

# Ogden City Services

## **City Council Office**

- City legislation and policies
  - Ordinance changes
  - Legislative planning determinations (general plan, community plans, rezones, annexations, etc.)
- Budgetary proposals/actions
  - Adoption of annual budget
  - Establish fee schedules and rates for various city services
- Capital Improvement Plan
- Annual Action Plan
- Public hearings and input
- Redevelopment Agency
- Municipal Building Authority
- Committee appointments
- Financial audit and management studies
- Public outreach and engagement
  - Council website
  - Social media
  - Video production
  - Press releases, newsletters, etc.
  - Off-site meetings
  - Neighbor-up grant program
  - Recognitions

## **Community and Economic Development**

### **Airport**

- FAA-certified airport, with FAA control tower and two runways
- Aviation and non-aviation land leases
- Commercial air service opportunities
- Private airplane services (landing, parking, storage, fuel, etc.) – General FBO services
- Airport security with Transportation Security Administration (TSA) presence – On Hold
- Vehicle/passenger parking
- Location of two flight schools and a skydiving company
- Weather diversion alternative for Salt Lake International Airport
- Airport Advisory Committee

### **Arts, Culture and Events**

- Events and Venue Management
  - Event planning and special event coordination and permitting
  - Ogden Amphitheater and Backstage Bistro concessions
  - Corner Information Hub
  - First Friday Arts Stroll

- Ogden Welcome Center
- Dumke Plaza
- Union Station
- Management of Museum artifacts and exhibits
- Ogden Downtown Alliance support and coordination
- Arts
  - Long term planning for arts (Arts Master Plan and Nine Rails Creative District)
  - Arts Advisory Committee
  - Art project implementation
  - Art grants program

### **Business Depot Ogden**

- Industrial and office space leases (more than 9.5 million square feet of leasable space)

### **Building/Code Services**

- Permits and inspections (new construction, remodels, improvements, signs, etc.)
- Site plan review and coordination
- Board of Building and Fire Code Appeals
- Business Licensing
- Flip the Strip
- Rental dwelling licensing
- Good Landlord Program
- Address/enforce property and housing code violations
  - Receive and address complaints
  - Issue warnings and citations
- My Home Town coordination
- Development Review Team

### **Business Development**

- Business recruitment and retention
- Workforce development
- Product Development (redevelopment and new construction coordination)
- Business Information Center (business education and resources)
  - Business counselling and mentoring workshops
  - Small business loans
  - Free meeting space
  - Business resources
- Ogden Downtown Alliance support and coordination

### **Community Development**

- City and Redevelopment Agency development and construction projects
- Annual Action Plan
  - Manage budget and goals for Community Development Block Grant (CDBG) and Home Investment Partnerships Grant (HOME)
  - Promote fair housing
  - Accept complaints for housing discrimination

- Emergency Home Repair Program (EHRP) – offering low-interest loans to low and moderate-income homeowners for emergency repairs
- Home Exterior Loan Program (HELP) – low-interest loans to owner-occupant homeowners for exterior improvements in special target areas
- Home Sweet Ogden Program – New and recently remodeled homes for sale to owner-occupant buyers in special target areas
- Restoration of historic homes
- Citizen Advisory Committee
- Ogden Housing Authority
- Neighborhood revitalization strategic planning

## **Planning**

- Land use and zoning
- Land use petitions
  - Rezone of property
  - Development agreement
  - Zoning ordinance text amendment
  - Annexation
  - Vacation of street, public alley, or easement
  - Street name change
- Land use permits
- Conditional use permits
- Lot split or combination applications
- Nonconforming use permit/legal conforming certificates
- Subdivision reviews
- General Plan
- Community Plans
- Historic Preservation
- Planning Commission
- Landmarks Commission
- Board of Zoning Adjustment - Appeals
- Site plan review and coordination
- Development Review Team

## **Fire Department**

### **Incident Response**

- Fire incident response
- Hazardous Materials (HAZMAT) Technician Level Team Response
- Technical Rescue Team Response
- Fire and medical report preparation/maintenance
- Arson investigation
- Airport Rescue Firefighting
- Service nearby communities through interlocal agreements

