



NOTICE AND AGENDA
SOUTH OGDEN CITY COUNCIL
WORK SESSION
TUESDAY, FEBRUARY 20, 2024, 5PM

Notice is hereby given that the South Ogden City Council will hold their regularly scheduled work session at 5 pm Tuesday, February 20, 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. Discussion of agenda items is for clarification only. Some members of the council may be attending the meeting electronically.

WORK SESSION AGENDA

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

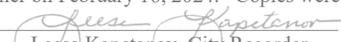
- II. REVIEW OF AGENDA**

- III. PRESENTATION**
IT Specialist David Martin – Cyber Security

- IV. DISCUSSION ITEMS**
Strategic Plan Review

- V. 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 16, 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.

EDIT	STRATEGY / PROJECT / TASK / SUBTASK	OWNER	RESOURCE
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1.0 FISCAL RESPONSIBILITY: Ensure South Ogden City has the ability to provide quality services over time through careful, long-range financial planning, strategic partnerships, and evaluation of the future fiscal impacts of current decisions.

⋮ 👍 + 🗄 + ▼	1.1 Improve Financial Planning (Dixon)	Steve Liebersbach	
⋮ 👍 + 🗄 + ▼	1.1.1 Prioritize unencumbered projects against available funds. (Dixon)	Steve Liebersbach	
⋮ 👍 + 🗄	1.1.1.1 Complete a spending plan for Impact Fees (Dixon)	Steve Liebersbach	Fred Philpot, Matt, Department Dir.
⋮ 👍 + 🗄	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 (Dixon)	Steve Liebersbach	Department Directors
⋮ ! + 🗄 + ▼	1.1.2 Develop vehicle replacement plans (Dixon)	Steve Liebersbach	Fleet, Department Heads
⋮ 👍 + 🗄	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. (Dixon)		Fleet & Dept. Heads
⋮ 👍 + 🗄 +	1.1.3 Update Sustainability Model to address inflation, population growth and new revenues/expenditures (Dixon)	Steve Liebersbach	Department Directors
⋮ ! + 🗄 + ▼	1.1.4 Hold regular work sessions to review and update the City's Sustainability Models (Dixon)	Steve Liebersbach	
⋮ 👍 + 🗄	1.1.4.1 Schedule work session with Fred and CC to review/discuss updated models (Dixon)	Steve Liebersbach	Fred Philpot, Leesa
⋮ 👍 + 🗄 +	1.1.5 Complete an ARPA spending plan. (Dixon)	Steve Liebersbach	Department Directors, City Council
⋮ 👍 + 🗄 + ▼	1.2 Increase Revenues through Grants (Dixon)	Matt Dixon	
⋮ 👍 + 🗄 + ▼	1.2.1 AARP Community Challenge Grant (Dixon)	Matt Dixon	AARP, City Council
⋮ 👍 + 🗄	1.2.1.1 Attend Feb. 8 Q&A Webinar (Dixon)	Matt Dixon	
⋮ 👍 + 🗄	1.2.1.2 Identify grant requirements and prepare a grant request for CC to approve. (Dixon)	Matt Dixon	

☑ ☑ ☑	1.2.1.3 Prepare and submit grant request to AARP (Dixon)	Matt Dixon	
☑ ☑ ☑	1.2.2 Federal grant submitted requesting \$44,000 for body warn cameras (Dixon)	Darin Parke	Award notices will be sent in September.
☑ ☑ ☑	1.2.3 Jason W. Read Foundation grant awarded \$1,500 for ShotDot system. (applied for \$4,937.50). (Dixon)	Darin Parke	
☑ ☑ ☑	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. (Dixon)	Jon Andersen	Josh Sully
☑ ☑ ☑	1.2.5 CCJJ grant for ballistic shields for PD - awarded \$3,293.98 (Dixon)	Darin Parke	
☑ ☑ ☑	1.2.6 Federal grant submitted for \$8,500 for body armor (Dixon)	Darin Parke	
☑ ☑ ☑	1.2.7 Outdoor Recreation Grant (Dixon)	Matt Dixon	Jon Andersen
☑ ☑ ☑	1.2.7.1 Review grants for Nature Park Trail improvements (Dixon)	Matt Dixon	
☑ ☑ ☑	1.2.7.2 Application submitted for \$200,000 for construction of 40th Street skatepark project (see attached application). (Dixon)	Matt Dixon	
☑ ☑ ☑	1.2.7.3 Grant award from UORG signed by city leader and state rep (see attached) (Dixon)	Matt Dixon	City Council
☑ ☑ ☑	1.2.8 Foundation grant awarded for Shotdot for \$4,937.50 (Dixon)	Darin Parke	
☑ ☑ ☑	1.2.9 UCA grant submitted and awarded \$32,069.20 for PD and Fire radios (Dixon)	Darin Parke	Cameron West
☑ ☑ ☑	1.2.10 State of Utah Public Safety grant for Shotdot - awarded \$4,937.50 (see award letter attached). (Dixon)	Darin Parke	
☑ ☑ ☑	1.2.11 2023 RAMP Grants (Dixon)	Matt Dixon	Jon Andersen, Jamie Healy
☑ ☑ ☑	1.2.12 Justice Court Technology Grant \$7,500 (Dixon)	Doug Gailey	
☑ ☑ ☑	1.2.13 State of Utah public safety grant for First Responders First mental health services \$26,900 (Dixon)	Darin Parke	

Parks) (Dixon)



1.3 Explore alternative revenue sources (Dixon)



1.4 Improve public education related to city finances (Dixon)



2.0 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 (Dixon)

Doug Gailey



2.1.1 Develop list of no-cost/low-cost benefit enhancements (Dixon)

Doug Gailey



2.1.1.1 Conduct work session with the council to discuss Alternative work schedules (i.e. 5/4/9 & 4/10) (Dixon)

Doug Gailey



2.1.1.2 Conduct analysis and make recommendations for retirement benefits (Dixon)

Doug Gailey

Steve Leibersbach



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. (Gailey)



2.1.2 Council to hold employee BBQ event (Dixon)

Doug Gailey

Jamie, Mayor Porter,



2.2 Increase quality of organizational leadership & employee capacity. (Dixon)

Doug Gailey



2.2.1 Complete Arbinger Outward Leadership Training with all supervisors/managers (Dixon)

Matt Dixon

Department Directors



2.2.2 SOLA (Dixon)

Doug Gailey

Department Directors



2.2.3 Secession planning and cross-training (Dixon)

Doug Gailey



2.2.3.1 Meet with department heads to clarify organizational structure and optimize opportunities for promotional experience. (Gailey)



2.2.4 Leadership Book Club (Dixon)

Matt Dixon



2.2.5 Work with department heads to create out of class pay for employees temporarily assigned to a leadership position. (Gailey)

Doug Gailey

Chief Cameron West. Jon Andersen

☑ ⬆ ☰ ¹²	3.1.3.2 Gene Sessions and Richard Sadler to work on content for monuments (Dixon)		Historical Sub-Committee
☑ ⬆ ☰ ⁹	3.1.3.3 Secure funding from other Grants and Donations (Dixon)	Matt Dixon	Finance Committee
☑ ⬆ ☰	3.1.3.4 Review plan for Heritage Trail with Jon and determine best location for the monument (Dixon)	Matt Dixon	Jon Andersen
☑ ⬆ ☰ ⁶	3.1.3.5 Meet with SUP Org. and discuss plans, budget, etc. (Dixon)	Matt Dixon	Jon Andersen
☑ ⬆ ☰ ¹	3.1.3.6 Review the plans with City Council in work session to verify approval of location and project details (Dixon)	Matt Dixon	Leesa, City Council
☑ ⬆ ☰ ³	3.1.3.7 Apply for RAMP funding to help with the project. (Dixon)	Matt Dixon	
☑ ⬆ ☰ ²	3.1.3.8 Request of qualifications (RFQ) prepared to select monument company to help consult and construct this project. (Dixon)	Jon Andersen	Jim Larkin, Lynn Call
☑ ⬆ ☰ ⁹	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?). (Dixon)	Jon Andersen	Matt
☑ ⬆ ☰	3.1.3.10 Get representative from Weber Heritage Foundation (Katie Nelson) (Dixon)	Matt Dixon	
☑ ⬆ ☰	3.1.3.11 Invite Rich Sadler, Katie Nelson, Brent Strate, Mayor Porter, and SUP & DUP for next meeting (Phase I and Policy Creation) (Dixon)	Matt Dixon	
☑ ⬆ ☰ ¹	3.1.3.12 Physical Facilities Committee will finalize agreement with Botts and get three monuments ordered (Dixon)	Matt Dixon	Jon Andersen
☑ ⬆ ☰ ⁴	3.1.3.13 Historical Committee working on list of Top 30 (10 monuments) and will present recommendations to chronologically divide the trail. (Dixon)	Matt Dixon	SUP Committee
☑ ⬆ ☰ ¹	3.1.3.14 City Council (Arts Council) to review and prioritize top monuments they want developed and install in the park (Dixon)	Matt Dixon	City Council
☑ ⬆ ☰ ⁶	3.1.3.15 Finance Committee will pick up check from	Matt Dixon	Ed Klein

	donation from Goldenwest Credit Union (Kerry Whalen) for \$5,000 (Dixon)		
☰ ✓ ⬆️ ⋮ 2	3.1.3.16 Provide Emma Eccles Foundation a project update (Dixon)	Matt Dixon	
☰ ⚠️ ⬆️ ⋮ 1 +	3.1.4 Review the Nature Park development and improvement plan (recreation, conservation, education) and discuss next steps (Dixon)	Matt Dixon	Mark Vlastic (Planner), City Council, Grants
☰ ✓ ⬆️ ⋮ 2	3.1.4.1 Find the Nature Park development plans that were originally created (Dixon)	Matt Dixon	Leesa Kapetanov
☰ ✓ ⬆️ ⋮	3.1.4.2 Review the development plan, identify what has been completed, what remains and prepare presentation to review with the City Council (Dixon)	Matt Dixon	
☰ ⚠️ ⬆️ ⋮ 2	3.1.4.3 Work with USU to see if there is a project they can help us with at the Nature Park. (Dixon)	Matt Dixon	Mayor Porter
☰ ✓ ⬆️ ⋮ 2 +	3.1.5 Complete a Park Master Plan for Meadows Park (Dixon)	Jon Andersen	
☰ ✓ ○ ⋮ 2	3.1.5.1 Request a proposal from Landmark Design for the site master plan (Andersen)	Jon Andersen	
☰ ✓ ○ ⋮ 1	3.1.5.2 Review amenities with city council and provide direction to Landmark Design (Dixon)	Jon Andersen	Hugh and Mark
☰ ✓ ○ ⋮ 3	3.1.5.3 Determine which concept the CC prefers and provide direction to Landmark for final Mater Plan (Dixon)	Matt Dixon	Jon Andersen, CC
☰ ✓ ⬆️ ⋮	3.1.5.4 Finalize and have council approve Master Plan Design (Dixon)	Matt Dixon	Landmark Design
☰ ✓ ⬆️ ⋮ 1 +	3.1.6 Complete Phase I & II of Club Heights Park. (Dixon)	Jon Andersen	
☰ ✓ ⬆️ ⋮ 3	3.1.6.1 Monitor drought to see when the sod can be installed (Andersen)	Shane Douglas	Pine View
☰ ✓ ⬆️ ⋮ 3	3.1.6.2 Playgrounds & Pavilions installed fall of 2021 (Andersen)	Jon Andersen	
☰ ✓ ⬆️ ⋮ 1	3.1.6.3 Working on changing the water feature for improved functionality (Andersen)	Jon Andersen	
☰ ✓ ⬆️ ⋮ 4	3.1.7 Complete Burch Creek Park (Dixon)	Jon Andersen	

