

# Ogden Valley City Working Session 1.12.2026

Objective: Have a Draft Work Plan for the Mayor and each Council Member at the end of these sessions

# Town Council - Work Sessions: Planning the Work

## 1a. Define the Scope of Work (Top Down)

- Confirm OVC Organization and Staffing Responsibilities
- Outline Detailed 'In Scope' Areas of Responsibility

## 1b. Define the Scope of Work (Bottom Up)

- Review City Start Up Project Schedule to 'tag' the Area of Responsibility of each Task or Group of Tasks

## 2. Plan the Work

- Identify the Priority Work to Complete (i.e., Now, Within 1 Month, 3 Months, 6 Months, etc.)
- Further Define the Detailed Tasks - Who / What / When / Where / How
- Confirm Dependencies Between Council Members (i.e., with Communications)
- Map the Budget to the Planned Work (Next 6 months)

## 3. Document the Plan

- Organize the High-Level Plan and Dependencies in an MS Planner Board, to provide Visibility, Status to the Council Activities

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# 1a. Define the Scope of Work

## Confirm OVC Organization and Staffing Responsibilities

Organization OVC 4.0  
Updated 12/31/25

### Startup Functional Oversight

*Council members and the mayor provide **policy direction, oversight, and accountability** for municipal functions. They do not perform the work themselves, but ensure that contractors, outside firms, or shared services deliver quality, lawful, and cost-effective results consistent with the city's vision and values.*

Administration	Economic Devel.	IT, Website	Legal	Planning/Land Use (1)	Engineering (1) (Municipal)
Recorder/Clerk	Business Licensing	Community Engagement	HR	Code Enforcement (1)	Public Works
Council Ops	Special Events	Health Dept	Facil/Ops/Equip	Building Permits	Finance/Budget (2)
Finance/Budget	Emergency Prep	Law Enforcement (1)	Finance/Budget (1)	Engineering (2) (Development)	Law Enforcement (2)
Ext. Relations*	Animal Control	Planning/Land Use (2)	Treasury		
		Code Enforcement (2)	Communications		

\*WACOG (+3), Fire District,  
Olympic Org, JPAC'26, WFRC,  
LC&T, other gov't officials

## Define the Scope of Work

### 1a. Define the Scope of Work (Top Down)

#### Identify the Tasks

- Brainstorm Scope of Work for Each Area of Responsibility
- AI List Provided to Assist in Defining the Area

#### Organize the Tasks under Major Task Grouping

#### Confirm the Tasks with Council Members

# 1a. Define the Scope of Work

## Outline Detailed Scope of Responsibility - AI List

Budget:

Janet Wampler

Administration	Recorder/Clerk	Council Ops	Finance/Budget	Ext. Relations*
<ul style="list-style-type: none"><li>● Ensure policies carried out</li><li>● Resolve interdepartmental issues</li><li>● Maintain service quality</li><li>● Work with Council</li></ul>	<ul style="list-style-type: none"><li>● Conduct business in public</li><li>● Ensure notice requirements</li><li>● Ensure recordings and minutes available</li><li>● Follow OPMA and GRAMA</li></ul>	<ul style="list-style-type: none"><li>● Manage day-to-day operations</li><li>● Coordinate services</li></ul>	<ul style="list-style-type: none"><li>● Prepare proposed budget</li><li>● Oversee spending and fiscal health</li></ul>	<ul style="list-style-type: none"><li>● Represent city in community events</li><li>● Participate in external committees</li><li>● Advocate for city to secure grants, partnerships</li></ul>

\*WACOG (+3), Fire District, Olympic Org, JPAC'26, WFRC, LC&T, other gov't officials

# 1a. Define the Scope of Work

## Outline Detailed Scope of Responsibility - AI List

Budget:

Tia Shaw

Economic Devel.	Business Licensing	Special Events	Emergency Prep	Animal Control
<ul style="list-style-type: none"><li>• Develop long-term plans for growth</li><li>• Plans for business expansion and retention</li><li>• Plans for business attraction and recruitment</li><li>• Support for entrepreneurship</li></ul>	<ul style="list-style-type: none"><li>• Determine types of business licenses</li><li>• Provide application process</li><li>• Verify compliance with process</li><li>• Collect license fees</li><li>• Issue and track licenses</li><li>• Provide customer support</li></ul>	<ul style="list-style-type: none"><li>• Define application and permit process for events (i.e., marathon)</li><li>• Coordinate with event organizers</li><li>• Coordinate logistics for event across departments - fire, law enforcement</li><li>• Create logistics plans - layouts, traffic patterns, timelines</li></ul>	<ul style="list-style-type: none"><li>• Provide Comprehensive Emergency Operations Plan</li><li>• Engage and Educate Community</li><li>• Provide Disaster Supply</li><li>• Provide Alert System</li><li>• Support Vulnerable Populations</li><li>• Coordinate with County, State, Fed</li></ul>	<ul style="list-style-type: none"><li>• Adopt and enforce laws - licensing, impoundment</li><li>• Enforce laws - leash, cruelty, etc.</li><li>• Provide shelter and impound service</li><li>• Respond to calls</li><li>• Provide public health protection - rabies, quarantine procedures</li></ul>