### **Medical Services**

- Emergency Medical Services

- First responder
- Paramedic/Emergency Medical Technician (EMT) response
- Basic Life Support Ambulance transport
- Advanced Life Support (Paramedic) Ambulance Transport
- Interfacility Transports
- Special Events Standby
- SWAT Medic Response
- Service nearby communities through interlocal agreements

#### **Prevention**

- Community education
- Emergency simulations
- Discount Carbon Monoxide and Smoke Detectors for purchase
- Fire Protection System Plans review and inspections
- Fire and firework restrictions
- Open burn permits
- Juvenile fire setter education program
- Fire safety training for businesses and community members

#### **Emergency Management**

- Emergency Operations Plan (EOP)
- Code RED: Emergency notification system for residents
- Burn site inspections and approvals

#### **Community Outreach/Education**

- Boots 'n Bunker life and fire safety shows (Ogden School District Elementary Students)
- Cardio Pulmonary Resuscitation (CPR) certification courses
- Fire safety training
- Fire station tours

## **Management Services**

#### **Comptroller and Fiscal Operations**

- Execute, monitor, and Manage the City, RDA and MBA budgets as adopted by Council
- Prepare position budget projections for the City budget
- Prepare revenue projections for the City budget
- General accounting, in accordance with GAAP and the State of Utah accounting manual
- Maintain and organize chart of accounts in the City's financial system
- Financial reporting to comply with GASB
- Coordinate the annual financial audit
- Oversee the receipt of all public funds and monies payable to the City and ensure the proper collection of taxes
- Reconcile cash receipts and payments recorded on the City's books to the bank activity
- Grant reconciliation and reporting
- Work with our banking partner to make sure accounts are properly set up and fraud protections services are in place

- Administer the receiving, accounting for and depositing of City cash and investments
- Work closely with the financial advisor, bond counsel, and Administration to coordinate the issuance of municipal debt as well as refunding opportunities while ensuring compliance with State and City code. Bond compliance and reporting.
- Work with the investment advisor for investment opportunities to maximize interest earnings
- Responsible for all debt reporting requirements, debt covenants, arbitrage compliance and all other debt reporting requirements including the Electronic Municipal Market Access
- City Cashier – receive payments for various city services
- Collections on bad debt accounts for parking enforcement, code enforcement, utility billing, and general billing and accounts receivable
- Purchasing – procure goods and services at the best value. Publish formal solicitation.
- City contract management and publication of available contracts
- Billing and collection of City utilities
- Quarterly 941 payroll and unemployment reporting to the State and IRS
- Annual 941 reconciliation for IRS
- Compliance with Federal and State laws and requirements
- Transparency reporting to the State
- Project ledger accounting and reconciliations
- Safeguard City assets and monitor internal controls over financial reporting

### **Fleet and Facilities**

- Fleet
  - City vehicle purchases and leases (including tractors and mowers)
  - Vehicle maintenance and training for fleet mechanics
  - Vehicle fueling station and fuel usage reports
- Facilities
  - Building maintenance (structural, roofing, fire safety, etc.)
  - Security alarm systems
  - Manage contracts relative to facilities (major projects, cleaning crew, etc.)

### **Human Resources**

- Employee recruitment, retention and succession planning
- Employee benefits (medical, dental, vision, etc.)
- Payroll (vacation, sick leave, FMLA, etc.)
- Employee wellness program
- Employee training
  - Risk management
  - Sexual harassment
  - DEI training
  - Customer service
- Employee claims and issues
- Policies, Procedures, and Compliance
- Public Safety Appeals Board

### **Information Technology (IT)**

- Technology support
- Computer equipment maintenance and replacement
- Purchase of technological products
- Email system
- Phone system
- New technology integration
- System operations and hardware
  - Storage Area Network (SAN)
  - Servers
  - Wireless Internet
- Technology security
- Building security, cameras and equipment

#### **Justice Court**

- Traffic citations
- Misdemeanors
- Small claims
- Public defenders
- Expungements
- Homeless court

#### **Marketing and Communication**

- Monthly city newsletter
- Website management (content and graphics)
- Video production
- Public outreach and engagement

