

SOUTH WEBER CITY COUNCIL AGENDA

PUBLIC NOTICE is hereby given that the **City Council and Planning Commission of SOUTH WEBER CITY, Utah**, will meet in a joint work meeting on **Saturday, February 8, 2020** in the **Davis County Library Meeting Room at 61 S Main Street, Farmington UT commencing at 9 am.**

COUNCIL MEETING (Agenda items may be moved in order or sequence to meet the needs of the Council.)

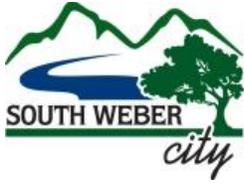
- 1. Welcome and Opening Remarks: Mayor Sjoblom**
- 2. Oath of Office:** Planning Commissioner Gary Boatright Jr.
- 3. Presentations**
 - a. Open Public Meetings:** Doug Ahlstrom
 - b. Conditional Use Permits:** Doug Ahlstrom
 - c. Development Process & Roles:** David Larson
- 4. 2019 Year in Review**
- 5. 2020 Strategic Plan**
- 6. Adjourn**

In compliance with the Americans With Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder, 1600 East South Weber Drive, South Weber, Utah 84405 (801-479-3177) at least two days prior to the meeting.

THE UNDERSIGNED DULY APPOINTED CITY RECORDER FOR THE MUNICIPALITY OF SOUTH WEBER CITY HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS MAILED, EMAILED, OR POSTED TO: 1. CITY OFFICE BUILDING 2. FAMILY ACTIVITY CENTER 3. CITY WEBSITE www.southwebercity.com 4. UTAH PUBLIC NOTICE WEBSITE www.pmn.utah.gov 5. THE GOVERNING BODY MEMBERS 6. OTHERS ON THE AGENDA

DATE: 02-05-2020

CITY RECORDER: Lisa Smith



Council Meeting Date: February 9, 2020

Name: David Larson

Agenda Item: 3

Objective: Staff Presentations

Background: City Attorney Doug Ahlstrom will review the Open and Public Meetings Act (OPMA) and outline the role of Conditional Use Permits (CUPs) in South Weber City. City Manager David Larson will outline the current development process in the City and ideas on how to improve it moving forward.

Summary: Staff will address OPMA, CUPs and the development process

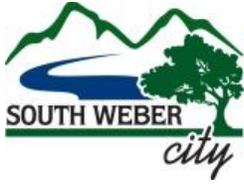
Committee Recommendation: na

Planning Commission Recommendation: na

Staff Recommendation: na

Attachments: na

Budget Amendment: na



Council Meeting Date: February 9, 2020

Name: David Larson

Agenda Item: 4

Objective: 2019 Year in Review

Background: Staff will review all that was accomplished during 2019.

Summary: 2019 Year in Review

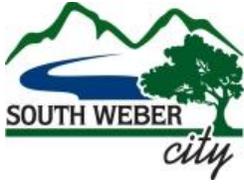
Committee Recommendation: na

Planning Commission Recommendation: na

Staff Recommendation: na

Attachments: na

Budget Amendment: na



Council Meeting Date: February 9, 2020

Name: David Larson

Agenda Item: 5

Objective: Establish the 2020 Strategic Plan

Background: The City's Strategic Plan is a bridge document that translates the City's vision into action plans and tasks through establishing areas of strategic emphasis (strategic directives) and identifying goals within each area.

During the 2019 Annual Planning Retreat, the City Council, Planning Commission, and staff discussed the City's vision of being a well-planned, family-friendly community that provides a high quality of life through efficient, sustainable municipal service delivery and access to recreation opportunities. The group then proceeded to identify a list of potential projects that could accomplish that vision and prioritized which projects to pursue in 2019.

Last year's work generated a list of projects (action plans) that connected to the larger City vision. The goal of this year's discussion is to build off last year's work in establishing the strategic directives, then identifying the goals and action plan for each goal. In other words, begin to form a more detailed Strategic Plan.

City Staff has drafted a Strategic Plan as a starting point for discussion. It identifies 5 strategic directives: (1) Public Safety, (2) Infrastructure & Municipal Services, (3) Fiscal Sustainability & Planning, (4) Community Engagement, and (5) Employees. Goals and action plans have been identified within each directive along with a member of staff who will be responsible for the goal and a target date to accomplish the goal.

