



Strategic Planning Meeting Minutes
City Council, Councilors Elect and Staff
Tuesday, December 6, 2011, 7:00 p.m.
Riverdale Civic Center 4600 S. Weber River Drive

Members Present: Bruce Burrows, Mayor
David Gibby, Councilor
Don Hunt, Councilor
Norm Searle, Councilor
Braden Mitchell, Councilor-Elect
Michael Staten, Councilor-Elect

Excused: Alan Arnold, Councilor

Absent: Shelly Jenkins, Councilor

Others Present: Larry Hansen, City Administrator; Randy Daily, Community Development Director; Steve Brooks, City Attorney; Dave Hansen, Police Chief; Lynn Fortie, Business Administrator; Doug Illum, Fire Chief; Ember Herrick, City Recorder and no members of the public.

7:00 p.m. – Strategic Planning Meeting (Community Center)

Welcome & Roll Call (Elected Officials, Councilors Elect & Staff)

Mayor Bruce Burrows welcomed everyone to the Strategic Planning meeting including two new Councilors-Elect Braden Mitchell and Michael Staten and department heads and staff. He excused Council member Alan Arnold who is out of town and noted that Councilor Shelly Jenkins is absent. Mayor Burrows briefly described the outline for the meeting as a review of possible Capital Improvements Projects (CIP).

Strategic Planning Process Connection Quarterly Focus

City Administrator Larry Hansen said Riverdale has created an action plan to deal with the loss of general fund revenues currently being experienced by the city because of legislation affecting sales tax redistribution. Mr. Hansen said the city has cutback significantly in recent years to deal with the sales tax issue and to adapt to the current recession economy. According to Mr. Hansen, in a service organization, keeping staffing costs low and efficient is essential to enable the city to keep providing essential services as well as popular features like the Splash Pad. He said he is confident that with smart planning, Riverdale City can provide services to seniors and children in addition to core services.

Mr. Hansen referred to a color coded model of the Riverdale's action plan and said the city is currently operating in the yellow or orange range, maintaining a rainy day fund and

making annual contributions to a projects fund to protect the city's ability to provide services to citizens even after further sales tax revenue cuts scheduled for 2013 and 2016. He asked for questions and there were none.

Action Plan Status Review CIP – Action Steps

Focus Topic: Long-Term Focus – CIP (Capital Improvements Projects)

- **FY 2012 Status Report**
- **Review Long-Term CIP Plan**
- **Assess and include River Restoration work**

Mr. Hansen gave a brief report on the city's current finances and said each department head would briefly address the Council explaining what items listed for their departments on the CIP are a priority for the coming fiscal years. He said the purpose of this meeting is to discuss which items should be a priority, which can wait until a future year when additional funding may be available, and which should be cut from the list. According to Mr. Hansen, at the next Strategic Planning Meeting in February, the Council will review these projects again to determine what funding is available for specific projects before passing a final budget in June.

Business Administrator Lynn Fortie said the city's phone system is scheduled for replacement in the next fiscal year and he wouldn't recommend pushing it out any further but the bids are less than anticipated and he believes the actual cost will come in under projections. According to Mr. Fortie, a recent severe wind storm left the city offices without power for a day and has emphasized the need to purchase an emergency generator. Councilor Gibby said he put a generator in his home and the homes of some of his children and he said that now may be a good time to purchase generators as the cost has gone down considerably. He said he believes this should be a priority for the city as the Community Center could serve as an emergency shelter with a generator and he asked about federal money available for the purchase of emergency equipment. Chief Illum said the police and fire departments both qualify for federal grants but the city would not. He said that his department has a generator that runs on natural gas and can power essential functions at the fire station and part of the Community Center but added that during the last storm his department's phones went down after a few hours because they are routed through the city. He suggested that when Mr. Fortie upgrades the phone system he explore options to keep police and fire phone lines running in the event of an emergency. Councilor Searle agreed with Councilor Gibby that this should be a city priority and he recommended that the purchase of emergency generators be moved up a year. **Mayor Burrows asked for consensus to change the generator purchase from 2014 to 2013 and Councilors Gibby and Searle agreed with the change, Councilor Hunt said he is comfortable with the purchase in 2014. Mayor Burrows said with two of the three Council members in favor of the change there is consensus and he asked staff to make a note to move the generator purchase to 2013 on the CIP.**