#### **Recorder**

- City elections
- Compliance officer for state and local statutes, including Government Records Access and Management Act (GRAMA) and Open and Public Meetings Act
- Custodian of the City Seal and oversees the adoption and publication of the city's municipal code
- Manages public inquiries and requests for information
- Provides support services to the City Administration and Council – meeting agenda preparation, minutes, recordings, etc.
- Maintains possession of original and historic city documents
- Records Review Board
- Notary Services

#### **Risk Management**

- Building security
- Constable services
- Basic first-aid stations
- Emergency preparedness exercises
- Property and Liability Insurance
- Third party claims

- Worker's Compensation
- Safety Training and Inspection
- Accident Review Committees

## **Mayor's Office**

### **Diversity Affairs**

- Diversity Affairs Coordinator
- Diversity Commission

## **Police Department**

### **Animal Services**

- Animal licensing
- Animal control

### **Investigations**

- Major Crimes Bureau, Special Victims Unit, and School Resource Officers
- Detective response (crime scene investigation, case follow-up, research, etc.)
- Crime scene photos
- (2) Victim of crime advocates

### **Crime Prevention and Community Outreach**

- Neighborhood Watch
- Community Policing
- Crime Reduction Unit (CRU)
- Safe Exchange Zone
- Night Out Against Crime
- Ogden Community Crime Conference
- Northern Utah Gang & Youth Violence Conference
- Coffee with OPD
- Blue light cameras
- Sex offender registration
- Lost and stolen bike program
- Crime Prevention Through Environmental Design education and consultation
- Autism enrollment program
- School Crossing Guards

### **Ogden Metro Gang Unit**

- Coordinated effort with Weber County public safety agencies, Juvenile Probation, School Resource Officers and Community Action groups
- Investigation, suppression and prevention

### **K-9 Unit**

- Four dogs and their handlers
  - Three dogs are dual purpose, meaning they do both narcotic detection and apprehension, and one dog is solely for narcotic detection

## **Online reporting**

### **Patrol**

- Patrol streets
- Respond to calls for service in the community
- Tow rotation program

### **Records**

- Expungements
- Fingerprints
- Background checks
- Records and GRAMA requests

### **Special Events**

- Community Policing and Traffic divisions provide security at various community events
- (2) Homeless Service Advocates

### **Traffic Unit**

- Traffic law enforcement, fatal accident investigations, accident reconstruction, Commercial Vehicle inspections, and hit and run cases

### **Training**

- Train new and current police department employees

### **Weber-Morgan Narcotics Strike Force**

- A multi-jurisdictional task force that collaborates to investigate drug offenses
- Respond to all drug trafficking complaints in Ogden City

### **Ogden Weber Metro SWAT Team**

- Respond to dangerous, violent, and barricaded suspects in Ogden City
- Service of High-Risk search warrants in Ogden City

### **Ogden Area Tactical Analysis Center**

- Threat assessments for VIP visits and events
- Investigate analysis and lead department on criminal cases
- Utilize state of the art technology to reduce crime and solve crimes committed in Ogden

## **Public Services**

### **General**

- Maintain federal, state, and local government regulatory documentation and reporting requirements
- Application for and maintenance of available funding sources, e.g., grants, other
- Develop and maintain internal master plans and other policy/process documents
- Operate an entry-level Commercial Driver's License (CDL) training course

## **Engineering**

- Design, monitor, maintain, and improve city street and water utility infrastructure
  - Establish engineering design requirements
  - Maintain drawings of utility line locations, layouts, and sizes
- Provide addressing for all properties, including new subdivisions and developments
- Maintain monument and survey data for Ogden City, check legal descriptions of new subdivisions for accuracy and set stakes and markers for city construction projects
- Coordinate with state agencies and contractors on road construction projects
- Verify right-of-way locations and widths
- Issue permits for work relative to Right-of-Way, Storm Water Pollution Prevention Plan (SWPPP) and Water connections
- Right-of-Way project inspections
- Permits
  - Curb and gutter
  - Sidewalk
  - Sewer and water lines
  - Street excavation
- Subdivision inspections
- Floodplain Administration
- Stormwater Management program
- Recommend and enforce city ordinances and standards
- Perform Engineering Studies
  - Traffic study
  - Master plans
  - Environmental assessments
  - Floodplain
  - Signal warrants
  - Hydraulic analysis
- Recreation design
- Public Involvement with residents and businesses
- Grant Administration and assistance

