

**MINUTES OF THE
SOUTH OGDEN CITY COUNCIL MEETING
Tuesday, September 3, 2013– 6:00 p.m.
Fire Station 82, 5635 Wasatch Boulevard**

Note: The council meeting was originally scheduled to be held at Meadows Park located at 5774 S 1900 E, but due to rain, was moved to the nearby fire station.

COUNCIL MEMBERS PRESENT

Mayor James F. Minster, Council Members Sallee Orr, Russell Porter, Bryan Benard, Wayne Smith and Brent Strate

STAFF MEMBERS PRESENT

City Manager Matthew Dixon, City Attorney Ken Bradshaw, Parks and Public Works Director Jon Andersen, Chief of Police Darin Parke, Fire Chief Cameron West, Good Landlord Program Coordinator Ben Robbins and Recorder Leesa Kapetanov

CITIZENS PRESENT

Jim Pearce

I. OPENING CEREMONY

A. Call to Order

Mayor James F. Minster called the meeting to order at 6:02 p.m. and asked for a motion to convene.

Council Member Smith moved to convene as the South Ogden City Council, seconded by Council Member Benard. Council Members Orr, Strate, Benard, Smith and Porter all voted aye.

B. Prayer/Moment of Silence

The mayor led those present in a moment of silence.

C. Pledge of Allegiance

Council Member Orr directed everyone in the Pledge of Allegiance.

Mayor Minster invited those with public comments to come forward.

II. PUBLIC COMMENTS

There were no public comments.

A. Recognition of Scouts/Students

There were no scouts present.

III. CONSENT AGENDA

A. Approval of August 20, 2013 Council Minutes

B. Approval of August Warrants Register

C. Award of Bid to Five 9's for City Phone System

Mayor Minster read through the consent agenda items, and asked the council if they had any questions. There were no questions or comments from the council. The mayor called for a motion concerning the consent agenda.

Council Member Porter moved to approve the consent agenda, as presented, with a second from Council Member Benard. The mayor then called a voice vote. Council Members Benard, Smith, Orr, Porter and Strate all voted aye.

IV. DISCUSSION/ACTION ITEMS

A. Review and Update of Strategic Plan

The council referred to copies of the strategic plan (See Attachment A) for their discussion.

City Manager Dixon indicated this was the quarterly review for the strategic plan, and hoped the council had taken the opportunity to look over the plan. He said it was an opportunity for the council to look at any goals they may want to redefine or give additional clarification to. It would also be the time to eliminate any goals the council felt no longer represented the direction they wanted to go. He opened the discussion to the council.

Council Member Porter asked if a goal would be taken off the plan when it was accomplished. Mr. Dixon said the goal would remain as a record of what was accomplished, but it would not be carried over to the 2014 strategic plan.

Mayor Minster then pointed out that in accordance with goal 5, "Enhance Community Relations", a letter and survey had been sent out to all the businesses. Staff member Ben Robbins was in the process of going through the surveys.

City Manager Dixon reminded the council goal 4.5 had to do with NIMS training, and encouraged all elected officials to complete their training. He also pointed out that goal 5.1 had to do with proactively promoting the strategic plan to the residents via social media, website, newsletter and cable channel. He and the mayor had met with representatives of Channel 17 on ways the city could promote itself through their services. They would be bringing more information to the council in the future.

Mr. Dixon then asked the council for more clarification on goal 5.3, "Establish a Community Pride Volunteer Program utilizing a community volunteer liaison/coordinator". He asked what the council expected staff to be doing for this goal. He believed the original intent was to pair community needs with willing volunteers, but was unclear if the council still wanted staff to pursue the goal. The council discussed the matter, deciding how or if this goal would work. Police Chief

Darin Parke commented staff had occasionally experienced people who were physically unable to keep their yard up and were in violation of the weed ordinance. Staff had contacted the local boy scouts or church groups to help. In essence, the outcome of the goal was already being met. City Manager Dixon said staff would be alright with removing this goal from the plan.

Council Member Porter suggested that in compliance with goal 3.5, each council member nominate a yard or two in the city that looked very nice or had improved a lot in the past year. The city could send a letter or a gift card to the property owner. Council Member Porter said he would be happy to have the names submitted to him and he would take care of the acknowledgement.

City Manager Dixon then asked if the name of the event in goal 5.4 needed to be changed so it would not be misconstrued. It was determined the event would be called "Improvement Days".

B. Consideration of Resolution 13-26 – Approving an Interlocal Agreement for Board and Seal Services Rotation List

City Attorney Ken Bradshaw explained to the council this agreement was very similar to the towing rotation list the county used, but instead it was a list of companies that board and seal a property after a fire has occurred there.

Council Member Orr asked if the notification that a property needed to be boarded and sealed went through the city. Fire Chief Cameron West informed her that dispatch sent out the notice.

There were no more questions. The mayor called for a motion.

Council Member Benard moved to adopt Resolution 13-26, approving an interlocal agreement for board and seal services rotation list. Council Member Smith seconded the motion. Mayor Minster asked if there were further discussion, and seeing none, he called the vote:

Council Member Benard-	Yes
Council Member Smith-	Yes
Council Member Strate-	Yes
Council Member Porter-	Yes
Council Member Orr-	Yes

The motion passed. Reslolution 13-26 was adopted.

