

**NORTH OGDEN CITY COUNCIL  
MEETING MINUTES**

April 9, 2024

The North Ogden City Council convened on April 9, 2024, at 6:00 p.m. at the North Ogden City Public Safety Building at 515 East 2600 North.

Notice of time, place, and agenda of the meeting was posted on the bulletin board at the municipal office and posted to the Utah State Website on April 4, 2024.

Notice of the annual meeting schedule was posted on the bulletin board at the municipal office and posted to the Utah State Website on December 13, 2023.

**Note: The time stamps indicated in blue correspond with the recording of this meeting, which can be located on YouTube: <https://www.youtube.com/channel/UCriqbePBxTucXEzRr6fclhQ/videos> or by requesting a copy of the audio file from the North Ogden City Recorder.**

PRESENT:

S. Neal Berube	Mayor
Ryan Barker	Council Member
Blake Cevering	Council Member
Jay D Dalpiaz	Council Member
Chris Pulver	Council Member
Christina Watson	Council Member (Zoom – excused at 7:00 PM)

STAFF PRESENT:

Jon Call	City Manager/Attorney
Rian Santoro	City Recorder
Scott Hess	Community and Economic Development Director
Ryan Nunn	Planner
Dave Espinoza	Public Works Director/Assistant City Manager
Dylan Hill	Public Works Inspector
Bryce Nelson	Administrative Services Manager/Treasurer
Katie Gerard	Human Resources Director

VISITORS:

Merrill Sunderlund	Dan Halacy
Reed Miller	Angela Halacy
Stef Casey	Gwen Long (Zoom)
Phillip Swanson	Jacque(Zoom)
Brenda Ashdown	Paige Hamblin(Zoom)
Kevin Burns	Susan Clements (Zoom)
Susan Kilborn (Zoom)	Brent Barker (Zoom)

0:0:42 Mayor Berube called the meeting to order. Council Member Pulver offered the thought, sharing two notable quotes relevant to the discussion. The first, attributed to General George C. Marshall, emphasized the importance of focusing on the good without concern for credit. The second, credited to General George S. Patton, highlighted the value of providing guidance rather than specific instructions, allowing for unexpected ingenuity. Council Member Pulver then offered the invocation and led the audience in the Pledge of Allegiance.

**CONSENT AGENDA**

**1. CALL FOR CONFLICT OF INTEREST DISCLOSURE**

0:2:19 No conflict of interest was disclosed.

**2. DISCUSSION AND/OR ACTION ON THE CONDITIONAL ACCEPTANCE OF NORTHVIEW ESTATES SUBDIVISION PHASE 8**

0:3:10 Dylan Hill, the Public Works Inspector, reported the completion of the conditional inspection on the subdivision, confirming the improvement's compliance with City code and standards. Notable infrastructure installations included storm drains, land drains, water and sewer systems, streetlights, street signs, and partial sidewalk construction. Dylan explained that despite initial failures during heavy rain runoff last January, subsequent repairs have addressed the issues and recommended conditional acceptance of the improvements, initiating the one-year warranty process. It was noted that some ADA ramps had to be redone due to slope issues but are now compliant.

**Council Member Barker motioned to approve the Conditional Acceptance of Northview Estates Subdivision Phase 8. Council Member Pulver seconded the motion.**

**Voting on the motion:**

<b>Council Member Barker</b>	<b>aye</b>
<b>Council Member Cevering</b>	<b>aye</b>
<b>Council Member Dalpiaz</b>	<b>aye</b>
<b>Council Member Pulver</b>	<b>aye</b>
<b>Council Member Watson</b>	<b>aye</b>

The motion passed unanimously.

3. **DISCUSSION AND/OR ACTION ON THE FINAL ACCEPTANCE OF MAJESTIC VIEW SUBDIVISION**

0:5:18 Public Works Inspector Dylan Hill explained that the subdivision was recorded in December 2018, and was presented to the City Council in December 2021 for conditional acceptance. It was explained that the delay in the conditional warranty period was due to the installation of a streetlight and paved access. The recommendation for final acceptance is based on the evaluation done by City Engineer Eric Casperson, who confirmed that all improvements meet City codes and standards. It was noted that this final acceptance only includes Phase 1 of the Majestic View Subdivision.

**Council Member Dalpias motioned to approve the Final Acceptance of Majestic View Subdivision. Council Member Covering seconded the motion.**

**Voting on the motion:**

<b>Council Member Barker</b>	<b>aye</b>
<b>Council Member Covering</b>	<b>aye</b>
<b>Council Member Dalpias</b>	<b>aye</b>
<b>Council Member Pulver</b>	<b>aye</b>
<b>Council Member Watson</b>	<b>aye</b>

The motion passed unanimously.

4. **ANNOUNCEMENT OF THE APRIL 23, 2024, BUDGET AMENDMENT PUBLIC HEARING**

0:10:12 Council Member Covering motioned to approve the setting of the Budget Amendment Public Hearing for April 23, 2024. Council Member Pulver seconded the motion.

**Voting on the motion:**

<b>Council Member Barker</b>	<b>aye</b>
<b>Council Member Cevering</b>	<b>aye</b>
<b>Council Member Dalpiaz</b>	<b>aye</b>
<b>Council Member Pulver</b>	<b>aye</b>
<b>Council Member Watson</b>	<b>aye</b>

**The motion passed unanimously.**

## **ACTIVE AGENDA**

### **5. PUBLIC COMMENTS**

**0:11:18** Dan Halacy, a North Ogden City resident, expressed concerns regarding safety issues near the stream behind The Lodge, a retirement home community located across from his residence at Prominence Point. He highlighted the lack of adequate fencing to prevent children from accessing the water, the potential dangers posed by the railings, and the presence of unleashed dogs in the area.

Mayor Berube acknowledged the concerns and inquired about ownership and responsibility for the issues.

City Manager/Attorney Jon Call clarified that while the lodge technically owns the ground where the creek runs, the Army Corps of Engineers governs the area. Liability would likely fall on The Lodge, but the City might be involved due to its easement for the public trail.

Mayor Berube suggested contacting The Lodge and the Homeowner's Association (HOA) to address the concerns collectively. Dan Halacy confirmed his efforts to communicate with The Lodge and resolve the issues.

Mayor Berube suggested posting notices regarding leash laws and offered assistance in addressing the concerns.

