
Minutes of the **Strategic Planning Meeting** of the **Riverdale City Council** held Saturday, **February 23, 2008** at 8:00 a.m. at the Utah State University Eccles Conference Center, Logan, Utah.

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

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

Welcome & Opening Comments

Mayor Burrows welcomed all those present.

Session Objectives

Mayor Burrows gave a powerpoint presentation regarding perspective and team building.

Critical Legislative Updates

Larry Hansen reported that he has been forwarding legislative updates from the Utah League of Cities and Towns to Department Heads as well as the Mayor and Council and will continue to forward these items. A discussion was held on HB172 regarding the sales tax issue. Councilor Peterson stated that Senator Bramble is still open to adopting the local option sales tax instead of changing the base year from 2005 to 2006. Councilor Gibby stated that there is another alternative which is making the daytime population part of the mix when calculating the sales tax distribution. Councilor Peterson reported that the Governor's office tracks daytime population by workers and not visitors. Councilor Jenkins feels that the local option sales tax is more simplistic and for the long term, it may be a better solution. Mayor Burrows reported that the local option sales tax isn't a permanent solution as it will go away. Councilor Peterson reported that it will have a sunset clause of 3 to 5 years, but that clause could be addressed.

Action Plan

Larry Hansen distributed a handout of the action plan and reviewed it. He distributed a handout of the 10 Year History by Department and discussed it.

FYTD 2008 Financial Review

Lynn Fortie distributed the Condition of the Treasury report and discussed it. He went over what makes up the savings fund and noted that the City is required by law to maintain a rainy day fund of 5% and cannot exceed 18%. He stated that the City's rainy day fund is close to the 18%. He distributed a handout of the Summary of Revenues ending January 31, 2008 and discussed it. Larry Hansen reported that most of the surplus monies on this report are due to the 30% property tax increase that was adopted

and a deposit of \$25,000 from Norm Frost that the Council required him to pay for his Combe Farms Development.

Department Operations Considerations

Larry Hansen distributed the City Administrators Top 10 Strategic Issues and discussed them.

The meeting recessed at 9:50 a.m.

The meeting reconvened at 10:11 a.m.

Community Development

Larry Hansen presented the Community Development items for Randy Daily who was ill. He discussed five items.

- 1) Demolition of the Cinedome is needed in order to move the west bench development forward.
- 2) Residents and property owners on South Weber Drive would like to develop their property and would like to consider what possibilities there are, as there are development restrictions in that area due to HAFB.
- 3) With the widening of Riverdale Road there will be a need of banners and temporary signage for businesses. Mr. Daily is suggesting reaching a concensus regarding this issue.
- 4) Moving the wetland between Sam’s Club and Joann Fabrics to accommodate development in this area. A discussion was held regarding whether this item had been discussed by Council previously and what action was taken. **Mayor Burrows asked for consensus to proceed with moving the wetland. Consensus was reached.**
- 5) Vacating the City’s Right-of-Way around the Cinedome when the Hayward Business Park completes their development and connects 5175 South to 1500 West.

Business Administration

Lynn Fortie stated that the front office, custodial duties and the web-site are all going well. He reported on the on-line bill pay and stated that there were 98 on-line checks and 99 credit card transactions in January, which is the second month that this service has been offered. He stated that the vast majority of these transactions are utility payments. He reported on the option to receive a paperless utility statement instead of one through the mail. A discussion was held on those who receive paperless statements and how they would receive the newsletter. Mr. Fortie noted that the customer receives an e-mail from the City when they first sign-up for the service telling them that the newsletter is available on the City’s web-site and that they will include the link to the site. Councilor Jenkins inquired if that link could be sent every month. Mr. Fortie replied that after the initial e-mail is sent, the subsequent ones are generated by the company who hosts the on-line payment software, but he would check and see if they could include the link. Councilor Peterson stated that the Councilmembers should take the lead and participate in this program. Mr. Fortie stated that the one area of concern in his department is in the Specialist position at the Community Center, as the average stay is only nine months.

