

SOUTH WEBER CITY COUNCIL ANNUAL BUDGET RETREAT AGENDA

PUBLIC NOTICE is hereby given that the City Council of South Weber City, Utah will meet in a regular public meeting commencing at 9:00 a.m. on Saturday, January 30, 2021 in the Legacy Events Center Building #2 at 151 South 1100 West, Farmington, Utah 84025. Map to building #2 - https://www.daviscountyutah.gov/Sitefinity/WebsiteTemplates/Legacy/App_Themes/Legacy/img/main_map_full.jpg. *Attendees are required to properly wear a face mask.

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

1. Mayor Welcome
2. Prayer: Councilmember Soderquist
3. 2020 Year in Review

TRAINING

4. Open & Public Meetings Act Annual Training
5. Powers and Duties Review
6. Ethics Review

BUSINESS

7. Mission/Vision/Values
8. City Council Budget Priorities and Directives
 - a. General Fund Revenue Distribution
 - b. Property Tax Rate
 - c. Paramedic Transfer
 - d. Public Works Facility
9. 2021 Strategic Plan

REPORTS

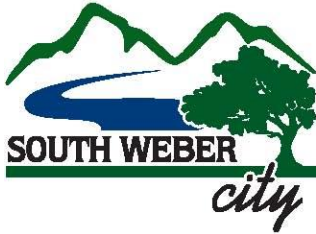
10. Council & Staff
11. Adjourn

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: 01-27-2021

CITY RECORDER: Lisa Smith *Lisa Smith*



Agenda Item Introduction

Council Meeting Date: January 30, 2021

Name: David Larson

Agenda Item: 2020 Year in Review

Background: Each year at the annual budget retreat, staff reviews all that was accomplished in the previous year before we begin discussions about the current year. This is an opportunity to remind ourselves of where we have come from and where we stand currently to help us better identify how to get to where we want to be in the future.

Summary: Staff will provide a city-centric look back at 2020

Budget Amendment: n/a

Procurement Officer Review: Budgeted amount \$ Bid amount \$

Committee Recommendation: n/a

Planning Commission Recommendation: n/a

Staff Recommendation: n/a




Attachments: 2020 Strategic Plan Report

South Weber City 2020








Strategic Drivers
Goals
Action Plans
Tasks

VIEW ANOTHER USER'S PLAN:



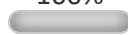
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	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
1. PUBLIC SAFETY					
1.1 	Provide Effective Emergency Services Response	On Plan 01/05/2021	Add Comments	Derek Tolman Add Resources	01/29/2021 OnGoing
1.1.1 	Complete Financial Analysis of Three-handed Staffing (Need, Equipment, Personnel, Etc)	100% 03/09/2020	Completed review of 3-handed staffing. Know the cost for personnel and equipment. Will have the discussion with the public safety committee during the budget discussion	Derek Tolman Mark McRae	02/29/2020 Complete
1.1.2 	Research Options for Paramedic Service	100% 12/07/2020 3 of 80	Continue to attend meetings discussing county-wide paramedic options. Placed a discussion item on the July 21 agenda to give the council and community a heads up on the possibility that we could be providing	Derek Tolman Add Resources	06/30/2020 Complete

	Goals, Action Plans & Tasks	Status	our own paramedic service in the future Progress Comments	#3 2020 Year in Review Owner & Resources	Due Date
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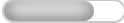











1.2 	Protect People & Property through Effective Law & Code Enforcement	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">On Plan</div> 06/17/2020	Add Comments	David Larson Jason Boydston, Chris Tremea	01/29/2021 OnGoing
1.2.1 	Ensure DCSO Contracted Level of Service is Being Received	<div style="text-align: center;">100%</div> <div style="text-align: center;"></div> 01/05/2021	Continue to review daily Incident Lists and Weekly Hours Reports	David Larson Jason Boydston	01/29/2021 OnGoing
1.2.2 	Maintain an Active & Effective Code Enforcement Program	<div style="text-align: center;">90%</div> <div style="text-align: center;"></div> 12/08/2020	Add Comments	Chris Tremea Add Resources	01/29/2021 OnGoing
1.2.2.1	Weekly Letter to Dave	<div style="text-align: center;">75%</div> <div style="text-align: center;"></div> 01/03/2021	I know that this is one area for sure that I can improve on to make more of a impact on communication with Staff and Council.	Chris Tremea Add Resources	01/29/2021 Weekly
1.2.2.2	Park and Ride Enforcement	<div style="text-align: center;">100%</div> <div style="text-align: center;"></div> 12/20/2020 4 of 80	Visited the property yesterday and reported 2 vehicles that had snow piles around them and one was covered up with a tarp. Reported to DCSO. All semis we parked as designed and organized. Even though I didn't get the property signed or striped this was a	Chris Tremea Chris Tremea	01/29/2021 Weekly

	Goals, Action Plans & Tasks	Status	Signed or striped this was a success. Progress Comments	#3 2020 Year in Review Owner & Resources	Due Date
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1.2.2.3	<p>Monthly Newsletter</p> <p>All of my newsletter information is driven on the cases that I am responding to. Obviously it is always better to get the subject taken care of before a problem occurs, but its been a pretty good system with good compliance by the majority.</p>	<p>100%</p>  <p>12/20/2020</p>	<p>This months newsletter was about trees. Our plan for December is snow removal</p>	<p>Chris Tremea</p> <p>Add Resources</p>	<p>01/31/2021</p> <p>Monthly</p>
1.2.2.4	<p>Progressive Weekly Enforcement</p>	<p>100%</p>  <p>12/20/2020</p>	<p>Heavy focus has been on roadway obstructions, the park and ride, camping on forest service property, preparation of documents regarding the soccer complex.</p>	<p>Chris Tremea</p> <p>Add Resources</p>	<p>01/29/2021</p> <p>Weekly</p>
1.2.2.5	<p>Soccer Training Facility Updates</p>	<p>100%</p>  <p>12/08/2020</p>	<p>Finalized the landscaping portion of the permit including 5 evergreens, 5 canopies all mature between 10-15.</p> <p>still continuing to monitor the property for extreme violations of safety and nuicance.</p>	<p>Chris Tremea</p> <p>Add Resources</p>	<p>01/29/2021</p> <p>OnGoing</p>

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
1.2.2.6	Short Term Rental Information	100%  12/08/2020	Still monitoring all STR properties to adequately gain usage ideas for the properties so that we can alter our ordinance in any way to make it better and efficient. It has proven to be a great ordinance and very beneficial to the entire community.	Chris Tremea Add Resources	01/29/2021 OnGoing
1.2.2.7	Parks Enforcement for animals	100%  11/08/2020	I have not had any complaints about animals in the parks for over 2 months. We did a great job with education this year at each on of our parks that I spent at least 5 hours each at with the most being at Canyon Meadows. Canyon meadows has three neighbors that let their animals roam free and animal control either made con5cat or investigated.	Chris Tremea Add Resources	12/31/2020 Complete
1.3	Be Prepared for a Major Emergency	6 of 80 At Risk	Add Comments	David Larson	01/29/2021

#3 2020 Year in Review

	Be Prepared for a Major Emergency Goals, Action Plans & Tasks	06/17/2020 Status	Add Comments Progress Comments	Add Comments Add Resources Resources	OnGoing Due Date
1.3.1 	Review & Update the Emergency Operations Plan (every 3-5 Years)	75%  12/07/2020	Add Comments	Derek Tolman Add Resources	06/30/2020 Past Due
1.3.2 	Provide Annual Training & Practice of Emergency Operations Plan	50%  12/07/2020	Add Comments	Derek Tolman Add Resources	12/31/2020 Past Due
1.3.3 	All Council & Staff Fully NIMS Trained	20%  01/21/2021	Did not receive much attention this year. Staff has good level of training.	David Larson Derek Tolman	12/31/2020 Past Due
1.4 	Mitigate Potential Hazards	On Plan 12/07/2020	Add Comments	Derek Tolman Add Resources	01/29/2021 OnGoing
1.4.1 	Establish On-Street Parking Restriction Standards (red curb areas)	100%  07/16/2020	2700 East curb has been painted red	David Larson Add Resources	05/31/2020 Complete
1.4.2 	Education, Preparation, & Mitigation through Community Wildland Protection Program (CWPP)	100%  12/07/2020	Add Comments	Derek Tolman Add Resources	01/29/2021 OnGoing
1.4.3 	Review & Update Hazards Assessment & Mitigation Plan	80%  01/05/2021 7 of 80	Completed and submitted application for the FEMA BRIC planning grant. We hope to receive grant funding to create a hazards	Derek Tolman David Larson	12/31/2020 Past Due

#3 2020 Year in Review

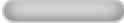
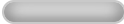

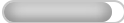
	Goals, Action Plans & Tasks	Status	mitigation plan Progress Comments	Owner & Resources	Due Date

#3 2020 Year in Review

2. INFRASTRUCTURE, EQUIPMENT & MUNICIPAL SERVICES

2.1 ◆	Maintain a Quality, Compliant, High-Functioning Culinary Water System	On Plan 06/17/2020	Add Comments	Bryan Wageman Brandon Jones, Dana Shuler	01/29/2021 OnGoing
2.1.1 ◆	Maintain State Compliance (i.e. regular testing, equipment, records, reporting)	100% 01/18/2021	Add Comments	Bryan Wageman Add Resources	01/29/2021 OnGoing
2.1.2 ◆	Test Fire Hydrants Annually and document	75% 12/07/2020	Add Comments	Derek Tolman Add Resources	12/31/2020 Past Due
2.1.3 ◆	Exercise All Valves Annually and document	100% 01/21/2021	Add Comments	Bryan Wageman Mark Johnson, Jody Nielsen	12/31/2020 Complete
2.2 ◆	Budget for and Complete Infrastructure Projects According to the Water CIP	On Plan 06/15/2020	Add Comments	Brandon Jones Mark Larsen, Bryan Wageman, Dana Shuler	12/31/2020
2.2.1 ◆	Update SCADA System	100% 01/21/2021	Completed	Dana Shuler Add Resources	12/31/2020 Complete


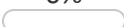





	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
				#3 2020 Year in Review	
2.2.1.1	Complete RFP and Award Project	100% 05/05/2020	Took recommendation to Council and they awarded the project to Rockwell/Primex	Dana Shuler Brandon Jones, Bryan Wageman	05/31/2020 Complete
2.2.1.2	Contract with Rockwell / Primex	100% 06/15/2020	Contract has been completed and was signed on May 27, 2020.	Dana Shuler Add Resources	06/30/2020 Complete
2.2.1.3	Complete SCADA Installation	100% 01/21/2021	All sites completed.	Bryan Wageman Add Resources	12/31/2020 Complete
2.2.2	Cottonwood Drive Waterline Replacement Project	85% 01/21/2021	Add Comments	Brandon Jones Bryan Wageman, Dana Shuler	03/01/2021
2.2.2.1	Approve Interlocal Agreement with Uintah City	100% 05/05/2020	Acquired all signatures from both cities for Interlocal Agreement with revisions. Scanned and saved.	Brandon Jones David Larson, Lisa Smith	05/31/2020 Complete
2.2.2.2	Coordinate and Get Approval from Weber Basin	100% 10/21/2020	Approval received	Dana Shuler Add Resources	08/28/2020 Complete
2.2.2.3	Design	100% 9 of 80	Complete	Dana Shuler	07/24/2020



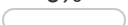
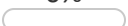


	Goals, Action Plans & Tasks	10/21/2020 Status	Progress Comments	2020 Year in Review #3 Owner & Resources	Complete Due Date
2.2.2.4	Bidding	100%  10/21/2020	Advertised on 8/20 and 8/27 and bid on 9/9	Dana Shuler Add Resources	09/09/2020 Complete
2.2.2.5	Award of Project	100%  10/21/2020	Awarded to Wasatch Sand and Gravel in the South Weber City Council meeting on 9/29/2020. Also approved by Uintah City Council in their meeting that same night. Also approved concurrent change order reducing the bid amount by \$87,700 to an award amount of \$699,830.	Brandon Jones Add Resources	09/30/2020 Complete
2.2.2.6	Pre-construction	100%  10/21/2020	Held preconstruction meeting on 10/5/2020 with Wasatch Sand and Gravel. Also covered CDBG requirements with State.	Brandon Jones Add Resources	10/05/2020 Complete
2.2.2.7	Construction Management	90%  01/21/2021 10 of 80	All of the waterline and both meter vaults are installed. Working on getting all the equipment installed in the vaults and getting the power	Brandon Jones Add Resources	02/02/2021

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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connected.