**0:16:01** Reed Miller, a North Ogden City resident, referenced a previous discussion about property rights in regard to a local business, Big O Tires, and expressed disappointment that only one person had spoken up in support. Reed expressed concern regarding the protection of citizens' unalienable rights, specifically focusing on life, liberty, and property. He emphasized the importance of government officials safeguarding private property rights and moral agency. He urged officials to remain vigilant in protecting these fundamental rights in future decisions.

Reed concluded by highlighting the potential conflicts between City interests and individual rights and urged officials to prioritize the latter.

## 6. **FISCAL YEAR 2024-2025 BUDGET PRESENTATIONS**

**0:19:15 Administrative Services:** Administrative Services Manager/Treasurer Bryce Nelson outlined the budget, which included categories such as subscriptions and memberships, travel and training, office supplies and telephones, services not classified, and small equipment. He noted a 6.4% decrease in the budget for the upcoming fiscal year due to the completion of certain equipment purchases.

Bryce also provided updates on the department's goals from the previous year, including investments in protecting City assets and researching technology to streamline processes. For the upcoming year, goals include digitizing loans, continuing training efforts, and simplifying online services.

Mayor Berube inquired about tracking the incremental value of investments and the City Manager's contingency fund. Bryce affirmed that the fund hasn't been used in the past two years and agreed to provide more information on investment returns if desired. The Mayor emphasized the importance of tracking investment value, particularly given recent legislative changes affecting City finances.

**0:28:13 City Recorder:** City Recorder Rian Santoro highlighted a decrease of 34.4% in the City Recorder budget. This decrease is attributed to internalizing the minutes process, leading to reduced expenses previously incurred for outsourcing. Additionally, a contract with Granicus, intended for meeting minute recording, was terminated due to compatibility issues with existing software.

Rian outlined budget allocations for small equipment, subscriptions and memberships, travel and training, and office supplies. The travel and training budget covers attendance at conferences and local trainings relevant to the Recorder's role.

Goals for 2024 include acquiring a new website to enhance transparency and streamline records management processes.

Councilmember Pulver commended the Department's efforts in leveraging technology to reduce costs and paper usage.

Mayor Berube emphasized the importance of planning for automation to maintain efficiency amidst City growth.

**0:34:16 Human Resources:** Human Resources (HR) Director Katie Gerard presented the HR budget, which saw a decrease of 0.6%. The budget was broken down into subscriptions and memberships, travel and training, office supplies, computer services and software, telephone, and personnel-related costs.

Key memberships included the Society for Human Resource Management (SHRM) and the Northern Utah HR Association, providing valuable networking opportunities and resources. The travel and training budget covered attendance at conferences and local trainings relevant to HR topics. A new software program was proposed to provide training for all employees, covering topics like sexual harassment and ethics.

The personnel-related costs included annual labor law posters, employee recognition, team-building events, and federal e-filing.

Katie outlined the Department's goals for 2024, including setting clear performance expectations, enhancing employee engagement and satisfaction, and optimizing HR processes.

The presentation received commendations from Councilmember Pulver for fostering a positive work environment and reducing turnover rates.

Mayor Berube expressed interest in understanding the net increase in full-time employees after retirements and recruitment and emphasized the importance of managing growth and preparing for the City's future needs.

*(See Attachment A: Administration Budget Presentation)*

**0:44:03** Council Member Watson expressed appreciation for the thoroughness and effort of the Administration Department Heads who provided detailed presentations on budget matters. She commended their dedication to saving money, protecting the budget, and providing valuable statistics for the community. Council Member Watson also mentioned being excited about upcoming software for online documentation and the potential cost savings and improvements in the City's new website.

Mayor Berube inquired about additional resources needed for resource management concerning the Administration Departments in the City and urged Council Member Watson to consider future implications and growth planning. Council Member Watson acknowledged the importance of planning for the future and expressed readiness to assist in that regard.

**0:47:37 Building and Planning:** Community and Economic Development Director Scott Hess provided an in-depth overview of the budget for the Building and Planning Departments. He began by mentioning that the Building Official couldn't attend due to other obligations but had provided the Building Department's budget information. Scott highlighted recent staffing changes, indicating that the Planning Department is now fully staffed with two full-time employees. The Building Department is experiencing a transition as Bruce Higley is retiring, with Ty Lopshire taking over his responsibilities as a Building Inspector.

Scott emphasized the importance of right-sizing the departments, mentioning that they have been adjusting to accommodate growth expectations over the past three years.



Despite some uncertainty in the Building Department due to fluctuations in building permits, Scott mentioned that historically, the department has covered its operating costs through fees. However, he expressed some concerns about this year's budget due to market conditions and a potential shortfall in fee revenue.

Regarding the Planning Department, Scott discussed reductions in the budget for travel, training, and professional services. He emphasized the department's commitment to providing excellent customer service, facilitating development and land use rights, and ensuring clear communication and reliable turnaround times.

The budget breakdown revealed that the majority of expenses are allocated to salaries, with limited discretionary spending available.

During the presentation, Council Members inquired about potential savings in the motor pool, considering Bruce's retirement. Additionally, they discussed revenue projections from building permits, highlighting the importance of maintaining fiscal responsibility and exploring opportunities for cost-saving measures.

*(See Attachment B: Building and Planning Budget Presentation)*

**1:02:36 Finance:** Mayor Berube provided a comprehensive overview of the responsibilities of the Finance Department, highlighting its critical role in the City's financial management. He emphasized that the Finance Department is tasked with preparing and monitoring the budget, ensuring compliance with State laws and regulations, and overseeing internal controls to prevent fraudulent activities. The Mayor stressed the importance of timely submission of audit reports and adherence to state and federal compliance requirements.

Furthermore, Mayor Berube discussed the challenges faced by the Finance Department, including the heavy workload associated with budget preparation and compliance tasks. He acknowledged the efforts made by Finance Director Jamie Jones to streamline processes and improve efficiency within the department.

Regarding the projected budget for the Finance Department, the Mayor noted an increase of \$103,000 primarily attributed to personnel costs. He explained that this increase is necessary to address the growing workload and mitigate risks associated with staffing limitations. Mayor Berube emphasized the need for additional expertise, a full-time equivalent position, in finance and accounting to ensure the department's continued effectiveness. Additionally, the Mayor mentioned ongoing initiatives aimed at increasing efficiency, such as the potential rebidding of financial services and the implementation of a P card system.