This discussion is intended to remain a high-level planning activity by establishing both long- and short-term goals and action plans, which staff and Council Committees can then use to identify specific tasks for the year that will focus on and execute those goals, rather than to begin working on any specific goal or action plan during the retreat.

Summary: Discuss the DRAFT Strategic Plan's strategic directives, goals, and action plans

Committee Recommendation: na

Planning Commission Recommendation: na

Staff Recommendation: na

Attachments: DRAFT 2020 Strategic Plan

Budget Amendment: na

GOALS & ACTION PLANS

Overall Progress: 0%

1. PUBLIC SAFETY

GOALS/ACTION PLANS/TASKS	OWNER	RESOURCES	DUE DATE	UPDATES	PROGRESS
1.1 Provide Effective Emergency Services Response	Derek Tolman		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
1.1.1 Complete Financial Analysis of Three-handed Staffing (Need, Equipment, Personnel, Etc)	Derek Tolman	Mark McRae	02/29/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
1.1.2 Research Options for Paramedic Service	Derek Tolman		06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
1.2 Protect People & Property through Effective Law & Code Enforcement	David Larson	Jason Boydston, Chris Tremea	02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
1.2.1 Ensure DCSSO Contracted Level of Service is Being Received	David Larson	Jason Boydston	02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
1.2.2 Maintain an Active & Effective Code Enforcement Program	Chris Tremea		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
1.3 Maintain City Equipment to Required Standards	David Larson		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
1.3.1 Establish Fleet Management and Replacement Program for all Departments	Kim Guill		03/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
1.3.2 Research Funding Options for Fleet Management and Replacement Program	Mark McRae	Derek Tolman, Mark Larsen	06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
1.4 Be Prepared for a Major Emergency	David Larson	Derek Tolman, Jason Boydston	02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>

1.4.1 Review & Update the Emergency Operations Plan (every 3-5 Years)	Derek Tolman		06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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1.4.2 Provide Annual Training & Practice of Emergency Operations Plan	Derek Tolman		12/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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1.5 Mitigate Potential Hazards

	Derek Tolman		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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1.5.1 Establish On-Street Parking Restriction Standards (red curb areas)	David Larson		05/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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1.5.2 Education, Preparation, & Mitigation through Community Wildland Protection Program (CWPP)	Derek Tolman		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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2. INFRASTRUCTURE & MUNICIPAL SERVICES

GOALS/ACTION PLANS/TASKS	OWNER	RESOURCES	DUE DATE	UPDATES	PROGRESS
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2.1 Maintain a Quality, Compliant, High-Functioning Culinary Water System	Bryan Wageman	Brandon Jones, Dana Shuler	02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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2.1.1 Maintain State Compliance (i.e. regular testing, equipment, records, reporting)	Bryan Wageman		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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2.1.2 Test Fire Hydrants Annually	Derek Tolman		12/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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2.1.3 Budget for and Complete Infrastructure Projects According to the CIP	Brandon Jones		06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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2.1.4 Update our SCADA System	Bryan Wageman	Dana Shuler	06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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2.2 Maintain a Quality, Compliant, High-Functioning Sewer System	Mark Larsen		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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2.2.1 Maintain and Implement Sewer Management Plan	Mark Larsen	Brandon Jones, Dana Shuler	02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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2.2.2 Budget for and Complete Infrastructure Projects According to the CIP	Brandon Jones		06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
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2.3 Maintain a Quality, Compliant, High-Functioning Storm Drain System	Select Owner		Select Date	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.3.1 Update Development Standards to Meet New State Regulations	Brandon Jones	Dana Shuler	05/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.3.2 Budget for and Complete Infrastructure Project According to the CIP	Brandon Jones		06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.4 Maintain a Quality Streets System	Mark Larsen	Brandon Jones	02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.4.1 Complete 5 Year Street Maintenance Plan	Brandon Jones		03/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.4.2 Budget for and Complete Infrastructure Projects According the 5 Year Street Maintenance Plan	Brandon Jones		06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.4.3 Repair Potholes as they are Reported	Mark McRae		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.4.4 Improve Pothole Reporting System (Staff & Citizens)	Mark Larsen		12/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.5 Maintain a Quality Parks & Trails System	Mark Larsen		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.5.1 Effectively Maintain Current Parks Space	Mark Larsen		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.5.2 Complete Priority Parks Projects	Mark Larsen	Brandon Jones, Mark McRae	12/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.5.3 Complete Initial Design of Weber Parkway Trail Extension (TLC Grant Project)	David Larson		05/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
2.5.4 Identify & Apply for Parks & Trails Grants	David Larson	Brandon Jones, Mark Larsen, Curtis Brown	06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>

