/31/2021
3.4.2	Gather project options with Skate Park layouts and estimated costs	Jon Andersen	10/31/2021
3.4.3	Determine location	Matt Dixon	12/31/2021
3.4.4	Contract with qualified firm(s) for project design	Matt Dixon	8/31/2022
3.4.4.1	Solicit proposals from qualified firms for design work	Matt Dixon	9/30/2022
3.4.4.2	Review proposals and enter into a contract with the qualified firm	Matt Dixon	10/4/2022
3.4.5	Gather input from the public and Committee for design	Matt Dixon	11/30/2022
3.4.6	Committee review concepts and make recommendations for final concept.	Matt Dixon	12/15/2022
3.4.7	Council approve final concept plan	Matt Dixon	1/6/2023
3.4.8	Complete design and construction drawings	Matt Dixon	2/28/2023
3.4.9	Apply for grants to help fund construction of the project	Matt Dixon, Jon Andersen	3/1/2023
3.4.9.1	Complete Outdoor Recreation Tier I Grant for \$200,000	Matt Dixon	3/15/2023
3.4.9.2	Grant awarded for \$200k. Signed agreement attached.	Matt Dixon	5/30/2023
3.5	Increase opportunities for resident utilization of sidewalks and trails by identifying gaps and making improvements in areas such as School Safe Routes.	Jon Andersen	9/30/2024

3.5.1	Prepare trails for winter maintenance and use by the public.	Jon Andersen, Shane Douglas	8/31/2023
3.5.1.1	Conduct walk thru and evaluation of current condition with Granite Construction and get estimates on cost to maintain status quo and cost to improve for winter plowing/maintenance.	Josh Sully, Jon Andersen	8/10/2021
3.5.1.2	Have a discussion with Mayor & City Council to get direction	Jon Andersen	9/7/2021
3.5.1.3	Prepare budget estimates & timeline for the 2022 construction season to complete goal	Jon Andersen	5/1/2022
3.5.2	Improve sidewalk network/connections where there are gaps.	Shane Douglas, Jon Andersen	10/1/2022
3.5.2.1	Complete detailed inventory of areas throughout the city where there are gaps between existing sidewalks	Josh Sully	1/28/2022
3.5.2.2	Prioritize sections based on safety, pedestrian demand and location	Josh Sully	2/15/2022
3.5.2.3	Prepare a cost estimate for each section based on dollars per linear foot of sidewalk	Josh Sully	4/15/2022
3.5.2.4	Present information to City Council for review, discussion and direction	Jon Andersen	5/3/2022
3.5.3	Improve sidewalk networks in Safe Routes for Schools areas.	Jon Andersen, Josh Sully	6/30/2024
3.5.3.1	Coordinate with Weber School District to identify all Safe routes	Josh Sully	1/28/2022
3.5.3.2	Evaluate all safe routes for safety and conditions of existing sidewalk	Josh Sully	3/31/2022
3.5.3.3	Evaluate the safe routes for any need for new sidewalks	Josh Sully	2/26/2022
3.5.3.4	Develop a list of potential projects for budgeting and grant purposes	Josh Sully	6/15/2022
3.5.4	Complete Adams Ave. sidewalk project from 40th Street to 42nd Street.	Jon Andersen	10/31/2024
3.5.4.1	Complete Design	Jon Andersen	
3.5.4.2	Reach agreement with OGCC regarding compensation for impacts	Matt Dixon	3/31/2024
3.6	Upgrade City Facilities	Jon Andersen	6/30/2025
3.6.1	Complete remodel of the Public Works yard and facilities.	Jon Andersen	6/30/2022
3.6.1.1	Meet with School District on land swap plans and at Friendship Park	Jon Andersen	12/31/2021
3.6.1.2	Explore any other options for the relocation of the P.W. shop	Shane Douglas, Jon Andersen	12/17/2021
3.6.1.3	Develop a plan to remodel current location	Jon Andersen, Shane Douglas	3/4/2022
3.6.1.4	Meet with Landmark Companies for a possible bid	Jon Andersen	8/31/2023
3.6.2	Complete upgrades to City Hall (i.e. carpet, paint, Station 81 ramps, etc.)	Jon Andersen	6/30/2024
3.6.2.1	Walk the Building to identify upogrades	Jon Andersen	
3.6.2.2	Collect bids for the upgrades	Jon Andersen	
3.6.2.3	Need funding and approval to complete the upgrades Budget 2024	Matt Dixon	
3.6.3	Make improvements to Station 82 Kitchen	Cameron West	8/31/2023