Council Member Pulver contributed insights from the Budget Committee, highlighting discussions on various financial matters and expressing support for additional staffing in the Finance Department to manage the workload effectively.

*(See Attachment C: Finance Budget Presentation)*

**1:10:30 Enterprise Funds:** Public Works Director/Assistant City Manager Dave Espinoza gave a comprehensive presentation on Enterprise Funds, delving into the intricate workings of utilities, particularly focusing on the Water, Sewer, Stormwater, and Solid Waste Departments.

Beginning with the Water Department, Dave provided a detailed overview of recent achievements, including the successful installation of a 2-million-gallon storage tank, which significantly bolstered the department's capacity for water storage. He also highlighted the acquisition of essential equipment such as asphalt saws, which are vital for infrastructure maintenance and repair tasks. Additionally, he discussed ongoing projects such as well development initiatives and the strategic planning underway for booster stations, essential for maintaining consistent water pressure across the distribution network.

Transitioning to the Stormwater Department, Dave elaborated on various projects aimed at improving infrastructure resilience and operational efficiency. These initiatives included the implementation of storm drain lining techniques to enhance the longevity of critical infrastructure components. He also emphasized the importance of equipment upgrades, citing the sewer rat as a prime example of technology facilitating more effective sewer system maintenance practices. Moreover, he cautioned about the potential budgetary implications of upcoming projects and urged careful consideration of cost projections to ensure fiscal responsibility.

For the Sewer Department, Dave provided insights into the intricacies of sewer lining processes, highlighting their importance in extending the lifespan of sewer infrastructure and minimizing the need for costly repairs. He discussed cost projections for the upcoming fiscal year, stressing the significance of adopting cost-effective solutions amidst potential external cost pressures. Additionally, he outlined ongoing efforts to explore alternative suppliers for waste collection services, underscoring the department's commitment to optimizing operations while containing costs.

Concluding the presentation with the Solid Waste Department, Dave outlined the impending conclusion of the current service contract for waste containers and deliberated on future arrangements. He outlined potential cost implications associated with waste management services and proposed strategies to mitigate financial burdens, including the exploration of options for bulk purchasing of waste containers. Throughout the presentation, Dave emphasized the collaborative approach among utility departments and the necessity for proactive planning to address evolving challenges and ensure the provision of sustainable utility services for the community.

*(See Attachment D: Enterprise Funds Budget Presentation)*



7. **NEW NORTH OGDEN CITY WEBSITE BUDGET PROPOSAL**

1:48:17 The presentation highlighted the significance of the City's online presence in engaging residents and ensuring transparent communication. It stressed the need for an updated website to facilitate better connection with citizens and streamline access to important information. After evaluating various vendors, including Revize, the presenters, City Recorder Rian Santoro, Human Resources Director Katie Gerard, and Administrative Services Manager/Treasurer Bryce Nelson, recommended switching from the current provider, CivicPlus, to Revize due to its superior features and cost-effectiveness. Revize's demo showcased enhanced control, ease of access, and quicker response times for website issues, which aligns with the City's goals of keeping residents informed and up to date. The migration cost to CivicPlus' new platform was stated to be \$5,500 with a timeline of 6-9 months, although specific dates were uncertain, raising concerns about delays.

In contrast, Revize offered a more cost-effective solution, providing an annual savings of \$4,450 compared to CivicPlus. This cost-saving included an Intranet for City employees, improved website features, and increased engagement opportunities for residents.

Three payment options were presented, but without any discount for upfront payment, spreading the cost over five years seemed the most prudent approach. It was agreed that staff would seek additional feedback from citizens and current website users to address any potential concerns.

*(See Attachment E: North Ogden City Website Budget Proposal)*

**Council Member Pulver motioned to approve Option 1 of the new Website Project and Services Payment Plan, along with authorizing the signing of the contract with Revize. This approval is subject to gathering further feedback from regular North Ogden City Website users. Council Member Barker seconded the motion.**

**Voting on the motion:**

<b>Council Member Barker</b>	<b>aye</b>
<b>Council Member Covering</b>	<b>aye</b>
<b>Council Member Dalpiaz</b>	<b>aye</b>
<b>Council Member Pulver</b>	<b>aye</b>

The motion passed unanimously.

8. **DISCUSSION AND/OR ACTION TO APPROVE THE LOCAL TRANSPORTATION FUNDING AGREEMENT A4-2024, FOR THE NEXT PHASE OF 450 E TO 3100 NORTH.**

2:13:24 City Manager/Attorney Jon Call provided an overview of the agreement regarding the widening of 450 East. The project extends from just above 2850 to the intersection of 3100 and 400 East, with an estimated total cost of \$6.7 million. The Weber Area Council of Governments (WACOG) has committed approximately \$4 million towards the project, leaving the City responsible for the remaining \$2.7 million. The majority of the City's share is sourced from impact fees (\$2.2 million) and rental income from properties owned by the City (\$750,000).

The agreement seeks to secure the final round of funding necessary to complete the project, which includes transforming 450 East into a five-lane road with designated bike lanes.

Mayor Berube and Council Member Pulver discussed the potential resale of properties acquired for the project, with Council Member Dalpiaz raising questions about a specific property at 2850 Washington. Staff mentioned ongoing discussions with potential buyers and highlighted the possibility of rezoning the property, with considerations for input from neighboring residents.

*(See Attachment F: 400 East Widening)*

**Council Member Barker motioned to approve the Local Transportation Funding Agreement A4-2024 for the next phase of 450 E to 3100 North. Council Member Cevering seconded the motion.**

**Voting on the motion:**

<b>Council Member Barker</b>	<b>aye</b>
<b>Council Member Cevering</b>	<b>aye</b>
<b>Council Member Dalpiaz</b>	<b>aye</b>
<b>Council Member Pulver</b>	<b>aye</b>

**Council Member Watson**

**excused**

**The motion passed unanimously.**

**9. COUNCIL DEPARTMENT REPORTS:**

a. Council Member Dalpiaz – Police Department

**2:24:20** Council Member Dalpiaz provided several updates on the Police Department, including ongoing Chief interviews, upcoming training courses such as a Taser Instructor Certification, and recent Defensive Tactics Training. Additionally, two new officers, Officer Tischer and Officer Moss, have joined the department, while Officer Perkins has been promoted to Detective. Council Member Dalpiaz also mentioned an upcoming Drug Takeback event on April 27, 2024, at the North Ogden Smith's and celebrated North Ogden's rise in safety rankings, now ranked as the sixth safest City in Utah, up from the 10th spot last year.

