

# **Riverton City's 2014 Strategic Plan And Supporting Quantifiable Department Goals To be completed by December 31, 2014**

**Priority: Economic Development – Facilitate Balanced Economic Development with an emphasis on Economic Development Zones**

- 1. Identify Riverton “capture rate” based on most current Tax Commission data**  
**Administration**
  - Identify goals and timing for increasing the capture rate for specific underserved market segments
  - Create and implement a “Shop Riverton First” initiative
- 2. Report economic development information and activity to City Council on a monthly basis**
- 3. Identify economic development districts within the City and create specific plans to develop each district to its highest potential**  
**Administration**
  - Plan a walkable Downtown Center
  - Pursue neighborhood and community-scale development regions to capture incremental growth
  - Encourage quality businesses to locate to the City
    - Actively promote Riverton as a “business-friendly” city
    - Streamline development process
- 4. Provide written analysis of existing restrictions on new automobile dealerships in Riverton including details of existing process and recommended actions**
- 5. Promote the completion of important transportation infrastructure projects that will improve air quality and traffic congestion and increase mobility, access, and capacity including a possible TRAX line incorporating environmental issues from the Southwest Salt Lake County Transit Study**
- 6. Western Commercial District (WCD)**  
**Administration**
  - Present findings of current market study to the City Council
  - Identify actions the Council can take to help facilitate projected development
  - Maintain protective vigilance for the WCD and prevent any development that compromises long-term WCD objectives
  - Foster a regional retail perspective, encouraging this area as a retail destination

## Priority: Community – Maintain the Riverton Sense of Community

### 1. Preserve and actively promote valued traditions (pancake breakfast, Easter egg hunt, Santa’s arrival, etc.)

#### Parks & Recreation

- Complete the budget and programming for the 2015 Sesquicentennial celebration
- Add two new recreation events

### 2. Enhance outreach

#### City Council

- Hold quarterly, regional meetings in various locations throughout the City
  - Two Council Members plus appropriate staff to attend

#### Public Works

- Meet with property owners regarding the following City construction projects:
  - 4150 W 12600 S to Dutchman Lane sidewalk project
  - 4150 W 12600 S intersection project
  - 4150 W 12600 S to Riverton Boulevard road construction
  - Riverton Boulevard; 4570 W to Sunday Drive Road Construction
  - 2700 W sidewalk project (north of Riverton High School)
- Update website monthly to provide information to public regarding construction projects
- Add GPS mapping of snow plowing, weed removal, and other maintenance activities to City website

#### Stormwater

- Meet with property owners regarding the following City construction projects:
  - 3600 W Detention Basin outfall project
  - Sweet Caroline Drive drainage project
  - 11951 S Lampton View drainage project
- Participate in at least five Stormwater service or outreach projects
- Provide Stormwater training:
  - Train 10 inspectors and contractors
  - Train 30 registered stormwater inspectors and SWPPP reviewers
  - Provide training at 10 preconstruction meetings
- Provide a voting member on the Utah Stormwater Committee
- Review management plan with Stormwater Utility Advisory Committee

#### Utility Billing

- Inform citizens about the availability of glass recycling and hazardous material disposal

### 3. Deliver personalized service to citizens/developers/employees

#### Finance / Utility Billing

- Create utility billing customer applications and business license renewal forms to allow for electronic submission directly from the City’s website

### Water Department

- Provide water conservation tips to the public at least four times during calendar year

## **4. Communication and community branding**

### Administration

- Develop staffing plan and budget to carry out objectives of communication and community branding

### Public Relations

- Develop comprehensive citizen outreach and communication plan utilizing social media
- Enhance City website to serve as primary information system for citizens as well as existing and prospective business owners
- Utilizing multiple media formats, create a branding strategy to maximize positive exposure for citizens as well as existing and potential business owners
- Utilizing multiple media formats, actively promote volunteer opportunities and allow for easy online registration
- Publicize volunteer service as recognized by City Council

## **5. Manage software to track citizens' comments/complaints**

### Public Relations

- Supervise City-wide complaint system and provide personal communication within two business days
- Increase customer awareness of complaint tracking software by issuing quarterly reminders

## **6. Recognition of Volunteers and Businesses**

### City Council

- Recognize outstanding volunteer service
- Reach out to volunteer groups for service as needed
- Explore options to recognize Riverton businesses on a monthly basis

### Parks & Recreation

- Develop strategy to solicit citizen groups to sponsor maintenance of City park space

## **7. Enhance the beauty of the City**

### Administration

- Complete development agreement for land in Redwood Road South RDA east of Redwood

### Parks & Recreation

- Complete the Rodeo Arena
- Create plan of action and budget for replacement of trees in City parks and City-owned park strips

### Public Works / Engineering

- Construct Mountain View Park Phase III
- Control and maintain weeds in public ROW; log number and location of complaints
- Prune or remove trees in public ROW; log number and location of actions

## Priority: Infrastructure and Transportation Enhancement

### 1. Improve capability of the City to manage and utilize culinary water supply including communication with the public

#### Water Department

- Renovate grounds at High Tank
- Clean 3-million gallon High Tank
- Complete required maintenance and repairs at Main Tank
- Exercise 30% of the distribution system's valves
- Paint two large meter vaults piping
- Preventative maintenance and cleaning of all culinary well electrical panels
- Analyze need to modify and/or complete second floor of Water Department Facility

### 2. Improve capability of the City to manage and utilize secondary water supply including communication with the public

#### Water Department

- Construct secondary turnout to Zone 5 from the Blackridge pipeline
- Install one additional filter at the South Jordan Pump Station
- Remove silt from the 4200 W Pond
- Install heaters at five secondary well house locations
- Clean all secondary well electrical panels