#3 2020 Year in Review

2.2.2.8	Substantial Completion	0% 	Add Comments	Brandon Jones Add Resources	02/02/2021
2.2.2.9	Project Close-out	0% 	Add Comments	Brandon Jones Add Resources	03/04/2021
2.2.3 ◆	Job Corps Campus Re-Pipe Project	90%  01/21/2021	Add Comments	Dana Shuler Add Resources	05/26/2021
2.2.3.1	Coordinate and Approve Cost Share Agreement with Job Corps and DOL	100%  10/21/2020	Additional \$240,000 approved by DOL for bid overage on 9/24/2020 via email from Dave Ault (DOL).	Dana Shuler Add Resources	05/31/2020 Complete
2.2.3.2	Design	100%  10/21/2020	Completed on 9/1/2020.	Dana Shuler Add Resources	09/01/2020 Complete
2.2.3.3	Bidding	100%  10/21/2020	Bid Opening on 9/16/2020.	Dana Shuler Add Resources	09/16/2020 Complete
2.2.3.4	Award of Project	100%  10/21/2020 11 of 80	Awarded to COP Construction on 9/29/2020 with concurrent Change Order approving additional \$240,000.	Dana Shuler Add Resources	09/29/2020 Complete

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
2.2.3.5	Pre-Construction	100%  10/21/2020	Held preconstruction meeting on 10/8/2020. Completion of project set for 12/31/2020.	Dana Shuler Add Resources	10/08/2020 Complete
2.2.3.6	Construction Management	85%  01/05/2021	Construction of main water system completed by 12/31/2020. Operating Permit from DDW received.	Dana Shuler Add Resources	12/31/2020 Past Due
2.2.3.7	Substantial Completion	0% 	Add Comments	Dana Shuler Add Resources	12/31/2020 Past Due
2.2.3.8	Project Close-out	0% 	Add Comments	Dana Shuler Add Resources	01/30/2021
2.2.4 ◆	East Bench Transmission Line Replacement	50%  07/30/2020	Add Comments	Dana Shuler Add Resources	02/26/2021
2.2.4.1	Easement Acquisition	70%  10/21/2020	Have paid for and recorded easements for Baur (two parcels). Still working on the others.	Dana Shuler Add Resources	12/31/2020 Past Due

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
2.2.4.2	Design	50% 12/07/2020	Still working with Bureau of Reclamation (BOR) and Weber Basin Water Conservancy District (WBWCD) to install new waterline in the access road down to Lincoln Lane.	Dana Shuler Add Resources	03/01/2021
2.2.4.3	Bidding	0% 	Add Comments	Dana Shuler Add Resources	04/15/2021
2.2.4.4	Award of Project	0% 	Add Comments	Dana Shuler Add Resources	05/11/2021
2.2.4.5	Pre-construction	0% 	Add Comments	Dana Shuler Add Resources	05/26/2021
2.2.4.6	Construction Management	0% 	Add Comments	Dana Shuler Add Resources	08/31/2021
2.2.4.7	Substantial Completion	0% 	Add Comments	Dana Shuler Add Resources	08/31/2021
2.2.4.8	Project Close-out	0% 	Add Comments	Dana Shuler Add Resources	09/30/2021
2.3	Maintain a Quality, Compliant, High-	13 of 80 		Mark Larsen	01/29/2021

	Functioning Sewer System Goals, Action Plans & Tasks	04/08/2020 Status	Add Comments Progress Comments	Add Comments Add Resources Resources	Add Comments Add Resources OnGoing Due Date
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#3 2020 Year in Review

2.3.1 	Maintain and Implement Sewer Management Plan	100% 05/04/2020	Add Comments	Mark Larsen Brandon Jones, Dana Shuler, Mark johnson	01/29/2021 OnGoing
2.3.1.1	Flush Entire System (every 5 years. 20% each year)	100% 03/20/2020	Twin "D" completed 1/5 of the sewer cleaning on 3/19/2020	Mark Larsen Add Resources	12/31/2020 Complete
2.3.1.2	Inspect Entire Manhole System Annually and document	100% 07/06/2020	Mark J has almost completed all the manhole inspections	Mark Larsen Add Resources	12/31/2020 Complete
2.3.1.3	Move Sewer Meter Monthly	100% 05/04/2020	Mark moves meter each month.	Mark Larsen Add Resources	12/31/2020 Complete
2.4 	Budget for and Complete Infrastructure Projects According to the Sewer CIP	On Plan 06/17/2020	Add Comments	Brandon Jones Mark Larsen, Dana Shuler, Mark Johnson	12/31/2020
2.5 	Maintain a Quality, Compliant, High- Functioning Storm Drain System	On Plan 06/17/2020	Add Comments	Mark Johnson Add Resources	01/29/2021 OnGoing
2.5.1 	Update Development Standards to Meet New State Regulations	60% 14 of 80	Sending out draft of new street light standards to supplier and construction	Brandon Jones	12/31/2020


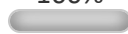

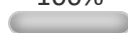


Regulations	Goals, Action Plans & Tasks	12/07/2020 Status	Supplier and construction personnel for comments. Progress Comments	Dana Shuler Owner & Resources	Past Due #3 2020 Year in Review Due Date
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2.6 ◆	Budget for and Complete Infrastructure Projects According to the Storm Drain CIP	On Plan 06/17/2020	Add Comments	Brandon Jones Mark Larsen, Dana Shuler, Mark Johnson	12/31/2020
2.7 ◆	Maintain a Quality, Compliant, High-Functioning Streets System	On Plan	Add Comments	Mark Larsen Brandon Jones	01/29/2021 OnGoing
2.7.1 ◆	Complete 5 Year Street Maintenance Plan	100% 12/07/2020	Sent completed document to City Staff on 11/3/2020.	Brandon Jones Add Resources	06/30/2020 Complete
2.7.2 ◆	Improve Pothole Reporting System (Staff & Citizens)	100% 04/06/2020	I asked Shaelee to add a bit to the newsletter about reporting potholes on the city website.	Mark Larsen Add Resources	12/31/2020 Complete
2.7.3 ◆	Transition all Streetlights to City-owned	75% 07/30/2020	Add Comments	Brandon Jones David Larson, Mark McRae, Mark Larsen	02/26/2021
2.7.3.1	RFP for Maintenance and Installer	70% 07/30/2020	Revise RFP based on "lessons learned" from bidding the 2020 Streetlight Installation Project.	Brandon Jones Add Resources	12/31/2020 Past Due
2.7.3.2		15 of 80 50% 	Completed draft of RFP Sent	Brandon Jones	12/31/2020

2.7.3.2	RFP for Blue Staking Company Goals, Action Plans & Tasks	 12/07/2020	Completed draft of RFP. Sent to City Attorney for review. Progress Comments	#3 2020 Year in Review Owner Add Resources Resources	12/31/2020 Past Due
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2.7.3.3	Complete a Replacement Plan for all Current Rocky Mountain Power-owned Lights	75% 12/07/2020	Sent request to RMP for audit and cost evaluation to be done.	Brandon Jones Mark McRae, Mark Larsen	12/31/2020 Past Due
2.7.4	2020/2021 Concrete repair project	100% 06/19/2020	Add Comments	Mark Larsen Add Resources	08/31/2021 Complete
2.7.4.1	Collect information and compile list of needed concrete repairs.	100% 05/01/2020	Printed map and worksheets to collect information. 2/26/2020 Had a meeting with staff on filling out concrete repair worksheets.	Mark Larsen Jason Tubbs	03/31/2020 Complete
2.8	Budget for and Complete Infrastructure Projects According to the Streets CIP	On Plan 06/15/2020	Add Comments	Brandon Jones Mark Larsen, Jason Tubbs	12/31/2020
2.8.1	2020 Streetlight Installation Project	100% 01/21/2021	Add Comments	Brandon Jones Mark Larsen, Rocky Mountain Power	12/31/2020 Complete
2.8.1.1	Design	100% 05/18/2020	Complete	Brandon Jones Add Resources	06/30/2020 Complete
2.8.1.2	Bidding	100% 06/15/2020	Bid Opening on May 28th	Brandon Jones Add Resources	06/30/2020 Complete

	Goals, Action Plans & Tasks	Status	Progress Comments	Add Resources Owner & Resources	Complete Due Date
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2.8.1.3	Award of Project	<p>100%</p>  <p>06/15/2020</p>	Awarded to Big Bear Electric on 6/9/2020.	<p>Brandon Jones</p> <p>Add Resources</p>	<p>06/30/2020</p> <p>Complete</p>
2.8.1.4	Pre-construction Meeting	<p>100%</p>  <p>07/30/2020</p>	Held preconstruction meeting on July 9, 2020 with Big Bear Electric.	<p>Brandon Jones</p> <p>Add Resources</p>	<p>07/31/2020</p> <p>Complete</p>
2.8.1.5	Construction Management	<p>90%</p>  <p>12/07/2020</p>	All streetlights and wire are installed. Waiting for RMP to come and connect them to each power source.	<p>Brandon Jones</p> <p>Add Resources</p>	<p>10/31/2020</p> <p>Past Due</p>
2.8.1.6	Substantial Completion	<p>100%</p>  <p>12/07/2020</p>	All work completed except for RMP making the connection and a few misc. landscaping repairs to watch in the spring.	<p>Brandon Jones</p> <p>Add Resources</p>	<p>10/31/2020</p> <p>Complete</p>
2.8.1.7	Project Close-out	<p>50%</p>  <p>01/21/2021</p>	Trying to get in touch with RMP to get power connection made.	<p>Brandon Jones</p> <p>Add Resources</p>	<p>12/31/2020</p> <p>Past Due</p>
2.8.2	2020 Street Maintenance Projects	<p>90%</p>  <p>01/21/2021</p>	Add Comments	<p>Brandon Jones</p> <p>Mark Larsen</p>	<p>10/31/2020</p> <p>Past Due</p>

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
2.8.2.1	Design	100%  06/15/2020	Finished. Included Sections for Reconstruction, Chip & Seal, Crack Fill and Concrete Work.	Brandon Jones Mark Larsen, Zac Burk	06/30/2020 Complete
2.8.2.2	Bidding	100%  07/06/2020	Received and opened bids on 6/23/2020.	Brandon Jones Mark Larsen, Zac Burk	06/30/2020 Complete
2.8.2.3	Award of Project	100%  07/06/2020	City Council awarded each section to the low bidder of that section (4 contractors) at the 6/30/2020 meeting. <ul style="list-style-type: none"> • A - Advanced Paving • B - Staker Parsons • C - Consolidated Paving • D - Post Construction Sent out Notices of Award and Contracts to the awarded contractors.	Brandon Jones Mark Larsen	06/30/2020 Complete
2.8.2.4	Pre-construction Meeting	100%  10/21/2020 18 of 80	Preconstruction for: <ul style="list-style-type: none"> • A (Advanced Paving) - 8/27/2020 • B (Staker Parsons) - 8/27/2020 • C (Consolidated Paving) - 8/3/2020 	Brandon Jones Mark Larsen, Zac Burk	10/05/2020 Complete

#3 2020 Year in Review

	Goals, Action Plans & Tasks	Status	<ul style="list-style-type: none"> D (Post Construction) - 10/5/2020 	#3 2020 Year in Review Owner & Resources	Due Date
2.8.2.5	Construction Management	100%  01/21/2021	All work complete, that is going to be completed (Consolidated Paving only completed a portion of their work).	Brandon Jones Mark Larsen, Zac Burk	11/30/2020 Complete
2.8.2.6	Substantial Completion	100%  01/21/2021	All contractors have completed their work with the exception of Consolidated Paving. Working with staff on sending termination email and making final payment minus LD's and cost for cleanup of work left incomplete.	Brandon Jones Mark Larsen, Zac Burk	10/31/2020 Complete
2.8.2.7	Project Close-out	75%  01/21/2021	All contractors have received their final payment with the exception of Consolidated Paving. Working on terminating the contract.	Brandon Jones Add Resources	10/31/2020 Past Due
2.8.3	South Bench Drive Phase 1 (Old Fort Road) Project	100%  01/21/2021 19 of 80	Add Comments	Brandon Jones Add Resources	06/30/2020 Complete






2.8.3.1	Design Goals, Action Plans & Tasks	100% Status 05/05/2020	Add Comments Progress Comments	Brandon Jones Owner & Resources	07/28/2019 Due Date Complete
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2.8.3.2	Bidding	100% 05/05/2020	Add Comments	Brandon Jones Add Resources	03/31/2019 Complete
2.8.3.3	Award of Project	100% 05/05/2020	Project awarded to Staker Parsons.	Brandon Jones Add Resources	04/30/2019 Complete
2.8.3.4	Pre-construction	100% 05/05/2020	Pre-construction meeting held April 2, 2019.	Brandon Jones Mark Larsen	04/30/2019 Complete
2.8.3.5	Construction Management	100% 10/21/2020	Gave final punchlist to Ryan Thain (who took over for Nick Mecham). Ryan completed the punchlist. All work is completed.	Brandon Jones Add Resources	05/31/2020 Complete
2.8.3.6	Substantial Completion	100% 07/06/2020	Signed Certificate of Substantial Completion and delivered final punch list. Staker Parsons agreed to final number of days for liquidated damages.	Brandon Jones Mark Larsen	05/31/2020 Complete

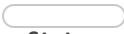
	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
				#3 2020 Year in Review	
2.8.3.7	Project Close-out	80% 01/21/2021	Completed cost break-down and sent to Mac for audit. Still following up on getting reimbursement payments (Davis County, Nilson Homes, Miller Bates, and Stephens).	Brandon Jones Add Resources	06/30/2020 Past Due
2.9 	Maintain a Quality, Compliant, High-Functioning Parks & Trails System		Add Comments	Mark Larsen Add Resources	01/29/2021 OnGoing
2.9.1 	Effectively Maintain Current Parks Space	100% 08/03/2020	Karl has taken the playground safety class and will inspect our playgrounds and make recommendations to make them compliant with stat code.	Mark Larsen Add Resources	01/29/2021 OnGoing
2.9.2 	Complete Priority Parks Projects	70% 05/19/2020	The parks priority project list was approved at city council.	Mark Larsen Brandon Jones, Mark McRae	12/31/2020 Past Due
2.9.3 	Complete Initial Design of Weber Parkway Trail Extension (TLC Grant Project)	100% 01/21/2021	We anticipate Horrocks completing this project soon	David Larson Add Resources	05/31/2020 Complete
2.9.4		21 of 30 	Identified parks & trails grant opportunities, but did not	David Larson	06/30/2020

◆	Identify & Apply for Parks & Trails Grants Goals, Action Plans & Tasks	01/05/2021 Status	have a project this year that met the application criteria Progress Comments	Brandon Jones, Mark Larsen, Curtis Brown Resources	#3 2020 Year in Review Complete Due Date
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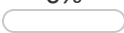
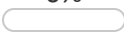
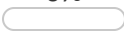
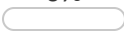