3.7	Improve quality of the city's infrastructure management	Jon Andersen	6/30/2025
3.7.1	Prepare and launch GIS management system for Water, Sewer and Storm Drain utilities.	Jon Andersen	6/1/2023
3.7.1.1	Collect the necessary GIS information for all utilities	Josh Sully, Jason Brennan	
3.7.1.2	Work with Wasatch Civil to have data entered into a format that can be used by different devices	Jason Brennan, Josh Sully, Jon Andersen, Shane Douglas	
3.7.1.3	Launch program for City Staff to use the GIS program	Shane Douglas, Jon Andersen	
ECONOMIC DEVELOPMENT: Foster quality economic development by focusing on new development (i.e. businesses, housing, etc.) opportunities, zoning options, code enforcement, increased leveraging of development resources and effective branding.			
4.1	Redevelop deteriorating commercial properties with low property values at key sites.	Matt Dixon	6/30/2028
4.1.1	Create and implement long-term plans to maximize highest-and-best use development at key intersections along Highway 89 extending between the northern and southern clusters in the City.	Matt Dixon	6/30/2024
4.1.2	Provide appropriate public assistance for demolition of key properties and improved infrastructure at key sites, particularly along the northern end of Highway 89. These sites have good access and visibility but present a poor visual appearance for the City.	Matt Dixon	6/30/2028
4.1.2.1	Identify parcels that, if assembled and prepared, would expedite the City's redevelopment within the City Center CRA.	Matt Dixon	6/30/2024
4.1.3	Explore partners with equity and interest in helping redevelop within the City Center CRA project area.	Matt Dixon	12/31/2027
4.2	Develop a community gathering place and other public improvements that will add to the image and reputation of the City and provide increased quality of life for residents.	Matt Dixon	6/30/2026
4.2.1	Identify potential key sites, properties and property owners that would provide an ideal site for a community gathering destination.	Matt Dixon	4/30/2023
4.2.2	Redevelopment of Big Lots/Savers to maximize "highest-and-best" use of the property	Matt Dixon	12/31/2025
4.2.2.1	Work with Benneson in helping them find the right JV partner	Matt Dixon	6/30/2023
4.2.2.2	Consider public assistance to create a public gathering place at an appropriate site that will attract the public through amenities such as plazas, fountains, pavilions, eating areas, etc.	Matt Dixon	6/30/2025
4.2.3	Create a Small Area Master Plan for the site.	Matt Dixon	9/1/2023
4.2.4	Consider the use of all available economic tools to assist with this project.		
4.2.5	Schedule meeting with key staff to review possible projects within the City Center CRA that would help increase likelihood of attracting new development (i.e. raised medians, street lights, banners, etc.)	Matt Dixon	9/30/2021
4.2.5.1	Work with UDOT Region 1 Planner, Chris Chesnut to discuss mid-block crossings along Washington Blvd.	Matt Dixon	6/30/2022