V. DEPARTMENT DIRECTOR REPORTS

A. Parks and Public Works Director Jon Andersen-Project Updates

Mr. Andersen reported on several projects:

5100 South Street Project- All the asphalt had been removed, however they had run into a problem that required they replace 31inches of dirt instead of the original estimated 21 inches, in order to control the water. This extended the estimated completion a full week. The project would now be completed in three weeks.

Doren Drive Waterline Project- Some of the water line between Kiwana Drive and Doren Drive had already been installed, and they would continue installing on Doren on the west side of Burch Creek Drive.

Glasmann Way and 1550 East Road Projects- Advanced Paving would begin construction on 1550 East on September 9th. Granite Construction would begin Glasmann Way on September 11th.

Mr. Andersen also let the council know that instead of the contractor sending out a letter notifying the businesses and residences in the areas of street construction of when the construction would begin, the city would send out the notice. They were planning on personally visiting the businesses to give them the notification and answer any questions they might have.

Bids – Mr. Andersen concluded his report by informing the council that two requests for bids had just gone out: the bid for crack sealing of roads, slated to be done in October, and the bid for road salt which would be used in the winter.

B. Fire Chief Cameron West – NIMS Reminder

Chief West reminded the council they had set the goal to receive NIMS training, and he would help them any way he could to reach the goal. Most of the training could be done online.

C. Other Department Director Reports

There were no other reports.

VI. REPORTS

A. Mayor – remarked how happy he was the roads were being worked on.

B. City Council Members

Council Member Benard – had received good comments about the amphitheater.

Council Member Strate – nothing to report.

Council Member Smith – reported the Jets Football teams were doing very well and South Junior High would have their first football game of the season on Friday.

Council Member Porter – appreciated the resource officer from South Junior High who had been doing some work at Bonneville High.

Council Member Orr – reported she and some other council members had met with the youth council to welcome the new members. She also asked if Ernest Health could use water wise landscaping at the new hospital. She then asked if there were a place on the website for residents to enter problems like potholes in the streets, etc. Mr. Dixon said he got quite a few comments through the complaint form on the website. He received quite a few every week. Ms. Orr also asked if the city could ask for sponsors to complete the stage at the amphitheater. Mr. Andersen said the stage still needed a shade canopy and electricity. City Manager Dixon said the city would accept any donations or sponsors to be able to finish the stage. Council Member Orr concluded by asking when the tennis courts would be redone at Friendship Park and wondered if they could be made into pickle ball courts instead. Parks and Public Works Director Jon Andersen said the city had received grant money to put in tennis courts, and they would have to surrender the money if they put pickle ball courts in.

- C. **City Manager** – reminded the council that September 9th would be the WACOG meeting in which they would be considering helping the city with funding for the widening of 40th Street.
He then informed the council he would be out of town September 19-26 for the annual ICMA Conference.
Mr. Dixon then let the council know the city had received the preliminary estimates for health care coverage for the new year. The estimate had been for a 16% increase, which was double what the city had budgeted for. The city was exploring different options.
- D. **City Attorney Ken Bradshaw** – nothing to report.

VII. **ADJOURN**

Mayor Minster indicated there was no more on the agenda, and called for a motion to adjourn.

At 6:41 pm, Council Member Porter moved to adjourn, followed by a second from Council Member Orr. Council Members Orr, Porter, Smith, Benard and Strate all voted aye.

I hereby certify that the foregoing is a true, accurate and complete record of the South Ogden City Council Meeting held Tuesday, September 3, 2013.


