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Minutes of the **Strategic Planning Meeting** of the **Riverdale City Council** held Saturday, **February 20, 2010** at 8:04 a.m. at the Riverdale Community Center, Riverdale Utah.

Members Present: Bruce Burrows, Mayor  
David Gibby, Councilor  
Don Hunt, Councilor  
Shelly Jenkins, Councilor  
Norm Searle, Councilor  
Alan Arnold, 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 Banasky, City Recorder

## **A. Welcome, Opening Comments & Team Building Follow-up**

Mayor Burrows welcomed all those present and noted that all Councilmembers were present. He reviewed the team building exercises from the previous evening and showed a power point presentation regarding teamwork. Larry Hansen discussed teambuilding and distributed a handout entitled "The Five Dysfunctions of a Team".

## **B. Session Objectives**

Critical Legislative Updates: Larry Hansen discussed the critical legislative updates regarding sales tax, the economic recovery process, and the Utah retirement system reform.

Consensus Priorities for FY 2011 Budget: Larry Hansen reported that Human Resources make up a big part of the City's budget and is comprised of retirement, salary/wages, and medical benefits for City employees. He reported that the current survey of wages reflects an overall average change of 1.2%, without any step increases and that medical benefits will likely increase by 10%. He stated that the retirement benefits will likely remain at 17.4%. Mr. Hansen stated that he wants to amend the August quarterly planning session to include General Plan review and invite the Planning Commission members to attend.

Council Concerns Follow-up: Larry Hansen reported that he divided the Council Concerns into three objectives: Administrative, Strategic Planning, and City Council items. He explained that they will be dealing with those items that were considered Strategic Planning items today. He stated that if they feel there are other concerns that should be dealt with in another way, those could be dealt with by consensus.

**C. FYTD 2010 Financial Review – Budget vs. Actual**

Lynn Fortie distributed the January 31, 2010, financial report and discussed it. He explained the functions of the different types of funds as well as the Public Treasurer’s Investment Fund (PTIF) which is short term investments and how it works. He explained that some of the funds can be deposited into a longer term fund and is looking at Zion bank in order to earn more interest. He stated that both the short term and long term investments have no risk to the principle amount invested as long as certain guidelines are adhered to.

**D. Action Plan Status (Financial, Organizational, & Capital Projects)**

Larry Hansen discussed the Action Plan that has been in place since 2005. A discussion was held regarding the emergency preparedness of the City and it’s residents, and the responsibilities of each. Mr. Hansen stated that the City will try to better communicate to the residents the major concepts of the City’s existing Emergency Preparedness Plan. He discussed the benchmark and performance measures that can be found on the City’s web-site.

The meeting recessed at 10:12 a.m.

The meeting reconvened at 10:24 am

**E. Projection and Use of 0.20% additional local sales tax**

Larry Hansen discussed the 7 years X 7 years analogy which comes from the 7 years of plenty and 7 years of famine in the Bible and how it pertains to the City receiving the sales tax due to SB-35 and HB-172 over 7 years and then what happens to the City’s revenues when SB-35 and the local option sales tax sunsets in 2016 and 2017. He went over the sales tax graphs that were included in the packet. He reported that if there is a surplus in the General Fund this fiscal year, he is recommending that it should be transferred to Capital Projects and earmarked for future projects but not use much of it, if any, for Capital Projects. He stated that the earmarked funds could be used later if the sunset of HB-172 is eliminated through the legislature or the economic recovery beats his estimates.

**F. Review of RDA Project Areas and Programs**

Larry Hansen gave an overview of the RDA project areas and programs. He reported that the Weber River Project Area increment is done, but that the RDA Board still has oversight to approve uses. He discussed the financial statements for the RDA project area funds.

**G. Consensus Priorities for FY 2011 Budget**

Larry Hansen explained how the City’s budget process works.

**H. New Department Operations & Initiatives**

Community Development Department: Randy Daily reported that he would like to reclassify of the position of Jeff Woody to a Building Official instead of a Building Inspector as he now has those certifications.