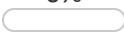
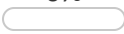
2.9.5 ◆	Complete Wetlands Restoration Plan	100% 07/16/2020	Project complete	Brandon Jones Mark Larsen	09/30/2020 Complete
2.10 ◆	Budget for and Complete Infrastructure Projects According to the Parks CIP & Priority List	On Plan 06/17/2020	Add Comments	Brandon Jones David Larson, Mark McRae, Mark Larsen, Curtis Brown	12/31/2020
2.10.1 ◆	2020 Canyon Meadows Wetlands Restoration Project	100% 07/16/2020	Project Complete	Brandon Jones Add Resources	Select Date Complete
2.10.1.1	Design	100% 06/15/2020	With the Approved Restoration Plan as the basis, completed design of the fill removal project.	Brandon Jones Add Resources	05/31/2020 Complete
2.10.1.2	Bidding	100% 06/15/2020	Bid Opening on May 19, 2020.	Brandon Jones Add Resources	05/31/2020 Complete
2.10.1.3	Award of Project	100% 06/15/2020	CC Awarded Project to Allied Underground Technology on May 26, 2020.	Brandon Jones Add Resources	05/31/2020 Complete
2.10.1.4	Pre-construction	100% 22 of 80	Held pre-meeting with Scarlett Vallaire (USACE) and	Brandon Jones	05/31/2020









	Goals, Action Plans & Tasks	06/15/2020 Status	pre-construction meeting on June 4, 2020 Comments	#3 2020 Year in Review 2020 Responder Owner & Resources	Complete Due Date
2.10.1.5	Construction Management	100%  10/21/2020	Sent Pay Request #1 (Final) to the City for payment on 7/14/2020.	Brandon Jones Add Resources	05/31/2020 Complete
2.10.1.6	Substantial Completion	100%  07/06/2020	Certificate of Substantial Completion granted, dated 6/30/2020.	Brandon Jones Add Resources	05/31/2020 Complete
2.10.1.7	Project Close-out	100%  10/21/2020	Took pictures of 80%+ revegetation on August 3, 2020. Completed Final Restoration Report with complete documentation and submitted report to the USACE (Nicole Fresard) on October 13, 2020. This completes the project.	Brandon Jones Add Resources	07/31/2020 Complete
2.10.2	Pickleball Courts at Canyon Meadows Park	50%  01/21/2021	Add Comments	Brandon Jones Add Resources	02/26/2021
2.10.2.1	Property Survey of entire park property	100%  06/15/2020 23 of 80	Hansen & Associates completed field work and recorded a Record of Survey for the property.	Brandon Jones Add Resources	05/31/2020 Complete

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
2.10.2.2	Consolidation of property parcels	<p>10%</p>  <p>07/30/2020</p>	Prepared surplus property exhibit. Verifying procedure for disposal of surplus property.	<p>Brandon Jones</p> <p>Add Resources</p>	<p>07/31/2020</p> <p>Past Due</p>
2.10.2.3	Create layout options for Canyon Meadows Park (West) Master Plan	<p>100%</p>  <p>01/21/2021</p>	Meeting with Parks Committee to finalize Master Plan with Phasing and cost estimates.	<p>Brandon Jones</p> <p>Add Resources</p>	<p>07/31/2020</p> <p>Complete</p>
2.10.2.4	Approval of Final Canyon Meadows Park (West) Master Plan	<p>100%</p>  <p>01/21/2021</p>	City Council accepted (12-15-2020) an overall Master Plan layout and approved moving forward with Phase 1 - Alternate 3 (which includes utilities, parking lot, 4 pickleball courts, and 1 basketball court).	<p>Brandon Jones</p> <p>Add Resources</p>	<p>12/31/2020</p> <p>Complete</p>
2.10.2.5	Design	<p>30%</p>  <p>12/07/2020</p>	Have prepared preliminary grading plan.	<p>Brandon Jones</p> <p>Add Resources</p>	<p>07/31/2020</p> <p>Past Due</p>
2.10.2.6	Bidding	<p>0%</p> 	Add Comments	<p>Brandon Jones</p> <p>Add Resources</p>	<p>07/31/2020</p> <p>Past Due</p>
		<p>24 of 80</p>		<p>Brandon Jones</p>	

2.10.2.7	Award of Project Goals, Action Plans & Tasks	0%  Status	Add Comments Progress Comments	Brandon Jones Owner & Add Resources	07/31/2020 Due Date Past Due
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#3 2020 Year in Review

2.10.2.8	Pre-construction	0% 	Add Comments	Brandon Jones Add Resources	07/31/2020 Past Due
2.10.2.9	Construction Management	0% 	Add Comments	Brandon Jones Add Resources	07/31/2020 Past Due
2.10.2.10	Substantial Completion	0% 	Add Comments	Brandon Jones Add Resources	07/31/2020 Past Due
2.10.2.11	Project Close-out	0% 	Add Comments	Brandon Jones Add Resources	07/31/2020 Past Due
2.10.3 ◆	Cherry Farms Ball Field	15%  07/30/2020	Add Comments	Brandon Jones Add Resources	02/26/2021
2.10.3.1	Design	50%  06/15/2020	Completed initial draft of plans for internal review	Brandon Jones Add Resources	07/31/2020 Past Due
2.10.3.2	Bidding	0% 	Add Comments	Brandon Jones Add Resources	07/31/2020 Past Due
2.10.3.3	Award of Project	0% 	Add Comments	Brandon Jones Add Resources	07/31/2020 Past Due
		25 of 80 0%		Brandon Jones	









2.10.3.4	Pre-construction Goals, Action Plans & Tasks	0% Status	Add Comments Progress Comments	Brandon Jones Owner & Resources	07/31/2020 Due Date Past Due
2.10.3.5	Construction Management	0% 	Add Comments	Brandon Jones Add Resources	07/31/2020 Past Due
2.10.3.6	Substantial Completion	0% 	Add Comments	Brandon Jones Add Resources	07/31/2020 Past Due
2.10.3.7	Project Close-out	0% 	Add Comments	Brandon Jones Add Resources	07/31/2020 Past Due
2.11 ◆	Maintain a Quality Recreation Program	Complete 01/06/2021 	Add Comments	Curtis Brown Add Resources	12/31/2020 Complete
2.11.1 ◆	Coordinate Maintenance of Recreation Fields and Facilities with Parks Department	100% 11/02/2020 	Add Comments	Curtis Brown Add Resources	12/31/2020 Complete
2.11.2 ◆	Increase Community Awareness of Recreation Programs & Events	100% 01/05/2021 	Using social media to advertise	Curtis Brown Shaelee King	12/31/2020 Complete
2.11.3 ◆	Maintain all sports equipment: inventory, condition. Replace if needed.	100% 12/04/2020 	Add Comments	Curtis Brown Add Resources	12/31/2020 Complete
2.11.4 ◆	Set up new clinics: Coach Pitch, T-Ball, Machine Pitch, Baseball, Softball and Soccer for youth during yellow risk level	100% 11/02/2020 	Parents are registering players	Curtis Brown Add Resources	09/30/2020 Complete

#3 2020 Year in Review






	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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2.12 	Maintain City Equipment to Required Standards	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">On Plan</div> 06/17/2020	Add Comments	David Larson Add Resources	01/29/2021 OnGoing
2.12.1 	Establish Fleet Management and Replacement Program for all Departments	60%  01/05/2021	Updated spreadsheet to show current vehicles in fleet and those that are next up for replacement	Kim Guill Add Resources	12/31/2021
2.12.2 	Research Funding Options for Fleet Management and Replacement Program	70%  11/06/2020	Delayed by COVID and Audit	Mark McRae Derek Tolman, Mark Larsen	06/30/2020 Past Due
2.13 	Maintain a Quality Justice Court	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">On Plan</div> 12/22/2020	The court has continued to function during the pandemic.	Lisa Smith David Larson, Kim Guill	01/29/2021 OnGoing
2.13.1 	Hold court twice monthly	100%  12/22/2020	Court is finished for 2020!	Lisa Smith Add Resources	12/31/2020 Complete
2.13.2 	attend training	100%  12/22/2020	Completed all court required and recorder training available.	Lisa Smith Add Resources	12/31/2020 Complete
2.13.3 	Maintain state certification	100%  27 of 80 05/07/2020	State Certification complete, recertify 2024	Lisa Smith Add Resources	02/01/2024 Complete

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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<p>2.14</p> 	<p>Determine the City's Future with Fiber</p>	<p>On Plan</p> <p>06/17/2020</p>	<p>Add Comments</p>	<p>David Larson</p> <p>Add Resources</p>	<p>12/31/2020</p>
<p>2.14.1</p> 	<p>Research Fiber Service Model Options</p>	<p>100%</p>  <p>01/05/2021</p>	<p>Municipal Utilities Committee has met with representatives from UTOPIA, a consulting company that helps cities stand up their own fiber network, and a company called Connex that could bring in fiber at their cost.</p>	<p>David Larson</p> <p>Add Resources</p>	<p>12/31/2020</p> <p>Complete</p>
<p>2.15</p> 		<p>Add Status</p>	<p>Add Comments</p>	<p>Select Owner</p> <p>Add Resources</p>	<p>Select Date</p>
<p>2.16</p> 	<p>CFD update website</p>	<p>Complete</p> <p>09/09/2020</p>	<p>Add Comments</p>	<p>Curtis Brown</p> <p>Add Resources</p>	<p>08/09/2020</p> <p>Complete</p>
<p>2.16.1</p> 	<p>Contact all chairpersons and make sure all info about their event is correct</p>	<p>100%</p>  <p>08/17/2020</p>	<p>With COVID I'm keeping in contact with Holly,Tani and Vicky on the contitions of the events.</p>	<p>Curtis Brown</p> <p>Add Resources</p>	<p>08/08/2020</p> <p>Complete</p>
<p>2.16.1.1</p>	<p>CFD Baseball Field and Movie it the Park. Field prep</p>	<p>100%</p>  <p>28 of 80</p> <p>08/17/2020</p>	<p>Add Comments</p>	<p>Select Owner</p> <p>Add Resources</p>	<p>08/08/2020</p> <p>Complete</p>

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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2.17 	COVID-19 cleaning the gym for the RecBasketball And Comp leagues	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; display: inline-block;">Add Status</div>	Add Comments	Select Owner Add Resources	12/31/2020 Past Due
2.17.1 	Every game day we must whip down bleachers and chairs between each game.	<div style="text-align: center;"> 100%  01/06/2021 </div>	Add Comments	Select Owner Add Resources	12/31/2020 Complete
2.17.2 	Hand out tickets for parents. Due to the virus we must limit our attendees to player plus 1	<div style="text-align: center;"> 100%  01/06/2021 </div>	Add Comments	Select Owner Add Resources	12/31/2020 Complete







3. FISCAL SUSTAINABILITY & PLANNING

3.1 	Actively Participate in State Legislative Advocacy through ULCT as it relates to SWC	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">On Plan</div>	Add Comments	David Larson Add Resources	01/29/2021 OnGoing
3.1.1 	Fully Participate in Legislative Policy Committee	<div style="text-align: center;"> 100%  01/05/2021 </div>	Have remained engaged in the interim and are prepared for the 2021 Legislative Session	David Larson Add Resources	01/29/2021 OnGoing
3.2 	Adopt a Balanced Budget Annually	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block;">Complete</div> 06/17/2020	Add Comments	David Larson Mark McRae	06/30/2020 Complete
3.2.1	Complete Tasks Identified on the Proposed Budget	<div style="text-align: center;"> 100% 29 of 80  </div>	Budget adopted June 16,	David Larson Mark McRae, Mark Larsen.	06/30/2020

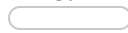






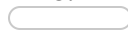
Calendar	Goals, Action Plans & Tasks	06/17/2020 Status	2020 Progress Comments	#3 2020 Year in Review 2020 By: Derek Tolman, Brandon Jones Owner of Resources	View Complete Due Date
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3.3 ◆	Review & Update the General Plan as Needed	Complete 01/05/2021	Add Comments	David Larson Add Resources	01/29/2021 OnGoing
3.3.1 ◆	Complete General Plan Update	100% 01/05/2021	General Plan adopted November 2020!	Shari Phippen Add Resources	06/30/2020 Complete
3.3.1.1	Update Survey Tool for 2nd Round of Public Comment	100% 04/23/2020	Completed April 7	David Larson Add Resources	03/11/2020 Complete
3.3.1.2	Establish Timeline for Focus Group Testing of Survey Tool	100% 04/23/2020	Completed March 31	David Larson Add Resources	03/06/2020 Complete
3.3.1.3	Establish Membership of Focus Group	100% 04/23/2020	Completed. Focus Group has reviewed the survey questions and responses are ready for Council to review	David Larson Add Resources	03/20/2020 Complete
3.3.2 ◆	Define Mixed-Use Overlay	100% 05/01/2020	Council determined to not create a mixed use overlay	Shari Phippen Add Resources	04/30/2020 Complete
3.4 ◆	Review & Update All Capital Facilities Plans as Needed	On Plan 06/15/2020	Add Comments	Brandon Jones Add Resources	01/29/2021 OnGoing

#3 2020 Year in Review

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
3.4.1 ◆	Establish an Order and Schedule for CFP Updates as soon as General Plan is Adopted	100%  01/05/2021	Municipal Utilities Committee discussed and outlined a plan to complete all CFP updates	Brandon Jones Add Resources	12/31/2020 Complete
3.4.2 ◆	Complete Storm Drain CFP/IFFP/IFA Update	30%  07/30/2020	Add Comments	David Larson Brandon Jones, Mark Larsen	02/28/2021
3.4.2.1	Mapping update of existing storm drain system	100%  10/21/2020	Have sufficient existing system data to run the storm drain computer model.	Brandon Jones Add Resources	06/30/2020 Complete
3.4.2.2	Storm Drain computer model of existing system	100%  10/21/2020	Have completed the existing system model. Based on model results have identified problem areas and potential solutions.	Brandon Jones Add Resources	07/31/2020 Complete
3.4.2.3	Storm Drain computer model of future system	20%  10/21/2020	Working on revising the model to account for future growth in currently undeveloped areas.	Brandon Jones Add Resources	08/28/2020 Past Due
3.4.2.4	Identify capital projects required to meet existing deficiencies and future needs	0%  31 of 80	Add Comments	Brandon Jones Add Resources	09/30/2020 Past Due

