



Minutes of the **Strategic Planning Meeting** of the **Riverdale City Council and Riverdale Planning Commission** held Tuesday, **August 26, 2008** at 6:00 p.m. at the Riverdale Community Center, Riverdale Utah.

City Council Members Present:

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

Planning Commission Members Present:

Don Farr, Chairman
Dave Gailey
Brent Ellis
Blair Jones
Allen Miller
Norm Searle
Bart Stevens

Others Present:

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

Welcome & Opening Comments

Mayor Burrows welcomed all those present.

Strategic Planning Process Review: 3rd Qtr. – Performance Review vs. Plan

Larry Hansen reviewed the Strategic Planning Process.

General Plan

Mayor Burrows gave an overview of the General Plan process and stated that it involves both the Planning Commission and the City Council. Larry Hansen stated that the General Plan was last updated in June of 2002 at a cost of \$47,000. He stated that he would like to have the General Plan be a more flowing document instead of a document that just sits on the shelf. He distributed a handout outlining the General Plan process and discussed it. He stated that many of the studies that the City pays for should be

incorporated into the General Plan by reference. He distributed an excerpt from the Powers & Duties handbook entitled “The General Plan” and discussed it. He discussed the statutory requirements and elements that are required to be in a General Plan. Mr. Hansen distributed a handout entitled “Goals and Objectives” that was taken from Riverdale’s General Plan and discussed it. He suggested that the Planning Commission review this section and make updates. He discussed Riverdale’s mission statement as it appears in the General Plan and the history behind it, as well as the “making life better” slogan from the Utah League of Cities.

Councilor Jenkins reported that the money the City pays for the various study’s doesn’t always give the City information that is pertinent and that they can contain a lot of “boiler plate” language. She stated that both the City Council and Planning Commission members shouldn’t be afraid to criticize a study if they don’t agree with it. Councilor Gibby stated that a key element that can go unnoticed is the connectivity of Riverdale and the ways that walkways and bike paths could connect everything. Commissioner Gaily stated that the Planning Commission can read through a section of the General Plan, but wouldn’t know if the Fire Department’s or Police Department’s information is correct. He suggested having the different departments look at their sections and bring changes to the Planning Commission. Chairman Farr inquired if they are going to revamp the General Plan soon. Mayor Burrows replied that if they have elements that they feel are important to look at as they try to do planning, they should bring it up and let Mr. Daily bring it back to the City Council for consideration. Chairman Farr stated that he was here when Richard Chong did the last update and reported that the Planning Commission held many joint meetings with the City Council to revamp the plan. He stated that he wants to figure out how to stick with the Plan as a group to eliminate a lot of mistakes in the City. Larry Hansen stated that he wants to impress the need for this to be a living document and not a static document. He reported that land use in different areas is a key thing to update, and as opposed to changing those areas through a super committee it could be started at the Planning Commission level. Councilor Griffiths stated that he likes the idea of having the General Plan on the City’s web site and suggested putting an article in the newsletter to ask for residents to review the Plan and provide input. Councilor Gibby stated that due to market forces they should re-look at those things and if something doesn’t work they should change it. Councilor Hunt inquired as to what the catalyst is to begin the process of making changes to the General Plan. Mr. Hansen stated that he thinks the Planning Commission should have Mr. Daily place an agenda item on the Planning Commission agenda to discuss the General Plan and have the Planning Commission review the Plan for those areas they feel need changes. Commissioner Stevens stated that he feels that this high level stuff is great, but they are being asked to get into the weeds and sort it out. He reported that there is a learning curve and time needed to coordinate changes between the Planning Commission and the City Council. He stated that there is a level of frustration and fatigue as they have gone down this road before. He stated that the role of the Planning Commission is expanding since he has been on it. Mayor Burrows replied that the role of the Planning Commission has always been the same. He reported that the Planning Commission looks at 1) General Plan, 2) Title 10 ordinances, and 3) zoning, and then determines if a proposed plan meets those three objectives in order to give an approval. He stated that when they previously went