Police Department: Police Chief, Dave Hansen, reported that he has no plans to increase the size of the police force and that they have one position that is currently not filled. Councilor Gibby stated that he feels the department could improve with the use of new sights and lasers

that would give them an advantage. Chief Hansen reported that they have taken steps the last couple of years to equip the officers better to handle different situations. Councilor Gibby stated that he just wants to ensure that the Riverdale Police Department is not too far behind the curve.

Business Administration: No changes

Public Works: Lynn Moulding reported that there is a Federal mandate to change out all the street signs to a new reflective standard over the next five years. He anticipates spending \$40,000 to make these changes and reported that will be reflected in this budget and that there will be an additional cost from then on as the new signs cost 30% more than the old ones. He distributed a handout regarding the cost to repair streets over the next 20 years. He pointed out that there will be a large cost in the next 7 to 8 years and that their choice will be to either come up with ways to fund repairs or let the streets deteriorate. Councilor Searle suggested that this would be a good place to earmark the local option sales tax money.

Fire Department: Fire Chief, Doug Illum distributed a handout outlining the grants he has applied for. He stated that the Riverdale Fire Department provides 24/7 coverage with three career firefighters and the rest are part-time firefighters. He explained that one career firefighter is on duty and three part-time firefighters during a 24 hour period. He reported that he applied for a grant in the amount of \$413,457 which will pay for three full-time career firefighter's salary and benefits for two years. Chief Illum reported that he also applied for a \$250,000 grant to remodel the fire station and that this grant doesn't require matching funds. He stated that this grant would allow for an additional truck bay and decontamination room for blood borne pathogens. Chief Illum reported that he applied for a \$100,000 grant from the Assistant to Fire Fighter Grants last year, and that he hasn't heard back from them yet.

Chief Illum reported that he wants to take the generator that is currently at the fire station and put it at the Civic Center/Police station and get a larger one for the Fire Department/Community Center. He stated that the cost to purchase, rewire, and install the generator would be around \$100,000 per building. Councilor Gibby wondered if HAFB could help as they have surplus generators and we have Mutual Aid agreements with them. Chief Illum replied that because of our location near HAFB, it does help us move up the scale to get grants. Councilor Arnold wondered why the City is building splashpads and amphitheaters if there is a need for emergency preparedness.

Chief Illum reported that the ambulance revenues are based on gross production and were \$293,000 in 2009. He stated that after the write offs, they billed \$222,000 and collected \$127,000. He explained that the collection rate is about 46% right now, which is lower than anticipated. He reported that the call volume was up 18% last year and that it was up 30% in January. He stated that he would like to increase Krystn Hinojosa's hours as she now also does the ambulance billing. A discussion was held regarding grant writing and if it was better to seek help than do it in-house. Councilor Jenkins stated that she thinks there are professionals that can help write grants and that could be looked at. Mr. Hansen replied that could be taken under advisement. Councilor Jenkins stated that she is concerned about the

grant for the three full-time firefighters in light of the 7 X 7 year sales tax scenario. Mr. Hansen stated that he will have Chief Illum give an overview of what that will entail if he were to receive the grant.

Legal Department: Steve Brooks reported that his department continues to operate down by a part-time employee and that this year has been tough as one of the current part-time employees has suffered some health issues and missed a lot of work. He stated that he asked Mr. Wedde to get bids on bailiff duties as the department hasn't been getting the warrant coverage and service like it has in the past.

The meeting recessed at 12:00 p.m. for lunch

The meeting reconvened at 12:36 p.m.

#### **I. Capital Improvement Projects Plan (FY 2010 – FY 2019)**

Larry Hansen went over the Capital Improvement Plan (CIP) and the FY10 Capital Projects. He reported that the \$500,000 that was budgeted in the FY2010 Parks section will not be used this year and wants to shift the \$500,000 in FY2010, FY2011, and FY2012 out two years each so that it would begin in 2012 and end in 2014. He reported that all the projects listed in the Parks section could be considered eligible for funding from RAMP. Chief Hansen reported that they will not use the \$33,000 for a Patrol car in the Police section unless they pick up another officer. Mr. Moulding reported that he is trying to get two different funding sources to replace the two water tanks. He is looking at the State Revolving Loan Fund and funding from USDA, but that he is having difficulty getting people to call him back. He explained that both processes are long and drawn out, and require a lot of information. Mr. Hansen suggested that the items under the CDBG section be moved out of that section and into the appropriate sections of the Plan as they didn't get any CDBG funds for those projects. **Mayor Burrows asked for consensus to move the CDBG items back into their appropriate sections in the Plan. Consensus was reached.**