Leesa Kapetanov, City Recorder

Date Approved by the City Council September 17, 2013

Attachment A
Strategic Plan

South Ogden Mayor and City Council 2013

Stakeholder Needs	<p>Residents</p> <ul style="list-style-type: none"> • Protection • Services (Roads, parks, public safety, utilities) • Preservation of culture / quality of life. • Know that we value their input • We care very much about South Ogden • Maybe stay on top of things a little better and move faster • For the city to keep moving forward • Looking into the future with business growth and how do we take care of our citizens moving forward.(Protect traditions-planning and zoning.) • To feel safe in their homes and neighborhoods. • Their tax dollars to be spent wisely and resources purchased with those monies to be taken care of responsibly. • Water and sewer systems that work well and roads maintained. • A council, mayor, manager, and staff that is approachable and responds to needs quickly and fairly. • Newsletter, website, other sources of information readily available and updated. • We need to earn back the trust of the citizens • Safety, Communication, Openness, Access <p>Business Owners</p> <ul style="list-style-type: none"> • Opportunity, consistency and ease with compliance/permit issues, assistance to create a more positive business atmosphere (i.e., synergy and collective growth of the retail sector). • Encourage new businesses. Help with development. Maybe help with promoting or advertising • Support • Other complementary but not competing businesses brought in. Opportunities to give back to the city and feel a part of the community. Support from the govt leaders and promotion of their businesses any chance possible. • Incentives, Right types of businesses <p>Visitors</p> <ul style="list-style-type: none"> • Safety, business/shopping; • Directions to our parks. List of events activities • They need to know that we have something to offer them. Parks, splash pad, places to eat • Safe, clean, inviting environment. Places to recreate, eat, and shop. Information about upcoming events. • Signage for Visitors, Promote what is happening. <p>Other Governmental Entities</p> <ul style="list-style-type: none"> • Coordination, cooperation. • Communication of our needs and our accolades • Our vision for South Ogden, its important for the county to continue with Ramp funding, and the State to leave sales tax alone. • Take care of own problems. Fulfill obligations in all interagency agreements. • Legislative affairs <p>Schools</p> <ul style="list-style-type: none"> • Safety and protection for students. • Safe walkways to school - sidewalks/crosswalks/ bike routes. More involvement with schools (visits, after school support) we have DARE, and tree planting - maybe even just list what we do as a city in support of schools - to give us credit -and solicit volunteers
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	<ul style="list-style-type: none"> • It starts with or youth, I think we have great schools and we should help them stay that way • Good working relationship, especially with the gym facility, for the city to meet its obligations. Sidewalks, crosswalks, and maintained roads to help students get to and from. • Communities that care program <p>Employees</p> <ul style="list-style-type: none"> • Security, consistency in expectations and application of policies, fairness from management level • More support at events (we need to know where they want us to be). That we understand them -and support them (I think the Christmas lunch was slightly out of line when the departments had cut so much and we spent money anyway - so if a tight year again I think we should do the awards at a city council meeting with punch and cookies. Then maybe just 2 movie tickets for everyone for Christmas (the council and mayor could donate to that personally to pay for those - if appropriate - and that would really say thank you very much but, there is no money for dinner or lunch. The lunch was perfect and the cost was great - but, I felt there was a little cold vibe. • Partnership, if they feel they are a part of the city they will take pride in their jobs as well as the city. • Fair salaries and benefit packages. Safe working environment. Proper training and equipment. Recognition for faithful service. <p>City Council</p> <ul style="list-style-type: none"> • candid input and information; performance of duties; follow through on assigned tasks. • Open communication - to be able to talk or call us - and encouraged to come to council meetings • Information, continue to be kept in the loop. • Effective communication from staff so aware of what is happening.
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<p>Mission</p> 	<p>South Ogden City Corporation is a responsible organization dedicated to preserving and enhancing quality of life by providing premium public services, promoting fiscal responsibility and responding in a timely and professional manner to the needs of every resident, visitor or employee of South Ogden City.</p>
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<p>Vision</p> 	<p>Family friendly community, know when your are in South Ogden City. Sense of community. Sense of belonging. Feels like home. "A place where families are at home"</p> <ul style="list-style-type: none"> • "The Place To Live" • Clean • Safe • Succession Plan
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<p>Values</p> 	
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**South Ogden Mayor and City Council
2013
Strategic Objectives**

**City
Manager
Matt Dixon**

<i>Strategic Objectives</i>	<i>Balanced Scorecard Category</i>
1. Fiscal Responsibility of Public Funds	Financial
<ul style="list-style-type: none"> • Fiscal Management • Tax Structure • Sustain or Improve Service Levels 	
2. Aggressive, Cohesive and Successful Economic Development	Growth
<ul style="list-style-type: none"> • Business Recruitment • Master Plan • Retain and support current businesses 	
3. Community Development and Re-vitalization	Residents
<ul style="list-style-type: none"> • Good Landlord Program • Revitalization of Aging Neighborhoods • Create and sustain parks and open spaces • Improving Walkabilization 	
4. Providing Quality Public Services	Internal Operations
<ul style="list-style-type: none"> • Public Safety • Maintenance • Code Enforcement • Utility Services and Streets • Community Preparedness 	
5. Enhance Community Relations	Residents
<ul style="list-style-type: none"> • Civic Engagemnet • Transparency • Responsiveness • Intergovernmental Relationships 	
6. Recruit and retain employees that meet or exceed expectations	Employees

- Keeping up with other cities (Wages to Market be competitive)
- Employee Benefits
- Engaged Employees

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South Ogden Mayor and City Council 2013

