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Minutes of the **Strategic Planning Meeting** of the **Riverdale City Council** held Saturday, **March 3, 2012** at 8:00 a.m. at the Riverdale Community Center, Riverdale Utah.

Members Present:     Bruce Burrows, Mayor  
                              Don Hunt, Councilor  
                              Alan Arnold, Councilor  
                              Norm Searle, Councilor  
                              Braden Mitchell, Councilor  
                              Michael Staten, Councilor

Others Present:        Larry Hansen, Chief Administrative Officer; Steve Brooks, City Attorney;  
                              Randy Daily, Community Development Director; Shawn Douglas, Public  
                              Works Director; Dave Hansen, Police Chief; Lynn Fortie, Business  
                              Administrator; and Ember Herrick, City Recorder

## **Welcome**

Mayor Burrows welcomed all those present and noted that all Council members are in attendance. He explained the format of the meeting and gave staff and the Council a legislative update stating that HB 81 has passed preserving Riverdale's 0.2% sales tax revenue until 2030. According to Mayor Burrows, the city's lobbying paid off and Representative Brad Dee worked hard to pass this important piece of legislation for Riverdale.

City Administrator Larry Hansen said HB 173 is a bill that would allow for the widening of Riverdale Road from I-84 to 1900 West in Roy. He said the bill is currently hung up and may not make it through this legislative session.

Mayor Burrows said in 2004 the City Council adopted Council Rules and Procedures which was updated by resolution in 2010. According to Mayor Burrows, the objective of these rules is to keep the city out of legal trouble and ensure that the decisions made on behalf of Riverdale's 8,400 residents by the Council are made in the open public domain. Mayor Burrows talked about the importance of conducting the public's business in public forums where residents can attend and he said that includes email and text messages, phone calls, and meetings. He said if someone issues a GRAMA request, the city is obligated to provide the requestor with copies of emails and Mayor Burrows distributed copies of a recent Standard Examiner article where North Ogden's City Council emails had been published. Mayor Burrows said if a Council member has a question about the propriety of their communication they can always ask City Attorney Steve Brooks. Mr. Hansen said deliberations on issues outside of public meetings are strongly discouraged and he said the city tries hard to ensure the public's business is done in the public domain. Mr. Hansen said if issues come up, Council members may communicate them to him so that open discussion on the issue can be noticed on a Council agenda instead of waiting until discretionary items where no action can be taken until the next meeting. He said different ideas are welcome and through open discussion by all members of the Council good decisions can be

made for the community. Mayor Burrows explained an action item can be added to an agenda if at least two Council members feel discussion on the topic is appropriate. Mr. Hansen said staff has invested a lot of time into making the city's website accessible to the public and putting the city's business online. Councilor Arnold said if one member of the Council receives an email on an issue he would appreciate knowing about it and he recommended these emails be sent to Mr. Hansen so that he can forward them to all the Council members and Mayor. He said he would like to know if there is a problem in the city so he can look into it before it is discussed in the open meeting. Mr. Brooks said state law isn't as restrictive as he thinks it should be; he said two people calling each other to discuss a council agenda item isn't against state law but in his opinion, it violates the spirit of the open communications law. He said Council members must be vigilant to avoid personal meetings, phone calls and emails with other Council members where city business is being discussed away from the public eye. Mayor Burrows said one Council member calling another to see if that individual will support putting something on an upcoming agenda isn't illegal.

### **Session Objectives**

#### Fiscal Review – FYTD 2012:

Mr. Hansen said there will be a fiscal review by Business Administrator Lynn Fortie to determine what funds are available to help create a budget and see what priorities there are for the tentative budget. He said the financial future of the city is more secure now with the passage of HB 81.

#### Citizen's Concerns Follow-up:

Mr. Hansen said comparing survey reports between 2006 and 2010 can help the city make decisions for the 3,000 households surveyed every four years and 8,400 residents. He said following an election year the city is also interested in what candidates heard while talking to the public and feedback on issues or problems from the community that need to be addressed.

#### Consensus Priorities for drafting FY 2013 Budget:

Mr. Hansen said that consensus direction is necessary so that staff can proceed with drafting a budget for fiscal year 2013.

