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Minutes of the **Strategic Planning Meeting** of the **Riverdale City Council** held Saturday, **February 24, 2007** at 8:00 a.m. at the Riverdale Senior Center, 4433 S. 900 W., Riverdale, Utah.

Members Present:     Bruce Burrows, Mayor  
                              David Gibby, Councilor  
                              Stacey Haws, Councilor  
                              Shelly Jenkins, Councilor  
                              Gary Griffiths, Councilor  
                              Doug Peterson, Councilor

Others Present:        Larry Hansen, Chief Administrative Officer; Steve Brooks, City Attorney; Randy Daily, Community Development Director; Lynn Moulding, Public Works Director; Doug Illum, Fire Chief; Dave Hansen, Police Chief; Lynn Fortie, Business Administrator; and Marilyn Hansen, City Recorder.

### **Welcome**

Mayor Burrows welcomed all those present. He noted that Councilor Griffiths had a prior commitment that morning and would be joining the meeting later.

### **Process Review**

Larry Hansen discussed the strategic planning process. He stated that part of today's purpose is to begin setting goals for the tentative FY 2008 budget. He explained that they will go over the final survey results and wants to make sure that they have listened to the citizens and that we represent those residents as well as those who spend time in our city everyday. He reported that the next Strategic Planning work session will be held May 19, 2007, where they will go over the draft budget and make amendments to it.

### **Critical Legislative Updates**

Councilor Peterson gave an update on SB-170. He stated that it passed through the Senate without using the 2005-2006 tax year for the base line but was amended in the House. He reported that this bill will be on the House floor on Monday and that he thinks that we have a good shot of keeping the amendments on the House floor. The bill will then go to the Senate and have a motion to not concur with the house amendments. Councilor Peterson explained that he is working to get enough votes to turn that motion down and not pass it. He met with the majority leader last week, telling him it was a fair and equitable thing to do, but he is not changing his position. Councilor Peterson distributed a handout outlining the property tax rates by City throughout the state. He used this handout to show legislators that we have a lot of revenue to make up in order to offset the effects of SB-35, and that Riverdale property taxes would need to increase by more than 400% to make up the difference. He noted that the Utah League of Cities and Towns is supportive of our position. Mr. Hansen reported that Councilor Peterson has done a tremendous service for our City and being a former representative of the legislature, we have been surprised with the problems he has faced down there. He stated that SB-170 is there to provide benefits for one of the ten hold harmless cities and it doesn't seem right that they wouldn't make an adjustment on the base year to help the other nine cities.

## **Action Plan**

Larry Hansen discussed the Action Plan. He explained that he has held meetings with the Department Heads to discuss what they can do to deal with their day to day challenges and the effects of SB-35 by utilizing the action plan.

## **FYTD 2007 Financial Review**

Lynn Fortie, Business Administrator, stated that 59% of the fiscal year has elapsed and went over how much each fund has received and expended for FY 2007. A discussion was held regarding property tax. Mr. Fortie reported that we have received 85.7% of the anticipated property tax revenue. Councilor Gibby asked if more property tax income was anticipated. Mr. Fortie indicated that this account should end up close to the budgeted amount as there are some late tax payers. He discussed that the sales tax revenue is low, as we are truly getting 50%. He reported that the State Tax Commission should make up this amount at the end of the year in keeping with the hold harmless clause of SB-35. Mr. Fortie discussed the Vehicle Fee in Lieu line item. Mr. Hansen stated that this revenue comes from vehicle registration fees. He reported that fee is based on proportionate share of the municipalities tax rate and that Riverdale City's proportionate share is under 9%. Larry Hansen reported that the full financial statements are placed in a binder by Lynette's desk and are available for anyone to look at.

The meeting recessed at 9:25 a.m.

The meeting re-convened at 9:39 a.m.