City Manager Matt Dixon

Goals & Action Plans

Strategic Objectives Goals Action Plans	Owner	Resources (people, budget, equipment)	Target Finish	Update (and additional detail)	% Complete
1. Fiscal Responsibility of Public Funds					
1.1 Develop a list of prioritized Capital Projects and Capital Equipment needs with funding plans (i.e. Transfer GF to CPF, Impact fees, etc.)	Jon Anderson	Steve, Matt, Brad Jensen	6/30/2013	8/29/2013	35%
1.1.1 Identify City needs. (using 5yr plans, Capitol Facilities Plan)	Jon Anderson	Matt, Shane, Brad, Department heads	4/19/2013	8/29/2013 Have indentified most of the City needs, putting them in to priority lists.	70%
1.1.2 Develop two priority lists. One for Equipment & one for Projects.	Jon Anderson	Matt, Department Heads	12/31/2013	8/29/2013 Developing 5 year plans for the City for the two lists.	25%
1.1.3 Research for possible funding sources that are available to use.	Jon Anderson	Department Heads	12/31/2013	8/28/2013 On matching grant for playground equipment located	10%
1.2 Staff will provide monthly financial reports to the city council.	Steve Liebersbach		12/31/2013	7/10/2013 Financials through May 2013 have been posted.	90%
1.3 Maintain 10% or greater general fund balance	Steve Liebersbach	Matt, Department Heads	12/31/2013	7/10/2013 FY 2013 will end with a fund balance in excess of 10%.	100%
1.4 Maintain "AA" bond rating	Steve Liebersbach	Matt Dixon, Department Heads	12/31/2013	5/10/2013 The Fitch Ratings review turned out fine and the City has maintained its AA rating and was listed as stable. The press release is on the City website.	100%
2. Aggressive, Cohesive and Successful Economic Development					
2.1 Staff will meet with all property owners and/or businesses within each of the citys RDA project areas to determine: 1) What future redevelopment plans they may or may not have, 2) Discuss and review the citys ability to participate in helping them redevelop their properties, and 3) Report findings and recommendations to the RDA Board.	Matt Dixon	RDA Attorney, SOBA	12/31/2013	8/30/2013 Staff has been working with property owners in the NW project area to discuss possible project on Riverdale Road. Most owners have been open to the idea of participating in a project but many details remain to be finalized.	0%
2.1.1 Order of priority: Northwest Project Area, Hinckley Commons, Washington Blvd., 36th Street RDA,	Matt Dixon		12/31/2013		0%
2.1.2 Review RDA budget, schedule and remaining years for each project area.	Matt Dixon	Rda attorney			0%

2.1.3 Gather property owner and or business owner information for each property within each RDA	Matt Dixon				0%
2.1.4 Send letters to all property and business owners explaining citys desire to meet with them to discuss current status and future development plans and how the city would like to be a part of helping them be successful.	Matt Dixon				0%
2.1.5 Meet and gather information with each owner	Matt Dixon			6/10/2013 Visited with Sal from Benenson Capital about their properties along Washington Blvd. (Big Lots, Savers, etc.). They are interested in doing some redevelopment if they can find potential tenants. I committed to providing him some names of planners/architects who could assist them in looking at some conceptual ideas.	5%
2.1.6 Submit findings to city council along with policy recommendations to aid owners and/or businesses.	Matt Dixon				0%
2.2 Demonstrate the citys strong support of local businesses (i.e. spotlights, recognitions, etc.).	Jill Barker	Kristen, Trudi Andersen, SOBA	12/31/2013	8/30/2013	9%
2.2.1 Prepare a report on a list of current programs that are inplace and running that show the Citys strong support of businesses. Share with council & staff. Also include what is in this action plan.	Jill Barker		3/22/2013	8/30/2013 In the process of reviewing The South Ogden Business Alliance program and evaluating how we add an educational piece to this networking group.	10%
2.2.2 Ask the council and department heads & other city employees to brainstorm some ideas at least 2 each and give us some fresh ideas on what we could do to show our support of businesses.	Jill Barker		3/29/2013	8/30/2013 In the process of creating an online survey that would bring in these results from staff.	10%
2.2.3 Prepare an email to go out to all businesses in South Ogden asking them what they would like to see the City do to show our support of businesses	Jill Barker		4/5/2013	8/30/2013 Business survey has been mailed to each business owner asking them for feedback on how the city can better help them be successful. Meetings with business owners will be scheduled over the next several months.	25%
2.2.4 Compile a summary of the ideas our staff & council had along with the feedback from the businesses.	Jill Barker		4/12/2013		0%
2.2.5 Present the ideas to the Council and see where we want to go from there to add programs that will show our support for businesses.	Jill Barker		4/19/2013		0%
2.3 Review costs associated with business development in South Ogden compared to other cities to determine our level of "competitiveness." Impact fees, Licnsing Sিন্ননা Black Box Fees	Matt Dixon	WSU Intern, Leesa	4/1/2013	8/30/2013	75%

Utilities.					
2.3.1 Solicit assistance from WSU inter through Dr. Gary Johnson	Matt Dixon		1/30/2013	<i>2/28/2013</i> Intern has been hired and is currently gathering data for the analysis.	100%
2.3.2 Define the problem, research question, hypothesis, determine methodology and type of analysis for the project.	Matt Dixon	WSU intern, Leesa	2/15/2013	<i>3/13/2013</i> Intern met with staff and it was determined that we'd look at the certain "comparable" types of businesses and the associated fees each business would encounter in some of the neighboring cities.	100%
2.3.3 Gather data from comparison cities: Roy, Riverdale, Ogden, N. Ogden, Layton, Clearfield, Clinton, Kaysville, Farmington, Pleasant View, Centerville	Matt Dixon	WSU intern, Leesa	3/1/2013	<i>6/10/2013</i> Intern completed work and analysis. Staff will prepare for council review in conjunction with Business License Fee discussions.	100%
2.3.4 Analyze data and prepare final report.	Matt Dixon	WSU intern, WSU professor(s)	4/1/2013	<i>6/10/2013</i> Summer intern is working on finalizing the report for the city council to review.	75%
2.3.5 Review report with city council	Matt Dixon	Intern	11/29/2013		0%
3. Community Development and Re-vitalization					
3.1 Establish good landlord program.					
(Show Hidden Items)	Darin Parke	Matt Dixon & Ken Bradshaw	12/31/2013	<i>8/20/2013</i> 6-20-13 Met with staff to map out investigative process when a property is in violation. Ordinance officer will do follow up.	85%
3.1.1 Develop criteria for Good Landlord Program including fees and discounts	Leesa Kapetanov	Lt. Nelson, Bradshaw, Dixon, leesa K.	3/15/2013	<i>8/30/2013</i> completed and fees approved by city council.	100%
3.1.2 Develop all necessary forms for background checks, documentation, etc.	Leesa Kapetanov	Marci Edwards, Ken Bradshaw, Karen Disney	3/5/2013	<i>8/30/2013</i> forms prepared and working well.	100%
3.1.3 Prepare & present recommendations for implementing program and business licensing requirements for rental properties to City Council	Darin Parke	Leesa, Bradshaw, Dixon	3/19/2013	<i>8/28/2013</i> The City Council has adopted the program to include business license requirements and made adjustments to the City Fee Schedule.	100%
3.1.4 Train office personnel on functions involved in new program	Karen Disney	Jannette Kirkland, time in staff meetings for training	4/16/2013	<i>8/30/2013</i> personnel have been trained and program is in operation.	100%
3.1.5 Promote new program via city website, newsletter, etc.	Marci Edwards	Janette Kirkland, Trudi Andersen, Eden Minton	4/16/2013	<i>8/28/2013</i> The Good Landlord information and ordinances are on the website. Slides for Channel 17 have been	90%