### **Fiscal Review**

#### FYTD 2012 Financial Review

Mr. Fortie discussed the 2012 financial report and a year to year comparison, giving the Mayor and Council a report on the financial outlook for the city as of January 31, 2012. He said the city anticipates collecting the expected property tax revenue and he reminded the Council that the city receives the bulk of their sales tax revenue in June. Mr. Fortie said the city receives vehicle fees based on our proportion of the county property tax rate, so Riverdale typically gets less every year as the tax rates of other entities in the county increase. Mr. Fortie said business licensing revenue is up slightly over the previous year and on track to come in at budget as well as building permit and plan development fees that are also up this year. He said Class C road funds will be near the budgeted amount and ambulance fees might be down this year. Mr. Fortie said interest earnings are up slightly and he said overall the city's finances look good. He said that he had removed the line item showing Class C road funds in the amount of \$275,000 in the bottom-line analysis included

in the packet to give the Mayor and Council a better idea of the funds they will have to work with in drafting 2013's budget.

*Budget vs. Actual (thru Jan 31, 2012)*

2011-2012 comparison

Mr. Fortie gave a fiscal review for the year-to-date for the different departments and sources of revenue for the city. He said the city has received \$10,000 less in grants and ambulance revenue is down \$15,000 over the previous year.

*Yr to Yr Comparative (Jan 2012 vs Jan 2011)*

Mr. Hansen said the Auditor complimented Mr. Fortie on his handling of the city's finances during their latest review. In a year to year comparison, Mr. Fortie reported that in expenditures there was a decrease in personnel with the loss of one full-time position and in the motor pool fund, the police department's extension of their fleet has created a cost savings but he added in the next year when their vehicles need to be replaced it will increase. Mr. Fortie said street projects are down in Public Works and community services expenses are up slightly. Councilor Mitchell asked about fines and forfeitures and Mr. Fortie said this is revenue generated by police and code enforcement fines and citations. Mr. Brooks said the State of Utah keeps taking a higher surcharge percentage of court fines each year but he noted that the number of citations seems to be on the rise too. Mr. Hansen said it doesn't make sense for the city to subsidize their courts and so the justice court and substance abuse court need to pay for themselves.

Critical Time line Issues

*FY 2013 and 2016 Cliff Issues*

Mr. Hansen said the two financial cliffs that the city has been worried about in 2013 and 2016 and loss of sales tax revenue taken from Riverdale and redistributed to other cities with higher populations should now be bridged, thanks to the money the city has saved and the passage of HB 81. According to Mr. Hansen, the city would have been in trouble in 2016 if HB 81 hadn't passed. He said the city seems to be right on track with its projected budget and anticipated surplus which should allow the city to bring in over a million dollars in 2012 to add to the savings the city has already set aside for the past two years to bridge the impending loses of revenue in 2013 and 2016. He said this savings should cover the 2013 cliff created by SB 35 and with the passage of HB 81, the 2016 cliff will now be moved out to 2030 allowing the current staffing and services to continue for the foreseeable future. Mr. Hansen said the passage of HB 81 this year gives the city confidence in moving forward. Councilor Staten said the feedback he is getting from residents is that they are tired of hearing about the sales tax issue and so he is relieved it is resolved. He complimented the Mayor and Mr. Hansen on their efforts to lobby for the passage of this important bill. Mr. Hansen said often the public doesn't realize how issues like a loss of sales tax revenue will affect them personally. He said if a compromise hadn't been reached the city would have needed to triple property tax revenues to cover the sales tax cliff and provide residents with the same services they have come to expect from Riverdale City.