b. Council Member Cevering – Building and Planning Departments

**2:26:37** Council Member Cevering provided updates on the Planning and Building Departments, mentioning that White Rock Phase 3 has been approved and construction will commence shortly. Additionally, Council Member Cevering highlighted an increase in building permit applications, with several being submitted for the Montgomery Farm Subdivision.

c. Council Member Barker – Parks Department

**2:27:31** Council Member Barker provided updates on the Parks Department, stating that the demolition of the playground at Lomond View Park is finished, with preparations underway for the construction of a new playground scheduled for May. Additionally, the pickleball courts project, led by City Engineer Eric Casperson, is expected to be completed around the same time. Other activities include mowing, turf maintenance, spraying for weeds, and fertilizing. The bathrooms in the parks are set to open next week, and seasonal job applications are being accepted, with interviews already underway for part-time positions.

**10. PUBLIC COMMENTS**

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2:28:54 Merrill Sunderlund, a North Ogden City resident, expressed concerns about the City website upgrade or transition, highlighting the potential for confusion and troubleshooting during the transition period. Merrill recommended appointing someone to oversee the process to ensure a smooth transition. He noted that while the Mayor mentioned this oversight role, there seemed to be different departmental responsibilities for the website, suggesting the need for a committee to manage the transition effectively.

2:31:23 Phillip Swanson, a North Ogden City resident, commended the departments for their efforts in finding opportunities for efficiency within the budget, appreciating their frugality. Phillip also highlighted the importance of continued support for employee training and travel to ensure they remain knowledgeable and competent. He expressed satisfaction with the efforts made by the HR Department to improve morale.

Regarding the budget for Flash Votes, he questioned its usage, noting that despite being paid for, it has only been utilized once by the City. He suggested that the City either increase its usage or consider discontinuing payments for it.

Swanson briefly mentioned reviewing a few City web pages hosted by Revize, emphasizing the need to involve less technically savvy residents in the design and beta testing process. He shared feedback on website design, advocating for intuitive navigation and prioritizing citizen input. He criticized the overreliance on search bars for navigation, suggesting that web pages should be designed for easy access to information without relying solely on search functions.

Lastly, Swanson provided a practical tip for improving microphone usage during meetings, suggesting lowering the microphone closer to the counter for better sound quality. He thanked the Council for their service.

2:34:12 Brenda Ashdown, a North Ogden City resident, shared her perspective on the new website. She expressed enthusiasm for the decision to switch to a new company for the website, citing its anticipated cost-effectiveness and improved aesthetics. Brenda contrasted the current website unfavorably with the ones she reviewed that day, emphasizing their user-friendliness. She appreciated the Council's willingness to make this change. In response to a previous comment, she disagreed with concerns about potential difficulties in transitioning to the new website, believing it would offer enhanced visibility and ease of navigation.

2:35:33 Susan Clements, a North Ogden City resident, expressed her appreciation for the opportunity to attend the meeting online, mentioning her involvement with the North Ogden Historical Museum as a reason for not attending in person. She praised the Council's new meeting set-up and remarked on the clarity of audio. She suggested

improving clarity for those speaking from the audience or without a microphone. Susan then inquired about the construction timeline for the area from 2850 to 3100.

City Manager/Attorney Jon Call explained that design work would start soon, with budget requests expected in the coming months.

Susan also mentioned the opening of the Green Waste Facility, expressing gratitude for the information provided on the website and emphasizing her community's appreciation for the service.

**2:38:26** Susan Kilborn, a North Ogden City resident, raised a question about whether anyone in the City Administration is knowledgeable about artificial intelligence (AI) and its potential benefits. She shared her belief in the positive impact AI could have in streamlining processes, citing her son's success with a newsletter as an example. Kilborn also suggested that the City could save money by obtaining required posters from government agencies for free rather than purchasing expensive versions.

#### **11. MAYOR/COUNCIL/STAFF COMMENTS**

**2:40:13** Administrative Services Manager/Treasurer Bryce Nelson announced that there has been an application to change the domain name from Northogdencity.com to Northogdencity.gov. The change is expected to take effect in the next couple of months, affecting the website, emails, and other related communications. It was noted that the City will keep ownership of Northogdencity.com and communications will automatically be forwarded to the Northogdencity.gov.

**2:40:33** City Manager/Attorney Jon Call relayed information from Jami in Finance regarding Senate Bill 91, which now requires a separate Budget Hearing for salaries in the City. This hearing will compare department heads' current salaries to proposed increases and aims to enhance transparency. Jon acknowledged potential discomfort with discussing salaries publicly but emphasized the importance of transparency.

Jon reminded the Council about Building Inspector Bruce Higley's retirement party on Thursday, encouraging attendance.

Jon provided updates on ongoing projects, including the nearing completion of the parking lot and the Senior Center receiving a new roof, which is partly funded by insurance.

**2:43:32** Council Member Pulver announced that he has begun working on the protocol for City events.

2:43:48 Council Member Barker relayed information regarding the FEMA training that was discussed in the last meeting. Weber County Emergency Manager Lisa Schwartz-Gosling offered to conduct a one-hour training session, but for certification, it would require two emergency managers from neighboring counties to conduct a two-week session.

The unanimous consensus among the Council Members was that the one-hour training session was the preferred option. Council Member Barker agreed to get that training scheduled for an upcoming meeting.

2:44:49 Council Member Cevering inquired about the progress of the prescriptive easement. City Manager/Attorney Jon Call informed that discussions are scheduled for a meeting in two weeks, addressing various matters including the prescriptive easement. Council Member Cevering then shared a message from a concerned parent regarding increased costs at the North Shore Aquatic Center. Council Member Cevering suggested that the City provide clarification to avoid negative perceptions and misinformation.