☰	☑	⬆	☰	1	3.1.7.1 Need to address the warranty issues on landscaping, features, etc. Warranty period should be through June 1, 2022 (Andersen)	Jon Andersen	Hugh Holt
☰	☑	⬆	☰	3	3.1.8 Compare results from 2020 Community Survey to 2021 Survey (Dixon)	Matt Dixon	
☰	☑	⬆	☰	+	3.2 Increase resident satisfaction with the quality of the City's streets by 10 percent (Dixon)	Jon Andersen	
☰	☑	⬆	☰	+	3.2.1 Complete a minimum of \$1.3M in road maintenance and improvement projects annually (Dixon)	Jon Andersen	Brad Jensen (City Engineer), City Council, Budget
☰	☑	⬆	☰	+	3.2.2 Increase beautification of Washington Blvd. between 36th and 40th Street. (Dixon)	Matt Dixon	CDRA Board, UDOT, Jon Andersen
☰	☑	⬆	☰	4	3.2.3 Review 2020 Community Survey results for base satisfaction score. (Dixon)	Matt Dixon	
☰	☑	⬆	☰	2	3.2.4 Compare 2021 Survey Results with 2020 (Dixon)	Matt Dixon	
☰	☑	⬆	☰	+	3.3 Grant Complete Construction of the 40th Street Skatepark (Dixon)	Jon Andersen	Matt Dixon, City Council, Spohn Ranch, LLC
☰	!	○	☰	+	3.4 Grant Increase opportunities for resident utilization of sidewalks and trails by identifying gaps and making improvements in areas such as Safe Routes to School. Routes. (Dixon)	Jon Andersen	
☰	☑	⬆	☰	2	3.4.1 Prepare trails for winter maintenance and use by the public. (Dixon)	Jon Andersen , Shane Douglas	City Council, FY2024 Budget
☰	☑	⬆	☰	1	3.4.1.1 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. (Dixon)	Jon Andersen , Josh Sully	Granite Construction, Wasatch Civil, City Staff
☰	☑	⬆	☰	1	3.4.1.2 Have a discussion with Mayor & City Council to get direction (Andersen)	Jon Andersen	
☰	☑	⬆	☰	1	3.4.1.3 Prepare budget estimates & timeline for the 2022 construction season to complete goal (Andersen)	Jon Andersen	Shane Dougals, Josh Sully
☰	☑	○	☰	+	3.4.2 Improve sidewalk network/connections where there are gaps. (Dixon)	Jon Andersen , Shane Douglas	City Council, FY2024 Budget
☰	☑	○	☰		3.4.2.1 Complete detailed inventory of areas	Josh Sully	Shane Douglas, Jon Andersen, Wasatch Civil

☑	○	☰	3.4.2.2 Prioritize sections based on safety, pedestrian demand and location (Dixon)	Josh Sully	Jon Andersen, Shane Douglas, Wasatch Civil Engineering	
☑	○	☰	3.4.2.3 Prepare a cost estimate for each section based on dollars per linear foot of sidewalk (Dixon)	Josh Sully	Jon Andersen, Shane Douglas, Wasatch Civil Engineering	
☑	○	☰	3.4.2.4 Present information to City Council for review, discussion and direction (Dixon)	Jon Andersen	Shane Douglas, Josh Sully, Wasatch Civil Engineering	
☑	○	☰ ¹	☑	3.4.3 Improve sidewalk networks in Safe Routes for Schools areas. (Dixon)	Jon Andersen , Josh Sully	City Council, Grants, Budget
☑	○	☰	3.4.3.1 Coordinate with Weber School District to identify all Safe routes (Andersen)	Josh Sully	Shane Douglas	
☑	○	☰	3.4.3.2 Evaluate all safe routes for safety and conditions of existing sidewalk (Andersen)	Josh Sully	Shane Douglas , Jon Andersen	
☑	○	☰	3.4.3.3 Evaluate the safe routes for any need for new sidewalks (Andersen)	Josh Sully	Shane Douglas, Jon Andersen	
☑	○	☰	3.4.3.4 Develop a a list of potential projects for budgeting and grant purposes (Andersen)	Josh Sully	Shane Douglas, Jon Andersen	
☑	☑	☰ ¹	☑	3.4.4 Complete Adams Ave. sidewalk project from 40th Street to 42nd Street. (Dixon)	Jon Andersen	WCE, OGCC, WFRC
☑	☑	☰	3.4.4.1 Complete Design (Dixon)	Jon Andersen		
☑	☑	☰	3.4.4.2 Reach agreement with OGCC regarding compensation for impacts (Dixon)	Matt Dixon	Property Rights Ombudsman, WFRC	
☑	☑	☰ ¹	☑	3.5 Upgrade City Facilities (Dixon)	Jon Andersen	
☑	⚠	☑	☑	3.5.1 Complete remodel of the Public Works yard and facilities. (Dixon)	Jon Andersen	
☑	⚠	☑ ¹	3.5.1.1 Meet with School District on land swap plans and at Friendship Park (Dixon)	Jon Andersen	Matt, City Council	
☑	⚠	☑ ¹	3.5.1.2 Explore any other options for the relocation of the P.W. shop (Andersen)	Jon Andersen , Shane Douglas	Jon Andersen,	
☑	⚠	☑ ²	3.5.1.3 Develop a plan to remodel current location (Andersen)	Jon Andersen , Shane Douglas		
☑	☑	☑ ⁴	3.5.1.4 Meet with Landmark Companies for a possible	Jon Andersen	Shane Douglas, Jason Brennan, Josh Sully	

☰	☑	⬆	☰	⬇	3.5.2 Complete upgrades to City Hall (i.e. carpet, paint, Station 81 ramps, etc.) (Dixon)	Jon Andersen	
☰	☑	⬆	☰		3.5.2.1 Walk the Building to identify upgrades (Andersen)	Jon Andersen	Matt Dixon, Department Heads
☰	☑	⬆	☰		3.5.2.2 Collect bids for the upgrades (Andersen)	Jon Andersen	Michael Sawyer
☰	☑	⬆	☰		3.5.2.3 Need funding and approval to complete the upgrades Budget 2024 (Andersen)	Matt Dixon	Jon Andersen, Michael Sawyer
☰	☑	⬆	☰		3.5.2.4 Create water-wise landscape plan for city hall (Catalytic Project) (Dixon)		
☰	⚠	○	☰	②	3.5.3 Make improvements to Station 82 Kitchen (Dixon)	Cameron West	Jon Andersen
☰	☑	⬆	☰	⬆	3.5.4 Expand camera system in parks (Dixon)	Jon Andersen	
☰	☑	⬆	☰	⬇	3.6 Improve quality of the city's infrastructure management (Dixon)	Jon Andersen	WCE
☰	☑	⬆	☰	⬇	3.6.1 Prepare and launch GIS management system for Water, Sewer and Storm Drain utilities. (Dixon)	Jon Andersen	WCE
☰	☑	⬆	☰		3.6.1.1 Collect the necessary GIS information for all utilities (Andersen)	Josh Sully , Jason Brennan	Jon Andersen, Shane Douglas
☰	☑	⬆	☰		3.6.1.2 Work with Wasatch Civil to have data entered into a format that can be used by different devices (Andersen)	Jon Andersen , Shane Douglas , Josh Sully , Jason Brennan	Wasatch Civil
☰	☑	⬆	☰		3.6.1.3 Launch program for City Staff to use the GIS program (Andersen)	Jon Andersen , Shane Douglas	Jason Brennan, Josh Sully, Wasatch Civil
☰	☑	⬆	☰	⬇	3.6.2 Coordinate city utility projects with road projects (Dixon)		
☰	☑	⬆	☰		3.6.2.1 Complete analysis of city utility projects and street projects (Dixon)		
☰	☑	⬆	☰		3.7 Improve beautification of city-owned ROW's (Dixon)		
☰	☑	⬆	☰		3.8 Demonstrate progress of Catalytic Projects of the City's General Plan (Dixon)		
☰	☑	⬆	☰		3.9 Establish a functioning Urban Forestry Commission (Dixon)		

COMMUNITY DEVELOPMENT: Foster quality community and economic development with a focus on land use (i.e. general plan, zoning), aesthetics (i.e. code enforcement), redevelopment, new development (i.e. businesses, housing), and effective branding.