## **Revenues and Expenditures Considerations**

### **Revenues**

Larry Hansen reported that the Revenue and Expenditure Consideration worksheet is like a blotter sheet. When an idea is given regarding revenues and expenditures they are placed on this sheet for consideration. RAMP funding and the Golden Spike parking lot were discussed. Lynn Moulding stated that once he places trees at the Golden Spike parking lot, that project will be complete. Councilor Gibby reported that there are trees behind his Mom's house that the City could use. Mayor Burrows discussed reviewing RAMP funding in August, so that the projects can be prioritized, prior to submitting our funding requests. Mr. Hansen stated that they may want to consider allowing for matching RAMP funds as they prepare the upcoming budget. CDBG funding was discussed. Mayor Burrows stated that we haven't applied for CDBG monies for a long time and could consider using some of those funds for the replacement of the Civic Center. It was discussed to scratch Item 6 - CIB Loan Funding. A discussion was held regarding whether or not to look into charging Telephone and Cell Phone Franchise fees and Municipal Energy Sales and Use tax. It was discussed that there is a perception that the City already charges these fees and it may be an option to collect them and not raise property taxes. It was also discussed that by collecting these fees, it would show that Riverdale is not in a "cushy" financial situation if property taxes need to be raised. Mr. Hansen stated that when they draft the tentative FY08 budget they will include the possibility of collecting those fees.

Item 20, Aggressive market retail to grow POS was discussed. Councilor Haws inquired if there has been any more movement on the Toys R Us building. Randy Daily reported that Deseret Industries has an option on the property and that he has some concerns regarding putting a dock in the back of the building and re-cutting the hill. He stated that he has talked to John Parras Furniture who has expressed an interest in the building as they are concerned that when Riverdale Road is widened that they will lose parking. Mr. Daily reported that Sound Warehouse is interested in the John Parras Furniture building. Mayor Burrows discussed adding funding to the next budget to help market that we are open and that

UDOT has committed to keeping two traffic lanes open during the Riverdale Road construction project. Councilor Gibby inquired about corporate sponsorships, particularly on the property south of the Civic Center. He stated that it wouldn't bother him if a ballfield is named after a corporation or citizen as this might be a potential source of revenue.

Item 30, Vacant Improved Lot – Standby Fees was discussed. Lynn Moulding stated that it costs the Enterprise Funds to have a building sitting empty whether they are using utilities or not as the infrastructure costs are the same. He reported that Park City currently charges standby fees because of that. Mr. Hansen inquired if standby fees are charged on both improved and unimproved lots. Mr. Moulding replied that both would be charged the standby fee. He stated that they could have a time table on when they start charging the fee.

Councilor Griffiths arrived at 10:13 a.m.

Councilor Jenkins discussed Item 31, Sale or lease of water shares and asked about their current value. Mr. Moulding replied that we could get \$200 per year if we leased them. He stated that there is currently a surplus of people who have shares and want to lease them and not very many takers. A discussion was held as to whether the City could sell its shares. Mr. Moulding stated that we could lease or trade them but we can't sell them.

### **Expenditures**

Councilor Haws inquired about the RFP for Health Insurance that was issued. Lynn Fortie reported that that they issued the RFP to shop health insurance plans and see if there are better plans at a lower cost. He stated that the deadline is March 1, 2007.

Item 14, Santa Run was discussed. Mayor Burrows suggested switching it to breakfast with Santa at a central location. Fire Chief Illum stated that concerns were expressed to him this year, when his department was unable to meet the advertised schedule because his department received two calls, back to back, and had to leave the Santa Run and respond to the emergencies. A discussion was held regarding the Santa Run and different possibilities to continue this service. **Mayor Burrows asked for consensus to continue to provide some form of service. Consensus was reached.**