		Drian Winsler		completed.	
3.2 Develop a new Community Brand and Logo.	Jill Barker	City Council, Budget	12/31/2013	8/30/2013	55%
3.2.1 Put together a list of existing elements within the city that would convert to the new look and feel of our new brand	Jill Barker		1/29/2013	1/31/2013 list of existing elements to convert complete (will probably think of some more along the way)	100%
3.2.2 Put together a list of new elements that would be added to the city, increasing brand awareness & community pride	Jill Barker		1/29/2013	1/31/2013 list of new elements complete (will probably be added to as we come up with new ideas)	100%
3.2.3 Contact Jill DeHaan about contracting with her to help design new brand, look and feel using the elements, fonts and color scheme from her tank design	Jill Barker		1/31/2013	1/31/2013 emailed jill 1/31	100%
3.2.4 Research other city logos & brands, put together a portfolio of ones we like / dont like	Jill Barker		2/8/2013	2/20/2013	100%
3.2.5 Take photos of existing elements within the city to develop a portfolio of what we need to design to start the conversion process	Jill Barker		2/8/2013	2/20/2013	100%
3.2.6 using the list & photos of existing elements, put together deminsions & specs on each so bids can be submitted (give jon the list of existing signs in parks & on buildings to have the guys take measurements)	Jill Barker	Jon when snow melts	2/28/2013	8/30/2013 Will request a list of signage and sizes from Jon needed to develop a basis for bids.	10%
3.2.7 Take photos & or find pics online of the types of new elements (from the list above) that we would like to add to the city to increase brand awareness & community pride	Jill Barker		2/8/2013	3/13/2013 took may photos of local cities signage and landmarks that are demonstrating good branding and also some good and bad signage along the way.	25%
3.2.8 Using the list of new elements, put together some specs & deminsions of what we would like and where we would like to see them	Jill Barker		2/15/2013		0%
3.2.9 contact companies to bid on the new elements list.	Jill Barker		2/28/2013		0%
3.2.10 research what goes into building a good community brand and how to go about it	Jill Barker			3/13/2013 Looked into other City branding manuals etc. Reading book, lovemarks	25%
3.2.11 Meet with City Planner on how they can assist us in our process	Jill Barker			3/13/2013 Met with Mark, he will keep our rebanding in mind while the 40th st. project is being drawn up. He brought an example packet of what they did to help logan in their down town re-development project.	100%
3.2.12 Contact other cities that have gone					

through the re-branding process and find out who they used to walk them through it and how it worked for them	Jill Barker				0%
3.3 Complete design of 40th Street using it as a model/vision/image of how future streets will look (Utilize new logo/branding of the city).	Matt Dixon	Mark Vlasic, Jon Anderson, Engineers	12/31/2013	<p>8/14/2013</p> <p>Met on 8/13/13 with UDOT, WFRC, and city engineers to review funding alternatives. Funding through WFRC currently is programmed for 2016/2017. Options are to: 1) do a funding exchange with UDOT (\$.85 on the dollar and 10% match) to avoid federal requirements. Est. this could cost additional \$30k or save \$100k plus. 2) Borrow from state to move funding into 2014/2015 at low interest rate (est. \$30k to \$40k per year). State looking at impacts the almost completed environmental document may have on our decision. Then we must decide.</p>	10%
3.3.1 Coordinate funding with WFRC and find alternative funding sources.	Matt Dixon	Steve Liebersbach	2/28/2013	<p>8/14/2013</p> <p>Informed this week that WACOG will be approving \$450,000 of county transportation monies to assist with 40th Street project.</p>	0%
3.3.2 Hold Public Open House/Hearing	Matt Dixon	Leesa, Horrocks	5/15/2013	<p>6/10/2013</p> <p>FHWA has indicated that we will need to wait until after Legal Sufficiency. So, the earliest we could have the hearing would be around the end of July if FHWA allows us to hold the meeting concurrent with the DOI review (which I think they will). We have not received confirmation from FHWA that they have sent the info to Legal Sufficiency. The last schedule we developed had them initiating Legal review by May 31st.</p>	50%
3.3.3 ROW acquisition	Matt Dixon	UDOT Reg. I	10/31/2013		0%
3.3.4 Coordinate design phase with UDOT: selection process, consultant contract, etc.	Matt Dixon	Brad Jensen,	9/30/2013	<p>2/21/2013</p> <p>Had meeting with UDOT on Feb. 19. Horrocks and UDOT finalizing environmental report and preparing for FHWA. Schedule looks like late summer, early fall project will move into design phase. Once FHWA approves city will work with UDOT in ROW and acquisition and finance agreement.</p>	10%
3.3.5 Design project: Concept report. PS&E.		Consulting			