Fire Department

Doug Illum reported that they Council approved a new brush truck and allowed him to spend up to \$65,000. He stated that they built the truck themselves for a cost of \$56,851.

Chief Illum discussed the following information regarding budget, calls for service and cost per call.

Year	Annual Budget	Calls for Service	Cost/Call
2000	\$489,758	195	\$2,557.73
2007	\$908,497	976	\$930.83

Chief Illum discussed providing an ambulance service and stated that he feels it is a viable option to increase revenues for the City. He stated that there would be an adjusted revenue of between \$213,000 to \$225,000 with program costs of \$170,000. He reported that they would need to hire one additional part-time employee to staff the ambulance and that he feels he can get two used ambulances for \$70,000. Chief Illum reported that he is also working with U.S. Forestry and Fire to enter into an agreement allowing them to hire the City's equipment and crews to fight fires, but that this would entail hiring three seasonal part-time workers.

Chief Illum discussed the possibility of annexing the Riverdale Fire Department into the Weber Fire District. He explained that if this was to happen, the Weber Fire District would own the equipment and the building. They would hire the Captains, who would maintain their wages and the part-time employees would stay in effect and work the same amount of hours. He stated that Weber County would impose a tax on the Riverdale residents of 0.001240, which would generate just under \$500,000. He noted that the current annual budget for the Fire Department is \$900,000. Larry Hansen feels that the questions that need to be asked are if the service will be equal to or better than what they have now, and how will the current employees will be treated. He stated that the big concern is the service cost to residents and is there a disproportionate resident burden to fund the fire station. Mr. Hansen suggested that if annexation happens and the district assumes all financial responsibilities and organizational issues, the City could offset any tax assessment from the Weber Fire District to the resident property owners of Riverdale. Councilor Gibby inquired about ensuring that the current employees are safeguarded down the road. Chief Illum responded that a City representative would be on the Weber Fire District's board. He reported that the annexation process does not require a vote of the people, but a Resolution passed by the Council; from that point, the Fire District undertakes a study to see if it is cost effective to join their district. He stated that if it is cost effective for them to take over the fire protection services for Riverdale, they then negotiate the level of service, manning of stations and protection of employees. Chief Illum reported that the annexation can be brought to a public vote if 10% of landowners protest it or 10% of registered voters protest it. He stated that it is a 4 to 5 month process for the studies. Councilor Gibby inquired if the City could leave the Fire District after the annexation is approved. Chief Illum replied that once you are in, you are there. Councilor Griffiths inquired if the City would be more protected during a catastrophic event by having the Weber Fire District service the Riverdale community. Chief Illum replied that the man power at the station will not increase after the annexation and that the people would be sent to the place that was affected the most by the catastrophic event, because of automatic aid agreements. Mr. Hansen stated that it could be arranged for the Fire District to come in and give a presentation at a Council meeting and if there was consensus, a steering committee could be created to evaluate this proposal. Councilor Gibby inquired as to what Chief Illum's recommendation is regarding annexing into the Weber Fire District. Chief Illum reported that he feels there are three things to take care of: 1) the employees, 2) the citizens and 3) the service level. He stated that he thinks it could go either way and that five years ago he would have been against it, but now they have a very pro-active Deputy Chief and are on line to hire more firefighters. He reported that the annexation wouldn't dilute Riverdale's service and would maintain what is in place. He noted that the Weber Fire District does charge impact and plan check fees, which would affect commercial. Councilor Jenkins stated that she is leery of the no-way out plan. She inquired as to the value of the fire department's assets. Chief Illum replied that the equipment is worth \$500,000, not including the land and structure. He stated that if everything is equal, he thinks the Weber Fire District is the way to go, but he won't have that information until the studies are complete. Councilor Jenkins reported that she feels the study is appropriate and that it would be wrong to not look at it as it would allow them to allocate money for other amenities. She stated that she would like to request it go to the vote of the people. Lynn Fortie stated that he is bothered by the fact that everything the Riverdale Fire