Item 20, Sub for Santa was discussed. Larry Hansen asked if we should be using the Police Department's time when other agencies are involved in providing Christmas for families. He stated that we could continue to offer having the police deliver the gifts and let others gather the donations. Police Chief, Dave Hansen reported that they have scaled back their efforts on Sub for Santa by quite a bit. He stated that it started out with the school taking on families and the police would drive Santa in a police car to deliver it, but now it has almost overwhelmed us. He explained that the Shop With A Cop is a one time deal and doesn't use as much City resources as the Sub for Santa, because the Officers donate their time to shop with the kids. **Mayor Burrows asked for consensus to follow Chief Hansen's lead and go with the Shop With A cop format and let the schools and local churches know that we aren't going to do Sub for Santa collections but will help with the delivery. Consensus was reached.**

Item 17, Use UHP to patrol state highways was discussed. Councilor Peterson stated that he is looking at this from a legislative point of view. He explained that they could target cities that have documented traffic flow that is above their base population, and if a state highway is part of that, he thinks there is justification to have UHP patrol those roads. Chief Hansen stated that Riverdale officers are efficient at handling a crash and getting traffic flowing again, and that bringing in UHP is not as efficient and could

be a problem. He explained that they patrol it anyway, but we don't rely on them as there are usually bigger issues on the freeway. Councilor Haws stated that he would like to see us put more pressure on them to have their officers go through Riverdale Road and have Chief Hansen talk with supervisors and tell them that we want more coverage from UHP. **Mayor Burrows asked for consensus to have Chief Hansen talk to UHP and request more coverage on Riverdale Road. Consensus was reached.**

### **Draft Consolidated Fee Schedule**

Larry Hansen reported that many of the fees that are on the Consolidated Fee Schedule are low and need to be evaluated to see if they should be increased. He stated that he will be looking for consensus to move in that direction and will try to factor the increased fees into the tentative budget and bring the revised Consolidated Fee Schedule back to Council for adoption.

1-12-1 Public Records. Mayor Burrows stated that we ought to look at what other jurisdictions are charging for public records/GRAMA requests as he thinks our fees are low. Councilor Griffiths reported that there may be a mandated fee that can be charged for GRAMA requests. **Consensus was reached that the \$20.00 hourly fee was too low.** It was also discussed to increase the charge for a CD recording of a meeting and to delete the Tape Recording of meeting line item.

1-12-2 Business Licenses. Mr. Hansen reported that there is a state statute that allows municipalities to license for revenue as opposed to licensing for regulation, but to do this, it requires a Municipal Services Study. He stated that if we did the study, we could charge businesses a proportionate fair share of the municipal services that they use. For example, Walmart generates the top sales tax in the city, yet they consume additional municipal services, particularly police and fire. On the other hand, a car dealership generally has low traffic and typically doesn't require additional municipal services. These additional costs could be incorporated in their business license fees and could include fire inspection fees. Councilor Gibby asked if the fees would be charged all at once, or phased in over time. Mr. Hansen explained that the study looks at some amortization of the high cost of equipment over time. He stated that when the FY-08 budget is drafted that they could integrate some of these straight forward changes to the fee schedule and look at the option of having the Municipal Services Study done. Mayor Burrows discussed looking at a modest property tax increase. He stated that they have held the line for twenty years and in some ways, done a disservice not only the citizens but to ourselves. **Mayor Burrows asked for consensus to agree with the licensing for revenues concept and come back with ways to achieve it and increase fees. Consensus was reached.**

1-12-5 Planning and Zoning Fees. Randy Daily stated that our fees are the lowest in the state, due to the fact that we don't charge impact fees. He reported that the building permit fee schedule includes a 20% increase from what we are currently charging. Mr. Hansen asked Mr. Daily to compare our planning and zoning fees with other municipalities to see if our new fee schedule is still too low.

1-12-6 Public Works Fees. Lynn Moulding reported that he increased his fees 10% across the board and also prepared a spreadsheet showing what the revenue would be based on these increases for each enterprise fund.

1-12-8 Fire Service Fees. This section is new. Chief Illum reported that he can charge a \$50 fee when the fire truck leaves the station and has incorporated that in this schedule. He stated that he increased the Hazmat Material List by 10%. It was discussed if those fees should be raised 20% and if that was enough due to the additional staff needed to monitor these charges.