Final plans, Bid Package	Matt Dixon	firm, Brad Jensen	3/31/2014		0%
3.3.6 Hold combined work meeting with city council and planning commission to discuss design elements of the road.	Matt Dixon	Mark Vlastic	8/15/2013		0%
3.4 Demonstrated, proactive enforcement of illegal rental units (single, duplex, etc.). Provide quarterly reports to the City Council.	Jon Anderson	Jeff Barfuss	12/31/2013	8/28/2013	43%
3.4.1 Identify all rental units & types throughout the City.	Jeff Barfuss	Leesa, Holly, Jon	4/12/2013	8/28/2013 identifying the types of units through out the City. Working with the good land lord program	30%
3.4.2 Establish a system to check on all the rental units during the year.	Jeff Barfuss	Jon, John	5/31/2013	8/28/2013 After we have identified all types of units we will establish the best way to check on the units during the year	50%
3.4.3 Quarterly reports to the Mayor & City Council throughout the year	Jon Anderson		12/31/2013	8/28/2013 Have completed two quarterly reports to the Mayor & City Council for the first two quarters.	50%
3.5 Develop and implement PRIDE IN SOUTH OGDEN program. This program will recognize property owners who take pride in cleaning up and/or maintaining beautiful yards. Program will utilize City Council members and residents to gather nominations and recognize property owners. The program will be promoted via the newsletter, facebook, twitter and cable television channel.	Matt Dixon	City Council, Trudi Andersen, Leesa	12/31/2013	1/19/2013	0%
3.6 Increase walking and bike paths within designated routes for the schools.	Jon Anderson	Mark Vlastic	12/31/2013	8/14/2013 Had combined work meeting with CC and PC on 8/6/2013 where staff presented several possible options for designated bike routes throughout the city. Staff received feedback from CC and PC and will work to further refine the plan for the PC and CCs review and approval.	25%
3.6.1 Identify walking & bike paths in the city	Jon Anderson	Mark, Shane, School District	6/28/2013	6/10/2013 Jon and Police Department has reviewed potential streets for bike lanes (marked or shared). Mark Vlastic, City Planner, has reviewed their recommendations against the city's General Plan and is ready to meet to further discuss.	75%
3.6.2 Identify ways to increase the use or improvements to paths	Shane Douglas	Jon, Jason, Mark	8/30/2013		0%

3.6.3 Research and secure different funding options available to use	Shane Douglas	Jon, Jason, Mark	12/31/2013		0%
4. Providing Quality Public Services					
4.1 Make measureable improvements to the city's code enforcement program (commercial and residential). Changes should include current resources and should address a "culture" of "everything is my job." Staff will provide quarterly reports to the council. Reports will list self initiated and public initiated efforts. Ideas may include: (flyers, blitz, neighborhood focus, etc.)	Darin Parke	Lisa Dalton, Police Officers	12/31/2013	7/9/2013 I made adjustments to the Notice of Violation for code enforcement to comply with current ordinance and state law, I also divided city into areas and assigned Patrol Sergeants to each area. Specific focus for the week was given to area 1, North of 4500 South, with violations forwarded to Sergeant. Fifteen cases were opened in the area. Update given in the last council meeting.	50%
4.1.1 Create a single Records Management System (RMS) tracking of Ordinance Enforcement identifying self initiated vs. dispatched call related to ordinance enforcement. Identify cases handled by ordinance officer compared to the rest of the department as a whole. Specify types of cases. Include information in monthly and quarterly reports.	Karen Disney	Records Management System; Patrol; Greg Dingman	2/28/2013	7/9/2013 All cases are now being reported into the Versadex system. This will reduce the redundancy of double entry into two records systems and allow officers to access the information faster in a single data base.	100%
4.1.2 Train officers in documentation procedures of the above in RMS	Karen Disney		2/28/2013	3/1/2013 Officers have been using the Versadex system already to document code enforcement issues. Office staff will extract the statistics and provide them monthly.	100%
4.2 Have a well organized, functioning Citizen Corps Council.	Cameron West		12/31/2013	8/30/2013 Having trouble locating functioning Citizen Corps Councils in the state.	7%
4.2.1 Gather information on Citizen Corp Councils.	Rick Rasmussen		5/13/2013	5/14/2013 Reviewed information packet on Citizens Corps.	10%
4.2.2 Contact business leaders to see if they are interested in participating	Rick Rasmussen		5/13/2013	7/9/2013 Contact with AAA has resulted in the beginnings of a working relationship. A presentation will be done July 10.	5%
4.3 Have a well organized, functioning CERT program in South Ogden City. Provide notice to council.	Rick Rasmussen	Acting Director	12/31/2013	6/24/2013 Cert members used at the South Ogden Days to monitor entrance into the public works gate and also as perimeter patrol for the fireworks.	0%
4.3.1 Monthly CERT training on the 3rd Thursday	Rick Rasmussen	Rick Rasmussen and on-duty crew.	12/21/2013	6/11/2013 CERT training this month is cancelled due to the Team being used at South Ogden Days.	0%
4.3.2 Recruit 20 new members through word-				5/14/2013	