### *SB 35 Sales Tax Subsidy*

Mr. Hansen said after SB 35 passed in 2005, the city has relied on the 0.2% sales tax reimbursement and anticipates Riverdale will continue to qualify for the SB 35 subsidy until it ends in 2016. Councilor Hunt asked about SB 35 and Mr. Hansen explained that if the city's base sales rise above 2005 levels the city will lose the SB 35 subsidy at the end of FY 2013. He said if the city stays below 90 percent of the 2005 threshold, it can still retain the subsidy until the end of FY 2016. Mr. Hansen said the city tried to make the best of a bad situation and has a good model to calculate sales taxes revenue. He said the 2012 budget forecasts sales tax to be 103% and the city is currently at 103.4%. Mr. Hansen said in the past the city has had double digit increases in sales annually, but under the current economy any increase is good news for the city. He said the city is in a good position to bridge the loss of sales tax revenue expected in 2013 because of the funds set aside each year since that legislation passed. Mr. Hansen said as the city works through the adopted 2005 action plan and continues to run essential services in a fiscally conservative way without taking on a lot of additional debt, Riverdale will be able to fund the day to day operating needs of the city. He said the city's sales tax revenue makes up 70% of Riverdale's annual budget and he referred to a graph showing that the state of Utah receives approximately \$30,000,000 annually from Riverdale as a regional retail hub for the state. According to Mr. Hansen, the demographics of the freeways and Riverdale Road create conditions that foster retail and allow the city to bring in business without spending a lot of resources to entice stores to locate here. Mr. Hansen said the city doesn't incentivize businesses at the expense of other considerations for the city. He said Riverdale doesn't want to be cookie cutter retail center but to be a destination shopping district. According to Mr. Hansen, Riverdale's car dealerships set the city apart and have low traffic, use few city services and bring in considerable sales tax revenue for the city.

According to Mr. Hansen, Weber County and RAMP take over \$6 million dollars annually from Riverdale. Mr. Hansen said the city office is 27 years old but still works for the city's needs and so it will continue to be used instead of bonding to build a new town hall like many neighboring cities have done. According to Mr. Hansen, Riverdale funds a full-time police and fire department and gives \$2.5 million dollars annually to other cities that have larger populations, so many surrounding cities also benefit from Riverdale's prosperity

### 2005 Action Plan Initiatives and Status Report

Mr. Hansen discussed the Action Plan that has been in place since 2005 to address the two cliffs created by SB 35 and HB 172. He said South Salt Lake didn't adopt the 0.2 % until 2011 at a loss of approximately \$4 million dollars for that city. According to Mr. Hansen, the 2005 Action Plan has worked for Riverdale because each department has been willing to make cuts and defer expenditures for the good of the city. He said Public Works' budget includes all of their operating costs, the police budget has remained steady and the fire department's expenses are offset by ambulance revenues. Mr. Hansen said as a service organization, full time positions with benefits are a huge expense for Riverdale so a big part of the action plan has involved eliminating positions where possible as employees have

retired or left to seek other employment. He said he hopes to continue this trend as an organizational policy for the city to continue maximizing efficiency and keep costs low.

According to Mr. Hansen, another key point of the Action Plan is to provide core services for residents and the Council has the power to determine what projects are funding priorities in the best interest of the citizens of the city. He advised the Council members to evaluate and determine which requests are essential or core services when determining how funding should be appropriated. According to Mr. Hansen in addition to core services, the city also funds a popular recreation program. He said now the 2016 cliff has been extended to 2030, the Council can look at prioritizing city road and capital projects deferred during the downturn and can also evaluate proposals for new parks and trails as these are popular with Riverdale residents.

Mr. Hansen said the city's website has a page dedicated to benchmarks outlining what the city hopes to accomplish fiscally in the coming years. He said the city is on track and making good progress in reaching its service organizational goals. According to Mr. Hansen, the University of Utah is doing a study to compare similar cities but Riverdale is hard to compare to because it is so unique with such a large retail district and relatively small residential community.

According to Mr. Hansen, the only recent property tax rate hikes have been from Weber County School District and Central Weber Sewer. Mr. Hansen said the city has helped offset the cost of implementing a recycling program for residents but he informed the Council that the water and utility fee schedule will need to be looked at with impending sewer increase fees. According to Mr. Hansen, there is also a discussion in the current session of the legislature where the state is considering burying power lines to avoid power disruptions.