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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3.4.2.5	Storm Drain CFP Report	<div style="text-align: center;">0%</div> 	Add Comments	Brandon Jones Add Resources	10/30/2020 Past Due
3.4.2.6	Storm Drain IFFP Report	<div style="text-align: center;">0%</div> 	Add Comments	Brandon Jones Add Resources	12/31/2020 Past Due
3.4.2.7	Storm Drain IFA Report	<div style="text-align: center;">0%</div> 	Add Comments	Brandon Jones Add Resources	12/31/2020 Past Due
3.5 	Maintain the Family-friendly Culture of the Community through the Development Process	<div style="text-align: center; border: 1px solid green; padding: 2px;">On Plan</div> 06/17/2020	Add Comments	David Larson Add Resources	01/29/2021 OnGoing
3.5.1 	Review & Update Zoning Codes	<div style="text-align: center;">35%</div>  01/05/2021	Code Update Committee is meeting weekly. Has almost completed a comprehensive review of land use definitions in Title 10	Shari Phippen Add Resources	12/31/2020 Past Due
3.5.2 	Update City Codes Regarding Development Process	<div style="text-align: center;">0%</div>  01/05/2021	This has been reprioritized for completion after the zoning codes	David Larson Barry Burton, Kim Guill, Mark Larsen, Derek Tolman, Cole Fessler, Brandon Jones	12/31/2020 Past Due






3.5.3 ◆	Establish a Development Review Process Goals, Action Plans & Tasks	100% Status 06/17/2020	Add Comments Progress Comments	#3 2020 Year in Review Kim Guill Owner & Resources	07/29/2020 Due Date Complete
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3.5.3.1	Develop Development Process Checklist	100% 02/28/2020	Development Process Checklist & Summary Sheet is complete and out for review	Kim Guill Add Resources	02/29/2020 Complete
3.5.3.2	Develop Process Summary Sheet	100% 02/28/2020	Development Process Summary Sheet Created	Kim Guill Add Resources	02/29/2020 Complete
3.5.4 ◆	Define Environmental Review	0%	Add Comments	Shari Phippen David Larson, Brandon Jones, Mark Larsen	12/31/2020 Past Due

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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#3 2020 Year in Review

<p>3.6 📌</p>	<p>Maintain a Sustainable Tax Structure</p>	<p>On Plan 06/16/2020</p>	<p>David and I have reviewed possible downturn in the economy because of the COVID19 pandemic. 2021 anticipates a downturn in Sales Tax. Additional plans/options have been outlined should the downturn be more than 10%. This is a fluid plan and we plan to stay flexible and use the tools available to make budget changes as necessary. The council has decided to not hold the property tax rate to the same as last year, but let it decrease according with any property value increases.</p>	<p>Mark McRae Add Resources</p>	<p>01/29/2021 OnGoing</p>
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	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
3.6.1 	Establish an Ongoing Property Tax Rate Philosophy	100%  06/16/2020	Working with the finance committee and the city council, a decision was made to adjust the property tax rate every 2 or 3 years with a Truth in Taxation Hearing. The council unanimously has decided to not let it go longer than 5 years without an adjustment. For FY 2021 there will be no adjustment.	Mark McRae Add Resources	06/30/2020 Complete
3.6.2 	Broaden the Tax Base through Economic Development	90%  01/05/2021	Commercial Developments have been approved or are in process of approval. Additional sales-tax generating projects are in discussion	David Larson Add Resources	01/29/2021 OnGoing
3.6.2.1	Pursue an Economic Impact Study through WFRC	0%  01/05/2021	No action has been taken on this item yet	David Larson Add Resources	12/31/2020 Past Due





	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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#3 2020 Year in Review

3.6.2.2	Participate in Regional Economic Development Organizations	<p>100%</p>  <p>01/05/2021</p>	<p>Hav enot attended any meetings, but have remained in contact with Davis County Economic Development personnel as applicable for projects and information</p>	<p>David Larson Add Resources</p>	<p>01/29/2021 OnGoing</p>
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	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
3.7 ◆	Maintain a Sustainable Utility Fee Structure	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">On Plan</div> 04/28/2020	Because of the current pandemic, the decision has been made to not adjust any utility rates on July 1, 2020. Increases by CWSID and Robinson Waste will be absorbed for the upcoming fiscal year only. The breakdown in Sewer between the city portion and the CWSID portion will be redone to conform more closely with actual costs. Following adoption of the new General Plan, the Sewer CFP, IFFP, IFA and rates will be redone. The CFP, IFFP, and IFA for Storm Drains in underway and will be followed by a rate study. A mid-year increase in the Storm Drain rates is anticipated.	Mark McRae Brandon Jones	01/29/2021 OnGoing
3.7.1 ◆	Review Utility Rates Performance Annually	100% <div style="background-color: #ccc; width: 100%; height: 10px; margin: 2px 0;"></div> 06/16/2020 37 of 80	All utility Rates were reviewed during the budget process.	Mark McRae Add Resources	06/30/2020 Complete

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
				#3 2020 Year in Review	
3.7.1.1	Storm Drain CIP, IFFP and IFP updated by Zions	45% 11/06/2020	Jones and Associates has begun the process and the collection of the data.	Mark McRae Add Resources	12/31/2020 Past Due
3.7.1.2	Storm Drain Rate study and new rates adopted	0% 07/30/2020	Will commence once the CIP, IFFP, and IFA are completed	Mark McRae Add Resources	02/28/2021
3.7.2	Annual Report on TUF Money Collected & Projects Completed	100% 04/28/2020	The annual report and review by the city council was a discussion item on the April 14, 2020 City Council Agenda.	Mark McRae Brandon Jones	12/31/2020 Complete
3.8	Maintain a Sustainable Infrastructure Replacement Program	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Off Plan</div>	Add Comments	Mark McRae Add Resources	01/29/2021 OnGoing
3.8.1	Create a Reserve Funding Plan	10% 03/31/2020	discussed during budget meeting with Municipal Utilities Committee.	Mark McRae Add Resources	06/30/2020 Past Due
3.9	Identify Northern City Boundary Line	<div style="border: 1px solid green; padding: 2px; display: inline-block;">On Plan</div> 06/17/2020	Add Comments	David Larson Barry Burton	05/31/2020

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
3.9.1 ◆	Understand the Feelings of Residents along Cottonwood Drive	100%  02/21/2020	Heard from all residents during the meeting last night. Generally would like to stay in South Weber, but are open to becoming Uintah, especially since it would be lower taxes and fees, and they feel like that could stop the RV Park from being developed.	David Larson Add Resources	02/29/2020 Complete
3.9.1.1	Contact all Residents	100%  02/12/2020	Add Comments	David Larson Add Resources	02/29/2020 Complete
3.9.1.2	Set Neighborhood Meeting Date/Time. Communicate meeting time with all residents	100%  02/21/2020	Met with residents last night (2/20). In attendance were all residents of Cottonwood Drive, Mayor Sjoblom, Council members Halverson & Alberts and City Manager David Larson	David Larson Add Resources	02/29/2020 Complete
3.9.1.3	Create Meeting Materials (FAQ with potential scenarios and tax implications)	100%  02/21/2020	Completed & Presented to the residents in the meeting yesterday	David Larson Mark McRae	02/19/2020 Complete

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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#3 2020 Year in Review






3.9.2 ◆	Come to an Understanding with Uintah City & both Counties	<p>80%</p> <p>01/05/2021</p>	<p>David has reached out to Uintah City, Weber County, and Davis County to pursue finalizing the entire boundary length. Need to establish who will be involved in the discussion and set up a time to meet.</p> <p>Uintah and SWC met previously and have an understanding of how they'd like the boundary to be nailed down.</p>	<p>David Larson</p> <p>Add Resources</p>	<p>06/30/2020</p> <p>Past Due</p>
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4. COMMUNITY ENGAGEMENT








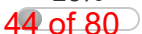
4.1 ◆	Provide Excellent Customer Service, e.g. Timely Response to Citizen Questions/Concerns	<p>On Plan</p> <p>06/17/2020</p>	Add Comments	<p>David Larson</p> <p>Mark McRae, Derek Tolman, Mark Larsen, Curtis Brown, Brandon Jones, Barry Burton</p>	<p>01/29/2021</p> <p>OnGoing</p>
4.1.1 ◆	Respond to Citizen Calls/Emails within 2 Business Days	<p>75%</p> <p>01/05/2021 40 of 80</p>	Add Comments	<p>David Larson</p> <p>Derek Tolman, Mark Larsen, Mark McRae, Brandon Jones, Curtis Brown,</p>	<p>01/29/2021</p> <p>OnGoing</p>

	Goals, Action Plans & Tasks	Status	Progress Comments	Resources	Due Date
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<p>4.2</p> <p>◆</p>	<p>Share Information of Day to Day Operations of the City through All Available Methods</p>	<p>Complete</p> <p>01/05/2021</p>	<p>Add Comments</p>	<p>David Larson</p> <p>Shaelee King, Mark McRae, Mark Larsen, Derek Tolman, Curtis Brown</p>	<p>01/29/2021</p> <p>OnGoing</p>
<p>4.2.1</p> <p>◆</p>	<p>Establish Standard Communication Processes for all Departments</p>	<p>100%</p> <p>01/05/2021</p>	<p>Added standardized monthly reports to our regular weekly updates</p>	<p>David Larson</p> <p>Add Resources</p>	<p>12/31/2020</p> <p>Complete</p>
<p>4.2.2</p> <p>◆</p>	<p>Evaluate Livestreaming of City Council Meetings</p>	<p>100%</p> <p>11/06/2020</p>	<p>On June 30, 2020 the City Council discussed the use of CARES Act money. This is one of the projects selected. Quotes were received and the contract was awarded to Webb Audio on July 14, 2020</p>	<p>Mark McRae</p> <p>Add Resources</p>	<p>06/30/2020</p> <p>Complete</p>
<p>4.2.2.1</p>	<p>Evaluate Our Current Audio System</p>	<p>100%</p> <p>11/06/2020</p>	<p>The contract was awarded to Webb Audio on July 14, 2020 by the city Council</p>	<p>Mark McRae</p> <p>Add Resources</p>	<p>03/31/2020</p> <p>Complete</p>



	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
4.2.2.2	Research Livestream Options	100%  07/30/2020	Zoom meetings being used for City council meetings streaming to city YouTube channel. Zoom also used for department and staff meetings. Want to continue to use same platform once we can again meet at city hall and have new AV installed.	Mark McRae Add Resources	04/30/2020 Complete
4.2.3 ◆	Development Status on all Projects in the Development Process	100%  07/16/2020	updated to reflect current status	Kim Guill Add Resources	01/29/2021 OnGoing
4.2.3.1	Create a Development Status Report on All Active Developments in The City	100%  02/28/2020	Created Development Status Report on all Active Developments in South Weber City Currently	Kim Guill Add Resources	02/29/2020 Complete
4.2.3.2	Take information on Development Status Report and create a RAP Sheet (Updated Weekly) to be posted on website and sent to Council and Staff Regularly	100%  04/09/2020	completed RAP Sheet	Kim Guill Add Resources	04/15/2020 Complete
4.2.3.3	Update Report on Active Projects sheet	100%  11/04/2020 42 of 80	updated RAP Sheet	Kim Guill Add Resources	01/29/2021 OnGoing

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
				#3 2020 Year in Review	
4.3 ◆	Provide Easy Access to City Information on a Quality Website	Off Plan	Add Comments	Shaelee King Add Resources	01/29/2021 OnGoing
4.3.1 ◆	Complete Website Upgrade & Redesign	70%  01/21/2021	A new company was selected to complete this project. The projected timeline for completion is January 22, 2021	Shaelee King Add Resources	04/30/2020 Past Due
4.3.1.1	Complete content Review	0%  01/21/2021	Selected a different company to do this project	Shaelee King Add Resources	03/31/2020 Past Due
4.4 ◆	Improve the Marketing of City Events (e.g. CFD, Easter Egg Hunt, Daddy/Daughter, Santa, Swim, Halloween Bash, Senior Lunches, Fire Prevention, Train Events)	On Plan 01/05/2021	Posts have been scheduled to mark the days of these events. Due to COVID-19 a lot of events have been cancelled.	Shaelee King Derek Tolman, Curtis Brown	12/31/2020
4.4.1 ◆	Include Event Information in New Resident Packet	100%  02/28/2020	Complete. Added to New Resident Packet	Kim Guill Add Resources	02/29/2020 Complete
4.4.2 ◆	Establish Full Event Calendar on City Website	0%  01/21/2021	Add Comments	Shaelee King Add Resources	03/31/2020 Past Due




	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
4.4.3 	Improve Quality and Quantity of Communication	100%  01/05/2021	We've seen an across the board increase in our communication through emails, social media, digital signs, use of city website, and newsletter content.	Shaelee King Add Resources	12/31/2020 Complete
4.5 	Increase Followers on all Communication Platforms (Constant Contact, Facebook, Twitter, YouTube)	On Plan 06/17/2020	I have created a graph to show the rise in followers on social media platforms as well as subscriptions to our email. We are averaging about 10 new followers a month	Shaelee King Add Resources	12/31/2020
4.5.1 	Improve Quality and Quantity of Communication	100%  01/05/2021	We've improved our quality and quantity of communication across all platforms	Shaelee King Add Resources	12/31/2020 Complete
4.6 	Increase the Unity in the Community Through Developing Community Service Opportunities	At Risk	Add Comments	David Larson Add Resources	12/31/2020 Past Due
4.6.1 	Utilize JustServe.org to Advertise Community Service Opportunities	20% 44 of 80 	Add Comments	David Larson	01/29/2021 OnGoing

