

Riverton City's FY2015-16 Strategic Plan And Supporting Quantifiable Department Goals To be completed by June 30, 2016

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

1. Western Commercial District (WCD)

Administration

- Create a Community Development Area (CDA)
- Negotiate and complete Agreement to Develop Land (ADL) with developer
- Finalize location of transit facilities (within the transit study)

Engineering

- Contract for a Light Detection and Ranging (LIDAR) survey
- Complete the preliminary engineering for 4150 W from 12600 S to 13400 S
- Coordinate with South Valley Sewer District and other companies to identify specific utility needs
- Working with PRI, establish legal descriptions for the “K” road
- Complete design of culinary and secondary water infrastructure for “K” road
- Complete Master Plan of storm drain system
- Through coordination with UDOT, complete a feasibility study for a signalized intersection on Mountain View Corridor at 13200 S

2. Report economic development information and activity to City Council on a monthly basis

3. Downtown Commercial District (DCD)

Administration

- Engage brokers to explore marketability of property
- Bring proposal for Market Study to City Council
- Encourage commercial development in the DCD by:
 - Enacting protective zoning, where appropriate
 - Recruiting at least two new retail or restaurant uses
 - Utilizing new City park improvements to attract adjacent and complementary uses

Engineering

- Explore feasibility (including potential funding) to allow for park access via a pedestrian crossing on 12600 S

4. **Participate in initiatives to limit negative effects of Dealership Act of 1991 on Riverton City**
5. **Propose Locally Preferred Alternative (LPA) for transit planning**
6. **Reduce processing time for development applications by ten days**
 - Weekly communication to developers
 - More thorough completeness review before accepting applications
 - Direct communication on redline changes
 - Quarterly reporting to Planning Commission and City Council

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
 - Establish standards for Town Days and Farmers’ Market vendors
 - Introduce the first annual Christmas Festival at the Main Park
2. **Enhance Outreach**
Parks & Recreation
 - Explore the options for creating a Volunteer Tree Board**Engineering**
 - Hold public open house meetings for all projects that will affect neighborhoods and require road closures**Public Works**
 - Create a “Friends of Stormwater” outreach program
3. **Enhance Beauty of the City**
Administration
 - Work with the Division of Natural Resources and the Jordan River Commission to secure grant money, including the Invasive Species Management grant, to help improve the condition of the wetlands**Parks**
 - Revise City’s tree ordinance
 - Create a tree replacement plan for 300 trees in the five Council Districts
 - Create a five-year plan for improvements to the cemetery

Engineering / Parks

- Complete the final phase of Mountain View Park
- Working with Riverton HS, complete the landscape on the corner of 12600 S and Redwood Road

4. 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

Priority: Communications and Branding

1.) Develop branding guidelines to protect and best represent the positive aspects of Riverton City

Purchasing / Communications Specialist

- Procure professional design services to be accessed on a free-lance basis

Communications Specialist

- Standardize logos, fonts, and colors used to identify Riverton City
- Create a bank of shared files for City-wide use
- Establish an editing and approval process for text, concepts, and imagery used to promote Riverton City and/or City services or events
- Utilize photography, timely writing, and personal interaction with residents, businesses, and organizations for reporting on all City events and activities

2.) Expand social media reach to reinforce City communication strategies to unify the community, engage citizens, and promote effective government

Communications Specialist

- Add Google+, YouTube, LinkedIn to Riverton City's social media outlets

3.) Redesign City Website

Communications Specialist / All Departments

- Develop a new City website that will be updated with complete and comprehensive information on all City community events and activities
- Post a minimum of one new story or event to the web, or directed to the web from social media outlets, every week
- Centralize source data to avoid redundancy and keep information up-to-date

- Keep website updated with current economic development and departmental information
- Create a web 2.0 feel
 - Provide ability to integrate systems and communication with residents

Communications / Administration

- Develop and market a “Shop Riverton First” initiative

Priority: Infrastructure and Transportation Enhancement

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

Engineering

- Perform study of methods to reduce the peaking factor relating to Jordan Valley water
- Examine feasibility and funding options for construction of 5-million gallon storage tank

Water Distribution

- Convert specific City-owned properties (prioritized by Parks Department) to secondary water
- Exercise 30% of the distribution systems valves

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

Water Distribution

- Install secondary meters at all City-owned properties that are converted from culinary to secondary
- Clean all secondary well electrical panels
- Assess condition of drum screens on each canal
- Paint and label pipes at two pump stations

3. Improve infrastructure throughout the City including cross-City connectivity

Engineering

- Complete Lovers’ Lane Stability Study; develop five-year implementation plan
- Construct a traffic signal at 13400 S and Morning Cloak Drive
- Develop an interconnected City-wide bike route plan
- Conduct six neighborhood speed studies

Purchasing / Public Works

- Procure camera equipment to video storm drains

Public Works

- Sweep entire City eight times
- Develop a storm drain cleaning program and clean all drains in at least drainage district
- Inventory City-wide roadway system; enter inventory into IWorq software
- Complete necessary road maintenance i.e. slurry seal, overlays, striping based on priorities assigned by IWorq software

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

- Prepare APWA Mutual Aid Agreement

2. **Implement comprehensive communications plan**

Recreation

- Coordinate City's participation in Salt Lake County's Emergency Management training sessions

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

Recreation

- Explore training opportunities for City Volunteer Coordinator
- Update family emergency preparedness information on the City's website
- Provide information to neighborhood personal/family preparedness fairs

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 / Risk Management

- Conduct a chemical audit
- Conduct two field safety audits each quarter
- Ensure practices are in place to keep OSHA Recordable Rate at or below recordable rate for local governments statewide

- Provide annual training regarding land use, open meetings act, harassment, etc. for Elected and Appointed Officials

Risk Management / Human Resources

- Update Personnel Policies and Procedures Manual
- Develop New Hire Training Program
- Develop New Supervisor Orientation Program

Risk Management / All Departments

- Utilize OSHA Consultation Program to identify and mitigate potential risk
- Update comprehensive Safety Manual
- Inventory all chemicals on site; assure current SDS sheets are available
- Develop a Standard Operating Procedure (SOP) for each job related task with inherent safety risks
- Determine what personal protective equipment (PPE) is required for each SOP

2. Mitigate potential hazards at City-owned facilities

Water Distribution

- Install scaffolding around the filter manifolds at all secondary water pump stations
- Inspect all City-owned well houses
- Install security fencing around flush lines at all well sites