☑ ☕ ☹ ☹	4.1 Leverage CDRA resources to facilitate redevelopment of vacant buildings and facilitate redevelopment. (Dixon)	Matt Dixon	
☹ ☹ ☹ ☹	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. (Dixon)	Matt Dixon	CDRA, Planning Consultation, WFRC Grant
☑ ☕ ☹ ☹	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. (Dixon)	Matt Dixon	CDRA
☹ ☹ ☹	4.1.2.1 Identify parcels that, if assembled and prepared, would expedite the City's redevelopment within the City Center CRA. (Dixon)	Matt Dixon	
☹ ☕ ☹ ☹ ¹	4.1.3 Explore partners with equity and interest in helping redevelop within the City Center CRA project area. (Dixon)	Matt Dixon	Christian Machuca (CEI)
☑ ☕ ☹ ☹	4.1.4 Complete an Economic Development resident survey (Dixon)		
☑ ☕ ☹ ☹	4.1.5 Develop a CDRA Action Plan for redevelopment (Dixon)		
☑ ☕ ☹ ☹	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. (Dixon)	Matt Dixon	
☑ ☕ ☹ ☹	4.2.1 Identify potential key sites, properties and property owners that would provide an ideal site for a community gathering destination. (Dixon)	Matt Dixon	Property Owners, City Council
☑ ☕ ☹ ☹ ⁶	4.2.2 Redevelopment of Big Lots/Savers to maximize "highest-and-best" use of the property (Dixon)	Matt Dixon	Leonard Kreppel, Mark Vlastic, Adam Long
☑ ☕ ☹	4.2.2.1 Get Bennenson Capitol willing to sell price (Dixon)		
☑ ☕ ☹ ⁵	4.2.2.2 Create a Small Area Master Plan for the site. (Dixon)	Matt Dixon	Consultant(s), CDRA Budget, Agency Board
☑ ☕ ☹ ²	4.2.2.3 Work with Benneson in helping them find the right JV partner (Dixon)	Matt Dixon	

	the public through amenities such as plazas, fountains, pavilions, eating areas, etc. (Dixon)		
☰ ☑ ⬆ ☰ ☑	4.2.3 Consider the use of all available economic tools to assist with this project. (Dixon)		
☰ ⚠ ⬆ ☰ ☑	▼ 4.2.4 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.) (Dixon)	Matt Dixon	Leesa Kapetnov
☰ ☑ ⬆ ☰ ☑ ⁷	4.2.4.1 Work with UDOT Region 1 Planner, Chris Chesnut to discuss mid-block crossings along Washington Blvd. (Dixon)	Matt Dixon	Mark Vlastic
☰ ☑ ⬆ ☰ ☑	▼ 4.2.5 Secure grant funding through WFRC to assist with improvements to Washington Blvd. between 36th and 40th Streets. (Dixon)	Matt Dixon	CDRA matching funds
☰ ☑ ⬆ ☰ ☑ ²	4.2.5.1 Attend WFRC planning meeting to gather information on program. (Dixon)	Matt Dixon	
☰ ☑ ○ ☰ ☑	4.2.5.2 Attend CSAP final planning meeting with WRFC. (Dixon)	Matt Dixon	
☰ ☑ ○ ☰ ☑	4.2.5.3 Prepare project budget and cost estimates. (Dixon)	Matt Dixon	Jory, Jon Andersen, Council
☰ ☑ ○ ☰ ☑	4.2.5.4 Apply for grant funding (Dixon)	Matt Dixon	
☰ ☑ ⬆ ☰ ☑ ¹	4.2.6 Review estimated increment available for debt service within the Project area (Dixon)	Steve Liebersbach	Matt Dixon
☰ ⚠ ○ ☰ ☑ ▼	4.3 Retain and strengthen existing businesses. (Dixon)	Matt Dixon	
☰ ⚠ ○ ☰ ☑	4.3.1 Provide sales tax leakage information to specific businesses which show the potential for business expansion opportunities within related industries. (Dixon)	Matt Dixon	Consultant(s)
☰ ⚠ ○ ☰ ☑	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. (Dixon)	Matt Dixon	Planning, City Council
☰ ☑ ⬆ ☰ ☑ ¹	▼ 4.3.3 Continue to promote and highlight "Shop South Ogden" to encourage local residents to support the businesses located throughout South Ogden. (Dixon)	Jamie Healy	
☰ ☑ ⬆ ☰ ☑ ²			

⋮ ! ○ ☰	4.3.3.2 Re-evaluate and make changes to SOBA. (Dixon)	Jamie Healy	City Council
⋮ ☑ ⬆ ☰ ⬆	4.4 Recruit additional businesses to South Ogden (Dixon)	Matt Dixon	
⋮ ☑ ○ ☰ ⬆	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). (Dixon)	Matt Dixon	
⋮ ! ⬆ ☰ ⬆	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. (Dixon)	Matt Dixon	ICSC, Brokers
⋮ ☑ ⬆ ☰ ⬆	4.5 Strengthen the City's brand. (Dixon)	Jamie Healy	City Council
⋮ ☑ ⬆ ☰ ⬆	4.5.1 Construct Welcome to South Ogden signs at key locations in the City. (Dixon)	Matt Dixon	Jon Andersen, Brad Jensen (Engineer), CDRA Board/Budget
⋮ ☑ ⬆ ☰	4.5.1.1 Review sign designs and gather cost estimates (Dixon)	Matt Dixon	Mark Vlastic
⋮ ! ⬆ ☰	4.5.1.2 Identify desired locations for Welcome signs (Dixon)	Matt Dixon	Jon Andersen
⋮ ☑ ○ ☰	4.5.1.3 Develop a project timeline that aligns with council desires and budget resources (Dixon)	Matt Dixon	Steve Liebersbach
⋮ ☑ ○ ☰	4.5.1.4 Construct signs at designated locations - according to plans (Dixon)	Matt Dixon	Jon Andersen
⋮ ! ⬆ ☰ ⬆	4.5.2 Improve way-finding signage throughout the City (parks, city hall, public works, etc.). (Dixon)	Jon Andersen	Jon Andersen, City Council
⋮ ! ⬆ ☰	4.5.2.1 Prepare project report identifying sign locations, types, design and cost estimates (Dixon)		Mark Vlastic, Jon Andersen
⋮ ! ⬆ ☰	4.5.2.2 Present report to City Council for review, discussion and direction (Dixon)		
⋮ ☑ ⬆ ☰ ⬆	4.5.3 Review and take steps to ensure the City has Brand Consistency (Dixon)	Jamie Healy	Department Directors, City Council
⋮ ☑ ⬆ ☰	4.5.3.1 Work with Jibe to add department logos. After new logos arrive, implement them into the plan. (Healy)	Jamie Healy	Doug Gailey, Department Directors

☑ ☕ ☰	4.5.3.2 Email Brand Consistency -Design -Approval - Implement (Healy)		
☑ ☐ ☰	4.5.3.3 Letterhead (Healy)	Jamie Healy	Jibe
☑ ☐ ☰ ²	4.5.3.4 Vehicles (Healy)		Jibe
☑ ☕ ☰ ¹	4.5.3.5 Business Cards (Healy)		
☑ ☐ ☰ ☕ ¹	▼ 4.5.4 Create external/internal brand consistency (Healy)	Jamie Healy	
☑ ☕ ☰	4.5.4.1 Website update (Healy)	Jamie Healy	
☑ ☕ ☰	4.5.4.2 Social media content protocol (Healy)	Jamie Healy	
☑ ☕ ☰	4.5.4.3 Press release, letterhead, email consistency (Healy)	Jamie Healy	
☑ ☕ ☰	4.5.4.4 (Healy)	Jamie Healy	
☑ ☕ ☰ ☕	4.6 Implement a grant/loan program for home improvements and small businesses. (Dixon)		
☑ ☕ ▼	5.0 COMMUNITY ENGAGEMENT [SUPPORT AND CULTURE]: Create opportunities for residents and businesses throughout the City to work and serve together while being connected to and valued by the City.		
☑ ☐ ☰ ☕ ² ▼	5.1 Improve communications with residents & businesses. (Dixon)	Jamie Healy	
☑ ☕ ☰ ☕ ⁵ ▼	▼ 5.1.1 Provide quarterly updates/education on street maintenance treatments, City projects and efforts made to improve City streets. (Dixon)	Jamie Healy	Jon Andersen, Shane Douglas, Josh Sully, Wasatch Civil Engineering
☑ ☕ ☰	5.1.1.1 Work with Jon to find out what projects are upcoming for the following quarter. (Healy)	Jamie Healy	Jon Anderson
☑ ☕ ☰	5.1.1.2 Content creation for project-video (Healy)	Jamie Healy	Jon Anderson
☑ ☕ ☰	5.1.1.3 Deliver content to all media platforms (Healy)	Jamie Healy	
☑ ☕ ☰ ☕ ² ▼	▼ 5.1.2 Find a diverse social media platform that can communicate with all types of residents from various backgrounds. (Healy)	Jamie Healy	
☑ ☕ ☰	5.1.2.1 Set up emergency communication tree with local religious organizations (Healy)	Jamie Healy	

	help notify residents during emergencies. (Healy)		
☑ ☑ ☑	5.1.2.3 Set up neighborhood specific social media via next-door that is able to reach areas in case of an emergency. (Healy)	Jamie Healy	
☑ ☑ ☑ 5	5.1.3 Increase social media following to 10,000 and increase overall engagement by 25 percent. (Dixon)	Jamie Healy	
☑ ☑ ☑ 1	5.1.3.1 Department content creation plan. Work with each department to help educate residents on city events and other engaging content. (Healy)	Jamie Healy	
☑ ☑ ☑ 1	5.1.3.2 30 day social media plans in place. 3-5 posts per week to up engagement. (Healy)	Jamie Healy	
☑ ! ☑ ☑ 1	5.1.4 Complete 2 Town Hall meetings at (1 off-site & 1 EOC) locations throughout the City. (Dixon)	Jamie Healy	City Council
☑ ! ☑ ☑	5.1.4.1 Town Hall at Burch Creek Park or Elementary School (Dixon)	Leesa Kapetanov	City Council
☑ ! ☑ ☑	5.1.4.2 Town Hall at South Jr. High (Dixon)	Leesa Kapetanov	City Council
☑ ☑ ☑ 1	5.1.5 Improve Communication & Coordination with community groups (i.e. churches, NOG's, etc.) through Regroup & Qualtrics (Dixon)	Jamie Healy	Chief West, Doug Gailey
☑ ☑ ☑ ☑	5.1.6 Complete website redesign. (Dixon)	Jamie Healy	Revize, Department Directors, City Council
☑ ☑ ☑ ☑	5.1.7 Educate residents on housing crisis and what South Ogden is doing to support the state (Dixon)		
☑ ☑ ☑ ☑	5.1.8 Educate residents on the importance of shopping in South Ogden and how sales taxes work. (Dixon)		
☑ ☑ ☑ ☑	5.1.9 Explore possibility of including prior year and/or prior month's water usage on the city's monthly utility bills. (Dixon)		
☑ ☑ ☑ ☑	5.1.10 Educate the public on available senior resources offered through the county senior centers. (Dixon)		
☑ ☑ ☑ ☑	5.1.11 Increase staff and elected officials' visibility (Dixon)		
☑ ☑ ☑ ☑ ☑	5.2 Strengthen inclusion through improved communication and involvement of youth, senior, and minority groups. (Dixon)	Doug Gailey	City Council, Minority groups, Churches