	Opportunities	01/05/2021		Add Resources Owner & Resources	OnGoing Due Date
	Goals, Action Plans & Tasks	Status	Progress Comments		







#3 2020 Year in Review


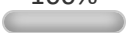
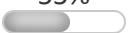
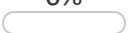
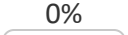
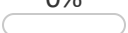
4.6.1.1	Create an organization for the City on JustServe.org	<p>100%</p>  <p>02/13/2020</p>	Met with Representatives from JustServe.org and created our city profile on the site. They are willing to donate Bees Tickets and JustServe T-shirts for a project that we complete prior to April.	<p>David Larson</p> <p>Add Resources</p>	<p>02/14/2020</p> <p>Complete</p>
4.6.1.2	Post Service Projects	<p>0%</p>  <p>01/05/2021</p>	Covid paused all group gathering service opportunities that had been discussed and no projects have been posted on justserve.org	<p>David Larson</p> <p>Mark McRae, Mark Larsen, Derek Tolman</p>	<p>01/29/2021</p> <p>OnGoing</p>

5. EMPLOYEES




<p>5.1</p> 	Hire Quality Employees	<p>On Plan</p> <p>01/05/2021</p>	Add Comments	<p>David Larson</p> <p>Paul Laprevote</p>	<p>01/29/2021</p> <p>OnGoing</p>
<p>5.1.1</p> 	Establish Succession Plan	<p>100%</p>  <p>01/05/2021</p> <p>45 of 80</p>	Succession planning discussions have taken place in each department at various times throughout the year	<p>David Larson</p> <p>Add Resources</p>	<p>12/31/2020</p> <p>Complete</p>

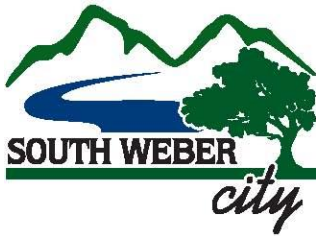
	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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5.1.2 ◆	Establish a Standard Recruitment Process & Advertising Plan	100%  01/05/2021	Plan has been written and implemented for the few new hires we had this year	Paul Laprevote Derek Tolman, Mark Larsen, Mark McRae	12/31/2020 Complete
5.2 ◆	Retain High-Performing Employees	On Plan  01/05/2021	Add Comments	David Larson Add Resources	01/29/2021 OnGoing
5.2.1 ◆	Encourage a Quality Culture & Work Environment	100%  01/05/2021	I try to maintain open lines of communication with employees and discuss their job satisfaction	David Larson Derek Tolman, Mark Larsen, Mark McRae	01/29/2021 OnGoing
5.2.2 ◆	Provide Competitive Wages & Benefits	100%  06/17/2020	Add Comments	David Larson Add Resources	01/29/2021 OnGoing
5.2.2.1	Complete market comparison of all city positions. Market level salaries for all positions forwarded to CM for study	100%  06/17/2020	Market comparison has been presented to Admin/Finance committee. City Council accepted new ranges and approved adjustments in budget	Paul Laprevote David Larson, Mark McRae	03/31/2020 Complete
5.2.3 ◆	Provide Ongoing Training Opportunities	95%  01/05/2021 46 of 80	Add Comments	David Larson Add Resources	01/29/2021 OnGoing

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
5.2.3.1	Leadership Academy	 30% 05/01/2020	On pause due to COVID	David Larson Add Resources	01/29/2021 OnGoing
5.2.4 ◆	Encourage Employees to Participate in their Applicable State Association, Including Annual Conference Attendance	 100% 01/05/2021	I have had conversations even in the past few weeks encouraging employees to participate in their associations	David Larson Add Resources	01/29/2021 OnGoing
5.2.5 ◆	Design and Implement a Certification Compensation System for Public Works Department	 55% 01/05/2021	Drafted a plan, but then discussions paused	David Larson Mark Larsen	12/31/2020 Past Due
5.3 ◆	House Employees in Facilities that Enhance High-Performance	<div style="border: 1px solid orange; padding: 2px;">At Risk ↑</div> 06/17/2020	Add Comments	David Larson Add Resources	01/29/2021 OnGoing
5.3.1 ◆	Establish a Facilities Replacement Plan	 0% 01/05/2021	No action has been taken on this item	David Larson Add Resources	12/31/2020 Past Due
5.3.1.1	Budget for and Remove Civic Building in front of Fire Station	 0% 01/05/2021	This was not budgeted for during this fiscal year	David Larson Brandon Jones, Mark McRae, Derek Tolman	12/31/2020 Past Due
5.3.2 ◆	Establish a Facilities Maintenance Plan	 0% 01/05/2021	No action has been taken on this item	David Larson Add Resources	12/31/2020 Past Due

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
5.3.3	Obtain Property for a New Public Works Facility	95% 01/05/2021	Offer verbally accepted. Waiting for signed purchase agreement. City Council will then need to ratify the agreement and staff will perform due diligence prior to closing on the property	David Larson Add Resources	12/31/2020 Past Due
5.3.3.1	Identify Potential Properties	100% 02/27/2020	Evaluated all property in the City. Created a short-list of 10 likely properties. Evaluated and ranked all 10, establishing a desired order of properties to approach.	David Larson Mark Larsen, Brandon Jones	06/30/2020 Complete
5.3.3.2	Create layout options for potential property	100% 01/05/2021	David is working with property owner on potential contract.	Brandon Jones Mark Larsen	12/31/2020 Complete
5.3.3.3	Make an offer	100% 01/05/2021	Offer verbally accepted. Waiting for signed copy of purchase agreement	David Larson Add Resources	06/30/2020 Complete
5.4	Maintain Quality Policies & Procedures	On Plan 06/17/2020	Add Comments	David Larson Paul Laprevote	01/29/2021 OnGoing

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
				#3 2020 Year in Review	
5.4.1 ◆	Update Policy & Procedures Manual	95%  01/05/2021	Admin/Finance Committee established an ongoing annual process to review/update the Policies & Procedures Manual annually as part of the budget process. First set of updates will occur in Spring 2021	David Larson Paul Laprevote	12/31/2020 Past Due
5.4.2 ◆	Complete Procurement Policy Update	100%  05/01/2020	Complete	David Larson Mark McRae	03/31/2020 Complete
5.4.2.1	Complete proposed updates and send out to Admin/Finance Committee for review	100%  05/01/2020	Complete	David Larson Add Resources	02/29/2020 Complete



Agenda Item Introduction

Council Meeting Date: January 30, 2021

Name: David Larson

Agenda Item: Trainings

Background: City Council is required to have annual trainings on the Open & Public Meetings Act and will also review Powers & Duties and Ethics.

Summary: Receive Annual Trainings

Budget Amendment: n/a

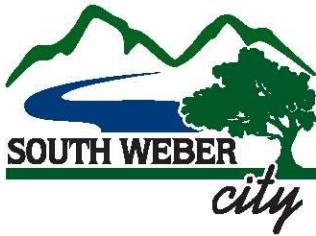
Procurement Officer Review: Budgeted amount \$ Bid amount \$

Committee Recommendation: n/a

Planning Commission Recommendation: n/a

Staff Recommendation: n/a

Attachments: none



Agenda Item Introduction

Council Meeting Date: January 30, 2021

Name: David Larson

Agenda Item: Mission Vision Values

Background: The City previously identified guiding statements and principles for Council and staff to follow in carrying forward the business of the City. Prior to discussing budget priorities, future projects, and strategic plans, this item is a chance to remind ourselves of the big picture and the guiding principles for the City so they can be incorporated in those discussions.

Summary: Review the City's Mission, Vision, and Values in preparation for the planning discussions on this budget retreat's agenda.

Budget Amendment: n/a

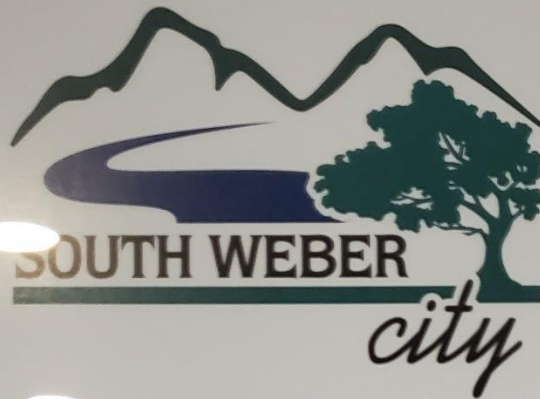
Procurement Officer Review: Budgeted amount \$ Bid amount \$

Committee Recommendation: n/a

Planning Commission Recommendation: n/a

Staff Recommendation: n/a

Attachments: Mission Vision Values Poster



VISION

A family-oriented community that provides sufficient amenities & infrastructure for residents.

MISSION

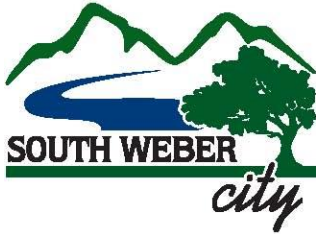
To enhance the quality of life by providing municipal services, protecting life & property with fiscal responsibility, while preserving our heritage for the citizens of South Weber City.

VALUES

- Honesty, Integrity, Transparency
- Visionary Leadership
- Dedicated & Responsive Service
- Dependable & Highly Skilled Work Force
- Simplicity
- Trust

FOCUS AREAS

1. Responsive Government
2. Public Safety
3. Quality of Life / Heritage / Cultural
4. Proactivity



Agenda Item Introduction

Council Meeting Date: January 30, 2021

Name: David Larson

Agenda Item: Council Budget Priorities and Directives

Background: City finances can be extremely complex, and the City Council is responsible for allocating the City's resources in a responsible, sustainable manner. The City Administration/Finance Committee, with the help of City staff, will present an overview of general fund revenues and expenditures and seek direction from the Council in establishing budget priorities and directives for current and anticipated future needs.

Specific topics under this discussion item that will need direct attention include the following:

1- General Fund Revenue Distribution

- a. The general fund receives money almost exclusively through taxes and fees for specific services. Staff will provide a breakdown of what those revenues pay for in the City and the Admin/Finance Committee will facilitate a discussion about principles related to the current and future distribution of those revenues.

2- Property Tax Rate

- a. Of the taxes described above, the City only has direct control over establishing the property tax rate. When the City Council increased the property tax rate in 2019 a decision was made to let the rate decrease for a couple of years before bringing the rate back up or increasing it again to avoid major tax increases in the future. The Council had anticipated adjusting the property tax rate again and needs to discuss the implementation timeline of that plan.

3- Paramedic Transfer

- a. Davis County has been working closely with all cities and fire districts within the county to facilitate a transition of paramedic service providers. Staff will present background information for this change, a timeline for the transfer, and anticipated budget needs that will come to the City as a result.

4- Public Works Facility

- a. The City is currently under contract to purchase land specifically designated for a new public works facility to replace the run-down current City shop at 1727 East South Weber Drive. The City was able to budget money for the last few years to purchase the property and now that property is secured the Council must discuss the funding options for the construction of a facility on the property.

Summary: Discuss and determine the City's budget priorities and directives as they relate to tax distribution, establishing a property tax rate, and planning for future projects such as constructing a public works facility