Mr. Fortie said money is set aside every year by the city to eventually build new city offices but he said this is not a priority and the fund currently serves as a reserve for the future. Mr. Hansen said the city tries to save \$700,000 a year in that fund to help address the looming tax shortfalls anticipated in 2013 and 2016.

Mr. Fortie said a planned Community Center expansion has been moved to 2014. Councilor Searle said Riverdale's partnership with Roy Complex is working well and helping the city avoid the cost of building recreational facilities in Riverdale.

Fire Chief Doug Illum said his department's 1993 brush truck and an old fire engine will both need to be replaced in the future but he feels his department's timeline does not need any adjustments at this time. Councilor Gibby asked if the fire department's generator can keep the Community Center livable during a disaster and Chief Illum confirmed that it could but added that it runs on natural gas and would not be operational if an earthquake were to sever the gas line. Councilor Gibby asked about a propane backup for the generator and Chief Illum said the cost would be \$8,000 to \$10,000.

Police Chief Dave Hansen said his police fleet rotation had been pushed back from 2013 to 2014. He explained that although police vehicles often look like new and have low mileage they idle more than most vehicles and are run hard so that by the fourth year they often need their engines and transmissions replaced. According to Chief Hansen, administrative vehicles are purchased through the state bid contract and lose their resale value after the third year. He said his department's radios are 10 years old and Motorola won't repair them so they will need to be replaced in the near future. He recommended the car radios be replaced when the fleet is rotated in 2014, with the department's handheld radios upgraded the following year. Councilor Gibby asked why police cars are often left idling and Chief Hansen said a quick response time is essential with police work. He added that the technology in the police vehicles takes time to start up and officers cannot operate their computers to complete reports while their cars are moving or turned off. He said a police officer uses his vehicle like an office and so they are often left running in the field.

Public Works Director Shawn Douglas said construction of a ball field to the south of the current city offices and an emergency generator for the public works building are not priorities and would both be pushed to a future date. He said money from the enterprise fund will be used to conduct routine sewer maintenance on the pipes identified in need of repair to replace liners and keep the system in good shape for the future.

According to Mr. Douglas, all 2012 projects are just being completed except for the storm water project which was held up by last spring's flooding. He said the restoration of the trail will be a priority in the years to come and he emphasized the need to deal with the storm water problems identified at River Glen to drain water from the street and land after the river rises to a certain level. Mr. Douglas said his department had created a dam last spring to mitigate flooding and pipe water further down the river but he said renting the pumps was very expensive and taxed the public works and fire department staff responsible for monitoring the pumps around the clock. He suggested that money be appropriated this spring to build a pipe or irrigation system to prevent river water from backing up and threatening homes in River Glen. Councilor Gibby asked for clarification about the system Mr. Douglas is recommending he said it would be a permanent pump system with its own power supply eliminating the need for refueling around the clock. Councilor-elect Staten asked if this would be a lift system and Mr. Douglas said that it would be. **Mr. Douglas asked that the existing Council members add a River Glen Storm Water Pump Station with the cost to be determined to the list of Public Works projects for 2013 so that the city engineer can begin designing a plan. Mayor Burrows asked for**

Consensus to add this item to the CIP projects list and the Council was unanimously in favor of the proposed change.

Councilor-elect Staten asked why the storm water maintenance is all being performed in one year instead of staggering it over several years and Mr. Douglas said the cost of piping is so low right that the city can fix and clean all the pipes at a reduced cost. Mr. Douglas said street projects for 2012 include adding curb and gutter to Parker Drive and constructing a roundabout at the intersection of 4400 S. and 700 W. He said he is hoping to bid both of these projects in January 2012 with work being completed by July 2012.