through the General Plan to do a comprehensive revision, it was done through joint workshops with the Planning Commission and the City Council. He recommends that a joint effort between the two bodies is the best way to accomplish it, but that doesn't mean the Planning Commission members shouldn't go through the General Plan and look for areas to change. He stated that it is the same for the City Council and then they could bring those prioritized changes on a list and start dealing with the most crucial ones first. Councilor Hunt stated that he doesn't think there needs to be a major revamping of the General Plan. Mr. Hansen stated that he would like to institutionalize a process to update the General Plan and not let it go six years and become so outdated. Commissioner Miller stated that he would like to see a joint meeting on a yearly basis to get together and go over the General Plan. Commissioner Searle stated that there should be an ongoing plan to update the General Plan to keep it current and wondered if they could develop a program to do it in house. Mayor Burrows stated that it is their intention to find a process to update the Plan and keep it current.

The Planning Commission members left at 7:20 p.m.

The meeting recessed at 7:20 p.m.

The meeting reconvened at 7:29 p.m.

Department Reports

Police Department – Chief Dave Hansen

FY 2008 Work Plan Results

- Keep productivity up for the law officers.
- Public Works employees painted the offices at the Police Department.
- Installed security cameras and recording devices at the Police Department.
- Worked on continuing to develop interaction with other departments.
- Hired two new Police officers.
- Replaced motorcycles, Administration and Detective cars.
- Implemented and updated the Police Department policy.
- Enrolled in the RSAC program.
- Received grant money for four mobile speed limit signs and a speed trailer.
- Received grant money for a thermal imaging camera and sent officer to be trained on it.

FY 2009 Work Plan Goals & Objectives

- Continue to work on productivity.
- Replace the patrol fleet.
- Install new digital cameras.
- Purchased new K-9 and training of new K-9 officer.
- Writing new policy according to URMMA's standards.
- Take active role in RSAC.
- Seeking surveillance camera equipment.
- Research grant money for work out equipment.
- Community oriented policing services.

- Using DARE at Christian Heritage and Riverdale elementary.
- Participate with the scout merit badge program.
- Be active on the ATV patrol on the trail.
- Participate in the Weber-Morgan strike force.
- Implemented Crime Solvers and share information.
- Involved in Ogden Metro SWAT.

Mayor Burrows discussed the history of the Weber-Morgan Strike Force. He reported that it was originally designed so that the various entities would rotate someone in to the strike force for a year and the years the entities didn't put in an officer, they would pay a monetary fee to help subsidize the strike force. He stated that Riverdale had provided an officer for three years until the funding was decreased in the Police budget. He also noted that there had never been a formal Interlocal agreement for this program. Mayor Burrows reported that he recently attended a meeting regarding the Strike Force and it was agreed that they needed to formalize an Interlocal Agreement between the participating agencies and rotate the officers in for two years and out for four years. He stated that he will be proposing to hire an additional police officer in the next budget to accomplish this.

Business Administration – Lynn Fortie

FY 2008 Work Plan Results

- Implemented Positive Pay with the bank.
- Implemented individual cash drawers.
- Switched health insurance carrier from PEHP to Aetna.
- City website improvements:
 - On-line payments.
 - On-line registration for Old Glory Days.
 - Created an elected officials blog.
- Community Center:
 - Recoated the gym floor.
 - New security software.
 - Added electric height adjusters to basketball backboards
- LS software up and running.
- Updated the Consolidated Fee schedule.

FY 2009 Work Plan Goals & Objectives

- Continue to work on productivity.
- Convert Community development Department to Permit-N-force software.
- Get clerks trained in First Aid, CPR and disaster/emergency training at the Community Center.
- Continue to do what we do while looking for ways to improve.

Fire Department – Chief Doug Illum

FY 2008 Work Plan Results

- Operated underneath budget.
- Received a grant for the Kubota.
- Total calls in FY 2008 998 calls.
 - 598 were medicals.
- Submitted the license application for the ambulance service.
- Completed fire inspections.
- New fire inspection fees created with the business license fees.
- Completed host testing.
- Continue to flush hydrants.
- Updated and upgraded the sprinkler system in the fire dept.
- Continue training.
- Received letter of commitment from Washington Terrace to purchase Riverdale's surplus fire truck for \$10,000.
- Work throughout the community with Interlocal agreements to provide fire emergency services.