Budget Amendment: n/a

Procurement Officer Review: Budgeted amount \$ Bid amount \$

Committee Recommendation: n/a

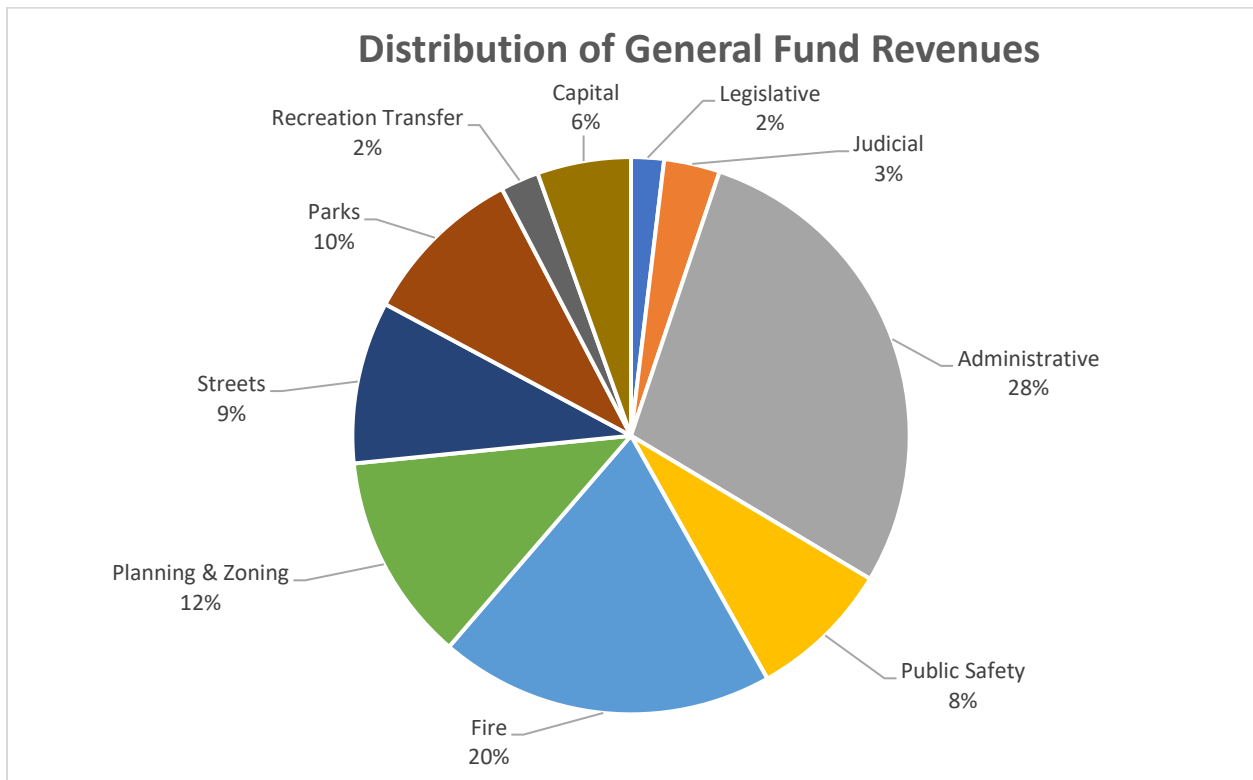
Planning Commission Recommendation: n/a

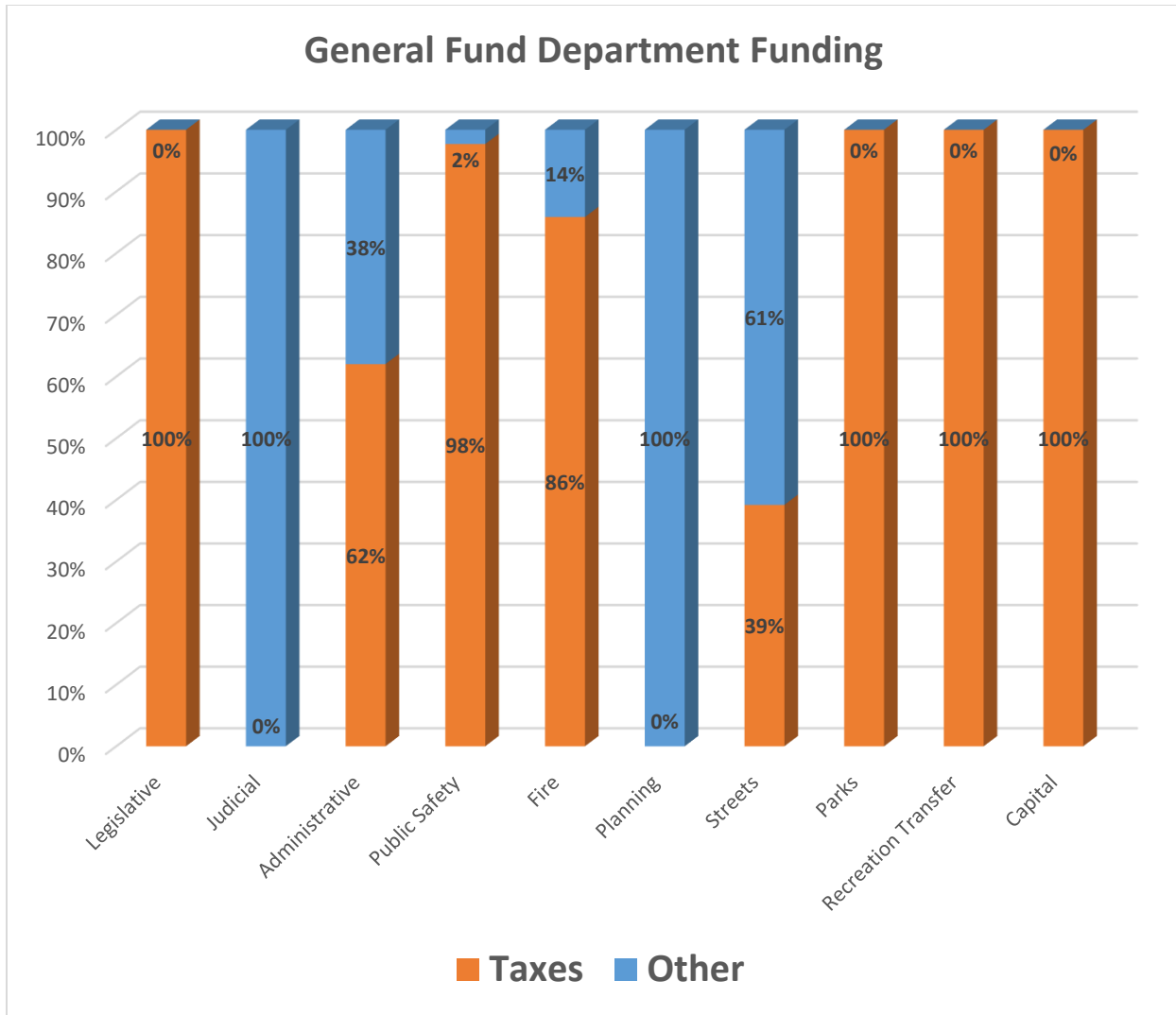
Staff Recommendation: n/a

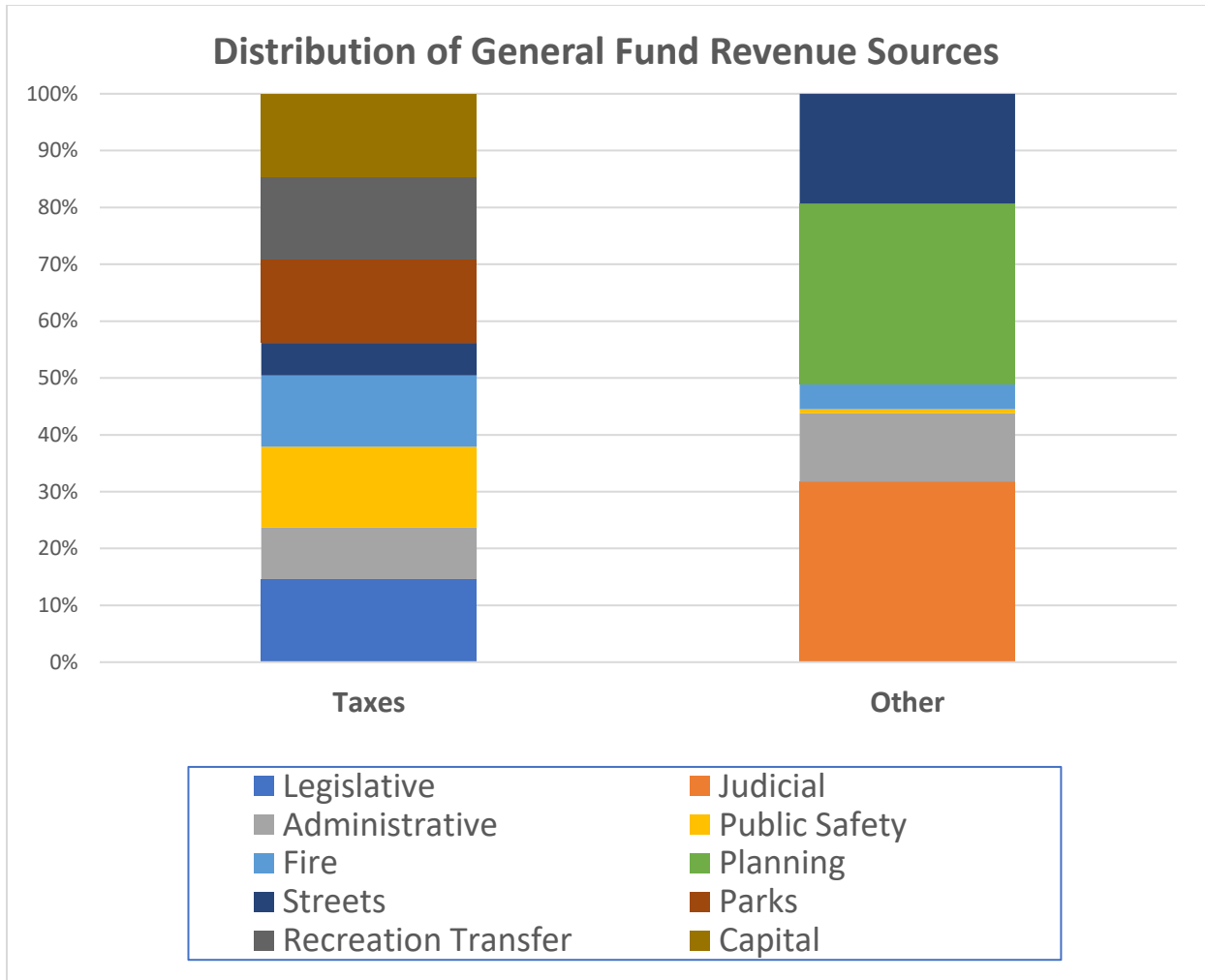
Attachments: General Fund Revenue Breakdown, Public Works Facility Funding Overview

General Fund Revenue by Department

Department	FY 2018- 2020		FY 2021		
	3 Yr Avg Budget	3 Yr Avg Actual	Budget	Taxes	Other
				\$2,050,000	\$1,094,000
Legislative	\$60,333	\$48,761	\$60,000	\$60,000	\$0
Judicial	\$106,433	\$95,413	\$102,000	\$0	\$102,000
Administrative	\$738,833	\$639,450	\$894,000	\$554,500	\$339,500
Public Safety	\$202,000	\$190,586	\$260,000	\$254,000	\$6,000
Fire	\$558,567	\$527,978	\$612,000	\$525,500	\$86,500
Planning & Zoning	\$361,667	\$348,578	\$380,000	\$0	\$380,000
Streets	\$279,667	\$233,627	\$296,000	\$116,000	\$180,000
Parks	\$235,167	\$212,406	\$299,000	\$299,000	\$0
Recreation Transfer	\$70,833	\$45,000	\$70,000	\$70,000	\$0
Capital	\$73,667	\$73,667	\$171,000	\$171,000	\$0
General Fund surplus moved to Capital	\$0	\$493,000	\$0		







Public Works Facility Financing Overview & Discussion Points

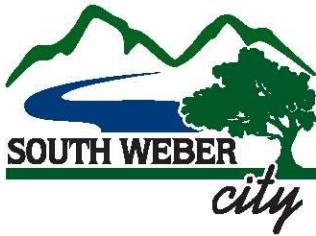
The construction of the facility will be a major financial expenditure for South Weber City. There are several options as to the financing of the facility.

There are three funding philosophies that could be applied to this facility. Each with pros and cons.

1. Bonding – Borrow money to build now and commit City revenue to pay for facility over time.
2. Saving – Set City revenue aside and build the facility in the future.
3. Combination of using available City revenue and bonding for the remainder.

Recommended principles to follow:

1. Cost to be shared by all departments who will use and benefit from the facility.
2. The portion of the facility that is needed to meet existing needs must be funded with utility fees and General Fund taxes.
3. The portion of the facility that is needed to meet future growth will be funded by Impact Fees.
4. Sale of the current PW property could go to the funding of the project.
5. Sale of other city property, such as on the S-curve or Lester Drive, could be considered as a funding source.
6. Possible grant money, including matching grants need to be thoroughly researched.



Agenda Item Introduction

Council Meeting Date: January 30, 2021

Name: David Larson

Agenda Item: 2021 Strategic Plan

Background: Staff has provided a draft strategic plan for Council discussion and amendment. The strategic plan builds off the 2020 strategic plan, carrying forward applicable ongoing goals and identifies additional goals and directives for 2021.

The plan identifies 5 overarching strategic objectives – (1) public safety; (2) infrastructure, equipment, and municipal services; (3) fiscal sustainability and planning; (4) community engagement; and (5) employees. Within each strategic objective, goals and have been identified with action plans and tasks outlined to accomplish each goal.