2.6 Maintain a Quality Recreation Program	Curtis Brown		02/07/2020 On Going	Update	0% <input type="text"/>
2.6.1 Coordinate Maintenance of Recreation Fields and Facilities with Parks Department	Curtis Brown		02/07/2020 On Going	Update	0% <input type="text"/>
2.6.2 Increase Community Awareness of Recreation Programs & Events	Curtis Brown	Shaelee King	12/31/2020	Update	0% <input type="text"/>
2.7 Maintain a Quality Justice Court	David Larson	Lisa Smith, Kim Guill	02/07/2020 On Going	Update	0% <input type="text"/>
2.8 Transition all Streetlights to City-owned	David Larson	Brandon Jones, Mark McRae, Mark Larsen	02/07/2020 On Going	Update	0% <input type="text"/>
2.8.1 Install City-owned Streetlights in Recent Developments	Brandon Jones		06/30/2020	Update	0% <input type="text"/>
2.8.2 Complete a Replacement Plan for all Current Rocky Mountain Power-owned Lights	Brandon Jones	Mark McRae, Mark Larsen	06/30/2020	Update	0% <input type="text"/>
2.9 Determine the City's Future with Fiber	David Larson		12/31/2020	Update	0% <input type="text"/>
2.9.1 Research Fiber Service Model Options	David Larson		12/31/2020	Update	0% <input type="text"/>

3. FISCAL SUSTAINABILITY & PLANNING

GOALS/ACTION PLANS/TASKS	OWNER	RESOURCES	DUE DATE	UPDATES	PROGRESS
3.1 Adopt a Balanced Budget Annually	David Larson	Mark McRae	06/30/2020	Update	0% <input type="text"/>
3.1.1 Complete Tasks Identified on the Proposed Budget Calendar	David Larson	Mark McRae, Mark Larsen, Curtis Brown, Derek Tolman	06/30/2020	Update	0% <input type="text"/>

		Tolman, Brandon Jones			
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3.2 Review & Update the General Plan (every 5 years)	David Larson		02/07/2020 On Going	<input type="button" value="Update"/>	0% <input type="text"/>
3.2.1 Complete General Plan Update	Barry Burton		06/30/2020	<input type="button" value="Update"/>	0% <input type="text"/>
3.2.2 Define Mixed-Use Overlay	Barry Burton		04/30/2020	<input type="button" value="Update"/>	0% <input type="text"/>
3.3 Review & Update All Capital Facilities Plans (every 5 years)	Brandon Jones		02/07/2020 On Going	<input type="button" value="Update"/>	0% <input type="text"/>
3.3.1 Establish an Order and Schedule for CFP Updates as soon as General Plan is Adopted	Brandon Jones		12/31/2020	<input type="button" value="Update"/>	0% <input type="text"/>
3.3.2 Complete Storm Drain CFP/IFFP/IFA Update	David Larson	Brandon Jones, Mark Larsen	12/31/2020	<input type="button" value="Update"/>	0% <input type="text"/>
3.4 Maintain the Family-friendly Culture of the Community through the Development Review Process	David Larson		02/07/2020 On Going	<input type="button" value="Update"/>	0% <input type="text"/>
3.4.1 Review & Update Zoning Codes	Barry Burton		12/31/2020	<input type="button" value="Update"/>	0% <input type="text"/>
3.4.2 Update City Codes Regarding Development Process	David Larson	Barry Burton, Kim Guill, Mark Larsen, Derek Tolman, Cole Fessler, Brandon Jones	12/31/2020	<input type="button" value="Update"/>	0% <input type="text"/>
3.4.3 Establish a Development Review Checklist	Kim Guill		02/29/2020	<input type="button" value="Update"/>	0% <input type="text"/>
3.5 Maintain a Sustainable Tax Structure	Mark		02/07/2020	<input type="button" value="Update"/>	0% <input type="text"/>