Mr. Hansen suggested that the Mayor ask for consensus to shift all of the projects out one year except those projects in the Enterprise, Motor Pool, or IT funds. Councilor Jenkins stated that she would like to see the generators included in the CIP. Mr. Hansen replied that they could establish a line item under the Fire section for EOC Generators at \$100,000 per building or between \$400,000 - \$500,000. Mr. Moulding requested that they hold off on the amount until they draft the tentative budget. Mr. Hansen stated that they could just put a placeholder in the Fire section for now for EOC Generators. **Mayor Burrows asked for consensus to put the EOC Generators in FY2011 under Fire. Consensus was reached. Mayor Burrows asked for consensus to leave the Motor Pool items in the Fire section and slide the others out one year. Consensus was reached.**

Mr. Hansen stated there is \$748,000 available for Capital Projects for FY2010 and discussed the CIP revenues and expenditures. He explained that \$777,000 has been allocated to projects that are already approved. Councilor Arnold inquired as to how critical the generators are. Chief Illum replied that they are needed but that the City could function with what they have if an emergency happened today. Councilor Arnold stated that he would rather see generators in the budget than the amphitheater. Mr. Hansen replied that

the generators will be drafted into the tentative budget with an amount once it is available and then the Council can decide how high the priority is. He stated that they could also look at putting a generator at the Senior Center and pay for it with RDA funds. Councilor Gibby agreed they are needed but feels there are maintenance issues. Mr. Hansen suggested shifting the projects on the CIP out one year, unless they are Motor Pool, IT, or Enterprise fund related as funding sources are changing. He stated that until they know more about the future revenue sources, he feels they need to be more careful about discretionary capital projects. He also suggested moving the Playfields South of Civic Center funding out two years instead of one. **Mayor Burrows asked for consensus to shift the Capital Projects out one year unless they are Motor Pool, IT, or Enterprise fund related and move the Playfields South of Civic Center items out two years. Consensus was reached.**

#### **J. Planning Guidance – Council & Citizen Concerns Follow-Up**

Adjustment to Property Taxes: Larry Hansen reported that the Council raised property taxes 30% in 2007 which helped the City successfully lobby to get the local option sales tax HB172 passed. He stated that they thought there could be a point in the future to back off some of the property tax increase, but in light of the sunset of HB172, he recommended that the property tax rate not be changed and that they hold tight to watch the economic recovery process and see if they can lobby to do away with the sunset on HB172. Councilor Gibby stated that if they back off the property tax rate, it may send the signal to the Legislature that Riverdale doesn't need the local option sales tax. He feels that once HB172 is resolved they could wait a year or two and that would be reasonable. Councilor Jenkins stated that if the City didn't have the current conditions, she would say why not lower it, but if the City is saving money and acting prudently in their budget then she doesn't have a problem with keeping the property taxes the same.

Code Enforcement: Police Chief, Dave Hansen, reported that he sent the Councilmembers the code enforcement ordinance and wants to begin stricter enforcement of the ordinance. He will inform the Code Enforcement Officer that if someone has had a code enforcement problem in the past, to issue a citation instead of a fix-it ticket. He stated that if this is a new code enforcement issue, then they will issue a fix-it ticket and allow 14 days for them come into compliance and it will be the residents responsibility to inform the Code Enforcement Officer when it is completed otherwise it will go to a full citation. He asked the Council for their support if this is the way they would like him to go. Councilor Jenkins stated that she supports this idea and wants to communicate the changes through the newsletter. Randy Daily stated that another issue is repossessed homes as it is difficult to find someone to cite and get to clean up the property. He stated that the only thing they can do is clean it up as a City. Councilor Jenkins inquired if they could lien the property for the clean up expenses. Mr. Daily replied that they can but that he is not sure what that entails. **Mayor Burrows asked for consensus for stricter policy enforcement of the Code Enforcement ordinance as explained. Consensus was reached.**