# 1a. Define the Scope of Work

## Outline Detailed Scope of Responsibility - AI List

Budget:

Peggy Dooling-Baker

IT, Website	Community Engagement	Health Dept	Law Enforcement (1)	Planning/Land Use (2)	Code Enforcement (2)
<ul style="list-style-type: none"><li>● Provide Core Infrastructure &amp; Network</li><li>● Provide Cybersecurity</li><li>● Provide Help Desk Support</li><li>● Provide Backup &amp; Storage</li><li>● Provide Cloud Services</li><li>● Provide Specialized Systems - GIS</li><li>● Provide Website &amp; Digital Services</li></ul>	<ul style="list-style-type: none"><li>● Keep Residents Informed</li><li>● Invite Residents to Participate in Decision-Making</li><li>● Survey Residents to Gather Public Input</li><li>● Offer Volunteer Opportunities</li><li>● Provide a Digital Engagement Platform</li></ul>	<ul style="list-style-type: none"><li>● Provide Core Health Services</li><li>● Provide Disease Control &amp; Reporting</li><li>● Provide Environmental Health Services i.e., Food Handler Permits</li><li>● Provide Authority &amp; Legal Framework</li><li>● Provide Community Health Programs i.e., WIC</li></ul>	<ul style="list-style-type: none"><li>● Provide Legal Authority and Municipal Code</li><li>● Provide Policies &amp; Procedures</li><li>● Provide Personnel &amp; Training</li><li>● Provide Facilities &amp; Equipment</li><li>● Provide Dispatch &amp; Emergency Communications</li><li>● Provide Community Policing &amp; Public Engagement</li></ul>	<ul style="list-style-type: none"><li>● Provide General Plan</li><li>● Provide Zoning Ordinances</li><li>● Provide Subdivision Ordinances</li><li>● Engage City Planner &amp; Staff</li><li>● Create / Support Planning Commission - process for ordinance change</li><li>● Implement Land Use Codes</li><li>● Provide Structure for Land Use Applications</li></ul>	<ul style="list-style-type: none"><li>● Create Municipal Code for Enforcement</li><li>● Hire / staff enforcement</li><li>● Provide Complaint Intake Process</li><li>● Provide Case Management System</li><li>● Provide Inspection / Enforcement Processes</li><li>● Provide for Public Education &amp; Outreach</li></ul>

# 1a. Define the Scope of Work

## Outline Detailed Scope of Responsibility - AI List

Budget:

Kay Hoogland

Legal	HR	Fac / Ops / Equip	Finance / Budget	Treasury	Communications
<ul style="list-style-type: none"><li>● Engage City Attorney</li><li>● Legal Support for:</li><li>● Contract &amp; Procurement Law</li><li>● Land Use &amp; Zoning Law</li><li>● Public Works &amp; Infrastructure Law</li><li>● Police &amp; Public Safety Law</li><li>● Real Estate &amp; Property Law</li><li>● Finance &amp; Taxation Law</li><li>● Litigation &amp; Risk Management</li></ul>	<ul style="list-style-type: none"><li>● Recruitment &amp; Hiring</li><li>● Employee Relations</li><li>● Policy Development - ADA, FMLA, EEO</li><li>● Performance Management</li><li>● Risk Management &amp; Safety</li><li>● Strategic Workforce Plan</li></ul>	<ul style="list-style-type: none"><li>● Space Planning</li><li>● Capital Planning</li><li>● Compliance &amp; Safety - OSHA</li><li>● Facilities &amp; Equipment Inventory</li><li>● Office Equipment Needs - Meetings, AV</li></ul>	<ul style="list-style-type: none"><li>● Set Budget Priorities</li><li>● Forecast Revenue</li><li>● Estimate Expenditures</li><li>● Establish Finance Committee</li><li>● Budget Review Process</li></ul>	<ul style="list-style-type: none"><li>● Cash &amp; Liquidity Management</li><li>● Revenue Collections &amp; Receipts</li><li>● Bank Relations</li><li>● Disbursements &amp; Payables</li><li>● Investment Management</li><li>● Debt Management</li><li>● Risk &amp; Internal Controls</li><li>● Reporting &amp; Transparency</li></ul>	<ul style="list-style-type: none"><li>● Provide Public Information &amp; Messaging</li><li>● Digital Communications</li><li>● Media Relations</li><li>● Transparency &amp; Public Reporting</li><li>● Reputation &amp; Issues Management</li></ul>