Department has would go to the Weber Fire District and inquired if some of the assets could be liquidated. Chief Illum stated that all the equipment would become part of the Weber Fire District and part of the reason they would consider the annexation is because Riverdale has such good equipment. Mayor Burrows inquired if they approved the ambulance service, would that be part of the Weber Fire District. Chief Illum replied that it would, as they can't keep them separate, but feels that an ambulance service should be provided either way. **Mayor Burrows asked for consensus to have the Weber Fire District come to a Council Meeting and give a presentation on the annexation possibility. Consensus was reached.**

Police Department

Dave Hansen reported that the Police Department is currently down two officers, which becomes a problem if an officer quits or is injured. He stated that another area of concern is the Strike Force. He reported that Riverdale provided a full-time officer for the Strike Force for three years, and two years ago, pulled the officer out. Chief Hansen explained that the Strike Force is made up of the major jurisdictions in the County with the smaller jurisdictions paying into it. He reported that for the last two years Riverdale has paid \$3,000 to \$4,000 per year into the Strike Force fund instead of providing an officer. He noted that Riverdale and North Ogden take turns rotating officers into the Strike Force and that the Strike Force Commander is recommending to keep whoever is rotated in for two years. Currently, North Ogden has an officer on the Strike Force and it will be Riverdale's turn next year. Chief Hansen reported that the cost for an additional officer is \$56,683 plus a vehicle and fuel. Mayor Burrows stated that he likes the idea of the two year rotation and wants the agreement in writing.

Chief Hansen reported that they are looking for a fleet changeover of the patrol cars this year. He also discussed the need to upgrade the in-car video recording. He stated that it is their goal to purchase a digital recording system which will automatically download the video to the server when the officer drives into the station. The cost is \$90,000, and he feels it will be a good long term investment and could be carried over to the next fleet. Chief Hansen discussed repairing the roof of the police station with a rubber membrane in the amount of \$32,000 and purchasing a new car for administration.

The meeting recessed at 12:04 p.m. for lunch.

The meeting re-convened at 1:13 p.m.

Legal Department

Steve Brooks reported that they have began sending out warrant letters in-house. Previously the constable sent out the letters and received \$50.00 per warrant, for any money that was collected. He stated that the court saved \$1,600.00 last month by sending out the letters themselves. Mr. Brooks reported that has discussed starting a traffic school with the Police Department. He indicated that if they implemented this program, they could raise additional revenue. He reported that the drug court is doing well and in order to participate they must have a Riverdale connection. He stated that there are 25 participants in it now. He reported that the court has two new notaries.

Public Works Department

Lynn Moulding reported on the snow removal costs and distributed a handout. He stated that so far they have spent \$22,000 and in a normal year they spend \$5,500. He distributed a handout outlining 2008 recent updates, 2008 objectives and status report and 2009-12 5 year plan. He reported that it will cost \$700,000 for the water and sewer improvements when UDOT widens Riverdale Road and that the money will come out of the Enterprise funds. He stated that the cost to replace the sewer on the East side of Riverdale Road, when they widen it next year, will be about \$1 million dollars. Mr. Moulding