Mr. Douglas said in the water department, there is a need to replace the city's two water tanks and to drill a new well to back up the city's existing well. He said several boundary issues involving the water tanks have been resolved in recent months and now his department is working on securing funding to help pay for the new tanks. Councilor Gibby asked about the second well and Mr. Douglas said the iron manganese content is too high so the plan is to abandon that well and dig a new one. Councilor Searle asked if the cost listed to replace the water tanks is for one tank or for both and Mr. Douglas confirmed that is the price for both. Councilor Hunt asked about secondary water shares owned by the city and Mr. Douglas said the city tries to lease them out. Councilor Hunt asked if they could be sold and Mayor Burrows said the city as a municipality can acquire water shares but can't sell them.

Mr. Hansen thanked Chief Illum and Mr. Douglas for their efforts to secure federal FEMA funding to help the city pay to repair the river and trail system. He suggested that the Council add the 14 areas identified as needing repair in the River Restoration Report to the city's CIP Parks and Trails projects list. He said the Council could then identify which are the most pressing and work on them in order of importance as funding is secured. Mr. Hansen said that he and Mr. Daily had met with representatives from Unity to discuss the possibility of the city acquiring land to rebuild the trail where it has been washed away. He said the Representative told them they would be open to providing the city land if Riverdale would reconsider the existing agreement it has with Unity to share the cost of building a bridge at 900 West to connect Weber River Drive. Mr. Hansen said in his opinion this is too high of a price to pay for the trail and City Attorney Steve Brooks said the city can't use eminent domain to seize private land to rebuild the trail.

Mr. Hansen said although there will be political pressure to restore the trail and the Frisbee and kayak parks, the city's priority should be those areas where there is a danger or threat to public health or private property. He said the River Glen storm water channel must be addressed before water levels rise again. Shawn Douglas said the estimated total cost of all 14 projects is \$1.7 million. Mayor Burrows said the city has submitted funding requests to FEMA totaling \$1.2 million and is waiting to hear what amount they will pay. Mr. Douglas said the city must match all FEMA money received \$1 to \$4 and then must complete the projects within 18 months or apply for an extension. He said the ability to get the work done will depend on river flow levels. According to Mr. Douglas, FEMA will most likely help fund projects three, four, ten and eleven on the list but won't give the city any money for the other ten areas as there were no man-made structures at those locations. He said the Army Corp of Engineers will require some river bank be put back in place to comply with original permits issued to the city. Councilor Gibby asked about vegetation restoration and Mr. Douglas said they will plant willows and grasses. Councilor Hunt

asked about the cost in terms of man hours to the city during last spring's flooding and Mr. Douglas said overtime and volunteer hours were calculated between \$30-35,000 but FEMA wouldn't count regular work time hours of city employees in their damages calculation. Chief Illum said FEMA won't pay to make any improvements to the trail system, only to restore the area to pre-flood conditions and won't fund anything beyond the river and its banks.

Mr. Douglas said the city's first priority should be project 11, the area behind the Woods Subdivision to bring the bank back to pre-flooding conditions and contain the river in its channel to allow for more conveyance and reduce the risk of future flooding for residents. He said he believes FEMA will help fund part of this project. According to Mr. Douglas, the city's second priority should be the Riverdale Kayak Park which will cost an estimated \$400,000 to repair, with FEMA also expected to help pay part of that cost. Councilor Gibby asked if the sewer line in that area has been threatened by the flooding and Mr. Douglas said the river would need to cut further to create a problem for the sewer line. Councilor-elect Staten said there is an undercut in this area that could be a hazard to the public and Mr. Douglas confirmed that some demolition work will need to be done to cover the existing hole and alleviate the risk to the public. Councilor Gibby asked about possible funding from Utah Rivers Council and Mr. Douglas said when FEMA money is used they put restrictions on other funding partners. **Mayor Burrows asked for consensus for the 14 areas identified as being in need of repair in the River Restoration Report to be listed as projects on the CIP report with the cost for each to be determined so that the city will have authority move forward as funding becomes available. The existing Council was unanimously in favor of this action.**