☰	☑	⬆	☰	⊕	5.2.1 Offer a printed community survey to gather input from those who are unable to access a computer. (Gailey)		
☰	☑	○	☰	⊕	5.2.2 Provide information in the newsletter on how to translate the website into other languages. (Dixon)	Doug Gailey	Leesa Kapetanov
☰	☑	⬆	☰	⊕	5.2.3 Evaluate costs and vendors that can provide a messaging service to be used in emergencies. (Gailey)	Doug Gailey	Jamie Healy, Matt Dixon
☰	☑	⬆	☰		5.2.3.1 contracted with Regroup to provide notification services to South Ogden City residents. (Gailey)	Jamie Healy	Jamie Healy, Cameron West
☰	☑	○	☰	⊕	5.2.4 Partner with minority groups to develop stronger minority communications. (Gailey)	Jamie Healy	
☰	☑	⬆	☰	⊕	5.2.5 Re-establish a Youth City Council (Gailey)		
☰	☑	⬆	☰	⊕	5.3 Strengthen engagement and sense of Community through Special Events. (Dixon)	Jamie Healy	
☰	☑	⬆	☰	⊕	5.3.1 Evaluate special events to match the desires of the council and needs of the citizens. (Dixon)	Jamie Healy	City Council
☰	☑	⬆	☰	⊕	5.4 Increase community engagement through service opportunities (Dixon)	Jon Andersen	Jamie Healy, Mayor Porter
☰	☑	⬆	☰	⊕	5.4.1 Complete one neighborhood-specific Day of Service with minimum of 100 volunteer/residents. (Dixon)	Jon Andersen	City Council, Jamie Healy
☰	☑	⬆	☰	⊕	5.4.1.1 Identify the neighborhood for day of service (Andersen)	Jon Andersen	
☰	☑	⬆	☰	⊕	5.4.1.2 Identify the number off staff to assist with the project and the 100 volunteers (Andersen)	Jon Andersen	
☰	☑	⬆	☰	⊕	5.4.1.3 Identify any materials that are needed for the projects, any costs or any necessary equipment, etc. (Andersen)	Jon Andersen	
☰	☑	⬆	☰	⊕	5.4.1.4 Promote/Advertise to get the 100 volunteers to assist with the neighborhood project (Andersen)	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. (Dixon)	Jason Brennan	Jamie Healy, City Council
☰	☑	⬆	☰	⊕	5.4.2.1 Identify Projects for City-wide service day event	Jason Brennan	Jon Andersen, Shane Douglas

☰	☑	⊕	☰	4	5.4.2.2 identify number of staff needed for project. (Brennan)	Jason Brennan	Shane Douglas
☰	☑	⊕	☰	4	5.4.2.3 Purchased materials for service event. (Brennan)	Jason Brennan	
☰	☑	⊕	☰	1	⊖ 5.4.3 Complete a city-wide Day of Service event (Dixon)	Jason Brennan	Jamie
☰	☑	⊕	☰		5.4.3.1 Organize a clean-up day at two locations - Friendship & Club Heights Parks (Dixon)	Jason Brennan	Jamie, Volunteers
☰	☑	⊕	☰	1	5.4.3.2 Contact Republic Services to provide dumpsters at the two locations. (Dixon)	Jason Brennan	Jamie, Volunteers
☰	☑	⊕	☰		5.4.3.3 Assign necessary staffing and equipment needed to have a successful dump sites. (Andersen)	Jason Brennan	Jon Andersen
☰	☑	⊕	☰	⊕	5.4.4 Increase smoke detector blitz program to two per year (Dixon)		
☰	☑	⊕	☰	⊕	5.4.5 Complete Spring Cleanup Day with two collection sites (Dixon)		

☰ ⊕ ⊖ 6.0 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). (Dixon)	Matt Dixon	
☰	!	⊕	☰	⊕		6.1.1 Update the city's General Plan's MIHP adding timelines for our implementation of this strategy. (Dixon)	Matt Dixon	Leesa, PC and CC
☰	☑	○	☰	5	⊖	6.1.2 Analyze property located at 40th and Evelyn to determine if it should be developed as a moderate-income housing project. (Dixon)	Matt Dixon	City Council
☰	☑	⊕	☰	3		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. (Dixon)	Matt Dixon	
☰	☑	⊕	☰	5		6.1.2.2 Select student architect, complete home design plans with basement and bonus room above the garage. (Dixon)	Matt Dixon	Cameron Lewis, Kevin Bradley

☰	☑	⊕	☰	6.1.2.4 Complete engineering of the plans (Dixon)	Matt Dixon	Structural Engineer	
☰	☑	⊕	☰	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. (Dixon)	Matt Dixon	City Council/CDRA Board	
☰	☑	⊕	☰	6.1.2.6 Solicit interest from local construction companies to help with project construction. (Dixon)	Matt Dixon		
☰	⚠	⊕	☰	⊕	6.1.3 Seek LIHTC funding to help with construction. Deeply (30%) affordable or other AMI-restricted housing projects. (Dixon)	COE, Rocky Mountain Home Fund	
☰	☑	⊕	☰	⊕	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). (Dixon)	Matt Dixon	
☰	⚠	⊕	☰	⊕	6.2.1 Update the city's General Plan's MIHP adding timelines for our implementation of this strategy. (Dixon)	Matt Dixon	
☰	☑	⊕	☰	⊕	2	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 (Dixon)	Craig Call, Sharon Buccino, Benjamin Wall
☰	☑	⊕	☰	⊕	3	6.2.2.1 Project update meetings with Benjamin Wall - student from UoW (Dixon)	Craig Call, Sharon Buccino
☰	☑	⊕	☰			6.2.2.2 Present findings and discuss with City Council to identify "next steps" for this initiative. (Dixon)	Matt Dixon
☰	☑	⊕	☰	⊕	2	6.2.3 Incorporate deed-restricted affordable housing units within new project when project includes a Development Agreement. (Dixon)	Matt Dixon
☰	☑	⊕	☰	⊕	1	6.2.3.1 Planning Commission to hold public hearing and make recommendation on deed-restricted housing units within the Waters Edge Apartment Project. (Dixon)	Adam Long, Planning Commission
☰	☑	⊕	☰			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)	Matt Dixon

☑ ⬆ ☰	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. (Dixon)	Matt Dixon	City Council
☑ ○ ☰ ⬆	6.2.4 Explore cost/benefits of establishing a Housing Preservation Fund (Dixon)	Matt Dixon	COE, Wayne Niederhauser
☑ ○ ☰ ⬆	6.2.5 Explore cost/benefits of creating a Housing Loss Mitigation Fund and how to effectively use the fund. (Dixon)	Matt Dixon	COE, ULCT
☑ ⬆ ☰ ⬆	6.2.6 Utilizing OWH funds from the CDRA to incent landlords to deed restrict units, fee waivers, etc. (Dixon)	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). (Dixon)	Matt Dixon	
☑ ⬆ ☰ ⬆	6.3.1 Track building permits and rental licenses related to ADUs (Dixon)	Leesa Kapetanov	Tyson
☑ ⬆ ☰ ⬆	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 (Dixon)	Doug Gailey	Leesa, Matt, Landmark
☑ ⬆ ☰ ⬆ ① ⬇	6.3.3 Adopt ADU ordinance and governing policies to allow ADU's in certain land use zones. (Dixon)	Matt Dixon	City Council, Doug, Leesa, Mark Vlastic
☑ ⬆ ☰	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. (Dixon)	Matt Dixon	City Council, Leesa
☑ ⬆ ☰	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. (Dixon)	Doug Gailey	Leesa, Planning Commission, Mark Vlastic
☑ ⬆ ☰	6.3.3.3 Planning Commission finalize ordinance language and policy recommendations for the City Council. (Dixon)	Doug Gailey	Leesa, Planning Commission, Mark Vlastic

related to ADU's. (Dixon)		
<ul style="list-style-type: none"> ⋮ ! ○ ≡ ⊕ ▾ 	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] (Dixon)	Matt Dixon
<ul style="list-style-type: none"> ⋮ ! ○ ≡ ⊕ 	6.4.1 Gather data to help us demonstrate our "meaningful" progress and why we are leaving it in our plan as a strategy? (Dixon)	Matt Dixon
<ul style="list-style-type: none"> ⋮ ! ○ ≡ ⊕ 	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. (Dixon)	Matt Dixon
<ul style="list-style-type: none"> ⋮ ! ○ ≡¹ ⊕ 	6.4.3 4020 Jefferson Project, "Homes for Heros." Janece Summers 801.361.9150 (jaydee62009@yahoo.com), submitted preliminary ideas (attached). (Dixon)	Matt Dixon
<ul style="list-style-type: none"> ⋮ ✓ ○ ≡ ⊕ 	6.4.4 Ensure zoning allows for critical service-type businesses/services are allowed within our employment centers. (Dixon)	Matt Dixon
<ul style="list-style-type: none"> ⋮ ✓ ○ ≡ ⊕ ▾ 	6.5 <input type="checkbox"/> Rezone for densities necessary to facilitate the production of moderate-income housing (Menu Item A) [on-going] (Dixon)	Matt Dixon
<ul style="list-style-type: none"> ⋮ ! ○ ≡ ⊕ 	6.5.1 Review and update the zoning code to allow for higher density in redeveloping residential areas. (Dixon)	Matt Dixon Planning Commission, City Council, Planning Staff
<ul style="list-style-type: none"> ⋮ ! ○ ≡ ⊕ 	6.5.2 Modify zoning in anticipation for redevelopment efforts. (Dixon)	Matt Dixon Planning Commission, CDRA, City Council
<ul style="list-style-type: none"> ⋮ ! ○ ≡ ⊕ 	6.5.3 Gather data to help us demonstrate our "meaningful" progress (Dixon)	Matt Dixon
<ul style="list-style-type: none"> ⋮ ✓ ⊕ ≡ ⊕ 	6.5.4 Hold work session to review and discuss this strategy and available data. (Dixon)	



NOTICE AND AGENDA SOUTH OGDEN CITY COUNCIL MEETING

TUESDAY, FEBRUARY 20, 2024, 6 PM

Notice is hereby given that the South Ogden City Council will hold their regularly scheduled council meeting at 6 pm Tuesday, February 20, 2024. The meeting will be located at City Hall, 3950 Adams Ave., South Ogden, Utah, 84403, in the city council chambers. The meeting is open to the public; anyone interested is welcome to attend. Some members of the council may be attending the meeting electronically. The meeting will also be streamed live over www.youtube.com/@southogdencity.

CITY COUNCIL MEETING AGENDA

I. OPENING CEREMONY

- A. **Call to Order** – Mayor Russell Porter
- B. **Prayer/Moment of Silence** -
- C. **Pledge of Allegiance** – Council Member Jeanette Smyth

II. PRESENTATION

Bonneville High School Senior Class Officers

- III. **PUBLIC COMMENTS** – This is an opportunity to address the mayor and council with any concerns, suggestions, or praise. No action can or will be taken at this meeting on comments made.
Please limit your comments to three minutes.

