
Minutes of the **Strategic Planning Meeting** of the **Riverdale City Council** and **Riverdale Redevelopment Agency** held Tuesday, **November 27, 2007** at 6:30 p.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; James Ebert, Police Lieutenant; and Marilyn Hansen, City Recorder.

Welcome & Opening Comments

Mayor Burrows welcomed all those present.

Strategic Planning Process Connection

Larry Hansen gave an overview of the Strategic Planning Process and distributed a handout.

Action Plan Status Review

Larry Hansen discussed the Action Plan.

Web-Based Survey Process and Priorities

Larry Hansen stated that Chris Stone has found a fairly inexpensive way to allow the Councilmembers to submit issues to the public by using the City web-site. He noted that they now have four years of survey results and that they hear the same things each year. He stated that he would like some input from the Mayor and Council on the direction that they would like to see the survey go this year. Mayor Burrows stated that this year he would like to try hosting the survey on the City's web-site and see what kind of feedback they get. Councilor Gibby suggested putting an article in the newsletter announcing that the survey will be available on the City's web-site this year.

Department Reports

Larry Hansen reported that he has asked the Department Heads to address the following items in their reports:

- FY 2007 Review
- FY 2008 Objectives and Status Report
- FY 2009-12 Overview of 5-year plan

Police Department

Police Chief Dave Hansen and Lt. James Ebert gave a powerpoint presentation outlining their departments productivity, philosophical direction, and what they plan to do in the future. Councilor Peterson reported that as the city grows, they need to send a clear message that Riverdale is not the place to commit crimes.

Councilor Jenkins reported that she had a resident inquiring about incident training and who is in charge of that, as this citizen felt it wasn't organized. Police Chief Hansen replied that there is an established protocol and that he and Fire Chief Illum handle it. Mayor Burrows suggested that it would be a good idea to get the word out to the community, which could be done during an open house, putting it in newsletter, and/or on the City's web -site. Councilor Gibby stated that the resident wanted to ensure that the City and the community are working together. He is suggested setting up a tickler to facilitate some kind of shared effort. Mayor Burrows asked for a report at next strategic planning meeting. Chief Hansen reported that he and Chief Illum will get with the resident to make sure they address those concerns.

Public Works Department

Public Works Director Lynn Moulding distributed a hand out outlining the Public Works department 2007 Review, 2008 Objectives and Status Report, and the 2009-12 5 Year plan. The handout included a map, outlining a section of Riverdale City that could be developed by HAFB base as they begin the privatization process. He indicated that they are currently working with UDOT on the Riverdale Road widening project. Mr. Moulding reported that once the City receives the gifted property from Unity, they will need to move quickly to restore the eroded river bank, as it has lost a lot of ground. He discussed the water tanks and feels that painting them is a bad idea. He indicated that he has looked at a possible tank lining, but that it has some engineering problems. He reported that he recently found out about a process which takes a carbon fiber and lines the water tank like fiberglass, and that he is waiting for cost information.

Mr. Moulding stated he feels the best use of Community Development Block Grant (CDBG) funding would be for utilities on the east side of the bridge on Riverdale Road in 2009, rather on doing curb, gutter and sidewalk on 1000 West. He explained that RAMP applications are due at the end of January and asked for input from the Mayor and Council on what they want him to apply for this year. Larry Hansen reported that there is a Tri-City committee comprising of Riverdale, South Ogden and Washington Terrace who have been meeting to discuss submitting combined projects for RAMP monies that would benefit all three cities. He stated that he was informed that the other two cities plan on submitting their own RAMP applications this year without regard to the Tri-city committee. Lynn Moulding discussed Ritter Drive and asked the Mayor and Council if they want to make it a project and what the scope of the project would be. A discussion was held regarding options for Ritter Drive. Mr. Moulding stated that if they choose to keep a 50' right of way on Ritter Drive, he thinks it would be better to buy out the one house on the south side, but if they want to widen the road and make it a collector road like it really is and put in a left hand turn lane, then they are better off to buy the houses on the north side. Councilor Jenkins stated that she feels no matter what is decided, the fair thing is to bring the residents in that area in and have them involved. Councilor Gibby discussed connecting 1500 West to Ritter Drive and making it one way eastbound road from that point. It was discussed that since the west portion of the Riverdale Road widening project is scheduled to be completed by November, 2008, that a plan for Ritter Drive should be developed during the same time frame.