Summary: Council review of the 2021 Strategic Plan draft

Budget Amendment: n/a

Procurement Officer Review: Budgeted amount \$ Bid amount \$

Committee Recommendation: n/a

Planning Commission Recommendation: n/a

Staff Recommendation: n/a







Attachments: 2021 Strategic Plan Draft

South Weber City 2021

Strategic Drivers
Goals
Action Plans
Tasks

VIEW ANOTHER USER'S PLAN:

Show All 

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
1. PUBLIC SAFETY					
1.1 	Provide Effective Emergency Services Response	On Plan 01/05/2021	Add Comments	Derek Tolman Add Resources	12/31/2021
1.1.1 	Determine funding source for 3-handed staffing	0% <div style="border: 1px solid gray; border-radius: 10px; width: 50px; height: 10px; margin: 0 auto;"></div>	Add Comments	Derek Tolman Add Resources	06/30/2021
1.1.2 	Maintain fire department equipment	0% <div style="border: 1px solid gray; border-radius: 10px; width: 50px; height: 10px; margin: 0 auto;"></div>	Add Comments	Derek Tolman Add Resources	01/31/2021 Monthly
1.1.3 	Maintain standard response time	0% <div style="border: 1px solid gray; border-radius: 10px; width: 50px; height: 10px; margin: 0 auto;"></div>	Add Comments	Derek Tolman Add Resources	01/31/2021 Monthly
1.1.4 	Establish Paramedic Service Plan	0% <div style="border: 1px solid gray; border-radius: 10px; width: 50px; height: 10px; margin: 0 auto;"></div>	Add Comments	Derek Tolman Add Resources	06/30/2021
1.2 	Protect People & Property through Effective Law Enforcement	On Plan 06/17/2020 60 of 80	Add Comments	David Larson Add Resources	12/31/2021

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
1.2.1	Ensure DCSO Contracted Level of Service is Being Received	0% 01/21/2021	Add Comments	David Larson Add Resources	01/31/2021 Monthly
1.3	Protect People & Property through Effective Code Enforcement	On Plan 01/26/2021	Add Comments	Chris Tremea Add Resources	12/31/2021
1.3.1	Provide Proactive Code Enforcement	0% 01/21/2021	Add Comments	Chris Tremea Add Resources	12/31/2021
1.3.2	Provide Quick Responsive Code Enforcement	0% 01/21/2021	Add Comments	Chris Tremea Add Resources	12/31/2021
1.4	Be Prepared for a Major Emergency	On Plan 01/21/2021	Add Comments	David Larson Derek Tolman	12/31/2021
1.4.1	Review & Update the Emergency Operations Plan in 2021 (every 3-5 Years)	0% 01/21/2021	Add Comments	Derek Tolman Add Resources	12/31/2021
1.4.2	Provide Annual Training & Practice of Emergency Operations Plan	0% 01/21/2021	Add Comments	Derek Tolman Add Resources	12/31/2021
1.4.3	All Council & Staff Fully NIMS Trained	0% 01/21/2021	Add Comments	David Larson Derek Tolman	12/31/2021
1.4.4	Establish functioning CERT program	61 of 80 01/21/2021	Add Comments	Derek Tolman	12/31/2021

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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1.4.5	Prepare EOC facility & technology for operation	0% <input type="text"/>	Add Comments	David Larson Add Resources	12/31/2021
1.5	Mitigate Potential Hazards	On Plan 12/07/2020	Add Comments	Derek Tolman Add Resources	12/31/2021
1.5.1	Education, Preparation, & Mitigation through Community Wildland Protection Program (CWPP)	0% 01/21/2021	Add Comments	Derek Tolman Add Resources	01/31/2021 Monthly
1.5.2	Create All Hazards Mitigation Plan using BRIC grant funding	0% 01/21/2021	Add Comments	Derek Tolman David Larson	12/31/2022

2. INFRASTRUCTURE, EQUIPMENT & MUNICIPAL SERVICES





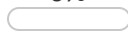




2.1	Maintain a Quality, Compliant, High-Functioning Culinary Water System	On Plan 06/17/2020	Add Comments	Bryan Wageman Add Resources	12/31/2021
2.1.1	Maintain State Compliance (i.e. regular testing, equipment, records, reporting)	0% 01/26/2021	Add Comments	Bryan Wageman Add Resources	01/31/2021 Monthly
2.1.2	Test Fire Hydrants Annually and document	0% 01/26/2021	Add Comments	Derek Tolman Add Resources	12/31/2021
2.1.3	Exercise All Valves Annually and document	62 of 80 <input type="text"/>	Add Comments	Bryan Wageman	12/31/2021

	Goals, Action Plans & Tasks	Status	Progress Comments	Add Resources Resources	Due Date
2.1.4 ◆	Create standardized, regular SCADA water usage report	0% <input type="range"/>	Add Comments	Dana Shuler Add Resources	01/31/2021 Monthly
2.1.5 ◆	Receive training on new SCADA system reporting tools	0% <input type="range"/>	Add Comments	Bryan Wageman Add Resources	03/31/2021
2.2 ◆	Budget for and Complete Infrastructure Projects According to the Water CIP	On Plan 06/15/2020	Add Comments	Brandon Jones Add Resources	12/31/2021
2.2.1 ◆	Cottonwood Drive Waterline Replacement Project	85% <input type="range"/> 01/21/2021	Add Comments	Brandon Jones Bryan Wageman, Dana Shuler	03/31/2021
2.2.2 ◆	Job Corps Campus Re-Pipe Project	90% <input type="range"/> 01/21/2021	Add Comments	Dana Shuler Add Resources	05/26/2021
2.2.3 ◆	East Bench Transmission Line Replacement	50% <input type="range"/> 07/30/2020	Add Comments	Dana Shuler Add Resources	06/30/2021
2.3 ◆	Maintain a Quality, Compliant, High-Functioning Sewer System	On Plan 04/08/2020	Add Comments	Mark Larsen Mark Johnson	12/31/2021
2.3.1 ◆	Maintain and Implement Sewer Management Plan	0% <input type="range"/> 01/26/2021	Add Comments	Mark Larsen Add Resources	01/31/2021 Monthly


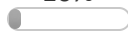



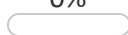
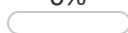
	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
2.4	Budget for and Complete Infrastructure Projects According to the Sewer CIP	On Plan 06/17/2020	Add Comments	Brandon Jones Add Resources	12/31/2021
2.5	Maintain a Quality, Compliant, High-Functioning Storm Drain System	On Plan 06/17/2020	Add Comments	Mark Johnson Add Resources	12/31/2021
2.5.1	Update Development Standards to Meet New State Regulations	60% 12/07/2020	Sending out draft of new street light standards to supplier and construction personnel for comments.	Brandon Jones Dana Shuler	06/30/2021
2.6	Budget for and Complete Infrastructure Projects According to the Storm Drain CIP	On Plan 06/17/2020	Add Comments	Brandon Jones Add Resources	12/31/2021
2.7	Maintain a Quality, Compliant, High-Functioning Streets System	On Plan	Add Comments	Mark Larsen Brandon Jones	12/31/2021
2.7.1	Annual Update to 5-year Street Maintenance Plan	0% 01/26/2021	Add Comments	Brandon Jones Add Resources	11/30/2021
2.7.2	Look into pavement management software	0%	Add Comments	Brandon Jones Add Resources	12/31/2021
2.8	Budget for and Complete Infrastructure	64 of 80 On	Add Comments	Brandon Jones	12/31/2021


◆	Projects According to the Streets CIP Goals, Action Plans & Tasks	06/15/2020 Status	Add Comments Progress Comments	Mark Larsen, Jason Oubbs & Resources	12/31/2021 Due Date
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#9 2021 Strategic Plan Draft


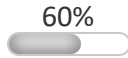



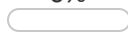




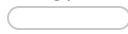

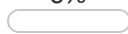

2.8.1 ◆	2020 Streetlight Installation Project	95%  01/21/2021	Add Comments	Brandon Jones Add Resources	12/31/2020 Past Due
2.8.2 ◆	Cottonwood Drive Paving Project	0% 	Add Comments	Brandon Jones Add Resources	06/30/2021
2.8.3 ◆	2020 Street Maintenance Projects	95%  01/26/2021	Add Comments	Brandon Jones Add Resources	10/31/2021
2.8.4 ◆	2021 Concrete repair project	0% 	Add Comments	Mark Larsen Add Resources	10/31/2021
2.8.5 ◆	2021 Street Maintenance Projects	0% 	Add Comments	Brandon Jones Add Resources	10/31/2021
2.9 ◆	Maintain a Quality, Compliant, High-Functioning Parks & Trails System	On Plan 	Add Comments	Mark Larsen Add Resources	01/29/2021 OnGoing
2.9.1 ◆	Effectively Maintain Current Parks Space	0%  01/26/2021	Add Comments	Karl Willson Add Resources	01/31/2021 Monthly
2.9.2 ◆	Identify & Apply for Parks & Trails Grants	0%  01/26/2021	Add Comments	Brandon Jones Add Resources	12/31/2021
2.10	Budget for and Complete Infrastructure	65 of 80  On Plan		Brandon Jones	

2.10	Projects According to the Parks CIP & Priority List Goals, Action Plans & Tasks	On Plan 06/17/2020	Add Comments Progress Comments	David Larson, Monica Hinkle, Resources, Curtis Brown	#9 2021 Strategic Plan Draft 12/31/2020 Due Date
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2.10.1	Canyon Meadows Park (West) - Phase 1 Site Work	50%  01/21/2021	Add Comments	Brandon Jones Add Resources	08/31/2021
2.10.2	Canyon Meadows Park (West) - Pickleball and Basketball Courts	10%  01/21/2021	Add Comments	Brandon Jones Add Resources	08/31/2021
2.10.3	Canyon Meadows Park (West) - Bike Track	10%  01/21/2021	Add Comments	Brandon Jones Add Resources	08/31/2021
2.10.4	Cherry Farms Ball Field	15%  07/30/2020	Add Comments	Brandon Jones Add Resources	06/30/2021
2.11	Maintain a Quality Recreation Program	On Plan 01/26/2021	Add Comments	Curtis Brown Add Resources	12/31/2021
2.11.1	Increase Community Awareness of Recreation Programs & Events	0%  01/21/2021	Add Comments	Curtis Brown Shaelee King	01/31/2021 Monthly
2.11.2	Coordinate Maintenance of Recreation Fields and Facilities with Parks Department	0%  01/21/2021	Add Comments	Curtis Brown Add Resources	01/31/2021 Monthly
2.11.3	Maintain all sports equipment: inventory, condition. Replace if needed.	0%  01/21/2021	Add Comments	Curtis Brown Add Resources	03/31/2021 Quarterly
		66 of 80			

2.12 	Maintain City Equipment to Required Standards Goals, Action Plans & Tasks	<div style="border: 1px solid green; padding: 2px; display: inline-block;">On Plan</div> Status 06/17/2020	Add Comments Progress Comments	David Larson Owner & Resources	01/29/2021 Due Date Ongoing
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#9 2021 Strategic Plan Draft

2.12.1 	Establish Fleet Management and Replacement Program for all Departments	<div style="text-align: center;">  60% 01/05/2021 </div>	Updated spreadsheet to show current vehicles in fleet and those that are next up for replacement	Kim Guill Add Resources	06/30/2021
2.12.2 	Research Funding Options for Fleet Management and Replacement Program	<div style="text-align: center;">  70% 11/06/2020 </div>	Delayed by COVID and Audit	Mark McRae Derek Tolman, Mark Larsen	06/30/2020 Past Due
2.12.3 	Perform Fleet Management Responsibilities	<div style="text-align: center;">  0% </div>	Add Comments	Kim Guill Add Resources	12/31/2021
2.13 	Maintain a Quality Justice Court	<div style="border: 1px solid green; padding: 2px; display: inline-block;">On Plan</div>	Add Comments	Lisa Smith Add Resources	12/31/2021
2.13.1 	Hold court twice monthly	<div style="text-align: center;">  0% 01/26/2021 </div>	Add Comments	Lisa Smith Add Resources	01/31/2021 Monthly
2.13.2 	attend training	<div style="text-align: center;">  0% 01/26/2021 </div>	Add Comments	Lisa Smith Add Resources	12/31/2021
2.13.3 	Maintain state certification	<div style="text-align: center;">  0% 01/26/2021 </div>	Add Comments	Lisa Smith Add Resources	02/01/2024
2.14 	Determine the City's Future with Fiber	<div style="border: 1px solid green; padding: 2px; display: inline-block;">On Plan</div> 06/17/2020	Add Comments	David Larson Add Resources	12/31/2021

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
2.15 ◆	Provide increased levels of COVID protection throughout the community	On Plan 01/26/2021	Add Comments	David Larson Add Resources	12/31/2021
2.15.1 ◆	Track COVID levels and making operating procedure changes as needed. Keep the community informed.	0% <input type="text"/>	Add Comments	Mark McRae Add Resources	01/31/2021 Monthly
2.15.2 ◆	Provide increased levels of sanitation at city facilities	0% <input type="text"/>	Add Comments	David Larson Add Resources	12/31/2021
2.16 ◆	Provide City Support for Country Fair Days	On Plan 01/26/2021	Add Comments	Curtis Brown Add Resources	08/31/2021
2.16.1 ◆	Update CFD information on website	0% <input type="text"/>	Add Comments	Curtis Brown Add Resources	06/30/2021
2.16.2 ◆	Coordinate & carry out Public Works' role in CFD	0% <input type="text"/>	Add Comments	Mark Larsen Add Resources	08/31/2021
2.16.3 ◆	Provide facility preparation and event support	0% <input type="text"/>	Add Comments	Curtis Brown Add Resources	08/31/2021
2.17 ◆	Maintain a Quality and Compliant Building Department	On Plan 01/26/2021	Add Comments	Kim Guill Add Resources	12/31/2021
2.17.1 -	Receive, Process, & Issue Building Permits	68 of 80 <input type="text"/>	Add Comments	Kim Guill	01/31/2021

	Goals, Action Plans & Tasks	Status	Progress Comments	Add Resources Owner & Resources	Monthly Due Date
2.17.2 ◆	Implement an Online Submission Process for Building Permits	0% <input type="text"/>	Add Comments	Kim Guill Add Resources	12/31/2021
2.17.3 ◆	Implement an Online Payment Option for Building Permits	0% <input type="text"/>	Add Comments	Kim Guill Add Resources	08/31/2021
2.17.4 ◆	Complete All Required Monthly Building Reports to State, County and Other Reporting Agencies	0% <input type="text"/>	Add Comments	Kim Guill Add Resources	01/31/2021 Monthly
2.17.5 ◆	Complete all Required Quarterly Building Reports to State, County and Other Reporting Agencies	0% <input type="text"/>	Add Comments	Kim Guill Add Resources	03/31/2021 Quarterly
2.17.6 ◆	Maintain a high ISO Rating	0% <input type="text"/>	Add Comments	Kim Guill Add Resources	12/31/2021
2.18 ◆	Maintain a Quality and Compliant Business Licensing Department	On Plan <input type="text"/> 01/26/2021	Add Comments	Kim Guill Add Resources	12/31/2021
2.18.1 ◆	Recieve, Process & Issue Business License Applications	0% <input type="text"/>	Add Comments	Kim Guill Add Resources	01/31/2021 Monthly
2.18.2 ◆	Send Required Reports to State and County Listing All Active Businesses in The City	0% <input type="text"/>	Add Comments	Kim Guill Add Resources	03/31/2021 Quarterly