# 1a. Define the Scope of Work

## Outline Detailed Scope of Responsibility - AI List

Budget:

Chad Booth

Planning / Land Use (1)	Code Enforcement (1)	Building Permits	Engineering (2) - Development
<ul style="list-style-type: none"><li>● Provide General Plan</li><li>● Provide Zoning Ordinances</li><li>● Provide Subdivision Ordinances</li><li>● Engage City Planner &amp; Staff</li><li>● Create / Support Planning Commission - process for ordinance change</li><li>● Implement Land Use Codes</li><li>● Provide Structure for Land Use Applications</li></ul>	<ul style="list-style-type: none"><li>● Create Municipal Code for Enforcement</li><li>● Hire / staff enforcement</li><li>● Provide Complaint Intake Process</li><li>● Provide Case Management System</li><li>● Provide Inspection / Enforcement Processes</li><li>● Provide for Public Education &amp; Outreach</li></ul>	<ul style="list-style-type: none"><li>● Adopt Needed Codes - Building, Zoning, Ordinances, Fee Schedules</li><li>● Develop Permit Application Infrastructure</li><li>● Provide Plan Review Capabilities</li><li>● Provide Compliance &amp; Enforcement Capabilities</li><li>● Establish Reporting &amp; Transparency - public access, dashboards</li></ul>	<ul style="list-style-type: none"><li>● Master Planning &amp; Pre-Development - i.e., feasibility studies</li><li>● Create Engineering Standards &amp; Regulations</li><li>● Provide Design &amp; Technical Review</li><li>● Establish Environmental &amp; Stormwater Management</li><li>● Provide Internal &amp; External Coordination</li><li>● Provide for Public Engagement</li></ul>

# 1a. Define the Scope of Work

## Outline Detailed Scope of Responsibility - AI List

Budget:

Don Hickman

### Engineering (1) - Municipal

- Planning & Infrastructure Strategy
- Create Engineering Standards & Regulations
- Provide Design & Technical Services
- Environmental & Stormwater Management
- Provide Transportation Engineering
- Provide Internal & External Coordination
- Provide for Public Engagement

### Public Works

- Core Infrastructure Mgmt - roads, stormwater, water, sewer
- Operations & Field Services - snow, waster
- Technical & Engineering Support - reviews, inspections, traffic engineering, GIS
- Asset Management - inventories, condition assessments, lifecycle Mgmt
- Regulatory Compliance - environmental, safety, utility
- Internal & Administrative Mgmt - work orders, procurement. finances

### Finance / Budget (2)

- Set Budget Priorities
- Forecast Revenue
- Estimate Expenditures
- Establish Finance Committee
- Budget Review Process

### Law Enforcement (2)

- Provide Legal Authority and Municipal Code
- Provide Policies & Procedures
- Provide Personnel & Training
- Provide Facilities & Equipment
- Provide Dispatch & Emergency Communications
- Provide Community Policing & Public Engagement

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## 3. Document the Plan

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## Define the Scope of Work

### 1b. Define the Scope of Work (Bottom Up)

#### Identify the Tasks

- Review Uncompleted Tasks (<100% complete) on the City Start Up Project Schedule
- Identify the Council Member and Area of Responsibility for each Task or Group of Tasks

City Start Up Project Schedule on Google Drive:

*Project Management > OVC Project Schedule 1.5.2026.xlsx*

Organize the Tasks under Major Task Grouping

Confirm the Tasks with Council Members

## Each Council Member to Complete by the Next Working Session 1.16.2026:

### 1a. Define the Scope of Work (Top Down)

- Outline Detailed 'In Scope' Areas of Responsibility (Brainstorm or AI)

### 1b. Define the Scope of Work (Bottom Up)

- Review City Start Up Project Schedule to identify Council Member and the Area of Responsibility of each Task or Group of Tasks

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- **Organize the High-Level Plan and Dependencies in an MS Planner Board, to provide Visibility, Status to the Council Activities**

Sharon and Kathy will provide support to the Mayor and Council Members in creating / populating the MS Planner Board(s)