	Recruited new members through word of-mouth, civic and church groups.	Rick Rasmussen		12/31/2014	01/24/2013 No new members added this quarter.	0%
4.4	Hold at least one emergency table top exercise involving all Emergency Operations Center components (i.e. policy, finance, etc.).	Cameron West		12/31/2013	8/27/2013 I have been placed on the state list for emergency management. I hope to use this network for the benefit of South Ogden.	95%
4.4.1	Extended (4 hr.) EOC exercise August 15, 2013.	Cameron West	Rick Rasmussen, Lance Petersen, Budget.	8/16/2013	5/30/2013 Table top exercise completed.	100%
4.4.2	Post operation analysis	Cameron West	EOC participants	8/22/2013	8/19/2013 Analysis indicates additional exercises should be completed throughout the year. Will work on putting a schedule together with the EOC members.	100%
4.4.3	Attend NIMS training for more proficiency in exercise design and delivery.	Rick Rasmussen		8/1/2013	2/14/2013 Attended 24 hours of training at TEEX to become more educated on EOC functions.	80%
4.5	Emergency Operations Center members (elected and staff) will complete all recommended NIMS trainings.	Cameron West		12/31/2013	8/30/2013 Located training classes and advised staff of dates.	87%
4.5.1	Review department and city training records and identify current status of training for ECO members	Cameron West	Kristin Hansen, Tracey Bolt	3/7/2013	3/8/2013 All city records were checked to obtain FEMA/NIMS certificates on file for EOC members. An updated spreadsheet was sent out to EOC members to review. Employees were asked to submit any additional certificates they may have or submit transcript request for any certifications the city does not have record of by 3-15-13.	100%
4.5.2	Notify EOC members of their training status and when necessary courses of instruction are available.	Cameron West	Matt Dixon	3/31/2013	8/30/2013 Staff has been advised of required training that is still needed. Dates and locations have been provided. Still in need of the following from elected officials: Sallee Orr IS-700; Brent Strate ICS-100, IS-700; Wayne Smith ICS-100, IS-700; Bryan Benard ICS-100, IS-700; Russell Porter IS-700	75%
4.6	Increase the percentage of residents who utilize the city's online bill-pay feature (electronic transfers not checks) to 25 percent.	Kristen Hansen	Holly Kenison, Brian Minster	12/31/2013	7/10/2013 Holly attended her Treasurers conference and this issue was addressed. Many cities are charging a deposit for service and then waiving the deposit if the customer signs up for online	51%

				payments. This idea will be presented to the Council at the Retreat.	
4.6.1 Move to a more user-friendly online bill pay system.	Kristen Hansen	Holly Kenison Steve Liebersbach	4/1/2011	10/19/2012 This goal is marked complete for the following reasons: 1)changing programs was not budgeted for 2)Express bill pay is too costly 3)we cannot chose our own processor with Express bill pay, while we can with Intellipay We will look at this item again for the 2013/2014 budget to see if any positive changes have been made.	100%
4.6.2 Market utilization of online bill pay via phone conversations, monthly newsletters, facebook, newspaper, council meetings, etc.	Kristen Hansen	Holly Kenison, Matt	4/30/2013	1/14/2013 Holly continues to market on line bill pay. Holly has put this information on the front of the bill each month. She has had a few comments on it, and has had some good feedback from customers about the convenience fee being removed. Holly has stated there has been more activity for online payments.	50%
4.6.3 Holly will submit monthly reports for the city's online bill pay tracking.	Kristen Hansen	Holly Kenison	12/31/2013	7/10/2013 Holly is submitting monthly reports reporting the percentage of online paying customers. Average since June 2103 is 17%.	55%
4.6.4 Update our processing of online payments whether it is the City online services or customers other sources of online bill pay. This will be uploaded in the system instead of data entry by clerks.	Kristen Hansen	Holly Kenison	8/31/2013		0%
4.7 Assess impacts of an ISO rating of 5 or higher. Consider impacts to the city, its residents, and businesses.	Cameron West		6/30/2013	2/14/2013 Internet research as to insurance rate impact is ongoing and near completion. Contact with area insurance agents is ongoing and near completion. All research has been completed.	100%
4.7.1 Conduct research through insurance companies.	Cameron West	Cameron West, Rick Rasmussen	3/8/2013	2/6/2013 Have conducted research with 4 different insurance companies.	100%
4.7.2 Contact ISO for more information.	Cameron West	Cameron West, Rick Rasmussen	3/8/2013	1/28/2013 Contact with ISO has been made.	100%
4.7.3 Contact other agencies in the county for information.	Cameron West	Cameron West, Rick Rasmussen	2/8/2013	1/28/2013 Contact has been established with the agencies in Weber County that had their ISO audit last	100%