Councilor Jenkins inquired about smoking in the parks and trail and wondered if they needed to pass something. Mayor Burrows reported that the Weber-Morgan Health Department passed an outdoor smoking ban about a year ago and that they could do a Resolution and adopt the overall health department's No Smoking policy, but that they don't have to as it

can be enforced without it. Chief Hansen reported that the chances of catching someone while they are smoking in the park or trail is hard and it would be complaint driven. Mr. Brooks stated that it is also hard to get people to testify in court, but that he doesn't have a problem with having a Resolution. Mayor Burrows stated that education is the biggest thing they can do. Councilor Jenkins feels that having the Council adopt a Resolution would be showing a sign of support to the CAT kids from Riverdale Elementary for their role and support with the Weber County outdoor smoking ban. **Mayor Burrows asked for consensus to put together a Resolution regarding the no smoking policy in Riverdale City parks and on the trail. Consensus was reached.**

Ordinance Preparation, Development & Amendment: Steve Brooks explained that when he receives an ordinance for review he looks at it for due process rights and checks to see if there is any Utah case law on the subject. He stated that when he prepares an ordinance, he starts off with an outline of what he thinks is wanted and does a court case review early on. He then looks on the internet for examples from other cities and cuts and pastes boilerplate language and writes the parts that are unique to Riverdale. He reported that generally he doesn't use the surrounding cities ordinances as their ordinances are older and he looks to the faster growing cities in Utah as theirs are more current and more applicable.

Youth City Government focus and function: Lynn Fortie reported that he thinks it is typical for a Councilmember to be over the Youth City Council and that used to be the way it was handled in Riverdale until the Council didn't want to do it anymore. He stated that he has no problem if someone on the Council wants to take that over. Mayor Burrows reported that at one time the Mayor oversaw the Youth City Council, and then it was moved to a Councilmember, and then to the former Youth City Mayor, and is now under the Community Services Director. Councilor Jenkins stated that she only looked at the Bountiful Youth City Council and reported that they have a community advisor and a City Councilmember as an advisor. She thinks it would be nice to see a legislative model in it along with a community advisor. She suggested having a City Councilmember oversee the Youth City Council and rotating that responsibility to a different Councilor every year. She stated that Katie Ellis has also stated her willingness to help and that Councilor Jenkins would like to see it function as more than an activity group. Mr. Hansen reported that the City has been in a fall back position and feels there is much more that could happen with this group. He stated that they could put the line item back to where it was in the tentative budget and out of Community Services. **Mayor Burrows asked for consensus for a Community advisor and a Councilmember be over the Youth City Council and that it would no longer be part of staff's responsibility. Consensus was reached.** Mr. Fortie inquired when that would start. Mr. Hansen stated that they will start transitioning right away. Councilor Jenkins inquired if this would require a Resolution or ordinance. Mayor Burrows stated that he is not sure anything has officially changed, but that they will look at it and bring it back to the Council.

Garbage Recycling: Lynn Moulding reported that this was brought up last year and that the Council felt it was the right thing but the wrong time. He discussed the chart outlining what surrounding cities provide for recycling services, but said it is not a fair representation as many cities charge more for the first garbage can and less for a recycle can. A discussion was held as to the costs and benefits of the program. It was discussed that a mandatory

program is the best way to go and would probably still work as long as more than 20% of the residents didn't opt out. Councilor Gibby suggested holding a town hall meeting or public hearing related to recycling. Mr. Hansen stated that a public hearing is a good idea as the majority of people want recycling, but don't want to pay for it. Mayor Burrows inquired if they could get some proposals. Mr. Moulding replied that he could. Mayor Burrows suggested having the proposals before holding a public hearing. **Mayor Burrows asked for consensus to have Mr. Moulding get recycling proposals to bring back. Consensus was reached.**

Neighborhood – Clean-up Dumpsters: Lynn Moulding reported that most cities don't provide dumpsters, but that some do. He stated that there are contamination issues with dumpsters as people dump hazardous materials in them which then contaminates the entire load and increases the cost to dump it. Councilor Jenkins stated that she would rather see the City offer a discounted rate to the dump as she feels this program would be broadly abused.