FY 2009 Work Plan Goals & Objectives

- Build bedrooms in dorm area to separate female and male sleeping areas.
- Taken delivery of new 2007 Dodge pickup truck and replaced the Jeep.
- Continue to offer public education.
- Celebrate Fire prevention month in October.
- Continue to look for ways to improve and provide a quality service.
- Fire subcommittee is moving forward.
- Continue with the CERT Committee.

Councilor Gibby inquired about the CPR and First Aid classes that are taught by the Fire Department and wondered how much participation they receive throughout the business community. Chief Illum reported that they have four instructors that teach quarterly. He stated that the participation can vary from 20 participants to just one. Councilor Gibby stated that he is looking for a public/private partnership in that, if a business had someone on staff that was CPR certified they could get a break on their business license fee. Councilor Jenkins inquired about the Santa run. Chief Illum stated that he ran two fire trucks last year and that worked great. Mayor Burrows stated that some cities do a breakfast with Santa. Chief Illum replied if the Santa run gets too big, that could be considered.

Legal Department – Steve Brooks

FY 2008 Work Plan Results

- Implemented a 4 day work week 2 years ago that gives expanded service.
- Maintained current process server/bailiff services.
- 10 drug court graduates so far this year.
- Received a \$10,000 grant from the State of Utah for drug court.

FY 2009 Work Plan Goals & Objectives

- Continue effective operation of the court system.
- Maintain current level of service with the same number of employees.
- Review warrant service/collection process with possible changes/improvements.
- Rapid and prepared conversion to new state system (Coris).

Public Works Department – Lynn Moulding

FY 2008 Work Plan Results

- Kayak park completed.
- 4400 storm drain project completed.
- Parker Drive tunnel completed.
- 550 West signal project completed.
- Street projects completed for the year.
- Sidewalk replacements completed.
- City crew completed the 1180 West water line upgrade.
- Installed the court/city council sign and installed railing at court entrance.
- Continue to work with UDOT on the Riverdale Road ongoing project and engineering of east side of the bridge.

FY 2009 Work Plan Goals & Objectives

- Complete north trailhead restroom.
- Complete trail south of civic center and install water main for future irrigation.
- Prepare cost estimate for sports fields south of Civic Center.
- Apply for CDBG funds for targeted projects.
- Continue working with UDOT on Riverdale Road widening project.

Councilor Gibby inquired about the status of the water tanks. Mr. Moulding replied that he spoke last week with another tank liner company and is finding out about longevity and cost. He explained that the average tank liner lasts about 20 years and that he will bring those numbers to the City Council when he gets them. Councilor Gibby asked if he is considering cement tanks. Mr. Moulding replied that he isn't, as they require a lot of maintenance. He stated that he is thinking of recommending a fused steel tank with glass fused to the panels as they require very little maintenance. Councilor Gibby inquired about their price. Mr. Moulding replied that their cost is less expensive than cement tanks. Councilor Gibby inquired as to how soon the water tanks will need to be replaced. Mr. Moulding replied that they will probably need to be replaced within five years. Councilor Jenkins inquired if Mr. Moulding had an infrastructure plan. Mr. Moulding replied that he is working on a capital financial plan for water, sewer, and storm drain with the City Engineer but that it isn't extremely in depth.

City Administration – Larry Hansen

Mr. Hansen complimented the Department Heads for their good work and leadership in their departments. He stated that the Utah City Managers Association began a program two years ago to monitor benchmarks between several participating cities. He reported that these results will be discussed at the Utah League of Cities and Towns Conference

next month. He distributed and discussed a handout outlining 5 Key Benchmarks and Performance Measures of Riverdale City and noted that they can also be found on the City's web-site.

The meeting recessed at 8:58 p.m.

The meeting reconvened at 9:10 p.m.