## 12. ADJOURNMENT

**Council Member Pulver motioned to adjourn the meeting.**

**The meeting adjourned at 8:46 p.m.**

## ATTACHMENTS

All Publicly distributed materials associated with this meeting are noted as the following attachments:

- A. Administration Budget Presentation
- B. Planning and Building Budget Presentation
- C. Finance Budget Presentation
- D. Enterprise Funds Budget Presentation
- E. North Ogden City Website Budget Proposal
- F. 45o East Widening



S. Neal Berube  
S. Neal Berube, Mayor

Rian Santoro  
Rian Santoro  
City Recorder

5/7/24  
Date Approved



# ADMINISTRATION BUDGET

Administrative Services, City Recorder, and  
Human Resources  
Council Member Watson, Department Liaison



Attachment A

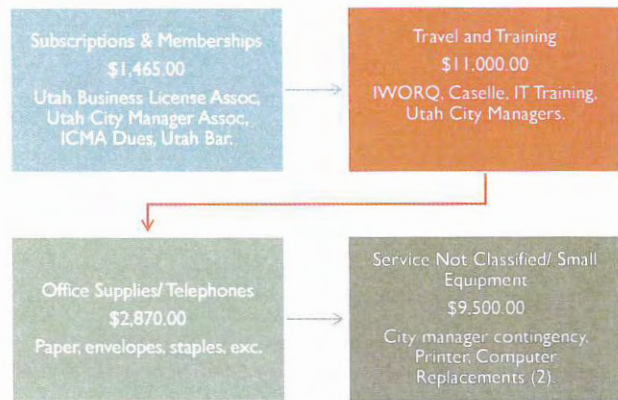
OUR DEPARTMENTS

BRYCE NELSON, ADMINISTRATIVE SERVICES  
MANAGER/CITY TREASURER

RIAN SANTORO, CITY RECORDER

KATIE GERARD, HUMAN RESOURCE MANAGER

# ADMINISTRATIVE SERVICES



TOTAL BUDGET DECREASE: 6.4% (-\$1,600)

## ADMINISTRATIVE SERVICES

### Position Within Department

- City Manager/Attorney
- City Treasurer/Administrative Services Manager
- Three full-time Administrative Assistants
  - Building Permit Technician, Business Licenses, and office coverage, Parks and Rec support staff.

### Enterprise Fund Within Department

- Additionally, one full-time employees and two-part time employee are part of this department; salaries paid by Enterprise Funds.
- Administrative duties for: Utility billing, phones, water, sewer, storm, and solid waste



# GOALS FROM 2023 - 2024

## Invest

Protect city assets while maximizing returns.

## Research

Research technology to improve/streamline processes.

## Training

Offer training for staff to maximize the role they fulfill.

## Educate

Educate residents on how to better utilize the services the city provides for them.

## Invest

Started investing with Meeder Public Funds

## Research

Will be purchasing software to digitize forms. Will also be implementing software to make renting parks and buildings easier.

## Training

Staff have been to trainings for processes and software that we use.

## Educate

My team and I take every opportunity to talk with residents about what services are provided and what the easiest ways are to access them.



## GOALS FOR 2024 - 2025

### Digitize Forms

Develop user friendly forms for residents to complete conveniently.

### Research

Research technology to improve/streamline processes.

### Training

Offer training for staff to maximize the role they fulfill.

### Educate

Educate and simplify online services.



CITY  
RECORDER

Small Equipment - \$2,500

- (1) Computer replacement

Subscriptions and Memberships - \$605

- Davis Weber Morgan Recorder's Association (2 employees)
- Utah Municipal Clerks Association
- IIMCA membership plus certification

Computer Services - \$4,850

- Municode – Meeting Agenda Management
- Laserfiche

Travel, Training and Memberships - \$3,250

- UMCA Training
- DMWRA Training
- Local Training

Business Related Costs - \$2,760

- Office supplies
- Postage
- Phone
- Public notices

TOTAL BUDGET DECREASE: 34.4% (-\$7,643)

## GOALS FOR 2024 - 2025

### Innovation/Improvement

Meeting management has been implemented and the goal is to continue improving/streamlining the processes during all meetings.

### Transparency

Enhance visibility and streamline accessibility to public records.

# HUMAN RESOURCES

## Breakdown

- Subscriptions & Memberships - \$250
  - SHRM – Society for Human Resource Management
  - Northern Utah HR Association
- Travel & Training - \$1,500
  - WECOn – Work Elevated Conference (elevates the HR profession)
  - Local training related to HR topics, benefits, etc.
- Office Supplies - \$500
- Postage - \$100
- Computer Services/Software - \$1,880
  - **NEW – Niche Academy (online training platform)**
- Telephone - \$360
- Personnel Related Costs - \$17,825 – The cost of goods is increasing
  - Annual Labor Law Posters
  - Employee of the Month (12) , Employee of the Year (5), PEAK (Progressive, Enthusiastic, Ambition, Knowledge Employee Recognition (2)
  - Team Building
  - ACA Federal E Filing
- Small Equipment - \$300
  - Scanner

TOTAL: \$22,715

## Total Department Increase

- Budget decreased by 0.6% (-\$125.00)



## 2023 – 2024 Met Goals

### RECRUIT

- We successfully hired 12 full-time employees. Revamped job descriptions across departments, ensuring consistency and highlighting growth opportunities by incorporating percentage-based increases tied to certifications, education, and experience.

### RETAIN

- **As of April 9, 2024** - 3 retirements and 4 voluntary/involuntary terminations
- **2022 – 2023** - 2 retirements and 10 voluntary/involuntary terminations
- **2021 – 2022** - 1 retirement and 12 voluntary/involuntary terminations
- Our commitment to positive morale has contributed to staff retention and reduced turnover. We continue to prioritize listening to employee needs, building trust, and maintaining a safe, and supportive environment, resulting in improved retention rates and fewer terminations compared to previous years.

### BUILD MORALE

- High employee morale boosts workplace productivity and efficiency. We continue to achieve this with regular team building gatherings, recognition for outstanding work, promoting teamwork and maintaining open communication.





**2024 – 2025 GOALS  
PERFORMANCE MANAGEMENT, EMPLOYEE  
ENGAGEMENT, SATISFACTION & WELL-BEING,  
AND PROCESS OPTIMIZATION**





## PERFORMANCE MANAGEMENT

- Set clear performance expectations, providing regular feedback.
- Work to implement new annual evaluation process.