				year.	
4.7.4 Update Personal Protective Equipment to meet OSHA standards	Cameron West	Budget	Ongoing	8/30/2013 Have scheduled 4 sets of protective equipment to be replaced annually within the budget. This will update equipment as required by OSHA.	85%
4.7.5 Upgrade/purchase new equipment (i.e. radios, hose, etc.)	Cameron West	Al Muir, Budget allocations	2/28/2013	6/25/2013 300' of 5 inch hose purchased, 150' of 2 1/2 inch hose purchased, 200' of 1 3/4 hose purchased.	65%
5. Enhance Community Relations					
5.1 Proactively promote our strategic plan focus and progress to the residents via two perspectives (council & staff). Assign council sections each month.	Matt Dixon	Department Heads, Elected Officials, Trudi Andersen, Christy	12/31/2013	8/30/2013 strategic updates continue to be provided to the residents in each monthly newsletter. Improvements to the city's cable channel being reviewed.	55%
5.1.1 Create a place in the newsletter for councils vision and goals and one for staffs report on progress in accomplishing our goals.	Trudi Anderson	Elected officials & Department Heads		2/1/2013 A place has been established in the news letter, it will start to show up in the March 2013 news letter.	40%
5.1.2 Publish councils vision and staffs reports on strategic goals via newsletter, website, and cable channel.	Matt Dixon	Department Heads, Elected officials, Trudi	6/30/2013	8/14/2013 staff has provided monthly reports/updates to the residents via the city's newsletter.	70%
5.2 Educate residents on financial matters related to the city's revenues, expenditures, debt, taxes, etc. via the city newsletter, website and cable channel.	Steve Liebersbach	Matt, Trudi	12/31/2013	7/10/2013 Website updated with May financials and FY 2014 adopted budgets.	100%
5.3 Establish a Community Pride Volunteer Program utilizing a community volunteer liaison/coordinator.	Jon Anderson		12/31/2013		0%
5.4 Organize two Community Pride Days utilizing faith groups, non-profits, and businesses. Staff generate possible projects for council review and approval.	Jon Anderson	Shane Douglas	11/1/2013	8/29/2013 Completed on clean-up day back on May 18, 2013 but was not very well attended due to bad weather. Another day in October (9th) is being looked at in coordination with an eagle scout project.	51%
5.4.1 Identify projects and dates for Pride day. Approval from Mayor & City Council	Jon Anderson	Shane, Bob, Jason	3/29/2013	8/28/2013 Have meet with the eagle scout a couple of times to plan the event at this point.	55%
5.4.2 Hold coordination meetings with the different groups	Jon Anderson	Shane	12/31/2013	8/28/2013 Meet with the eagle scout a couple of times to plan what will be addressed during the clean-up.	50%
5.4.3 Completion & review of Pride Days				8/28/2013	

annually	Jon Anderson	Everyone involved	12/27/2013	we have completed one clean-up day. Coordinating the second for October.	50%
5.5 The city council will hold two off-site council meetings in 2013.	Leesa Kapetanov	Matt, Mayor Minster	11/1/2013	<i>8/30/2013</i> One council meeting was held and the second is scheduled for the first meeting in Sept.	100%
6. Recruit and retain employees that meet or exceed expectations					
6.1 Complete analysis of Fire and Police departments to determine: 1) How do our staffing levels compare to other jurisdictions? 2) How do our department structures compare? 3) Should South Ogden remain in the ambulance business? What alternatives exist?	Matt Dixon	Chief Parke, Chief West, Consultants	8/1/2013	<i>8/30/2013</i>	50%
6.1.1 Present Report to City Council in July work meeting	Matt Dixon		10/15/2013		0%
6.1.2 Meet with department heads and staff who will be involved in the analysis to outline and agree upon the necessary approach.	Matt Dixon	Cameron West, Darin Parke, Steve Liebersbach, Ken Bradshaw, other staff as necessary	3/15/2013	<i>5/8/2013</i> These meetings were held in March. Fire and Police are gathering data and waiting for Matt to set up a meeting with a consultant who will help review and coach staff through the process.	100%
6.1.3 Contact qualified consultant to assist in advising the committee on the project.	Matt Dixon		3/29/2013	<i>5/8/2013</i> Matt has made contact with Zions Bank and is setting up a meeting to begin the analysis review process.	100%
6.1.4 Gather and analyze data	Matt Dixon	Department Heads, Staff	5/15/2013	<i>5/8/2013</i> Fire and Police are currently gathering departmental data that will be used in the analysis.	100%
6.1.5 Prepare Draft Report and have approved by Departments	Matt Dixon	Department Heads, Consultant	9/30/2013		0%
6.1.6 Prepare Final Report	Matt Dixon		10/4/2013		0%
6.2 Recognize & reward employees who are passionate about their work and provide periodic (3/year) reports to CM & Elected Officials	Kristen Hansen	Department Heads	12/31/2013	<i>5/31/2013</i> As of may 31, 2013 five (5) employees have been recognized for their work and have received either a pay increase or a one-time bonus. Department heads will continued to be reminded of this incentive program each week at department head meeting.	50%

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