IV. RESPONSE TO PUBLIC COMMENT

V. CONSENT AGENDA

- A. Approval of January 16 and February 6, 2024 Council Minutes
- B. Advice and Consent of the Appointment of Broc Gresham to the Planning Commission
- C. Cancellation of March 5, 2024 Council Meeting Due to Caucuses

VI. DISCUSSION / ACTION ITEMS

- A. Approval of Wording on Heritage Trail Monuments

VII. DISCUSSION ITEMS

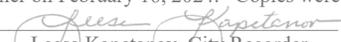
- A. Proposed Amendment to Adjust ADU Setbacks to Five Feet
- B. Potential Dates for Combined City Council/Planning Commission Meeting

VIII. REPORTS/DIRECTION TO CITY MANAGER

- A. City Council Members
- B. City Manager
- C. Mayor

IX. 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 16, 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.



MINUTES OF THE SOUTH OGDEN CITY COUNCIL WORK SESSION AND CITY COUNCIL MEETING

TUESDAY, JANUARY 16, 2024

WORK SESSION – 5 PM IN EOC ROOM

COUNCIL MEETING – 6 PM IN COUNCIL 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, Parks and Public Works Director Jon Andersen, Police Chief Darin Parke, 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://cms7files.revize.com/southogden/document_center/Sound%20Files/2024/CC240116_1702.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 5:02 pm and entertained a motion to begin 00:00:00

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

Note: Council Member Howe was not present for this vote. He joined the meeting a few minutes later.

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II. REVIEW OF AGENDA

- No one requested a review of agenda items

III. DEPARTMENT REPORTS

A. Assistant City Manager Doug Gailey

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

- 1. Courts 00:00:25
- 2. IT 00:01:54
- 3. Human Resources 00:03:16

B. Police Chief Darin Parke

See visual part of presentation, Attachment B.

- 1. Police Department 00:05:49

C. Parks and Public Works Director Jon Andersen

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

- 1. Inspections 00:27:01
- 2. Building Maintenance 00:30:50
- 3. Parks 00:35:04
- 4. Recreation 00:48:08

- Council discussion 00:52:24

IV. ADJOURN

- At 5:58 pm, Mayor Porter called for a motion to adjourn the work session

Council Member Stewart so moved, followed by a second from Council Member Howe. All present voted aye. 00:55:53

COUNCIL MEETING MINUTES

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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, Parks and Public Works Director Jon Andersen, Communications and Events Specialist Jamie Healy, and Recorder Leesa Kapetanov

MEMBERS OF THE PUBLIC PRESENT

Helena Townsend

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

https://cms7files.revize.com/southogden/document_center/Sound%20Files/2024/CC240116_1803.mp3

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

I. OPENING CEREMONY

A. Call To Order

- Mayor Porter called the meeting to order at 6:04 pm and entertained a motion to begin

00:00:00

Council Member Stewart so moved. The motion was seconded by Council Member Howard. In a voice vote Council Members Stewart, Howard, Smyth, Stephens, and Howe all voted aye.

B. Prayer/Moment of Silence

- The mayor led those present in a moment of silence

C. Pledge Of Allegiance

- Council Member Howard led everyone in the Pledge of Allegiance

II. PUBLIC COMMENT

- Helena Townsend 00:01:16 Ms. Townsend was concerned with parking on Evelyn Rd.

110 **III. RESPONSE TO PUBLIC COMMENT**

- 111 • Mayor Porter responded to Ms. Townsend’s concerns
- 112 00:03:44

115 **IV. CONSENT AGENDA**

116 **A. Approval of January 2, 2024 Minutes**

- 117 • Mayor Porter asked if anyone had questions or concerns about the minutes. Council Member
- 118 Stewart pointed out several errors that needed to be corrected.

119 00:04:38

- 120 • The mayor called for a motion to approve the consent agenda with the changes

121 00:05:38

122
123 **Council Member Howard so moved. The motion was seconded by Council Member Smyth.**
124 **The voice vote was unanimous in favor of the motion.**

128 **V. DISCUSSION/ACTION ITEMS**

129 **A. Consideration of Ordinance 24-01 – Amending Title 11 of the City Code Having To Do With**
130 **Subdivisions to Bring It Into Conformance With State Code**

- 131 • Staff overview 00:05:57
- 132 • Questions/Discussion 00:12:17
- 133 • Mayor Porter called for a motion to approve Ordinance 24-01 with the mentioned correction

134 00:30:38

135
136 **Council Member Smyth so moved. Council Member Howard seconded the motion. Mayor**
137 **Porter asked if there was further discussion, and seeing none, called the vote:**

138		
139	Council Member Stewart-	Yes
140	Council Member Howard-	Yes
141	Council Member Smyth-	Yes
142	Council Member Stephens-	Yes
143	Council Member Howe-	Yes

144
145 **The motion stood.**

- 146
- 147 • Mayor Porter announced there had been no online public comment
- 148 00:31:00

151 **B. Consideration of Resolution 24-01 – Amending City Council Rules of Procedure**

- 152 • Staff overview 00:31:07

- 153 • Discussion 00:33:29
- 154 • Council Member Stewart pointed out a typo in the document
- 155 • Mayor Porter entertained a motion to approve Resolution 24-01 with the correction pointed
- 156 out by Council Member Stewart

157
 158 **Council Member Howe so moved, followed by a second from Council Member Smyth. After**
 159 **determining there was no further discussion, the mayor made a roll call vote:**

160
 161 **Council Member Howe - Yes**
 162 **Council Member Stephens - Yes**
 163 **Council Member Smyth- Yes**
 164 **Council Member Howard - Yes**
 165 **Council Member Stewart - Yes**

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 167 **Resolution 24-01 was adopted.**

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 170 **C. Vote on Council Assignments to Boards and Committees**

- 171 • Mayor Porter and City Manager Dixon pointed out some changes that needed to be made
- 172 on the handout 00:35:21
- 173 • Discussion 00:36:59
- 174 • Mayor Porter called for a motion to approve the assignments as per the chart below:
- 175 00:39:08

WACOG	Mayor Porter
Central Weber Sewer	Mayor Porter
911 Dispatch	Mayor Porter
Economic Development Committee	Mayor Porter Council Member Smyth Council Member Howe
Bonneville Communities That Care	<i>Key Leader Board:</i> Mayor Porter Council Member Howard <i>Community Board:</i> Council Member Stewart Council Member Stephens
Ogden/Weber Chamber	<i>Legislative Affairs:</i> Council Member Howe <i>Board of Governors:</i> Mayor Porter Council Member Howard

Mosquito Abatement Board	Sallee Orr until end of term, then Doug Stephens
ULCT Legislative Policy Committee	Council Member Stewart Council Member Stephens
Mayor Pro-Tem	Council Member Howard
Arts Council Chair	Council Member Smyth
Heritage Trail Committee	Mayor Porter Council Member Smyth Council Member Howe

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Council Member Stephens so moved. Council Member Stewart seconded the motion. All present voted aye.

184 **VI. REPORTS/DIRECTION TO CITY MANAGER**

- 185 A. City Council Members
- 186 • Council Member Smyth- nothing to report
 - 187 • Council Member Howard- 00:39:53
 - 188 • Council Member Stewart- 00:40:30
 - 189 • Council Member Howe- 00:44:45
 - 190 • Council Member Stephens- 00:45:33
- 191
- 192 B. City Manager- 00:48:33
- 193 C. Mayor- 00:51:08

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196 **VI. ADJOURN**

- 197 • At 6:59 pm, the mayor called for a motion to adjourn.
- 198 00:55:16

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Council Member Smyth so moved. Council Member Stephens seconded the motion. Council Members Stewart, Howard, Smyth, Stephens, and Howe all voted aye.

206 I hereby certify that the foregoing is a true, accurate and complete record of the South Ogden City Work Session
207 and Council Meeting held Tuesday, January 16, 2024.

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Leesa Kapetanov, City Recorder

Date Approved by the City Council

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ATTACHMENT A

Assistant City Manager Doug Gailey Presentation

2023
COUNCIL PRESENTATION
DOUG GAILEY ASSISTANT CITY MANAGER



DEPARTMENTS

- Information Services
- Communications and Events
- Court
- Human Resources
- Planning Commission



COURT

Court Supervisor Tristine Toyn,
Clerk Shawn Young,
Part-Time Clerks Allison Pate, Shonda Ivory

Job Overview

- Court Functions
- Passports
- Utility Payments/Applications
- Building Permits
- Phone Calls
- Reservations
- Mail/Supplies



INFORMATION SERVICES

David Martin

- Part-Time
- TecServ Still providing advanced technical support



COMMUNICATIONS AND EVENTS

Communications and Events Specialist Jamie Healy

South Ogden Events

- Social Media Stories
- Branding
- Employee Appreciation Dinner
- Easter Egg Hunt
- South Ogden Days
- Veterans Memorial
- Christmas Traditions



HUMAN RESOURCES

Turnover

- 9 Full-time (11 in 2022)
- 4 were in Fire
- 34 Part-time (17 in 2022)