4.2.6	Secure grant funding through WFRC to assist with improvements to Washington Blvd. between 36th and 40th Streets.	Matt Dixon	12/31/2024
4.2.6.1	Attend WFRC planning meeting to gather information on program.	Matt Dixon	10/12/2023
4.2.6.2	Attend CSAP final planning meeting with WFRC.	Matt Dixon	2/29/2024
4.2.6.3	Prepare project budget and cost estimates.	Matt Dixon	5/31/2024
4.2.6.4	Apply for grant funding	Matt Dixon	7/31/2024
4.2.7	Review estimated increment available for debt service within the Project area	Steve Liebersbach	9/30/2021
4.3	Retain and strengthen existing businesses.	Matt Dixon	6/20/2026
4.3.1	Provide sales tax leakage information to specific businesses which show the potential for business expansion opportunities within related industries.	Matt Dixon	6/30/2023
4.3.2	Work with existing businesses to adapt to changing retail trends including the need for drive-thru/pickup space, assistance with online retailing, etc.	Matt Dixon	12/31/2023
4.3.3	Continue to promote and highlight "Shop South Ogden" to encourage local residents to support the businesses located throughout South Ogden.	Jamie Healy	12/31/2022
4.3.3.1	Create social media posts to highlight businesses.	Jamie Healy	6/30/2023
4.3.3.2	Re-evaluate and make changes to SOBA.	Jamie Healy	3/1/2022
4.4	Recruit additional businesses to South Ogden	Matt Dixon	6/30/2026
4.4.1	Approach property owners of key sites, especially those providing connectivity with other retail sites in the northern business cluster, regarding retail opportunities (such as those identified in the sales leakage analysis - See 4.3.1).	Matt Dixon	12/31/2024
4.4.2	Approach businesses desired by the City, that are lacking in the surrounding area, (including Riverdale & Ogden) through avenues such as ICSC, local brokers and drop in visits.	Matt Dixon	12/31/2024
4.5	Recognize that residential redevelopment with increased density, in key locations, can provide fiscal benefits to the City through increased property, sales and municipal energy revenues.	Matt Dixon	6/30/2026
4.5.1	Consider assistance with podium parking needs for higher-density development.	Matt Dixon	6/30/2028
4.5.2	Consider creating a Community Reinvestment Area (CRA) to help offset the costs of redevelopment in defined areas and maximizing increment in existing areas.	Matt Dixon	6/30/2028
4.5.3	Use fiscal impacts modeling to guide areas of density and redevelopment efforts.	Matt Dixon	1/31/2023
4.6	Strengthen the City's brand.	Jamie Healy	6/30/2026
4.6.1	Construct Welcome to South Ogden signs at key locations in the City.	Matt Dixon	6/30/2025
4.6.1.1	Review sign designs and gather cost estimates	Matt Dixon	12/31/2021
4.6.1.2	Identify desired locations for Welcome signs	Matt Dixon	12/31/2021

4.6.1.3	Develop a project timeline that aligns with council desires and budget resources	Matt Dixon	12/31/2021
4.6.1.4	Construct signs at designated locations - according to plans	Matt Dixon	6/30/2025
4.6.2	Improve way-finding signage throughout the City (parks, city hall, public works, etc.).	Jon Andersen	1/1/2023
4.6.2.1	Prepare project report identifying sign locations, types, design and cost estimates		3/30/2022
4.6.2.2	Present report to City Council for review, discussion and direction		6/30/2022
4.6.3	Review and take steps to ensure the City has Brand Consistency	Jamie Healy	1/1/2023
4.6.3.1	Work with Jibe to add department logos. After new logos arrive, implement them into the plan.	Jamie Healy	11/1/2023
4.6.3.2	Email Brand Consistency -Design -Approval -Implement	Jamie Healy	11/1/2023
4.6.3.3	Letterhead	Jamie Healy	11/1/2023
4.6.3.4	Vehicles		11/1/2023
4.6.3.5	Business Cards		3/1/2022
4.6.4	Create external/internal brand consistency	Jamie Healy	1/1/2023
4.6.4.1	Website update	Jamie Healy	
4.6.4.2	Social media content protocol	Jamie Healy	
4.6.4.3	Press release, letterhead, email consistency	Jamie Healy	
4.6.4.4		Jamie Healy	

COMMUNITY ENGAGEMENT: Create opportunities for residents and businesses throughout the City to work and serve together while being connected to and valued by the City.

5.1	Improve communications with residents & businesses.	Jamie Healy	7/31/2023
5.1.1	Provide quarterly updates/education on street maintenance treatments, City projects and efforts made to improve City streets.	Jamie Healy	3/1/2022
5.1.1.1	Work with Jon to find out what projects are upcoming for the following quarter.	Jamie Healy	1/1/2023
5.1.1.2	Content creation for project-video	Jamie Healy	1/1/2023
5.1.1.3	Deliver content to all media platforms	Jamie Healy	1/1/2022
5.1.2	Find a diverse social media platform that can communicate with all types of residents from various backgrounds.	Jamie Healy	3/31/2022
5.1.2.1	Set up emergency communication tree with local religious organizations	Jamie Healy	11/1/2022
5.1.2.2	Find a text message subscription service to help notify residents during emergencies.	Jamie Healy	2/25/2022
5.1.2.3	Set up neighborhood specific social media via next-door that is able to reach areas in case of an emergency.	Jamie Healy	10/31/2021
5.1.3	Increase social media following to 10,000 and increase overall engagement by 25 percent.	Jamie Healy	6/30/2023
5.1.3.1	Department content creation plan. Work with each department to help educate residents on city events and other engaging content.	Jamie Healy	11/1/2022

