



## Ogden City Corporation Request for Proposal

### General Management and Operations Study of the Ogden City Public Services Department

#### Q & A

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- 1) Is this the first time a study for the department is being requested or has a similar study been done in the past for this or similar departments?

This is not the first time a management study has been performed for public services; however, it has been nearly 30 years since the last study was done. The structure of public works 30 years ago, compared to public services as it is now (looking at general fund) is very different. Here is a list of past management studies:

Community Services Department 1993-1994  
Police 1994-1995  
Public Works 1995-1996  
Community Development Department 1996-1997  
Animal Services Division 1999-2000  
Fleet Division 2001-2002  
Redevelopment Agency 2002-2003  
MIS (IT) 2003-2004  
Fire Department 2006-2007  
Code Enforcement 2009  
IT 2014  
Fleet and Facilities 2016  
Police 2017 (not published)

- 2) Is there a general breakdown of the 193 FTEs by division. We understand that some are cross- division but it would be helpful to know, for example, Engineering has 30 FTEs, while Recreation has 3 and each of the Utilities has 20, etc.

The breakdown was included in the RFP document and is shown below. If there is a desire to go further in depth, a list of authorized positions with titles and pay grades is available with the FY2025-2026 budget approval. Here is a link to the full report: <https://www.ogdencity.gov/DocumentCenter/View/34059/6-17-25---CC---FY26-Budget--Final-Budget-PH-Report>. The staffing document begins on page 25 and includes all

positions within the city. Salary schedules are adopted along with the budget and are available here: <https://www.ogdencity.gov/DocumentCenter/View/34060/6-17-25---CC---FY26-Budget---Salary-Schedule-PH-Report>.

Each division listed below will have a breakdown of positions within that division in the staffing document. It appears there is an error in the totals. The total FTE count before adjustments should be 183 not 193.

	<b>Total FTE</b>	<b>Total with Adjustments</b>
<b>General Fund Division</b>		
Administration	4	4
Engineering	20	13.4
Parks, Cemetery, Municipal Gardens	38	38
Recreation	9	9
Golden Hours, Marshall White Center	3	3
Streets	18	16.5
<i>Total General Fund</i>	<i>92</i>	<i>83.9</i>
<b>Enterprise Fund Division</b>		
Water	51	61.05
Sanitary Sewer	9	12.65
Storm Sewer	10	13.65
Refuse	16	16.5
Golf	5	5
<i>Total Enterprise Fund</i>	<i>91</i>	<i>108.85</i>

3) How are current policies and procedures documented? (i.e. are they electronic?)  
 How many written/codified policies and procedures exist currently?  
 What is the length of their content (how many pages)?

There are some policies adopted as part of the city code for certain operations and others that may be adopted as part of the administrative code. There are written SOPs and Master Plans, as well as other internal policies or procedures that are documented internally within public services.

The legislative code and administrative code can be found here:  
<https://codelibrary.amlegal.com/codes/ogdencityut/latest/overview>

4) Is there an anticipated scope/timeline for completion? ex. 90 days, 180 days. Is there a date in mind for roll-out of the Department's strategic plan? (i.e. when will that be discussed by the Dept. and its staff)?

There is no specific timeline for completion of the work. The Mayor is working with individual departments on strategic plans. Justin Anderson is working on the public

services strategic plan. It will be rolled out in phases, hopefully starting at the first of the year, with the expectation to be finalized by the end of the fiscal year.

- 5) Is there a budget for the project? If so, what is the proposed budget? If that information is not available,
  - (a) is there either a cap over which proposals will not be considered or
  - (b) any reference point for outside work the department has engaged in over the last 18 months?

The Council does not have a set budget or cap at this time for this work; a project budget will be determined with the review of the submittals. Unfortunately, the Council has not authorized a management study in the last 18 months so there is currently no reference point for similar work.