## EMPLOYEE ENGAGEMENT, SATISFACTION AND WELLBEING

- Engaged and satisfied employees are more likely to be productive and committed to North Ogden City.
- Continue open communication to monitor key performance indicators: employee productivity, turnover rates, employee satisfaction.
- Supporting employees' physical, mental, and emotional well-being contributes to their overall satisfaction and performance.
  - Promoting work-life balance
  - Social Connections: foster a sense of belonging through team-building, social events, and opportunities for collaboration.
  - Recognition and Appreciation: Recognize employee contributions and achievements regularly.
  - Create a safe, inclusive, and supportive workplace environment where employees feel valued, respected, and empowered.

## PROCESS OPTIMIZATION

- Define clear objectives for HR process optimization, such as reducing processing time, improving accuracy, and areas for improvement.
- Standardize procedures to ensure consistency and reduce errors.
- Implement new training software to help with onboarding, annual training requirements, etc.



ANY QUESTIONS?



# BUILDING AND PLANNING

Councilmember Blake Covering, Department Liaison



Attachment B

## BUDGET PERCENTAGES

	BUILDING				PLANNING		
	FY25	FY24		FY25	FY24		
Business Costs	40,896	44,836	-8.8%	Business Costs	18,797	20,340	-7.6%
Motor Pool	11,451	11,451	0%	Motor Pool	0	0	0%
Professional Services	15,000	15,000	0%	Professional Services	0	0	0%
	67,347	71,287	-5.5%		18,797	20,340	-7.6%
	<b>\$3,940 Decrease</b>				<b>\$1,543 Decrease</b>		

# DELIVERABLES



QUALITY  
CUSTOMER  
SERVICE



FACILITATING  
DEVELOPMENT AND  
LAND USE RIGHTS



CLEAR AND  
CONSISTENT  
COMMUNICATION



RELIABLE  
TURNAROUND  
TIMES



BUILDING  
PERMITS




ZONING  
DECISIONS



LAND USE  
PERMITS



# North Ogden Finance Department



Attachment C



# Finance Department

## Deliverables

- ▶ Budget
- ▶ Audit
- ▶ Quarterly Audit Committee Report
- ▶ Monthly Report to Council
- ▶ State/Federal Compliance





## Finance Department

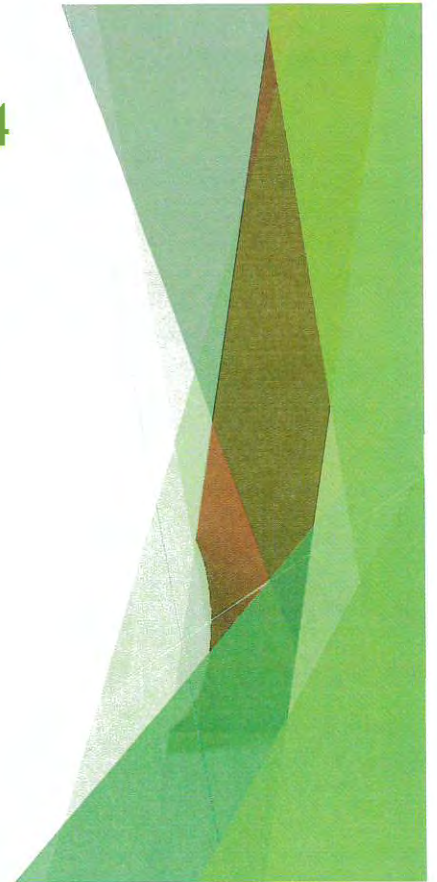
- ▶ Internal Controls
- ▶ Liability Insurance
- ▶ General Accounting
  - ▶ Accounts Payable
  - ▶ Fixed Assets
  - ▶ Payroll





## Finance Department FY 23-24 Budget

- ▶ Total Budget \$325,000
- ▶ Last year \$222,000
  - Increase \$103,000 due to
    - ❖ Personnel costs - One FTE





# Finance Department Staff

Finance Director

Accounts Payable Clerk/Emergency  
Manager

FTE position - vacant

# Public Works Budget Breakdown





# Water Department 2023-2024

- **Storage Tank**
  - Being Completed 2024
- **Asphalt Saw**
  - Purchased January 2024
- **Well Development- North Ogden Canyon, Mtn Road**
  - Installed well casing in North Ogden Canyon; ready for pump house
- **Fruitland Dr. Booster Station**
  - Move to future budget due to property acquisition
- **Future Well- Zone 1**
  - Engineer review
- **PRV Maintenance Continued**
  - PRV Rebuilds
- **Replacement Projects**
- **Drives & TPS (Total Protection Services)**
  - Completed
- **Valve Exerciser**
  - Purchasing in 2024 Budget





# Water Department

2024-2025

- **Waterline Replacement Projects**
  - (1700 N), (575 E-750 E, 3100 N-3300 N)
- **Security System**
  - New locks, Keys
- **Disinfection and Monitoring Equipment**
  - Currently using equipment 14 years old
- **Engineering Services**
  - Consultation engineer for water system
- **Shared Costs**
  - Dump Truck, Excavator
- **Long Term- Scada/Meter System, Fruitland  
Booster Station, Canyon & Mtn Rd Well Houses,  
Zone 1 Well**







# Water PRV Projects & Maintenance



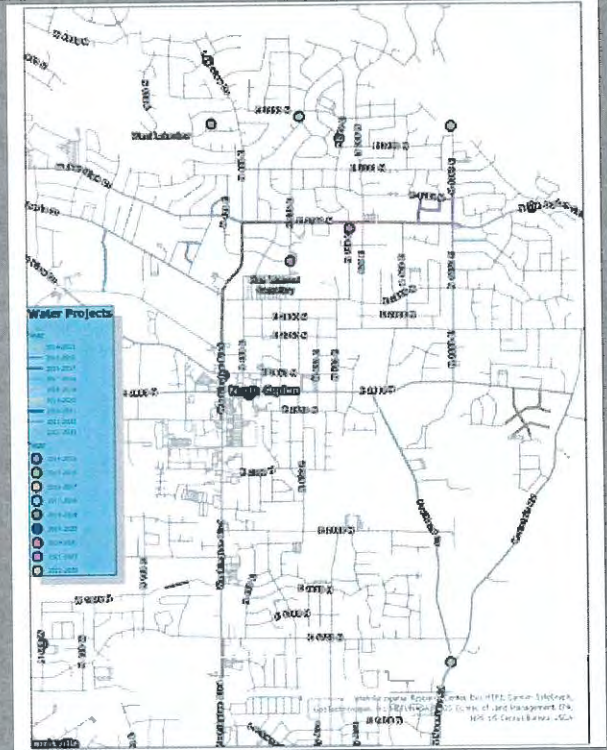
Before



New



After



# Storm Water

2024-2025

- Sweeping Contract
- Lining Project
  - In Progress
- 2100 N Storm Drain
  - Complete
- 2550 N Pond Project
- Equipment
  - Snow Blower, Ventrac, 6" Trash Pump