5.1.3.2	30 day social media plans in place. 3-5 posts per week to up engagement.	Jamie Healy	6/1/2022
5.1.4	Complete 2 Town Hall meetings at (1 off-site & 1 EOC) locations throughout the City.	Jamie Healy	6/30/2022
5.1.4.1	Town Hall at Burch Creek Park or Elementary School	Leesa Kapetanov	9/30/2021
5.1.4.2	Town Hall at South Jr. High	Leesa Kapetanov	3/31/2022
5.1.5	Improve Communication & Coordination with community groups (i.e. churches, NOG's, etc.) through Regroup & Qualtrics	Jamie Healy	6/30/2022
5.1.6	Complete website redesign.	Jamie Healy	
5.2	Strengthen inclusion through improved communication with minority groups (e.g. youth, ethnic groups).	Doug Gailey	6/30/2023
5.2.1	Offer a printed community survey to gather input from those who are unable to access a computer.	Doug Gailey	10/1/2023
5.2.2	Provide information in the newsletter on how to translate the website into other languages.	Doug Gailey	11/30/2022
5.2.3	Evaluate costs and vendors that can provide a messaging service to be used in emergencies.	Doug Gailey	3/31/2022
5.2.3.1	contracted with Regroup to provide notification services to South Ogden City residents.	Jamie Healy	6/30/2022
5.2.4	Partner with minority groups to develop stronger minority communications.	Jamie Healy	10/1/2023
5.2.5			
5.3	Strengthen engagement and sense of Community through Special Events.	Jamie Healy	6/30/2023
5.3.1	Evaluate special events to match the desires of the council and needs of the citizens.	Jamie Healy	6/30/2023
5.4	Increase community engagement through service opportunities	Jon Andersen	6/30/2022
5.4.1	Complete one neighborhood-specific Day of Service with minimum of 100 volunteer/residents.	Jon Andersen	5/15/2022
5.4.1.1	Identify the neighborhood for day of service	Jon Andersen	12/15/2021
5.4.1.2	Identify the number off staff to assist with the project and the 100 volunteers	Jon Andersen	
5.4.1.3	Identify any materials that are needed for the projects, any costs or any necessary equipment, etc.	Jon Andersen	
5.4.1.4	Promote/Advertise to get the 100 volunteers to assist with the neighborhood project	Jamie Healy	
5.4.2	Complete one city-wide Day of Service event (i.e. public parks, trails, etc.) with a minimum of 100 volunteers/residents.	Jason Brennan	6/30/2022
5.4.2.1	Identify Projects for City-wide service day event	Jason Brennan	8/2/2021
5.4.2.2	identify number of staff needed for project.	Jason Brennan	8/18/2021
5.4.2.3	Purchased materials for service event.	Jason Brennan	8/23/2021
5.4.3	Complete a city-wide Day of Service event	Jason Brennan	6/10/2023
5.4.3.1	Organize a clean-up day at two locations - Friendship & Club Heights Parks	Jason Brennan	5/20/2023
5.4.3.2	Contact Republic Services to provide dumpsters at the two locations.	Jason Brennan	5/20/2023