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Not Approved

ATTACHMENT B

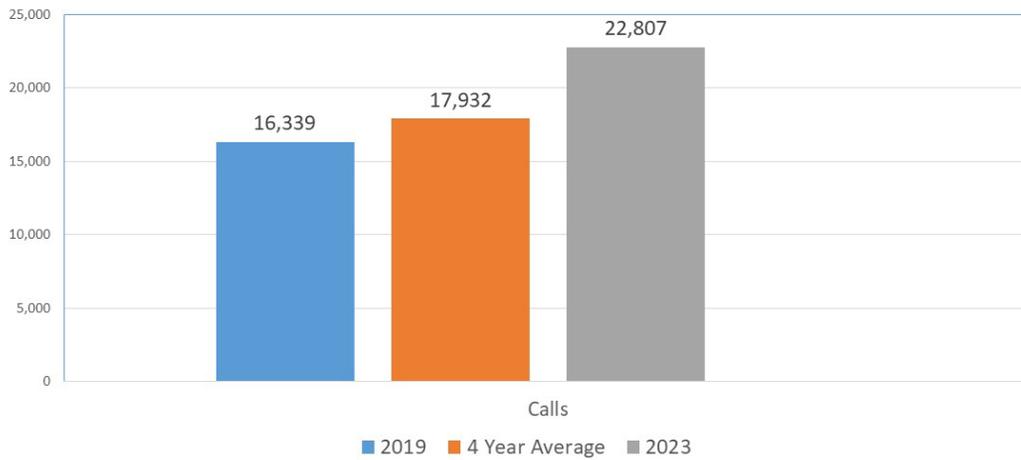
Police Chief Darin Parke Presentation

South Ogden Police

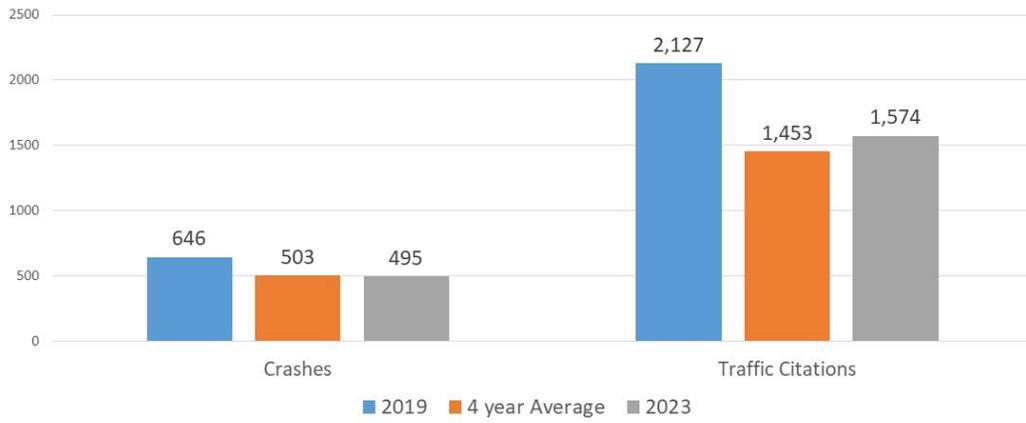
2023 Year End Report

Chief Parke

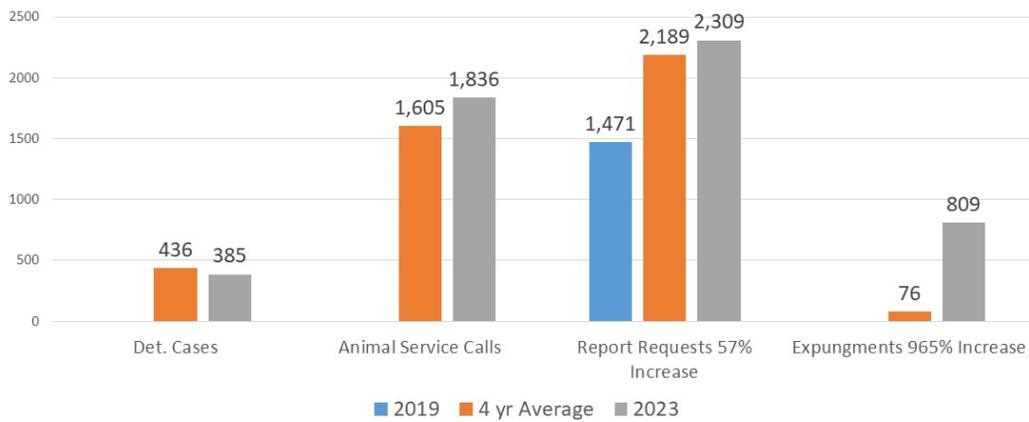
Patrol Calls For Service
4 Year Avg. = +27%; 2019 vs 2023 = +40%



Traffic



Detectives, Animal Services, Records



2023 - Staffing

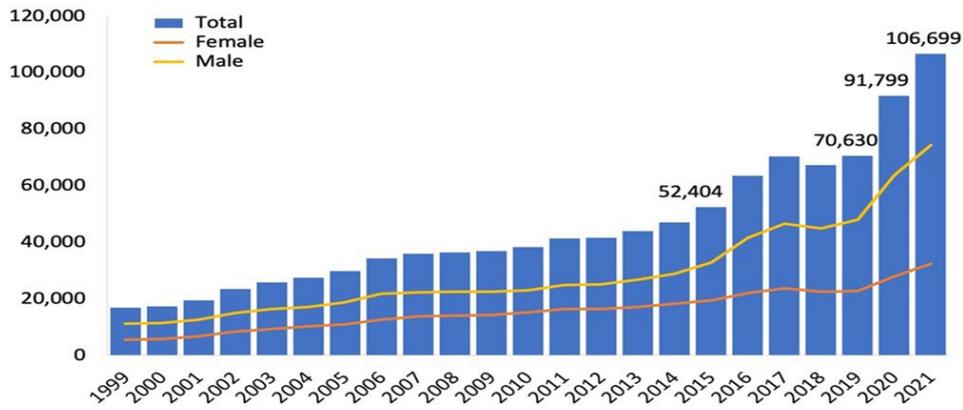
- Recruitment
- Retention
- Succession

Outlook

- Community Support
- Recruitment and Succession of Officers
- Changes in Law regarding crime; police training, mental health, and monitoring, expungements of criminal records
- Need Additional Officers, Increase Records Position by 10 Hours
- Drug Abuse



Figure 1. National Drug-Involved Overdose Deaths*, Number Among All Ages, by Gender, 1999-2021



*Includes deaths with underlying causes of unintentional drug poisoning (X40–X44), suicide drug poisoning (X60–X64), homicide drug poisoning (X85), or drug poisoning of undetermined intent (Y10–Y14), as coded in the International Classification of Diseases, 10th Revision. Source: Centers for Disease Control and Prevention, National Center for Health Statistics. Multiple Cause of Death 1999–2021 on CDC WONDER Online Database, released 1/2023.

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ATTACHMENT C

Public Works Director Jon Andersen Presentation

2023-2024

Inspections
Building Maintenance
Parks
Recreation



Inspections 2023

2023 Building Permits Issued

Residential

> New Homes	1
> Remodels	13
> Townhouse Units	8 Unit
> Swimming Pools	5
> Additions/Detached Garages	3
> Fire Renovations	0
> Solar PV Systems	37
> Miscellaneous	182
Total	251

Commercial

> New Buildings	3
> Mixed Use Apartment	0
> New Cell Tower & Building	0
> Cell tower upgrade	0
> Remodels/T.I.	0
> Demolition	3
> Signs	19
> Miscellaneous	57
Total	65

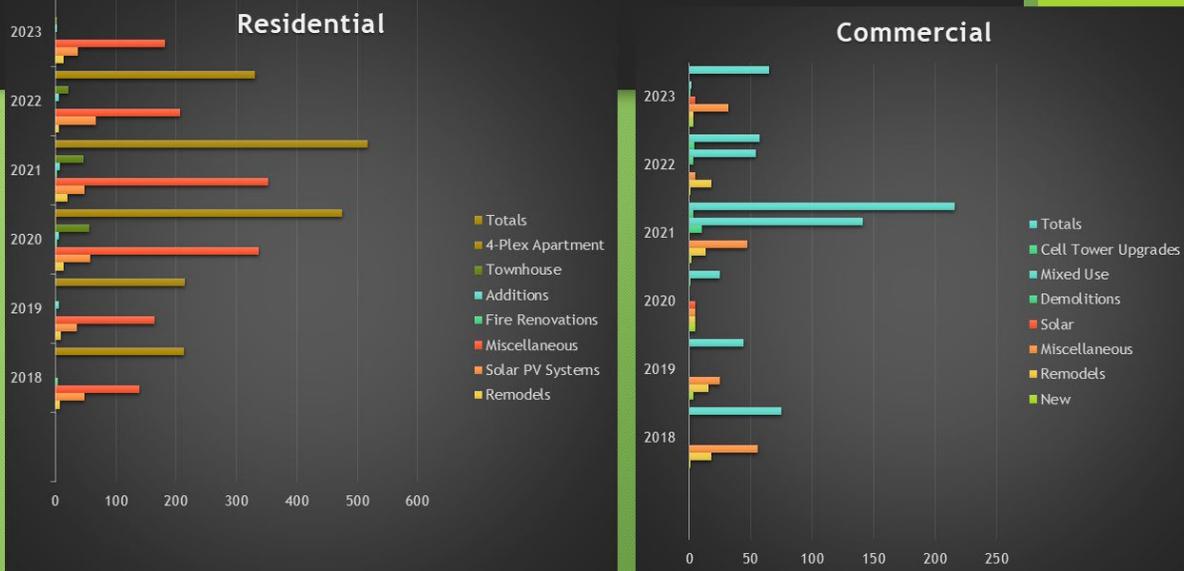


Inspections Needs

- > City Planner
 - > Site plans, signs,



Inspections 2023



Building Maintenance

2023

- Fire 82 Splits installed in dorms
- Fire 81 complete HVAC Upgrade
- City Hall – Windows
- City Hall VAV Valves - upgrades

2024 Maintenance Needs

- > P.W. remodel \$800,00 - \$ 8750,000
- > Garage door openers/controls - Fire 81
- > City Hall control valves \$16,000
- > Back up boiler – City Hall \$35,000- \$50,000
- > Fire 81 ramp replacement (Front & Back)
- > Upgrade City Hall paint, tile, carpet, and window etc..
- > Roof replacement – City Hall
- > Air Handler overhaul



Parks



Challenges/Issues

- Need to maintain staff for new parks addition
 - Full & Seasonal staff
 - Part-time difficult to hire
- Bowery Reservations to three Parks
 - 40th - Club Heights - Friendship - Madison
- Vandalism/Graffiti - restrooms & tunnels, playground equipment, & trees
- 89 detention basin is a swamp - both sides
- Urban Forestry Commission
 - Get members so it can run
- Skate Park Concerns:
 - Parking
 - Restrooms & Garbage
 - Drainage - Storms

2024 Projects & Needs

- Playgrounds - \$150,000-\$400,000
- 40th St Bowery - \$150,000
- Restrooms - \$10,000-\$20,000
- Skate Park build
- Dog Area Play equipment
- EZ Grant RAMP \$2,000.00
- Main Point Landscaping \$29,705
- Heritage Park Trail
- Trail upgrades & equipment for winter maintenance (Winter 2022-23)
 - \$378,000.00 Mill & Overlay
- Splash Pad upgrades \$26,523
- NATURE PARK PLAYGROUND RESURFACE**
- Parks & Way finding signage
- Sprinkler - Central Controller

Parks Projects

Additions 2023

- Club Heights Park 100% Completed
 - Sod installed spring 2023
 - Detention basin
 - Playground & park amenities all installed
- Friendship Park Playground
 - 90% complete -Playground complete
 - Shade Structures need to be installed



Improvements

- 40thst tennis & basketball court resurfaced
- Nature Park trail snow removal
- Watered 2-3 days at most parks
 - 3-days at most used parks

Parks 2023 Good-Bad-Ugly



Parks 2024



Current Projects 2024

- Restroom improvements - on going
- Skate Park Design & Construction Document's Completed
 - Sphon Ranch - \$1,394,254.02
 - Construction Spring 2024
 - Projected completion November 2024
- Meadows Park redesign
 - Applied for RAMP Grant 2024
 - Parking Lot, Infrastructure restroom \$905,397.520
- Friendship Park Playground
 - 80% completed
 - Bowery & Pavilions need to be installed



Splash Pad 2023 May 29 - September 4

Splash pad days & hours of operation

- Seven Days a week
- 10:00am to 8:00pm
- Approximately 102 days
- 10 hours each day
- 1020 hours of operation
- 227,314.58 gals of water used
- 2,229 gals of water per day



Burch Creek vs Club Heights Water Pumps

• Burch Creek

- Three pump
- Cistern - Water Storage tank
- Non Recycled
- Hours Of Operations
 - 24hrs - 7 days
 - Approximately 102 days
- 132,056.62 gallons used
- 1295 gallons a day
- One pump broken 75% of time



• Club Heights

- One pump
- Directly connected to water supply
- Non Recycled
- Hours Of Operations
 - 24hrs - 7 days
 - Approximately 102 days
- 8,421.91 gallons used
- 82.6 gallons a day



NRPA Recommends: 8.2 FTE Parks & Recreation employees for every 10,000 residents.

