

**Riverton City
WORK SESSION
Minutes
January 28, 2014**

**Riverton City Hall
12830 South 1700 West
Riverton, Utah 84065**

Attendance:

Mayor William R. Applegarth

Council Members:

Council Member Brent Johnson
Council Member Trent Staggs
Council Member Sheldon Stewart
Council Member Roy Tingey
Council Member Paul Wayman

City Staff:

Lance Blackwood, City Manager
Sheril Garn, Parks & Recreation Director
Virginia Loader, City Recorder
Rod Norton, Chief Riverton Precinct
Lisa Dudley, Finance Director

Citizens: Merillee Booren

1. GENERAL BUSINESS

1. Call to Order and Roll Call

Mayor Applegarth called the meeting to order at 6:35 p.m. and welcomed those in attendance. He then conducted a Roll Call and Council Members Johnson, Staggs, Stewart, Tingey and Wayman were present.

2. Presentation regarding 2014 Strategic Plans

Lance Blackwood, City Manager, presented the Strategic Plan major priority categories as follows:

1. Public Safety

Sheril Garn, Parks and Recreation Director, presented information regarding Riverton City's responsibility during an emergency within the City. Discussion was held regarding Certified Emergency Response Team (C.E.R.T.) training and responsibility, which is provided to citizens for their own personal preparedness and within their own neighborhoods during an emergency. The City's role is to provide services, to restore those services if necessary, and to communicate to residents during an emergency.

Discussion was held regarding the following Emergency Support Functions:

Emergency Function	Responsibility
ESF# 1 Transportation	Riverton City - Trace
ESF# 2 Communications	Riverton City - Jeff
ESF# 3 Public Works & Engineering	Riverton City - Trace
ESF# 4 Firefighting	UFA (Unified Fire Authority)
ESF# 5 Emergency Management	Riverton City -
ESF# 6 Mass Care	American Red Cross
ESF# 7 Logistics	Riverton City
ESF# 8 Public Health & Medical Services	Salt Lake Valley Health Department
ESF# 9 Search and Rescue	UFA (Unified Fire Authority)
ESF#10 Oil and Hazardous Material	UFA (Unified Fire Authority)
ESF#11 Agriculture & Natural Resources	Riverton City
ESF#12 Energy (Public Utilities)	Riverton City/Public Utilities (Questar, Rocky Mountain Power, SV Sewer) *add – voice, text and internet access companies
ESF#13 Public Safety and Security	UPD (Unified Police Department)
ESF#14 Long-Term Community Recovery	Riverton City
ESF#15 External Affairs	Riverton City

The following follow-up items were discussed:

- Email above slide to Council Members
- Add NIMS training to Strategic Plan – National Incident Management System, which also provides DRP/BRP Disaster/Business Resumption Plan training
- Identify chain of command for all categories of Riverton City's responsibilities
- Define role of Elected Officials and training

The following Riverton City Emergency Reporting Process was discussed:

Resident → Block Captain (Approx. 1500 in Riverton) → Team Leader (100 Ward Representatives) → Area Leader Coordinator (10-stake representatives) → Riverton City Mayor's Office

It was suggested that Block Captains and Block Captain Training be available on the City's website and it was noted that Be Ready Riverton is no longer in effect.

Council Member Wayman suggested that Neighborhood Watch be combined with Block Captain training. It was noted that there is no mobile Neighborhood Watch.

2. Revenue/Funding

Lisa Dudley, Finance Director, presented information regarding Revenue/Funding and it was suggested that the title be changed to Financial Controls and Compliance.

3. Safety & Risk Management

Ryan Carter, City Attorney, presented information on Riverton City's Safety Programs, which officially began after the following event:

- Media coverage: (taken from KSL.com 7-22-2009)

RIVERTON -- A Riverton city worker found dead at the bottom of a manhole was identified as 54-year-old Danny Crump. Crump was found in the area of 11800 South and 1850 West Tuesday night. The Salt Lake County Sheriff's Office says Crump worked for Riverton's water department. Another worker noticed an open manhole and saw the man's body. Investigators aren't sure how or why the man ended up at the bottom of the manhole. They're trying to determine if he had a medical problem. They say there are no signs of a "dramatic death."

- Utah OSHA Investigation began 7-22-11 and ended on 9-24-09
- Changes Mandated by Council – 2009-2010 Strategic Plan in order to initiate programs to implement safety and risk management.
- Implementation at Program Manager Level
- Mid level management staff receive new performance objectives
- Implementation at Staff Level
- New policies drafted, adopted, and implemented by end of 2010
- Incident Review Board
- Employee rewards programs

Mr. Carter reported that the number of reportable injuries, illnesses and fatalities decreased from 6.5 in 2007 to 2.2 in 2013.

Mr. Carter reported that Kim Dean was appointed the City's Risk Manager and she has identified the following goals for 2014:

- Complete employee survey.
- Reevaluate incentives.
- Quarterly Field Inspections.
- Continue annual trainings.
- Consolidate and update policies to one comprehensive guide.

Mr. Blackwood led discussion regarding employee census, in house savings, and insurance and retirement caps. He then presented summaries of staffing levels over the past five years.

Council Member Tingey spoke of the City URS and ICMA retirement caps that have been placed and recommended that the City stay competitive to keep their employees.

Lisa Dudley, Finance Director, was asked to email the employee census summary to the Council Members.

Mayor Applegarth reviewed the Upcoming Meeting Schedule:
Feb 4 – RCCM/WS

Feb 11 – WS

Feb 18 – RCCM/WS

Feb. 25 Joint City Council/Planning Commission for discussion of land use points of law

Mar 4 RCCM/WS

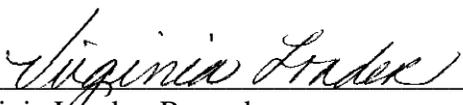
Mar 11 WS – Strategic Plan Final Draft – UFA Presentation

Mar 18 RCCM/WS

March 25 – UPD Presentation – Kerri Nakamura –Chief Rod Norton– Sheriff Winder

3. ADJOURN

Council Member Roy Tingey **MOVED to adjourn the City Council Meeting at 9:50 p.m.** Council Member Paul Wayman **SECONDED** the motion. Mayor Applegarth called for discussion on the motion; there being none, he called for a vote. The vote was as follows: Council Member Johnson-Yes, Staggs-Yes, Stewart-Yes, Tingey-Yes and Wayman-Yes. **The motion passed unanimously.** Mayor Applegarth declared the City Council Meeting adjourned at 9:10 p.m.



Virginia Loader, Recorder

Minutes approved: CC 02-04-14