5.4.3.3	Assign necessary staffing and equipment needed to have a successful dump sites.	Jason Brennan	6/1/2023
MODERATE INCOME HOUSING: In an effort to help provide a variety of housing options for current and future residents, South Ogden recognizes the importance of implementing strategies that will enable the preservation and creation of moderate income housing.			
6.1	Demonstrate utilization of moderate income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency to create or subsidize moderate income housing (Menu Item P).	Matt Dixon	2/2/2028
6.1.1	Update the city's General Plan's MIHP adding timelines for our implementation of this strategy.	Matt Dixon	4/1/2024
6.1.2	Analyze property located at 40th and Evelyn to determine if it should be developed as a moderate-income housing project.	Matt Dixon	4/30/2023
6.1.2.1	Develop options for the council to discuss in order to help them decide what they'd like to do with this property.	Matt Dixon	3/1/2023
6.1.2.2	Select student architect, complete home design plans with basement and bonus room above the garage.	Matt Dixon	12/31/2023
6.1.2.3	Complete cost estimate for house plan	Matt Dixon	4/1/2024
6.1.2.4	Complete engineering of the plans	Matt Dixon	6/30/2024
6.1.2.5	City transfer land to the CDRA for development of an affordable housing project with promissory note directing the agency in what to do with any proceeds (e.g. rent, profit) from development of the project.	Matt Dixon	7/31/2024
6.1.2.6	Solicit interest from local construction companies to help with project construction.	Matt Dixon	8/31/2024
6.1.3	Seek LIHTC funding to help with construction. Deeply (30%) affordable or other AMI-restricted housing projects.	Matt Dixon	
6.1.4	Childcare support with CDRA housing funds (or TIF) as revenue stream to support other housing needs	Matt Dixon	
6.2	Preserve existing and new moderate-income housing and subsidized units by utilizing a landlord incentive program, providing for deed restricted units through a grant program, or, notwithstanding Section 10-9a-535, establishing a housing loss mitigation fund (Menu Item K).	Matt Dixon	2/2/2028
6.2.1	Update the city's General Plan's MIHP adding timelines for our implementation of this strategy.	Matt Dixon	4/1/2024
6.2.2	Work with University of Wyoming law student to help further the city's understanding of ways to implement the strategies within 6.2	Matt Dixon	12/31/2023
6.2.2.1	Project update meetings with Benjamin Wall - student from UoW	Matt Dixon	12/31/2023
6.2.2.2	Present findings and discuss with City Council to identify "next steps" for this initiative.	Matt Dixon	1/31/2024
6.2.3	Incorporate deed-restricted affordable housing units within new project when project includes a Development Agreement.	Matt Dixon	7/31/2023

6.2.3.1	Planning Commission to hold public hearing and make recommendation on deed-restricted housing units within the Waters Edge Apartment Project.	Matt Dixon	3/9/2023
6.2.3.2	City Council to review recommendations of the Planning Commission and the Development Agreement with Waters Edge Apartments, LLC which includes 5 deed-restricted affordable (80% AMI) housing units for workforce housing.	Matt Dixon	3/21/2023
6.2.3.3	City Council approved Development Agreement (attached) for Waters Edge Apartments, LLC with provision that an additional story would be allowed (from 3 to 4) conditioned upon developer provide 5 deed-restricted units to be rented to those with a household income of not more than 80% AMI. First option for renters of these units will go to "critical workforce," then to other qualifying families.	Matt Dixon	3/21/2023
6.2.4	Explore cost/benefits of establishing a Housing Preservation Fund	Matt Dixon	5/31/2023
6.2.5	Explore cost/benefits of creating a Housing Loss Mitigation Fund and how to effectively use the fund.	Matt Dixon	5/31/2023
6.2.6	Utilizing OWH funds from the CDRA to incent landlords to deed restrict units, fee waivers, etc.	Matt Dixon	
6.3	Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones (Menu Item E).	Matt Dixon	2/2/2028
6.3.1	Track building permits and rental licenses related to ADUs	Leesa Kapetanov	8/1/2024
6.3.2	Review ADU code with City Council and Planning Commission to determine the feasibility of expanding the policy to allow for both internal and external ADU's	Doug Gailey	2/29/2024
6.3.3	Adopt ADU ordinance and governing policies to allow ADU's in certain land use zones.	Matt Dixon	6/30/2024
6.3.3.1	Review strategy with the City Council and request that direction be given to have staff and the Planning Commission work on a draft ordinance and policy recommendations for and ADU ordinance.	Matt Dixon	4/18/2023
6.3.3.2	Staff prepare and deliver a report for Planning Commission and facilitate discussion on potential zoning where ADU's will be allowed and related policies that must be in place.	Doug Gailey	5/31/2023
6.3.3.3	Planning Commission finalize ordinance language and policy recommendations for the City Council.	Doug Gailey	5/11/2023
6.3.3.4	Track building permits and rental licenses related to ADU's.	Leesa Kapetanov	8/31/2023
6.4	Zone or rezone for higher density or moderate-income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers (Menu Item F). [on-going]	Matt Dixon	2/2/2028