RV Sewer Clean-out: Lynn Moulding distributed a map showing 14 RV Clean-out sites from Brigham City to Kaysville and another map that showed over 100 sites throughout the State. Mr. Daily reported that every house that was built in the last 15 years has a clean out that could be used. **Mayor Burrows asked for consensus to not look any further into RV Sewer Clean-outs in Riverdale City. Consensus was reached.**

Trail Amenities – Picnic Tables, Benches, Etc.: Lynn Moulding reported that in the past when anyone has asked for a bench on the trail, it has been budgeted and put on the trail. He stated that they could put one in every one-half mile or whatever they want. He reported that some people have said they want a picnic shelter and if one is put in, he thinks it should be near the parking lots. Councilor Jenkins suggested trying to get RAMP funds to augment areas of the trail. Mr. Moulding replied that the RAMP tax will go away unless it is extended. Councilor Jenkins thinks they could create a picnic area by the kayak parking lot or on the north end but thinks that the benches on the trail are adequate. Councilor Gibby inquired as to the expense of putting in a bridge on the south end of the trail. Mr. Daily replied that a bridge is being looked at right now, but there are problems with FEMA. Mr. Hansen suggested putting in a picnic area in the wooded area on the south end of the trail. Mr. Moulding stated that he could get numbers for a small shelter and picnic table and benches and that he could possibly use the municipal money from RAMP. Councilor Jenkins suggested looking on the south end and asked Mr. Moulding to give them ideas for benches.

Cemetery: Mayor Burrows stated that there is a lot of land at the south end of the City that can't be used for residential and is a possibility for a cemetery. He suggested talking with one of the mortuaries and see if they would be willing to put in a cemetery as a private venture. Mr. Daily stated that there are flood restrictions with cemeteries and wondered if they would want a commercial venture associated with it. Councilor Gibby stated that he could talk to someone about it and sees no problem with a commercial venture. **Mayor Burrows asked for consensus to not allow a cemetery in R-zones and just in A zones. Consensus was reached.**

Soccer fields / Play fields: Lynn Moulding discussed the wetland map that he provided and reported that there is very little property left to do anything with. He stated that they tried to get the Army Corps of Engineers to take the wetland out of being a jurisdictional wetland and they said no. He reported that they can't do anything with a wetland except put a boardwalk over it so people can look at it. He discussed the map outlining possible playfields that was drawn by Mr. Grassli and stated that they could possibly put the skateboard park in this plan. Mayor Burrows reported the reason they looked at skateboard park near the Civic Center was for police patrols. Mr. Moulding replied that if the Unity development comes through the police would also patrol there. Councilor Gibby inquired if a wetland can be moved. Mr. Moulding replied that it can, but it depends on what they want. Councilor Jenkins suggested talking to the Corp and see if they will let the City mitigate it. Mayor Burrows stated that they will try that and get a plan in place to take to them. Mr. Hansen suggested that the railroad property between the shrimp factory and the kayak park could be offered in exchange for the wetland delineation. Mayor Burrows stated that they will proceed on that premise and bring it back.

Skateboard Park: Lynn Moulding reported that there are partial grants for skateboard parks but a user and not the City, needs to apply for the them and do fundraising to get matching money for the grant. Mayor Burrows stated that there is an eagle scout that is interested. Councilor Gibby reported that he knows a man that works with communities to get skateboard grants and he could put him in touch with Mr. Moulding. Mr. Moulding inquired if they want to do one soon by the bike park or wait to put one in down south. Councilor Jenkins stated that she wants to get through other issues first before moving on with this and would rather see the park designed and planned.

**K. Discretionary Items**

None

**L. Adjournment**

With no further business to come before the Council at this time he meeting adjourned at approximately 3:17 p.m.

Approved: March 2, 2010

Attest:

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Bruce Burrows, Mayor

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Marilyn Banasky, City Recorder