reported that Weber Pathways has submitted a RAMP grant request for the trail south of the city offices and that the City would participate by grubbing and clearing the trail. He stated that the City submitted RAMP applications for the North Trailhead restroom as well as a joint application with the Division of Wildlife Resources to restore the river bank and stop erosion. Mr. Moulding reported that he no longer feels that the carbon fiber option is a viable one for the water storage tanks, as it would cost more to line the tanks than to replace them. He discussed well #2 and recommended waiting until Roy City drills their well, that is near well #2, deeper and see if they hit good water. He also recommended that if they don't hit good water, going somewhere else. Mr. Moulding inquired if the Mayor and Council would like him to apply for CDBG funds for the sewer on Riverdale Road or reserve it for Ritter Drive. Councilor Gibby suggested submitting applications for both projects. Mr. Moulding recommended not extending the trail to the end of the Unity property at this time as they are trying to get an easement from the railroad. He also indicated that there is a portion of the trail that would pass through Unincorporated Weber County and then come back into Riverdale and he isn't sure who would develop that part of the trail. Mr. Moulding discussed the privatization of HAFB and who would provide services. Councilor Jenkins inquired as to the scope of the Ritter Drive project and if it would change. Mr. Moulding indicated that the scope could change but cautioned against narrowing the road as that could hamper federal funding. A discussion was held about the different options for Ritter Drive. Mayor Burrows suggested holding a workshop regarding Ritter Drive. Larry Hansen suggested focusing on the connection at 1500 West and looking into what the cost would be to obtain the right-of-way. **Mayor Burrows asked for consensus to have Lynn Moulding and the Engineer obtain a cost for the right-of-way to connect 1500 West with Ritter Drive. Consensus was reached.**

Capital Improvement Plan

Larry Hansen asked the Department Heads to give a report of their current Capital Improvement Items and then discuss and prioritize their items for 2009 and beyond.

Business Administration

Lynn Fortie reported that the Civic Center roof will need repair in 2009.

CDBG

Lynn Moulding reported the Curb Gutter & Sidewalk 1000 W line item is included in the Streets budget and should be moved out of CDBG.

Community Services

Lynn Fortie reported that a survey is being conducted at the Community Center to see if people want showers and will use them. Councilor Griffiths stated that the showers were also considered as part of an Emergency Plan in case of a catastrophe.

Fire

Chief Illum reported that he did not get the grant for \$74,000 for the Exhaust System in 2008. He stated that the Air Pack Replacement is necessary and he will apply for a \$50,000 grant in 2009. He explained that if he doesn't get the grant, he will ask for \$100,000 in 2010 to replace the air packs. It was decided to change the 2009 \$50,000 amount to \$100,000 and delete the \$50,000 in 2010.

Parks

Lynn Moulding reported \$1,500,000 is budgeted in 2009 for the Playfields south of the Civic Center. A discussion was held regarding this item. It was decided that Mr. Moulding will get a cost estimate for

the engineering and plans for the playfields and then distribute the remaining budgeted amount in 2010 and beyond to complete the playfield in stages.

The meeting recessed 2:33 p.m.

The meeting re-convened at 2:48 p.m.

Police

Chief Hansen reported that he is requesting a fleet replacement in 2009 that will consist of 11 units.

Sewer

Lynn Moulding reported no changes to the Capital Improvement Plan in this area.

Storm Water

Lynn Moulding reported that the two projects budgeted for 2009 could be pushed back if needed. It was decided to keep the projects in the 2009 budget year.

Streets

Lynn Moulding reported that these amounts may change due to the severity of the winter and the condition of the streets. A discussion was held regarding having snowplows on City owned pick-up trucks and the fire's brush truck to provide backup snowplowing.

Water

Lynn Moulding reported no changes to the Capital Improvement Plan in this area

2008 On-line Citizen Survey Status Report

Larry Hansen distributed the 2008 on-line survey results and discussed it. He reported that this year there were 60 on-line surveys received and last year there were 600 mail-in surveys received. He asked the Mayor and Council to review the survey between now and the next Strategic Planning meeting. He reported that with the on-line survey capability, the City could do some target surveys to get feedback on specific issues.

Councilor Jenkins asked if the City had an ordinance regarding keeping buildings vacant, by an owner, in order to avoid competition. Steve Brooks indicated that he would check into it.

ADJOURN

The meeting adjourned at 3:40 p.m.

Attest:

Approved: March 4, 2008

Marilyn Hansen, City Recorder

Bruce Burrows, Mayor