# Sewer Department

2024-2025



- Future Lining
- Manhole Lining
- No Increase from Central Weber
- Dump Truck
- **Long Term Future- Vac Truck/Camera**

## Sewer Manhole Lining



*Sewer Lining  
Installation*



# Sewer Continued



## Sewer rat

(Approximately 4% Increase/Year)

Pricing is based on four year agreement

- Year One- \$57,000
- Year Two- \$59,300
- Year Three- \$61,600
- Year Four- \$64,125

Past Lining





# Solid Waste 2024-2025

- Republic Hauling Increase - 4% → Approximately \$30,000
- Weber County Tipping Increase - 0%
- Can Vendor Change - Decrease from \$134/Can to \$56/can + Shipping



# Public Works

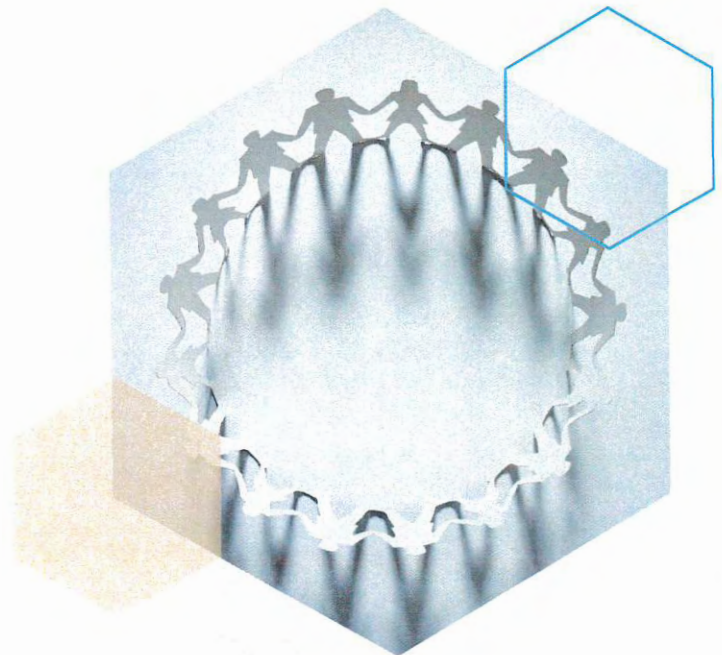
- Old Public Works Shop- ALL Departments





# North Ogden City Website

Cost Proposal and Comparison



Attachment E

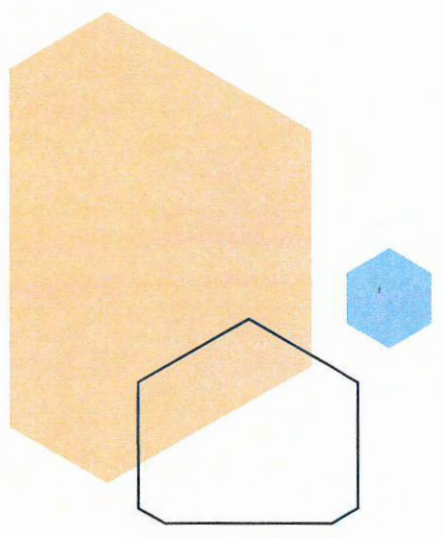
# Introduction

In today's fast-paced digital world, the online presence of municipalities plays a pivotal role in connecting with residents, disseminating crucial information, and facilitating efficient service delivery. With the aim of enhancing citizen engagement, streamlining administrative processes, and ensuring accessibility for all, we propose the development of a new, more functional website for North Ogden City.



# Current CivicPlus Migration-Update

(required for current website to function)



## Annual Website Hosting and Maintenance Fee

- \$6,800 – the City would have to pay this fee by May 31, 2024.

## One-Time Graphic Re-Design

- \$5,500 – Six to nine months for this process to begin.

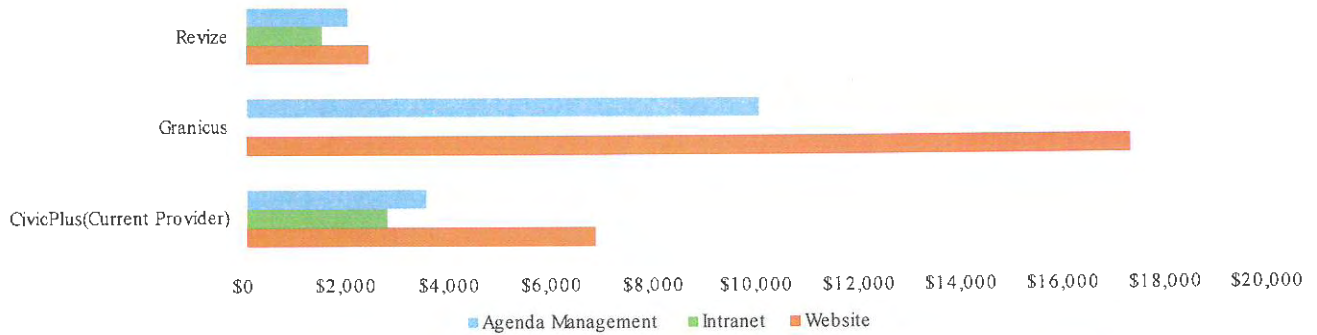
## Current add-ons include:

**Agenda Management: \$3,500**

**TOTAL: \$15,800**

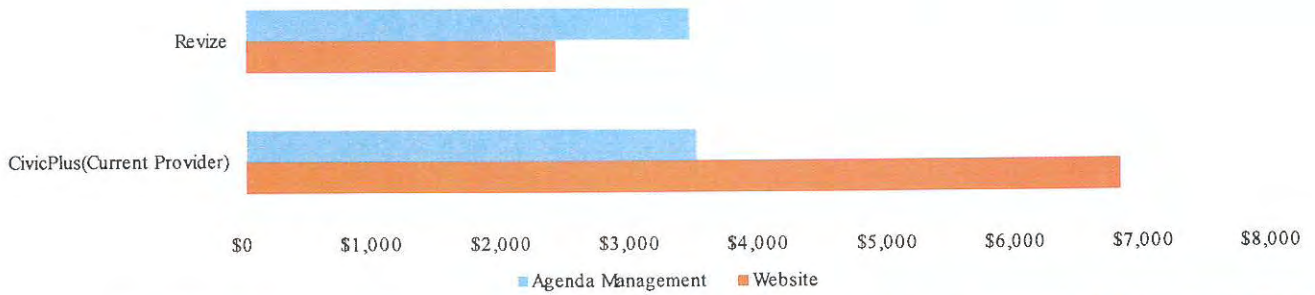


# Implementation Cost Comparison



- **CivicPlus: \$19,100**
- **Granicus: \$47,250 (intranet cost included)**
- **Revize: \$19,285 (proposed option)**

# Annual Cost Comparison



## CivicPlus:

- Website: \$6,800
  - Agenda Management: \$3,500
- Total: \$10,300**

## Revize:

- Website: \$2,400
  - Agenda Management & Intranet: \$3,450
- Total: \$5,850**

## Benefits of an Employee Intranet:

- **Centralized Information:** All important company info in one place.
- **Efficient Communication:** Easy collaboration and idea sharing.
- **Boosted Productivity:** Quick access to resources saves time.
- **Engaged Workforce:** Features like employee directories and social networking keep everyone connected.
- **Training Platform:** Enables continuous learning and skill development.
- **Streamlined Processes:** Automates workflows for smoother operations.
- **Cost Savings:** Reduces printing and communication costs.
- **Security:** Protects sensitive data and ensures compliance.

*An intranet improves efficiency, communication, and engagement while saving costs and maintaining security.*



## Benefits of a Revize Re-Design

- **Improved User Experience:** A streamlined design enhances navigation, making it easier for visitors to find what they need.
- **Efficient Information Retrieval:** Search capabilities enable users to quickly locate specific information, saving time and frustration.
- **Enhanced Accessibility:** Agenda management ensures that important documents and meeting information are readily available to all users, promoting inclusivity.
- **Increased Transparency:** Users can easily access government agendas, reports, and documents, fostering trust and accountability.
- **Boosted Engagement:** Clear navigation and event management encourage users to explore the website and participate in local events and meetings.
- **Modernization and Professionalism:** A redesigned website with updated features portrays the municipality as forward-thinking and committed to serving its community effectively.



# For Comparison:

[FORMS ON THE CURRENT WEBSITE](#)

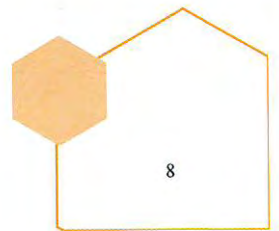
[DEPARTMENTAL INFORMATION CURRENT WEBSITE](#)

[FORMS REVIZE WEBSITE](#)

[DEPARTMENTAL INFORMATION REVIZE WEBSITE](#)

## **Less information is crucial to ensure user-friendly experiences and increased participation:**

- **Enhanced User Experience:** Simplified layouts and fewer details prevent overwhelming visitors, improving usability.
  - **Streamlined Navigation:** Clearer pathways lead to quicker interactions, reducing user frustration.
- **Increased Participation:** Concise forms encourage more submissions by minimizing barriers and saving users' time.
  - **Improved Data Accuracy:** With fewer fields, there's less chance of errors in form submissions.



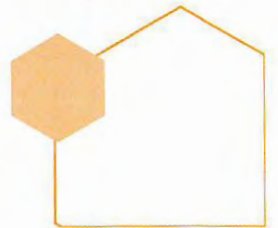
## For Comparison:

[CALENDAR ON CURRENT WEBSITE](#)

[CALENDAR ON REVIZE WEBSITE](#)

**Effective calendars on municipality websites are crucial as they:**

- Provide clear and accessible information.
- Encourage community engagement.
  - Facilitate information sharing.
- Promote transparency and accountability.
  - Save residents time and effort.



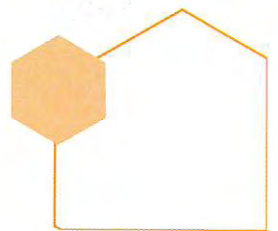
## For Comparison:

SEARCH CAPABILITIES ON CURRENT  
SITE

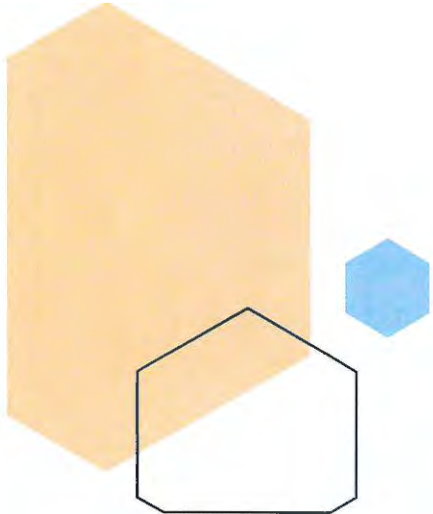
SEARCH CAPABILITIES ON REVIZE  
SITE

**Effective search capabilities on municipality websites are crucial as they:**

- Efficiency: Enables quick access to specific information.
- Accessibility: Helps users of all abilities navigate the site.
- Transparency: Facilitates access to government documents and reports.
- Engagement: Encourages civic participation by promoting events and meeting information.



# Revize Payment Options



## Option 1

- Five payments of \$8,537 (includes 20% of project cost and one year of annual hosting and maintenance)

## Option 2

- Three payments of \$6,428.33 (includes 33% project cost and 33% of one-year annual hosting and maintenance)
- Four payments of \$5,850 (includes annual hosting and maintenance)

## Option 3

- One payment of \$19,285 (includes project cost and one-year annual hosting and maintenance)
- Four payments of \$5,850 (includes annual hosting and maintenance)

*\*All options include free redesign*



## Summary

Acquiring a new website is imperative for North Ogden City. It will vastly improve user experience, modernize our online presence, and enhance functionality. With a sleek design and intuitive navigation, residents can effortlessly access information and utilize municipal services. By incorporating cutting-edge features, we demonstrate our commitment to community service while fostering transparency and communication.