Specific Review and Discussion Issues

Splash Pad Recreational Feature

Larry Hansen distributed a packet of information from Play Space Designs and discussed it. The information included a print out of a power point presentation outlining features for splash pads as well as a catalog. He reported that South Ogden City recently installed a splash pad. He explained that there is no charge to use it and thinks the pad is roughly 50 feet in diameter. Councilor Griffiths inquired if it get used. Mr. Hansen replied that it is very well used and Councilor Peterson stated that he has went there three times with his children. Mr. Hansen reported that he spoke with the City Administrator in South Ogden who told him thatt their splash pad has a recirculation configuration and that they treat the water by having someone check and test the water levels four times per day. He stated that the water features are activated when someone touches them. He reported that the cost to South Ogden for the splash pad was around \$200,000. Mr. Hansen stated that there is money in the Capital Improvement Projects for land acquisition and that it doesn't look very promising that the City will be able to acquire the land. He reported that this money could cover this type of a project, if there was a desire to pick a spot. Councilor Gibby suggested putting the splash pad at one of the parks. Mr. Hansen stated that one could be placed in the south ball fields, if they get built. Mayor Burrows stated that the splash pad could be placed in the triangle piece by the City offices and could be near the skate park and BMX park where it could be policed by the mothers who are watching their children play. **Mayor Burrows asked for consensus to explore splash pads further. Consensus was reached.**

Aquatic Center – 2009 Reservation Plan

Larry Hansen reported that the City reserved the Roy Aquatic Center three times over the last few months for the exclusive use of Riverdale residents. He stated that the first night it rained, but the other two evenings had 400 to 500 in attendance. He reported that Roy allows the City to reserve the Aquatic Center from 6:30 p.m. to 8:30 p.m. for \$700 per reservation. Mr. Hansen stated that they have tentatively reserved the Aquatic Center in 2009 for the following dates: June 8, June 22, July 8, July 21, August 5 and August 21 for Riverdale residents and that one of those evenings would probably be used for the Employee Summer Party. **Mayor asked for consensus to reserve the tentative 2009 dates for the Roy Aquatic Center. Consensus was reached.**

Triangle parcel from UDOT at 1050 West & Riverdale Road

Larry Hansen stated that there is a triangle piece of property that could be acquired by the City for little, if any cost, from UDOT. He reported that the property is in front of Chili's on Riverdale Road and will no longer be used, as the merge lane will be eliminated in favor of double turning lanes at the light. Lynn Moulding reported that he thinks UDOT

would prefer to let the City use it, rather than sell it to the City. Mr. Hansen wanted to know if the Council was interested in using this piece of property for City identification, or beautification. Councilor Gibby suggested placing a marquee on it. Councilor Jenkins inquired as to how much money there was to spend on improvements. Mr. Hansen replied that he didn't know yet. Councilor Hunt reported that Layton City had a similar piece of property by McGraths and put in beautiful flowers. Councilor Peterson inquired as to what would happen if the City didn't take it. Mr. Moulding replied that if the City doesn't want it and Chili's doesn't want it, UDOT would cement it in. Mr. Hansen stated that if the City is interested, they could request that UDOT put electricity and water to the area. He stated that they would be looking at possibly placing a monument sign on it. **Mayor asked for consensus to explore the concept. Consensus was reached.**

Councilor Gibby stated that he realizes that a marquee sign wouldn't be ideal in the triangle piece but really thinks the City needs a marquee sign somewhere. Mayor Burrows stated that he likes either the Community Center or the Senior Center for a marquee sign and noted that there is electricity in place for the sign at the Community Center. **Mayor Burrows asked for consensus to explore getting contributions from vendors to help with a marquee sign. Consensus was reached.**

Councilor Peterson requested pursuing obtaining a parcel at the northern end of the City for parks, splash pad, or recreation.

Mayor Burrows reported that the next strategic planning meeting is scheduled for Saturday, November 22, 2008.

Adjournment

The meeting adjourned at 9:36 p.m.

Attest:

Approved: September 16, 2008

Marilyn Hansen, City Recorder

Bruce Burrows, Mayor