Randy Daily arrived at 7:45 p.m.

Mayor Burrows asked for consensus to apply for RAMP funds for the Restroom at the north trailhead, complete the trail to the south of the Unity property, and restore the eroded riverbank on the Unity property. Consensus was reached.

The meeting recessed at 7:55 p.m.

The meeting re-convened at 8:07 p.m.

Business Administration

Business Administrator Lynn Fortie reported on the accomplishments of his department in 2007. They included: the City web site redesign, refurbishing the Community Center, and implementing policy changes to the Personnel Policy Manual. He reported that the department goals are: continued improvements to the City web site, implement on-line payments by mid December, upgrade the Caselle software to Clarity, and purchase a new security system for the Community Center. He reported that in the future the Civic Center will need the roof replaced and he would like consideration for a full-time specialist at the Community Center.

Councilor Jenkins reported that she received a suggestion to have a citizens corner or editorial section to hear comments from the community in the City newsletter. Mayor Burrows reported that he is not opposed to that, but the space in the newsletter is limited. Mr. Hansen suggested that it could be put on the web site as a blog for the citizens.

Community Development Department

Community Development Director Randy Daily distributed the Governor's Geologic Hazards Working Group Completes Final Report article, revisions to the sign ordinance, and the Light Industrial/Business Park ordinance for the Mayor and Council's review. He reported that he wants to put a moratorium on new billboards and has asked Mr. Brooks to see if that is possible. Mr. Daily stated that he is waiting for comments from the Mayor and Council on the General Plan commentary as well as the pending hillside ordinance, conditional use ordinance and re-zone ordinance so that he can continue to process these items.

Councilor Jenkins reported that she has received comments from citizens who feel that there is inequality on code enforcement issues. Larry Hansen stated that he, Chief Hansen and Randy Daily recently met with the Code Enforcement Officer to discuss code enforcement issues. Mr. Daily reported that there is a process and that they are not selective in enforcement. He explained that there is policing involved in trying to get the property owner to comply before taking them to court. Councilor Griffiths suggested having a process of going through the city evenly, to ensure non-selective enforcement.

Fire Department

Fire Chief Doug Illum distributed and discussed a hand out outlining the fire department's accomplishments, goals, and 5 year plan. Councilor Griffiths inquired if hiring a Fire Marshall would change their insurance status. Chief Illum replied that it wouldn't. He stated that the full time manning of the fire station, having auto aid agreements, and equipment changes the rating. Lynn Moulding reported that CDBG funds could be used to purchase fire engines.

Legal Department

City Attorney Steve Brooks distributed and discussed a handout outlining Court statistics. He discussed the case loads and revenue for the Riverdale Justice Court. He reported that he would like to look into

using Fat Pots software, which is currently being used by UHP. He explained that this would allow the officer to enter citation information on the street and then it is sent electronically to the system and would save a lot of time and eliminates a lot of mistakes as the data is entered only once. He stated that he would also like to look at re-doing the court room.

City Administration

City Administrator Larry Hansen distributed and discussed the City Administrator’s Top 10 Strategic Issues. He congratulated the departments for their ongoing cooperative efforts. He noted that these 10 items and the items discussed by the Department Heads tonight, will be used for further strategic planning over the next three months.

Councilor Griffiths discussed the recently approved one-time bonus for employees and asked if there has there been a measurable difference since then. Mr. Hansen reported that it was very well received by the organization and helped add to the employee’s resolve to do more with less.

Councilor Peterson stated that two years ago they had an off-site strategic planning meeting and wondered if they were planning something similar for next year. He stated that he doesn’t thinks every other year is an extravagance, but would like to stay in Weber County.

ADJOURN

The meeting adjourned at 9:55 p.m.

Attest:

Approved: December 4, 2007

Marilyn Hansen, City Recorder

Bruce Burrows, Mayor