6.4.1	Gather data to help us demonstrate our "meaningful" progress and why we are leaving it in our plan as a strategy?	Matt Dixon	
6.4.2	Track the number of new housing units established from the City's form-based code districts to monitor the number of units that qualify as moderate-income housing units.	Matt Dixon	8/31/2023
6.4.3	4020 Jefferson Project, "Homes for Heros." Janece Summers 801.361.9150 (jaydee62009@yahoo.com), submitted preliminary ideas (attached).	Matt Dixon	
6.4.4	Ensure zoning allows for critical service-type businesses/services are allowed within our employment centers.	Matt Dixon	
6.5	☑Rezone for densities necessary to facilitate the production of moderate-income housing (Menu Item A) [on-going]	Matt Dixon	2/2/2028
6.5.1	Review and update the zoning code to allow for higher density in redeveloping residential areas.	Matt Dixon	6/1/2024
6.5.2	Modify zoning in anticipation for redevelopment efforts.	Matt Dixon	6/1/2024
6.5.3	Gather data to help us demonstrate our "meaningful" progress	Matt Dixon	7/31/2024

CATALYTIC PROJECT PRIORITIZATION

Approved by South Ogden Planning Commission
June 8, 2023

PLANS AND STUDIES

Priority 1: Conduct a feasibility study to implementing two grade-separated or at-grade street crossings along Washington Boulevard. Implement results (Item 2).

PROPOSED ACTIONS:

1. Apply for WFRC grant to fund feasibility study
2. Write RFP for feasibility study

Priority 2: Conduct feasibility studies for the proposed trail corridors, and create streetscape standards for South Ogden’s centers (Items 4 & 6).

PROPOSED ACTIONS:

1. Apply for WFRC grant to fund feasibility study
2. Write RFP for feasibility study

Priority 3: Design the City Center west of Washington Boulevard as a thriving and vibrant mixed used center, including the creation of a Small Area Master Plan for a community gathering place. (Items 1 & 9).

PROPOSED ACTIONS:

1. Apply for WFRC grant to fund feasibility study
2. Develop Concept Plan
3. Write RFP for feasibility study

PROGRAMS AND MONITORING

Priority 1: Promote business in South Ogden by continuing to push “Shop South Ogden” and by incorporating art into the City’s annual budget and organizing an arts committee to help plan and implement art throughout the city (Items 3 & 10).

PROPOSED ACTIONS:

1. NONE. City Council to address.

Priority 2: Create a street tree program to promote tree planting and removal of hazardous trees. Expand South Ogden’s urban forest along its major corridor, and partner with nonprofits to educate residents on tree selection and care. (Items 6 & 13).

PROPOSED ACTIONS:

1. Develop Street Tree Program Concept Plan
2. Establish relationships with TreeUtah, Utah State Forestry, etc. for partnerships
3. Develop Tree Selection and Care Handbook

Priority 3: Incentivize appliance and landscape retrofits, secondary water meters, smart irrigation timers, water rates and pricing, fines. (Item 7).

PROPOSED ACTIONS:

1. Coordinate efforts with Weber Water Basin Conservancy District
2. Develop Water Conservation Handbook (see example attached)

Priority 4: Expand public education efforts to encourage efficient watering, waterwise landscaping, use of low-flow plumbing fixtures, and other water-saving practices (Item 16).

PROPOSED ACTIONS:

3. Coordinate efforts with Weber Water Basin Conservancy District
4. Develop Water Conservation Handbook (see example attached)

DESIGN AND CONSTRUCTION

Priority 1: Convert City Hall into an exemplary water-wise landscape and demonstration area (Item 5).

PROPOSED ACTIONS:

1. Coordinate efforts with Weber Water Basin Conservancy District
2. Develop Water Conservation Handbook (see example attached)

Priority 2: Construct the proposed bicycle and pedestrian facilities outlined in the Active Transportation Plan, including the multi-use trail along US-89/Washington Blvd. (Items 3 & 6).

PROPOSED ACTIONS:

1. Apply for WFRC grant to fund feasibility study
2. Write RFP for feasibility study
3. Develop maps to clarify specific trails and pedestrian facilities to be addressed in the project.

Priority 3: Design and implement the gateways, nodes, landmarks, and streetscape improvements (improved sidewalks, pedestrian crossings, street trees, etc.) identified in the General Plan (Items 4 & 7).

PROPOSED ACTIONS:

1. Develop Concept Plan to determine scope and order-of-magnitude costs
2. Present to City Council for funding consideration