## **Garbage and Recycling**

- Weekly curbside garbage collection
- Weekly curbside recyclable collection
- Distribution and maintenance of garbage and recycling carts
- Green waste drop-off site
- Green Waste passes
- Dial-A-Dumpster program
- Annual Dump Pass program
- Recycling education
- Glass recycling
- Special Events support – garbage collection

## **Golf**

- Mt. Ogden Golf Course

- El Monte Golf Course
- Adult, corporate, and junior clinics
- Golf lessons
- Golf carts
- Driving range
- Tee time booking
- Season passes and punch tickets
- Pavilion/clubhouse rentals
- Event catering and food and beverage sales
- Senior, college student, junior, family, city employee and group rates
- Corporate events
- Preservation and maintenance of 150 pristine acres of turfgrass
- Administer mens, ladies, senior, and junior golf leagues
- Fundraising mechanism for charitable causes

## **Parks & Cemetery**

- Maintenance of 43 public parks and 16 trailheads with a variety of amenities
  - Amphitheater
  - Baseball/soccer/sports fields
  - Basketball courts
  - Bike parks
  - Dog park
  - Fishing streams/ponds
  - Gardens/flower beds/road islands
  - Gazebos
  - Kayak park
  - Outdoor rodeo grounds
  - Pickleball courts
  - Picnic areas and covered shelters
  - Playgrounds
  - Restrooms
  - Running/bicycle paths
  - Skateboard park
  - Sledding/tubing hills
  - Soft surface trails
  - Tennis courts
  - Walking paths
- Park pavilion rentals
- Park and trail refuse collection
- Urban Forestry maintenance and management
- Homeless cleanup
- Graffiti removal (throughout the city)
- Snow removal
- Christmas Village (set up, take down, operations)
- Ogden Pioneer Days Rodeo and events
- Trail to Pioneer Days Horse placement and removal
- Special Events support

- Volunteer coordination
- Christmas Village Committee
- Parks and Recreation Advisory Committee
- Ogden Trails Network Committee
- Urban Forestry Committee
- Ogden City Cemetery
  - Interment
  - Marker setting
  - Disinterment
  - Maintenance
  - Ancestor records search
- Pet Cemetery
  - Interment
  - Disinterment

## **Recreation**

- Adult and youth programs, sports, tournaments, lessons, and classes
  - Adult Programs
    - Basketball
    - Flag Football
    - Pickleball
    - Softball
    - Tennis
    - Volleyball
  - Youth Programs
    - H.S. Showcase
    - Baseball
    - Softball
    - Recreation Basketball
    - Division III Basketball
    - Competitive Baseball
    - Fishing Club
    - Flag Football
    - Indoor Soccer
    - 7 on 7 passing league
    - Summer park programs
    - Tennis
    - Wood bat tournament
    - Ogden Untamed baseball/softball
    - Wrestling
- Golden Hours
  - Pool tables
  - Thrift shop
  - Golf simulator/game simulator
  - Pottery
  - Classes – quilting, cooking, lapidary, silversmithing

- Games – bingo, card games
- Social activities - BBQ, movie nights
- Open art studio
- Crafts
- Dancing
- Gym
- Lunches
- Music – ukulele, guitar jammers
- Monthly education seminars – dealing with grief, etc.
- Support groups – Alzheimer's, pediatrician, legal services, Tek Tutor, LBGTQ+, healing waters (fly-tying for disabled vets)
- Monthly newsletter
- Volunteering
- Veterans group
- Exercise classes – chair yoga, balance, fitness, Taiichi, Tai Ji Quan
- Hiking Club
- Golden Hours Committee
- Lorin Farr Pool
  - Daily passes
  - Season passes
  - Individual punch passes
  - Equipment rentals
  - Open swim
  - Youth swimming lessons
  - Private parties/reservations
  - Concessions
- Marshall White Center
  - Daily passes
  - Monthly passes
  - Family passes
  - Room rentals
  - Gym
    - Pickleball
    - Basketball
    - Futsal
    - Table Tennis
    - Indoor Volleyball
    - Game room
  - Pool (*not currently operating*)
    - Water aerobics
    - Lap swim
    - Open swim
    - Kayak polo
    - Learn to kayak
    - Master swim
  - Adults
    - Indoor Pickleball