### 3. Secure regional and local highway system funds to develop transit infrastructure in the Western Commercial District (WCD) and multi-year (10 yrs) projects

#### Public Works

- Apply for Corridor Preservation Funds to purchase the Mascaros' property for 4150 W
- Apply for Corridor Preservation Funds to purchase ROW for Riverton Blvd from 4570 W to Sunday Drive

### 4. Improve Infrastructure throughout the City including cross-City connectivity

#### Water Department

- Complete final year of five-year meter change-out project

#### Public Works

- 4150 W 12600 S intersection project
- Complete the following curb/gutter/sidewalk construction projects:
  - 2700 W 12265 S to 12345 S sidewalk project
  - 4150 W 12600 S to Dutchman Lane sidewalk project
  - 1300 W 12600 S to 12800 S sidewalk/curb/gutter project
  - Redwood Road to 1300 W 12800 S sidewalk/curb/gutter project
- Complete the following curb/gutter/sidewalk maintenance projects:
  - Construct ADA ramps on Gilbert Drive

- Grind down trip hazards and replace curb, gutter, and sidewalk in various locations City-wide
- Complete the following ROW purchases:
  - 4570 W roundabout at Riverton Boulevard
  - 4150 W 12600 S to Riverton Blvd Road Construction
  - Riverton Blvd; 4570 W to Sunday Drive Road Construction
- Complete the following road maintenance projects:
  - Crack seal 70 streets
  - Slurry seal 60 streets
  - 2-inch asphalt overlay 4 streets
  - 1-inch asphalt overlay on 13400 S from Redwood Road to Linda Marie
  - Mill and overlay 1300 W from 12600 S to 12830 S
  - Mill and overlay 12830 S from Redwood Road to 1300 W
  - Chip seal 1300 W from 11870 W to 12600 S
  - Re-stripe 125,000 linear ft of roadway; 150 arrows and letters; 12,000 ft of cross walks; and 50 speed bumps

### Street Lighting

- Retrofit street lights on 12600 S to LED
- Refurbish street lights on 3600 W and retrofit to LED
- Install 12 street lights around the new City Park

### Traffic Signals and Speed Control

- Install two electronic speed control signs on 3600 W approximately 12700 S and 11900 S
- Conduct five neighborhood speed studies
- Install a traffic signal at the intersection of 4150 W 12600 S

## **5. Implement a Stormwater Treatment System as required by the Environmental Protection Agency (EPA)**

### Stormwater

- Reconstruct storm drainage facilities at 2295 W 12770 S Riverton Village
- Construct the 3600 W detention basin outfall system
- Construct detention basin outfall safety modifications at 3508 W Chaminox Way
- Design and prepare for bid Sweet Caroline Drive drainage project
- Design and prepare for bid 11951 S Lampton View drainage project

## **Priority: Public Safety - Improve the City's Capability to Manage and Respond to Emergencies**

### **1. Integrate the many existing emergency plans that exist today into a single City emergency response plan**

#### Public Works

- Develop and update Standard Operating Procedures (SOP) for each division of the PW Department

## **2. Implement comprehensive communications plan**

### **Administration**

- Develop protocol for emergency communication

## **3. Encourage employees as well as community to be personally prepared for emergencies**

### **Recreation**

- Complete the City's Continuity of Operations Plan (COOP)
- Senior staff will complete NIMS 100, 200, 700 training
- Conduct two table top exercises
  - One staff exercise
  - One Council/staff exercise

## **Priority: Financial Reporting & Compliance – Provide Accurate and Timely Reporting of Financial Data in the Spirit of Transparency and Full Disclosure**

## **1. Develop and communicate long-term revenue strategy**

### **Administration / Finance**

- Complete updates to Transportation, Storm Water, and Parks & Open Space Impact Fee Facility Plans and related Impact Fees Analyses
- Complete Culinary Water Rate Study for three alternatives
- Place options for culinary water on November general election

## **2. Improve communications between Council, Staff, and Community regarding budget & financial reports**

### **Administration / Finance**

- Publish Annual Report Card
- Convene Audit Committee on a quarterly basis
- Expand Audit Committee to include a risk management component as well as financial

### **Finance / Human Resources**

- Deliver quarterly Interim Financial Report including budget variance to Council
- Publish 2014 CAFR and PAFR reports
- Coordinate with Water Department and Purchasing to rollout inventory/materials management software
- Research requirements for the GFOA Distinguished Budget Award
- Perform internal audits on a quarterly basis
- Research and establish proper procedures to manage Department of Transportation requirements for Commercial Drivers' License holders
- Update job descriptions and organizational structures for two City departments

**Priority: Safety and Risk Management – Create and Develop Risk Management and Safety Protocol for all City Operations**

**1. Initiate programs to implement and monitor safety and risk management**

**Attorney's Office**

- Ensure practices are in place to keep OSHA recordable rate at or below recordable rate for local governments statewide
- Deliver brief safety tips or discussions at every City meeting including regular departmental staff meetings
- Apply for the Utah Local Governments Trust safety grant
- Update comprehensive Safety Manual

**Risk Management**

- Convene the Safety Committee on a monthly basis
- Meet with each department to inspect work areas, vehicles, equipment, and to observe employees
- Assess personal protective equipment (PPE) including employee utilization of provided PPE
- Conduct an audit of confined space entry records
- Ensure that all chemicals have a safety data sheet (SDS); audit chemical storage and labeling
- Train staff on how to perform and document job safety analyses (JSA) a/k/a safe work practices
- Provide quarterly reports to the Audit Committee regarding risk management and safety concerns