- Staff- 6 FTE
 - 1 Seasonal Staff
- 94 acres of parks
- Asphalt Trails approximately 2.25 miles
 - Snow Removal Nature Park trail 1 mile
- Bowery's - 9 (reservation prep)
 - 4 reservable bowery's - 43 reservations
- Restroom's - 8
- Playgrounds - 10
- Tennis courts - 4
- Pickle ball courts - 8
- Basketball courts - 2 (outdoor)
- 40th ST median & park strips
- Baseball fields - 5 (maintained & painted)
- Football fields - 2 (maintained & painted)
- Flower Beds - 16 - plus Burch Creek Park
- Graffiti removal on city property
- Christmas lights (all)
- Sprinkler Clocks -24 (wired)
- SVC - 11 (battery)
- Mower service & repair
- Snow removal of City properties
 - 6-8 hrs per storm sidewalks & parking areas
 - - 2-3 hrs per storm Nature Park Trail
- Nature park - no reservations(5th year)
- Bowery Rentals & Park Restrooms
 - April 15 - October 15(weather permitting)

Recreation 2023 & 2024



2024 Possible Additions & Needs

- Pickle Ball league & Tournaments & Rentals
- Burch Creek field area future needs:
 - Restroom
 - Field Lights - Expand leagues for all ages
- Score Keeper wages –compete with the job market Staffing
 - A lot of staff but still hard to fill all slots (\$9.82)
- Officials Pay
 - Outsource vs Training in house
 - \$36.50 per game (outsourced)
 - \$25.00 – 80%, \$22.00 – 70%, \$18.00 – Start (in house)
- Concessions both parks
- New Programs Possibilities
 - Spike ball- league
 - Comp basketball leagues Friday nights
 - 7 vs 7
 - Expand youth soccer
 - Bruch Creek field area

Recreation Participation & Gym Hours 2023



- Basketball K-9th 305
- Baseball & Softball Pre-K - 9th grade -248
- Coed Soccer (3-6 yrs old) 141
- Tackle football 7-14yrs 141
 - Washington Terrace Kids
 - Compete with Ute League
 - WFFLA & B League
- Flag football 69
- Tennis - No Instructor
- Comp Basketball 285 Teams
- Men's Basketball 28 teams
- Women's Basketball 0 teams
- Start smart Baseball - 13
- Gym hours 691.25
- Staffing & Officials becoming difficult to fill the needs
- Raised official wages to help with shortage of officials

Questions?



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

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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

Date Approved by the City Council

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ATTACHMENT A

Fire Chief Cameron West Presentation

CITY PRESENTATION FEBRUARY 2024

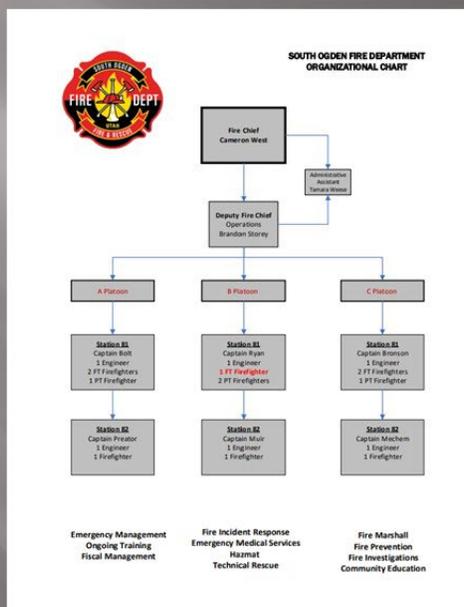


Statistics

▣ 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 NEMESIS 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

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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

Warmest Regards

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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 1,238 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 5450 S.

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 5250 S.

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

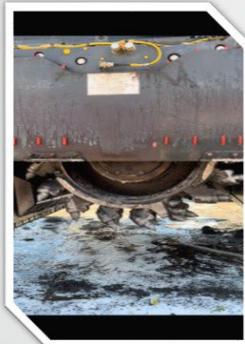
\$140.00 per hour

\$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 out reach 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

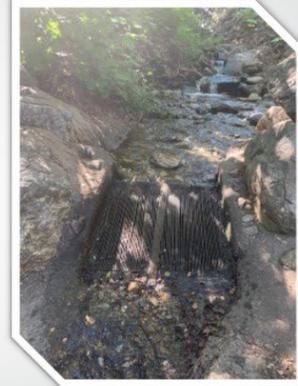
Adams Ave Storm Drain Project (40th to
42nd)

Keep in compliance with The DWQ

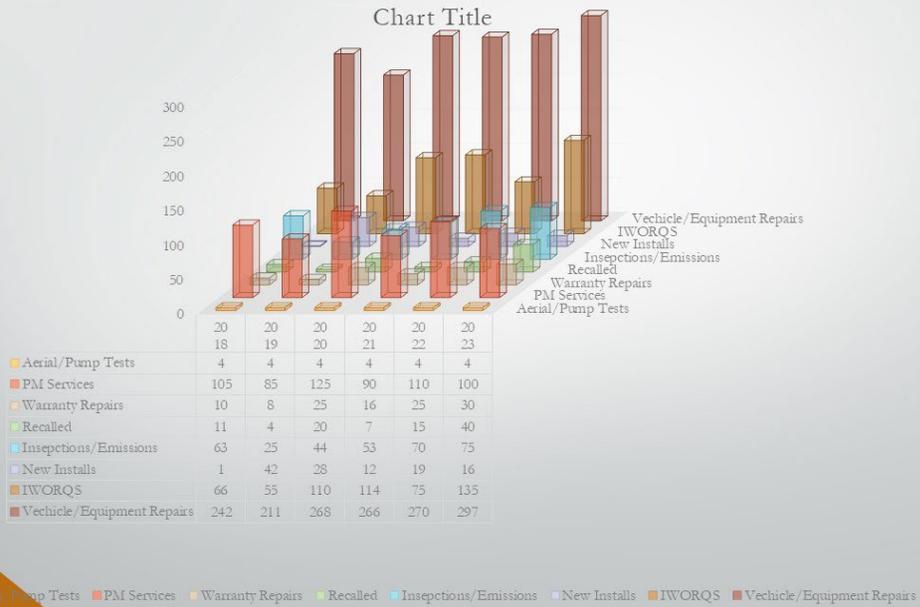
Storm water management Plan

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

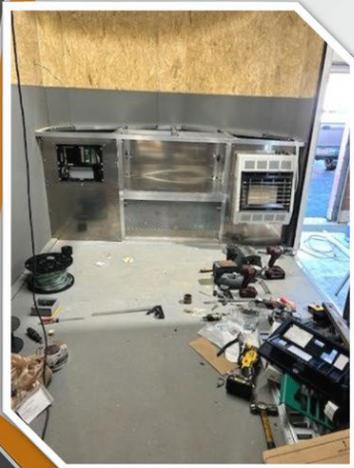
Keep Fleet running

Parts & Filters – Back order

Garth wants to make 3- 9 months for his retirement

Pit replacement at P.W. Shop

Fleet equipment 2024





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ATTACHMENT D

Handout from Council Member Smyth

Not Approved

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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 _____

GEOGRAPHY

South Ogden is in the heart of the Wasatch Front region, a narrow strip of land running north-south on the extreme eastern edge of the arid Great Basin. Thanks to the moistening effects of the Great Salt Lake to the west and the Wasatch Range to the east, this area enjoys a “humid continental” climate as it largely escapes the “rain shadow effect” of the Sierra Nevada mountains that makes Utah the second driest state. As a result, northern Utah has attracted a large and ever-growing population, making it a highly urbanized environment surrounded by retreating rural areas as farms, ranches, and open fields give way to suburban development.

GEOGRAPHY

South Ogden is located in the heart of the Wasatch Front region. This narrow strip of land runs north and south along the extreme edge of the arid Great Basin and the western reaches of the majestic Rocky Mountains. With the Great Salt Lake to the west adding moisture to the dry air and the Wasatch Range to the east forcing the air to release its precious moisture, this area enjoys a “humid continental” climate creating an ideal place for communities. The area also escapes the “rain shadow effect” of the Sierra Nevada mountains that makes Utah the second driest state in the United States. As a result, the climate and geography of northern Utah has attracted a large and ever-growing population, making it a highly urbanized environment. Once a primarily an agricultural area, these rural areas are continually being replaced with suburban development.

LAKE BONNEVILLE

Named for explorer Benjamin Bonneville, ancient Lake Bonneville filled much of the Great Basin around 70,000 years ago. Rising to 5,150 feet the lake created a terrace along the mountainsides. The lake continued to fill until it overflowed at Red Rock Pass in northern Cache Valley. The outflow eroded the pass, dropping the water level to 300 feet and creating the Provo Level where it again stabilized and created broad plains upon which much of Utah's urban development, including most of South Ogden, occurred. Today, Friendship Park sits on the Provo Level. With no outlet and a drying climate, the lake began evaporating about 10,000 years ago leaving only Sevier Lake, Utah Lake, and the Great Salt Lake.

MILES GOODYEAR

Born in Connecticut in 1817, Miles Goodyear traveled west on the Oregon Trail in 1836 with the Whitman Party. Goodyear became an independent fur trapper working out of Fort Hall just as the fur trade was declining. In 1839, Miles married Pomona, a Ute woman. By 1842, they had two children – William Miles and Mary Eliza. In 1846, Miles and Pomona established a fur trading post on the Weber River near its junction with the Ogden River and they named it Fort Buenaventura. As the first Anglo settlement in the area, the fort was built out of cottonwood logs. Goodyear traded furs and horses. In November 1847, Goodyear sold his property to James Brown acting for the Church of Jesus Christ of Latter-Day Saints for \$1,950. Over the next two years, Goodyear traded horses and searched for gold in California. He died at Goodyear's Bar on the Yuba River in 1849.