3.5 Maintain a Sustainable Tax Structure	McRae		On Going		
3.5.1 Establish an Ongoing Property Tax Rate Philosophy	Mark McRae		06/30/2020	<input type="button" value="Update"/>	
3.6 Maintain a Sustainable Utility Fee Structure	Mark McRae	Brandon Jones	02/07/2020 On Going	<input type="button" value="Update"/>	
3.6.1 Review Utility Rates Performance Annually	Mark McRae		02/29/2020	<input type="button" value="Update"/>	
3.6.2 Annual Report on TUF Money Collected & Projects Completed	Mark McRae	Brandon Jones	12/31/2020	<input type="button" value="Update"/>	
3.7 Maintain a Sustainable Infrastructure Replacement Program	Mark McRae		02/07/2020 On Going	<input type="button" value="Update"/>	
3.7.1 Create a Reserve Funding Plan	Mark McRae		06/30/2020	<input type="button" value="Update"/>	
3.8 Identify Northern City Boundary Line	David Larson	Barry Burton	05/31/2020	<input type="button" value="Update"/>	

4. COMMUNITY ENGAGEMENT

GOALS/ACTION PLANS/TASKS	OWNER	RESOURCES	DUE DATE	UPDATES	PROGRESS
4.1 Provide Excellent Customer Service, e.g. Timely Response to Citizen Questions/Concerns	David Larson	Mark McRae, Derek Tolman, Mark Larsen, Curtis Brown, Brandon Jones, Barry Burton	02/07/2020 On Going	<input type="button" value="Update"/>	
4.1.1 Respond to Citizen Calls/Emails within 48 Hours	David Larson	Derek Tolman, Mark Larsen, Mark McRae, Brandon	02/07/2020 On Going	<input type="button" value="Update"/>	

		Jones, Curtis Brown, Barry Burton			
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4.2 Share Information of Day to Day Operations of the City through All Available Methods	David Larson	Shaelee King, Mark McRae, Mark Larsen, Derek Tolman, Curtis Brown	02/07/2020 On Going	Update	0% <input type="text"/>
4.2.1 Establish Standard Communication Processes for all Departments	David Larson		12/31/2020	Update	0% <input type="text"/>
4.2.2 Establish a Livestream of City Council Meetings	Mark McRae		06/30/2020	Update	0% <input type="text"/>
4.3 Provide Easy Access to City Information on a Quality Website	Shaelee King		02/07/2020 On Going	Update	0% <input type="text"/>
4.3.1 Complete Website Upgrade & Redesign	Shaelee King		04/30/2020	Update	0% <input type="text"/>
4.4 Improve the Marketing of City Events (CFD, Easter Egg, Daddy/Daughter, Santa, Swim, Halloween Bash, Senior Lunches, Fire Prevention)	Shaelee King	Derek Tolman, Curtis Brown	12/31/2020	Update	0% <input type="text"/>
4.4.1 Include Event Information in New Resident Packet	Shaelee King		02/29/2020	Update	0% <input type="text"/>
4.4.2 Establish Full Event Calendar on City Website	Shaelee King		03/31/2020	Update	0% <input type="text"/>
4.5 Increase Followers on all Communication Platforms (Constant Contact, Facebook, Twitter, YouTube)	Shaelee King		12/31/2020	Update	0% <input type="text"/>
4.5.1 Improve Quality and Quantity of Communication	Shaelee King		12/31/2020	Update	0% <input type="text"/>

5 EMPLOYEES

5. EMPLOYEES

GOALS/ACTION PLANS/TASKS	OWNER	RESOURCES	DUE DATE	UPDATES	PROGRESS
5.1 Hire Quality Employees	David Larson	Paul Laprevote	02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.1.1 Establish Succession Plan	David Larson		12/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.1.2 Establish a Standard Recruitment Process & Advertising Plan	Paul Laprevote	Derek Tolman, Mark Larsen, Mark McRae	12/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.2 Retain High-Performing Employees	David Larson		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.2.1 Encourage a Quality Culture & Work Environment	David Larson	Derek Tolman, Mark Larsen, Mark McRae	02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.2.2 Provide Competitive Wages & Benefits	David Larson		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.2.3 Provide Ongoing Training Opportunities	David Larson		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.2.4 Encourage Employees to Participate in their Applicable State Association, Including Annual Conference Attendance	David Larson		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.3 House Employees in Facilities that Enhance High-Performance	David Larson		02/07/2020 On Going	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.3.1 Establish a Facilities Replacement Plan	David Larson		12/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.3.2 Establish a Facilities Maintenance Plan	David Larson		12/31/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>
5.3.3 Obtain Property for a New Public Works Facility	David Larson		06/30/2020	<input type="button" value="Update"/>	<input type="text" value="0%"/>

5.4 Update Policies & Procedures Manual

David
Larson

Paul
Laprevote

12/31/2020

Update

0%