- Spin Class
- Table Tennis
- Zumba
- Pottery
- Boxing
- Youth
  - Boxing
  - Pottery
  - Indoor soccer – 3-6 year-olds
  - Instructional basketball
  - Arts and crafts
  - Archery
  - Piano
  - Theater
  - Fun with music
  - Dance
  - Tumbling
  - Youth camps
  - Jr Chef Program
- Senior
  - Ceramics and painting
- Parks and Recreation Advisory Committee
- Marshall N White Advisory Committee
- Competitive Sports Board
- Golden Hours Center Board
- Maintenance of ballfields
- Soccer field reservations
- Volunteer coordination
- Concessions – 4<sup>th</sup> Street Park
- Volunteer coordination

## **Streets**

- Construction, reconstruction, and maintenance of city streets
- Bridge and guard-rail repairs
- Chip-seal coatings and road resurfacing
- Curb and gutter repairs
- Pot-hole and shoulder repairs
- Snow and ice control work
- Sign installation and replacement
- Street striping
- Traffic control
- Maintain the Ogden archway sign
- Downtown sidewalk sweeping and garbage collection
- Sweeping The Junction parking lots
- City-owned parking lot maintenance
- Special Events support and traffic control
- Small sidewalk repairs

- Curb painting

### **Sidewalks**

- Install, replace, maintain, and repair city sidewalks, curb and gutter
- Mark and catalog damaged and broken concrete
- 50/50 Concrete Replacement program

### **Urban Forester**

- Coordinate with residents to maintain trees in right-of-way (residents water trees and the Urban Forester is responsible to trim/prune)

### **Street Lights**

- Provide street lights for vehicle and pedestrian safety throughout the city
- Street light repair in coordination with Rocky Mountain Power
- Process requests for additional lighting and notifications of needed repairs

### **Snow Removal**

- Snow removal on all city streets
- Salting streets and intersections

### **Storm Water**

- Management and collection of storm water (from snow melt, rainfall, and runoff)
- Homeless camp clean up
- Special Events support and traffic control
- Street sweeping
- Collect debris and garbage left on city streets
- Maintain irrigation inlets and outfalls

### **Sewer**

- Sewer line cleaning
- Camera inspection of sewer lines
- Assist with sewer emergencies, backups, and other immediate issues

### **Water**

- Water service for Ogden City residents and some non-residents
- Operate/maintain water mains, reservoirs, wells and pressure regulation systems and meters
- Storage capacity infrastructure maintenance and expansion (tanks, transmission lines, wells, and pumps)
- Pressure regulation system and valves
- Customer support
  - Billing
    - Monthly bill for all city-supplied utilities
    - Auto pay and equal pay options
    - Past due bills/collections
  - Meter reading
  - Online account access and analytics

- Water leak information/support
- General customer service
- Line kills and hydrant rental program
- Weber County Abatement and military discounts
- Application for Adjustment (discretionary credits for a leak in a customer's water system)
- Ogden City Culinary Master Plan
- Water Conservation
- Blue Staking
- Water shutdown and emergency repair notifications
- Flip the Strip program

#### **Volunteer Coordination**

- Organized events
  - Make-A-Difference Day
  - Ogden's Day of Caring
- Adopt a Park program
- Adopt a River program
- Adopt a Trail program
- Individual/group project coordination
  - Eagle Scout projects
  - Commercial/educational groups
  - Fulfilment of community service requirements
- Neighbors Helping Neighbors
- My Hometown program
- Coordinate offender community service through Justice Court

#### **Entities with Contractual Agreements for City-related Services**

- **Dinosaur Park Foundation** - Contractual agreement to manage city-owned Dinosaur Park
- **Family Promise of Ogden** - No-cost land and facility lease of old Fire Station (340 Washington Blvd) for homeless resource center
- **GOAL Foundation** - Ogden Marathon
- **Ogden Downtown Alliance** - Farmers Market and Harvest Moon Festival
- **Ogden Nature Center** - No-cost land lease
- **Ogden-Weber Community Action Partnership** - Programming at Marshall White Center
- **Wildlife Rehabilitation Center of Northern Utah** - No-cost land and facility lease