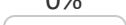
	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
2.18.3 ◆	Send Year End Report to State & County Showing All Active Businesses In The City.	0% 	Add Comments	Kim Guill Add Resources	12/31/2021
2.18.4 ◆	Issue Renewal Notices for Business Licences	0% 	Add Comments	Kim Guill Add Resources	11/05/2021
2.18.5 ◆	Implement an Online Submission Process for Business Licensing	0% 	Add Comments	Kim Guill Add Resources	12/31/2021
3. FISCAL SUSTAINABILITY & PLANNING					
3.1 ◆	Review & Update All Capital Facilities Plans as Needed	On Plan 06/15/2020	Add Comments	Brandon Jones Add Resources	12/31/2021
3.1.1 ◆	Complete Storm Drain CFP/IFFP/IFA Update	40% 01/21/2021	Add Comments	David Larson Brandon Jones, Mark Larsen	06/30/2021
3.1.2 ◆	Complete Transportation CFP/IFFP/IFA Update	0% 	Add Comments	Brandon Jones Add Resources	06/30/2021
3.1.3 ◆	Complete Sewer CFP/IFFP/IFA Update	0% 	Add Comments	Select Owner Add Resources	10/31/2021
3.1.4 ◆	Complete Water CFP/IFFP/IFA Update	0% 70 of 80	Add Comments	Select Owner Add Resources	12/31/2021

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
3.2 	Maintain the Family-friendly Culture of the Community through the Development Process	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">On Plan</div> 06/17/2020	Add Comments	Shari Phippen Add Resources	12/31/2021
3.2.1 	Implement Development Review Process	<div style="text-align: center;">0%</div> <div style="border: 1px solid gray; border-radius: 5px; width: 50px; height: 10px; margin: 0 auto;"></div> 01/26/2021	Add Comments	Kim Guill Add Resources	03/31/2021
3.2.2 	Define Environmental Review	<div style="text-align: center;">0%</div> <div style="border: 1px solid gray; border-radius: 5px; width: 50px; height: 10px; margin: 0 auto;"></div>	Add Comments	Shari Phippen Add Resources	12/31/2021
3.2.3 	Look into development process software	<div style="text-align: center;">0%</div> <div style="border: 1px solid gray; border-radius: 5px; width: 50px; height: 10px; margin: 0 auto;"></div>	Add Comments	Brandon Jones Add Resources	06/30/2021
3.3 	Review & Update the General Plan (Next update anticipated between 2025-2027)	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block;">Complete</div> 01/05/2021	Add Comments	Shari Phippen Add Resources	12/31/2025 Complete
3.4 	Update Land Use Code - Title 10	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">On Plan</div> 01/26/2021	Add Comments	Shari Phippen Add Resources	12/31/2021
3.4.1 	Review & update Title 10 Definitions	<div style="text-align: center;">0%</div> <div style="border: 1px solid gray; border-radius: 5px; width: 50px; height: 10px; margin: 0 auto;"></div>	Add Comments	Shari Phippen Add Resources	01/31/2021
3.4.2 	Review & update allowed uses in commercial & residential zones	<div style="text-align: center;">0%</div> <div style="border: 1px solid gray; border-radius: 5px; width: 50px; height: 10px; margin: 0 auto;"></div>	Add Comments	Shari Phippen Add Resources	03/31/2021





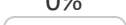


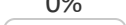

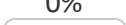

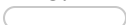

3.4.3	Review & Update Conditional Use Section Goals, Action Plans & Tasks	0% Status	Add Comments Progress Comments	Shari Phippen Owner & Add Resources	05/31/2021 Due Date
3.4.4	Review & update administration & enforcement section	0%	Add Comments	Shari Phippen Add Resources	07/31/2021
3.4.5	Review & update development process in city code	0%	Add Comments	Shari Phippen Add Resources	09/30/2021
3.5	Maintain a Sustainable Tax Structure	On Plan	Add Comments	Mark McRae Add Resources	12/31/2021
3.5.1	Property Tax Rate Philosophy - adjust property tax rate every 2-3 years (next anticipated adjustment 2021)	0% 01/26/2021	Add Comments	Mark McRae Add Resources	03/31/2021
3.5.2	Broaden the Tax Base through Economic Development	0% 01/26/2021	Add Comments	David Larson Add Resources	12/31/2021
3.6	Maintain a Sustainable Utility Fee Structure	On Plan	Add Comments	Mark McRae Brandon Jones	12/31/2021
3.6.1	Review Utility Rates Performance Annually	100% 06/16/2020	Add Comments	Mark McRae Add Resources	06/30/2021 Complete
3.6.2	Annual report on TUF money collected & projects completed	0% 01/26/2021	Add Comments	Mark McRae Brandon Jones	03/31/2021
3.7	Maintain a Sustainable Infrastructure Replacement Program	On Plan 72 of 80	Add Comments	Mark McRae	12/31/2021

	Replacement Program	01/26/2021		Add Resources	
	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date

#9 2021 Strategic Plan Draft

3.7.1	Create a Reserve Funding Plan	0% 	Add Comments	Mark McRae Add Resources	06/30/2021
3.8	Solidify Northern City Boundary Line	On Plan 06/17/2020	Add Comments	David Larson Barry Burton	12/31/2021
3.8.1	Come to an Understanding with Uintah City & both Counties	80%  01/05/2021	David has reached out to Uintah City, Weber County, and Davis County to pursue finalizing the entire boundary length. Need to establish who will be involved in the discussion and set up a time to meet. Uintah and SWC met previously and have an understanding of how they'd like the boundary to be nailed down.	David Larson Add Resources	06/30/2021
3.9	Actively Participate in State Legislative Advocacy through ULCT as it relates to SWC	On Plan	Add Comments	David Larson Add Resources	12/31/2021
3.9.1	Fully Participate in Legislative Policy Committee	0%  01/26/2021	Add Comments	David Larson Add Resources	01/31/2021 Monthly

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
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3.10 	Prepare a Fiscally Responsible, Balanced Budget Annually	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">On Plan</div> 01/26/2021	Add Comments	Mark McRae David Larson, Department Heads,	06/01/2021
3.10.1 	Complete Tasks Outlined in Budget Calendar	0% 	Add Comments	Mark McRae Add Resources	06/30/2021
3.10.2 	All Departments Prepare 10 Year Capital Improvements Plan	0% 	Add Comments	Mark McRae Add Resources	Select Date
3.11 	Coordinate Annual Financial Audit	<div style="border: 1px solid green; border-radius: 5px; padding: 2px; display: inline-block;">On Plan</div> 01/26/2021	Add Comments	Mark McRae Add Resources	11/01/2021
3.11.1 	Monthly Reconciliation of Accounts and Bank Statements	0% 	Add Comments	Mark McRae Paul Laprevote, Friday Whaley, Shaelee King, Lisa Smith	01/31/2021 Monthly
3.11.2 	Timely Staff EOY Reviews, Reconciliations, and Journal Entries	0% 	Add Comments	Mark McRae Paul Laprevote, Kim Guill, Brandon Jones	09/15/2021
3.11.3 	Audit Committee meets with Auditors	0% 	Add Comments	Mark McRae Add Resources	12/03/2021
3.11.4	Fraud Risk Assessment	74 of 80 	Add Comments	Mark McRae	05/28/2021

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
3.11.5	Meet all Federal and State Compliance Requirements	0%	Add Comments	Mark McRae Add Resources	12/31/2021
4. COMMUNITY ENGAGEMENT					
4.1	Provide Excellent Customer Service, e.g. Timely Response to Citizen Questions/Concerns	On Plan 06/17/2020	Add Comments	David Larson Add Resources	12/31/2021
4.1.1	Respond to Citizen Calls/Emails within 2 Business Days	0% 01/26/2021	Add Comments	David Larson Add Resources	01/31/2021 Monthly
4.2	Share Information of Day to Day Operations of the City through All Available Methods	On Plan 01/26/2021	Add Comments	David Larson Add Resources	12/31/2021
4.2.1	Establish Standard Communication Processes for all Departments	100% 01/05/2021	Added standardized monthly reports to our regular weekly updates	David Larson Add Resources	12/31/2020 Complete
4.2.2	Development Status on all Projects in the Development Process	0% 01/26/2021	updated to reflect current status	Kim Guill Add Resources	01/31/2021 Monthly
4.2.3	Provide regular, standardized reports to Council and community	0% 75 of 80	Add Comments	David Larson Add Resources	01/31/2021 Monthly

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
4.3 ◆	Provide Easy Access to City Information on a Quality Website	On Plan 01/26/2021	Add Comments	Shaelee King Add Resources	01/29/2021 OnGoing
4.3.1 ◆	Complete Website Upgrade & Redesign	40% 01/05/2021	A new company was selected to complete this project. The projected timeline for completion is January 22, 2021	Shaelee King Add Resources	01/31/2021
4.4 ◆	Improve the Marketing of City Events (e.g. CFD, Easter Egg Hunt, Daddy/Daughter, Santa, Swim, Halloween Bash, Senior Lunches, Fire Prevention, Train Events)	On Plan	Add Comments	Shaelee King Derek Tolman, Curtis Brown	12/31/2021
4.4.1 ◆	Update Event Information in New Resident Packet	0% 01/26/2021	Add Comments	Kim Guill Add Resources	12/31/2021
4.4.2 ◆	Establish Full Event Calendar on City Website	0%	Add Comments	Shaelee King Add Resources	03/31/2021
4.4.3 ◆	Provide regular event marketing on social media	0% 01/26/2021	Add Comments	Shaelee King Add Resources	01/31/2021 Monthly
4.5	Increase Followers on all Communication Platforms (Constant Contact. Facebook.	76 of 80 On Plan	Add Comments	Shaelee King	12/31/2020


Twitter, YouTube) Goals, Action Plans & Tasks		Status	Progress Comments	Add Resources Owner & Resources	Due Date
4.5.1	Improve Quality and Quantity of Communication	0% 01/26/2021	Add Comments	Shaelee King Add Resources	12/31/2020 Past Due
4.5.2	Provide regular social media communication (3-5 posts per week)	0%	Add Comments	Shaelee King Add Resources	01/31/2021 Monthly
4.6	Increase the Unity in the Community Through Developing Community Service Opportunities	On Plan 01/26/2021	Add Comments	David Larson Add Resources	12/31/2021
4.6.1	Organize Dog Park trail cleanup project	0%	Add Comments	David Larson Add Resources	05/31/2021
4.6.2	Utilize JustServe.org to Advertise Community Service Opportunities	0% 01/26/2021	Add Comments	David Larson Add Resources	03/31/2021 Quarterly
5. EMPLOYEES					
5.1	Hire Quality Employees	On Plan 01/05/2021	Add Comments	David Larson Paul Laprevote	12/31/2021
5.1.1	Review & update job descriptions	0%	Add Comments	Paul Laprevote Add Resources	12/31/2021
5.1.2	Document and implement succession plan	0% 01/26/2021	Add Comments	David Larson Add Resources	12/31/2021

	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date
5.1.3 ◆	Implement Standard Recruitment Process & Advertising Plan	0% 01/26/2021	Add Comments	Paul Laprevote Derek Tolman, Mark Larsen, Mark McRae	01/31/2021 Monthly
5.1.4 ◆	Standardize onboarding process	0% 	Add Comments	Paul Laprevote Add Resources	12/31/2021
5.2 ◆	Retain High-Performing Employees	On Plan 01/05/2021	Add Comments	David Larson Add Resources	01/29/2021 OnGoing
5.2.1 ◆	Encourage a Quality Culture & Work Environment	0% 01/26/2021	Add Comments	David Larson Add Resources	01/29/2021 OnGoing
5.2.2 ◆	Provide Competitive Wages & Benefits	0% 01/26/2021	Add Comments	David Larson Add Resources	01/31/2021 Monthly
5.2.3 ◆	Provide Ongoing Training Opportunities	0% 01/26/2021	Add Comments	David Larson Add Resources	12/31/2021
5.2.4 ◆	Encourage Employees to Participate in their Applicable State Association, Including Annual Conference Attendance	0% 01/26/2021	Add Comments	David Larson Add Resources	03/31/2021 Quarterly
5.2.5 ◆	Design and Implement a Certification Compensation System for Public Works Department	55% 78 of 80	Drafted a plan, but then discussions naised	David Larson ...	02/28/2021

	System for Public Works Department	01/05/2021	discussions paused	Mark Larsen Owner & Resources	#9 2021 Strategic Plan Draft
	Goals, Action Plans & Tasks	Status	Progress Comments	Resources	Due Date

5.3 ◆	House Employees in Facilities that Enhance High-Performance	On Plan 01/26/2021	Add Comments	David Larson Add Resources	12/31/2021
5.3.1 ◆	Establish a Facilities Replacement Plan	0% 	Add Comments	David Larson Add Resources	12/31/2021
5.3.2 ◆	Establish a Facilities Maintenance Plan	0% 	Add Comments	David Larson Add Resources	12/31/2021
5.3.3 ◆	Obtain Property for a New Public Works Facility	95% 01/05/2021	Offer verbally accepted. Waiting for signed purchase agreement. City Council will then need to ratify the agreement and staff will perform due diligence prior to closing on the property	David Larson Add Resources	03/31/2021
5.3.4 ◆	Determine funding & timeline for Public Works facility construction	0% 	Add Comments	David Larson Add Resources	06/30/2021
5.4 ◆	Maintain Quality Policies & Procedures	On Plan 06/17/2020	Add Comments	David Larson Paul Laprevote	12/31/2021
5.4.1 ◆	Update Policy & Procedures Manual each spring	0% 79 of 80 01/26/2021	Add Comments	David Larson Paul Laprevote	05/31/2021

		01/26/2021		Paul Laprevote	
	Goals, Action Plans & Tasks	Status	Progress Comments	Owner & Resources	Due Date

5.4.2 ◆	Maintain an effective risk management program (e.g. safety standards, safety committee, incident review, etc)	0% 	Add Comments	Paul Laprevote Add Resources	12/31/2021
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