Special Projects and Issues:

- **Sales Tax**
- **Organizational**

Mr. Hansen said sales tax distribution is being discussed during the interim legislative committee meetings and he met with Lincoln Shurtz a lobbyist for the Utah League of Cities and Towns. He said they discussed how Riverdale will be hurt with the additional loss of sales tax revenue expected in 2013 and 2016 and he asked Mr. Shurtz to lobby on behalf of Riverdale for the 50/50 redistribution to continue until 2016 as long as Riverdale's sales revenue does not exceed 2005 numbers. According to Mr. Hansen, the city's 7.05% sales tax sunsets in 2016 too and Riverdale would like to eliminate that 0.2% sunset. Mr. Hansen said he told Mr. Shurtz how the city has been saving \$700,000 annually and eliminating full time positions where possible to keep administrative costs as low as possible. He said he believes Mr. Shurtz will lobby for these important city issues on behalf of Riverdale during the upcoming legislative session and he said Mr. Shurtz was optimistic that the requests are reasonable and may be granted. Mayor Burrows said he had spoken with Representative Brad Dee about Riverdale's desire to see SB 35 repealed and avoid the sales tax cliffs in 2013 and 2016. He said that he had also spoken Lieutenant Governor Bell who said that he would support an extension of sales tax revenue for Riverdale City.

Mr. Hansen said the city is on track with its goals and will be prepared to prioritize budget planning for FY 2013 at the next Strategic Planning Meeting in March 2012.

Discretionary Items

Mayor Burrows asked for any discretionary items and Councilor Searle said the Veterans Committee would like to add four additional exterior lights around the perimeter of the memorial to better light the islands. He said the Veterans Committee will pay for the cost of the lights if the city is willing to install them. Mayor Burrows expressed a concern that lighting the area after hours could encourage loitering and Mr. Douglas said he isn't sure if there is power available that the city could tap into to create the additional lighting. Mr. Douglas added that all city parks close at dusk so that people aren't encouraged to be there after dark and he asked if it is the Council's desire to have a different policy for the memorial. Councilor Searle said the additional lighting could prevent vandalism and Mr. Douglas asked Chief Hansen if there have been any reports of vandalism with the memorial in front of the police department. Chief Hansen said he isn't aware of any problems of vandalism occurring at the Veterans Memorial. Mayor Burrows encouraged Councilor Searle to take this feedback back to the Veterans Committee and if they wish to proceed to have the Committee submit an official proposal that the city can consider for feasibility. Mr. Hansen asked if the additional lighting is to make the memorial visible at night or more secure to protect against possible vandalism and Councilor Searle he would ask the Veterans Committee for clarification. Mr. Hansen said if safety is the issue perhaps the city could look into some motion activated flood lights.

Councilor Searle asked about future bike lanes in Riverdale and if it would be appropriate for the city to create an ad hoc or advisory committee to start brainstorming ideas. Mayor Burrows said a future newsletter could ask for volunteers interested in participating on a committee. Councilor Searle said he would get a copy of a guide published by the Wasatch Front Regional Council (WFRC) advising cities on how to revise their master transportation plan to create a more bikeable and walkable community. Mayor Burrows said he serves on that board and will ask about any updates at the next meeting. Mr. Hansen said in February at the next Strategic Planning meeting the Council will evaluate what projects they want to fund in the next fiscal year and could discuss the bike pathways at that time.

Mayor Burrows asked if there were any additional discretionary items and none were noted.

Adjournment *(Next Strategic Planning Meeting is tentatively scheduled for Saturday March 3, 2012)*
With no further business to come before the Council at this time the meeting adjourned at approximately 8:28 PM.

Approved: December 20, 2011

Attest:

Bruce Burrows, Mayor

Ember Herrick, City Recorder