1-12-11 Community Service Fees. Mr. Hansen reported that they want to increase the fee for a booth rental at Old Glory Days. He also noted that they are proposing different fees for residents versus non-residents.

### **Capital Improvements Plan (CIP)**

#### Community Services

Mayor Burrows reported that the Community Center Steering Committee has identified three needs for the Community Center. **1) Cleaning and fixing up of the rooms that can be rented by the public.** Mayor Burrows noted that the Public Works Department has painted and cleaned up these rooms. **2) Install a shower in both the men's and women's restrooms.** Mayor Burrows explained that by removing two urinals and one stall in the men's restroom and removing two stalls in the women's restroom, the showers could be installed for approximately \$10,000 each. **3) Exercise area expansion.** Mayor Burrows explained that since the exercise area is an add on to the building the cost for both projects would run between \$100,000 – \$150,000. The Steering Committee also stated that they want a piano back in the building. Mr. Hansen stated that they could put \$25,000 for the restrooms in FY08 CIP plan and \$150,000 for the rest of the projects in FY09. Mayor Burrows asked the Council if they want to do pursue these projects in phases or do it all at once. A discussion was held regarding phasing, using RAMP funds, getting a piano, and looking into a swipe card system to track usage. **Mayor Burrows asked for consensus to put funding for everything in the CIP plan to begin with and then pare it down. Consensus was reached.**

#### Fire

Chief Illum reported that the \$75,000 in FY07 needs to come off the CIP plan as he didn't get the grant for the self contained breathing apparatus. Mr. Hansen noted that the vehicles would be funded by the Motor Pool instead of the CIP fund.

The meeting recessed at 11:51 a.m. for lunch.

The meeting reconvened at 12:26 p.m.

#### Parks

Mr. Hansen stated that these projects are funded by any surplus in the budget in addition to RAMP funds and are more on the list to set priorities than for funding. Councilor Gibby asked about putting water on trail for trees. Lynn Moulding explained that originally the Council didn't want to go to that expense. Councilor Gibby stated that trees would make the trail nicer to walk. Mr. Moulding reported that the new trail has some areas where we would want to plant trees. He stated that they need to include matching money for RAMP funds in the tentative FY08 budget.

#### Police

Police Chief Dave Hansen discussed the Trolley Square incident and that he encourages his officers to pack their weapons while off duty. He reported that they carry a larger framed gun while on duty, and would like to be able to purchase a smaller frame gun for the officers to carry while off duty. He stated that they were ordered by the City Council to destroy some guns that were taken in as weapons and they have not done that yet. Chief Hansen explained that he would like to have the Council reconsider destroying those weapons and allow him to trade those guns in to buy smaller framed guns for the officers to carry while off duty. He also explained that the Ogden Police Department encourages their officers to use their vehicles while off duty. He noted that we have officers who live out of the City but come here to shop and encouraging them to use their vehicles when in town shopping would be a benefit. He reported that the ability of having the extra officers would be worth the cost. Councilor

Jenkins stated that surplussing the weapons to a dealer is not what they wanted and if they had been presented with this use, it would have been different. Councilor Gibby suggested that perhaps the City and the officer could split the cost of the smaller frame gun and that would allow the officer to keep that gun when they retire. Mayor Burrows stated that they are willing to reconsider destroying the weapons in light of current events.

#### Enterprise Funds

Storm Water. Councilor Gibby inquired if this fund has enough money in it to cover the current projects. Mr. Hansen reported that this fund has over \$700,000 in cash.

Streets. It was discussed that the curb gutter and sidewalk on 1000 West could be funded by CDBG monies. Mr. Moulding reported that the ¾ ton 4x4 pickup can be deleted.

Water. Mr. Moulding reported that he is still looking at a liner for the replacement tanks, but the oldest reference he can find is only three years old and doesn't address the earthquake issue.