THE AMERICAN FUR TRADE

Native Americans trapped fur bearing animals for centuries. The desire for beaver pelts led to the opening of the American West in the 19th century. The Hudson's Bay Company and John Jacob Astor's American Fur Company dominated the American fur trade in the 19th century. In 1822, William Henry Ashley and Andrew Henry entered the industry with their Rocky Mountain Fur Company based in St. Louis. The new company used the brigade system of trappers which revolutionized the fur trade. Company trappers included Jedediah Smith, Jim Bridger, John Henry Weber, William Sublette, David Jackson, and Hugh Glass, and they trapped the Rocky Mountains. Ashley introduced the Rendezvous in 1825 held at the end of the fur-trapping season in early summer. This event allowed trappers to trade their furs for needed supplies. Most Rendezvous were held along the Green River. Many trappers served as guides for later western explorations.

PETER SKENE OGDEN

1794-1854

Peter Skene Ogden a noted fur trapper for the North West Company and Hudson's Bay Company, was born in Quebec, Canada in 1794. He explored much of the West including the Snake River region, the Oregon country, the Great Salt Lake area, the Bear River drainage, and northern California. In 1828, he also discovered and traced the course of the Humboldt River. Operating out of Spokane and during his first Snake River Expedition (1824-1825), he explored the Bear River and Cache Valley. He then entered and trapped in Ogden Valley. Further south nearing the Weber River at present day Mountains Green, Johnson Gardner with the Rocky Mountain Company confronted and ordered Ogden to leave the United States despite both groups being in Mexican territory. Gardner offered high prices for the Hudson's Bay trappers' beaver pelts, and 25 of Ogden's men deserted him. Ogden Valley and Ogden City are name for him.

STAFF REPORT



SUBJECT: Discussion Item - ADU Side and Rear Yard
Setback Modifications

AUTHOR: Mark Vlasic

DEPARTMENT: Planning

DATE: February 20, 2024

SUMMARY

The recently adopted changes to the Accessory Dwelling Unit Ordinance include the same side and rear yard setback requirements as accessory buildings. Those setbacks do not meet Uniform Building Code requirements for an occupied building and should be modified accordingly.

BACKGROUND

Comprehensive changes to Title 10-14-23 Accessory Dwelling Units (ADU) were recently adopted by the City Council. One of the change requirements indicate that the setback requirements for detached ADUs should be setback requirement for detached ADUs “must meet the setback requirements for accessory buildings as indicated in Title 10-7- RESIDENTIAL ZONES”. It has since been noted that the required setbacks would permit an ADU to be located up to one-foot from rear and side property lines, which conflicts with health and safety and fire standards. Allowing an ADU to be located so near property lines would trigger the requirement for fire-resistant walls to meet Uniform Building Code requirements (see Table R302.1 (1) Exterior Walls)

DISCUSSION

Staff has prepared draft changes to the ordinance that help ensure detached ADUs meet health, safety and fire code requirements while limiting potential impact to neighboring properties as a result of being located too close to adjacent property lines. The Planning Commission is requested to review and discuss the proposed changes and provide guidance and direction to staff.

TABLE R302.1(1) EXTERIOR WALLS

EXTERIOR WALL ELEMENT		MINIMUM FIRE-RESISTANCE RATING	MINIMUM FIRE SEPARATION DISTANCE
Walls	Fire-resistance rated	1 hour—tested in accordance with ASTM E119, UL 263 or Section 703.3 of the <i>International Building Code</i> with exposure from both sides	0 feet
	Not fire-resistance rated	0 hours	≥ 5 feet
Projections	Not allowed	NA	< 2 feet
	Fire-resistance rated	1 hour on the underside, or heavy timber, or fire-retardant-treated wood ^{a, b}	≥ 2 feet to < 5 feet
	Not fire-resistance rated	0 hours	≥ 5 feet
Openings in walls	Not allowed	NA	< 3 feet
	25% maximum of wall area	0 hours	3 feet
	Unlimited	0 hours	5 feet
Penetrations	All	Comply with Section R302.4	< 3 feet
		None required	3 feet

REPORT OF ACTION

South Ogden City Planning Commission



MEETING DATE: February 8, 2024
ITEM: Recommendation on Changing ADU Setback Requirements
LINK: [February 8, 2024 PC Meeting](#)
Time stamps in blue (00:00:00) correspond to the audio recording

BACKGROUND

See previous staff report by Planner Mark Vlastic.

ACTION OF PLANNING COMMISSION

The Planning Commission recommended the proposed amendment for ADU setbacks be adopted.

CONCERNS RAISED AT PUBLIC HEARING

There were no comments from the public, either in person or online.

PLANNING COMMISSION DISCUSSION

[January 11, 2024 Meeting](#) 00:01:09

MOTION (February 8, 2024 Meeting – 00:05:47)

Commissioner Mills moved to forward a recommendation to the City Council that they adopt the proposed ordinance for ADU setbacks. The motion was seconded by Commissioner Bruderer. Chair Bradley made a roll call vote:

Commissioner Mills-	Aye
Commissioner Bruderer-	Aye
Commissioner Dredge-	Aye
Commissioner Mitchell-	Aye

10-14-23: Accessory Dwelling Units (ADU)

The purposes and objectives of this section are to provide reasonable regulations for Accessory Dwelling Units (ADUs) located in residential areas of the city. An ADU is a second dwelling unit on an owner-occupied single-family use property that is clearly incidental and accessory to the main dwelling on the property, and can be either internal, detached or attached.

A. Definitions:

1. Internal ADU - an accessory dwelling unit located within the footprint of the primary dwelling unit.
2. Detached ADU - an accessory dwelling unit that is located on the residential property and not attached to the principal dwelling unit.
3. Attached ADU - an accessory dwelling unit that is constructed as a physical expansion or addition to the primary dwelling, sharing one or more common walls.

B. Conditions: An Accessory Dwelling Unit may be permitted subject to the following conditions:

1. No more than one ADU may be permitted on a single lot.
2. There is no minimum lot size for internal or attached ADUs as long as all applicable zoning and permitting requirements are met.
3. Detached ADUs are not permitted on residential lots that comprise an area of less than 10,000 square feet.
4. There shall be no obvious evidence that more than one family is living on the property containing the ADU. The ADU shall be clearly incidental to the primary dwelling and the property on which it is located.
5. Each ADU unit shall have the same address as the main structure. Homes with an ADU may designate mail to occupants of the ADU with a unit or apartment number.
6. The ADU may not be used as a short-term rental.
 - a. Short-term rental is defined as a property that is rented for a period of less than 30 days.
7. ADU size requirements:
 - a. Maximum size.
 - 1) There is no maximum size for ADUs located within or attached to a main building, as long as all applicable zoning and permitting requirements are met.
 - 2) Detached ADUs shall not exceed 1,200 square feet.
8. Site Design and Height Requirements:
 - a. Height Requirements
 - 1) Internal and attached ADUs must meet the height requirements of the primary building.
 - 2) The minimum height of a detached ADU shall not be less than ten feet (10') and the maximum height shall not exceed 19 feet (19'), subject to the following exceptions:
 - (A) Height may be increased up to 24 feet for a pitched roof or 20 feet for a flat roof provided the side and rear yard

setbacks are increased one foot for each additional foot in building height above 17 feet.

- b. Setback Requirements:
 - 1) Internal and attached ADUs must meet the setback and height requirements of the primary building.
 - 2) A detached ADU must maintain five foot (5') minimum side yard and rear yard setbacks from any property line, be located at least six feet (6') from the main building on the same lot and no closer than ten feet (10') to any dwelling on an adjacent lot. A detached ADU on a corner lot must be set back twenty feet (20') from the property line on the side where the main dwelling side yard faces the street. ~~must meet the side and rear yard accessory building setback requirements found in 10-7-RESIDENTIAL ZONES for the specific zone in which it is located.~~
 - 3) Attached and detached ADUs must utilize a similar residential exterior wall treatment and roofing material as the primary building.
 - 4) No ADUs may be located in the front yard.
9. ADUs must include the following:
 - a. A kitchen separate from the main dwelling.
 - b. Sanitation facilities (at least a 3/4 bathroom) separate from the main dwelling.
10. The ADU shall provide at least one (1) off-street parking space in addition to the required parking for the primary residential unit.
 - a. ADUs must meet the off-street parking requirements contained in Title 10, Chapter 17 Parking and Loading Space, Driveway, Vehicle Traffic and Access Regulations of the South Ogden City Code.
 - b. Garage or carport spaces count as approved parking spaces.
 - c. Required ADU parking stalls may not be located in a front yard and must meet the off-street parking requirements of 10-17-2 of this code.
11. All utility services shall be in the property owner's name.
12. All construction and remodeling to accommodate the ADU shall be in accordance with all building codes, as amended and in effect at the time of construction or remodeling.
13. A person desiring to construct an ADU shall obtain a building permit as applicable.
14. The property owner must obtain a South Ogden City Rental Dwelling Business License for ADUs for which they receive any monetary compensation.
15. ADUs may be inspected upon receipt of complaints by any appropriate department of South Ogden City or other governmental agency to ensure compliance with building, fire, health, and safety codes.
16. No ADU shall be approved without all required inspections and approvals of the City Building Inspector in compliance with UCA 10-9a-511.5 and its subsequent amendments.
17. No Rental Dwelling Business License shall be granted to an ADU without providing evidence of a Certificate of Occupancy.

18. Prior Uses: No ADU existing prior to the enactment of this Section shall be "grandfathered" or considered legal solely based on the fact they were used as such. No ADU dwelling unit is allowed except as provided in this Section. Any portion of the primary residence or ADU that is sectioned off so that any occupant of said dwelling does not have access to any portion of the home, and contains separate living quarters and/or a kitchen, regardless of the relationship of the occupants, shall be prohibited unless it meets all of the requirements and standards of this Section, and an application has been made pursuant to the requirements and conditions of this Section.
19. The ownership of an ADU shall not be separated from the principal dwelling.
20. Notice Recorded:
 - a. After a Residential Rental ADU License has been approved by the City, staff shall record a notice with the Weber County Recorder's Office that an ADU has been permitted for the property. The notice shall include:
 - 1) A description of the primary property
 - 2) a statement describing what type of ADU has been approved
 - 3) a statement that the ADU may only be used if the owner lives in either the primary unit or the ADU
 - 4) a statement the ADU may only be used in accordance with South Ogden City's land use regulations
 - b. After recording the notice, staff shall deliver a copy of the notice to the owner of the ADU property owner.
21. The decision by South Ogden City staff to not issue a permit for an ADU may be appealed to the Appeal Authority as per 10-4-3 of this code.