Mr. Moulding discussed well #2 and reported that he has been studying the issue. He explained that all of the wells that surround our well are about the same depth and our well is the only one that has iron and manganese in it. He thinks that we should try to drill the well deeper as it is the least expensive option. Mr. Moulding stated that drilling a new well at the golf course or drilling this one deeper is a gamble. Mayor Burrows asked if drilling the well deeper is budgeted for this year. Mr. Moulding replied that it is not.

Councilor Jenkins inquired about any action on Ritter Drive. Councilor Griffiths replied that the consensus at the town meeting was that the residents didn't want anything done. Councilor Peterson stated that there isn't a majority on any one option and feels that the time is not right to do anything. Mr. Hansen stated that we responded in the newsletter that we don't anticipate anything happening there until Riverdale road widening is complete and the Coleman development finishes off the road. He stated that they could put a Ritter Drive line item in 2010 or under the Roundabout at 4400 S as a place holder. A discussion was held regarding Ritter Drive. It was determined to put a \$400,000 line item in the CIP plan for Ritter Drive.

#### **Final 2006 Citizen Survey Review**

Larry Hansen reported that there was a 15.5% return rate on this survey, which is slightly down from the previous year. He reported that they received 552 survey responses and that using the pre-paid postage saved us some money over providing a stamped envelope to everyone. He asked the Council to look over the survey comments by section and look for common concerns so that these concerns can be prioritized. Listed below are the priorities.

#### City and Neighborhood Livability

River trail and extending the trail through the Unity property  
Traffic and speed on residential roads (limits and enforcement)  
Sustain code enforcement  
Street lights  
Christmas decorations/beautifications

### Land Use Development

Additional restaurants  
Code Enforcement  
Better communication with the residents  
Less rental development  
Developing the Cinedome property

### Capital Projects and Improvements

River Trail  
Swimming pool  
Play fields  
Skateboard park  
Restrooms/benches amenities on the trail  
Tree management/arboretum

### Parks and Recreation

Make all forms available on the City's web-site.  
Charge a fee to participate in the Old Glory Days 5K run  
Trail maintenance  
Old Glory Days

### Future Important Issues

Recycling –partner with the elementary school.

### General Quality of Life

A discussion was held regarding how to get signage placed to stop engine brakes. Councilor Jenkins questioned whether code enforcement and animal control can be done with one person. Councilor Griffiths suggested filling the gap with seasonal employees. Councilor Gibby discussed placing a marquee in front of the community center to help with communication issues. Councilor Peterson discussed the driving school that uses Riverdale to train their students. A discussion was held regarding Riverdale's CERT program and providing emergency first aid training. Mayor Burrows asked the Councilmembers to continue to look over the survey comments and get any other items of concern that they might have to Mr. Hansen by the next Council meeting.

Councilor Jenkins left the meeting at 2:41 p.m.

The meeting recessed at 2:41 p.m.

The meeting reconvened at 2:52 p.m.

### **Consensus Priorities And Resource Appropriations**

Larry Hansen stated that they are looking for an action plan and are not looking to expand the scope of services provided but looking for any inefficiencies. He reported that the tentative FY08 budget will be on the first Council meeting in May and asked the Council if they had any other items they wanted considered for this budget that haven't already been discussed.

**Other Strategic Planning Issues**

Larry Hansen stated that a keeping service complaints log had been discussed at the previous Strategic Planning meeting. He reported that most complaints that are received by a department are handled the day they are received. He suggested that if a complaint can't be solved within a department or needs policy action to solve it, it could be placed on the Recorder's Report. Councilor Griffiths stated that he would bring a copy of a report to Mr. Hansen as a sample report.

**ADJOURN**

The meeting adjourned at approximately 3:05 p.m.

Attest:

Approved: March 20, 2007

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Marilyn Hansen, City Recorder

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Bruce Burrows, Mayor