Mr. Hansen said the city had to increase taxes after SB 35 to address criticisms from the state that Riverdale wasn't doing enough to secure its finances without relying so heavily on sales tax revenue. He explained that typically the city will adopt the county's certified tax rate to avoid a truth in taxation meeting. Councilor Staten asked about the rainy day fund and Mr. Hansen said the rainy day reserve balance is regulated by the state and Riverdale has had a balance in that fund for 10 years by setting aside the maximum amount allowed by state law of 18% with any additional surplus going into the Capital Projects Fund as a separate line item titled "future city offices". According to Mr. Hansen, any surplus monies must have a legal designation but the city can change what the money is earmarked for in the future. Councilor Staten said there is currently over \$2 million in that account and Mr. Hansen said for the last three years the city has paid in \$700,000 in surplus annually and if Riverdale was a private company, he would want to own it because of the way it is managed. Councilor Staten asked if Riverdale experienced a budget shortfall if money from this account could be used in the general fund although it is designated as capital projects money. Mr. Hansen said that it could be used for that purpose. Mayor Burrows said Mr. Hansen has proven very valuable to the city in preparing an action plan to address the cliff issues. He said Mr. Hansen has also helped the city get in the habit of saving excess funds instead of using the money to build things the city wants like the Senior Center.

Mr. Hansen said the city has good benefits for employees that we can sustain if we continually evaluate if we are doing the right thing for the right reasons, especially with the restructuring of the fire department. Mr. Hansen said the Public Works Department is also considering some minor leadership restructuring in the future and will present a proposal to the Council at a later date.

The meeting recessed for a break at 9:55 a.m.

The meeting reconvened at 10:15 a.m.

#### Strategic Plan Initiatives including organizational considerations

Mr. Hansen said Community Development Director Randy Daily needs to be excused shortly, so he will address the Council at this time. Mr. Daily said there is some interest in the city acquiring land between Riverside Storage and the nearby subdivision to develop a small nature park that ties into the river trail. According to Mr. Daily, the Purin family owns this piece of land and has not expressed interest in selling it to the city in the past, but current pending legislation could make it possible for the city to purchase this parcel through eminent domain. Mr. Hansen said if it turns into eminent domain the city has a better use than the current use and Mayor Burrows said the Purins will also get tax breaks if the land is seized through eminent domain. Mr. Daily said the Purins want to put more than a single family dwelling on the property which is zoned A-1, but he said it is unlikely the Planning Commission and Council would approve such a rezone request. Councilor Hunt said he would like to avoid the negative publicity of an eminent domain fight. Mr. Daily said the county assesses taxes on the parcel with an estimated value of \$9,000 for four acres, and the city can also expect to pay legal expenses as the property owner will want more money than fair market value. Mayor Burrows said in the past when word got out the city was interested in acquiring a piece of property, the price tripled. He said he thinks it would be a good spot for Dog Park and if the Council is interested staff can look at what funds are available. Mr. Daily said he would recommend the installation of exercise equipment instead of playground equipment so that the park won't attract people that don't live in the city. Councilor Searle said he would like there to be trail access to the park. Councilor Mitchell said while he was campaigning residents in the area said they would like to see a park at this location. He also asked about the name of the restaurant interested in building on the parcel in front of The Crossing at 700 West and Mr. Hansen said that information should be public by the March 20, 2012 Council meeting. Mayor Burrows excused Mr. Daily.

Mr. Hansen gave the Council an update on the fire department, he said the expenses for the department were on an unsustainable trend a year ago so former Fire Chief Doug Illum proposed and the Council approved an organizational restructuring. According to Mr. Hansen, the proposal the Council approved last year hasn't been implemented as it was proposed to the Council. Mr. Hansen said the proposal was for four fire fighters on staff around the clock except between the hours of 8 p.m. and 8 a.m. when call volumes are low and only three fire fighters are on duty overnight. According to Mr. Hansen, there are 20 days a month when the fire department is only operating with three fire fighters during the day shifts which is dangerous because it requires staff to operate

engine 41 with only one person. He said from a liability perspective there should be two people on the engine to operate it safely. Mr. Hansen said with the departure of Chief Illum, he and the Mayor have interviewed the three fire captains and staff and learned of the staffing and safety concerns. He said that the fire staff was not aware that Chief Illum had instigated the new organizational policy as they believed it to be a mandate from administration and were frustrated that they were being asked to work daytime shifts with only three fire fighters. Mr. Hansen said in these meetings he and they Mayor had tried to convey to the fire staff that the city wants them to operate safely. Mr. Hansen said he recommended to Acting Fire Chief Dean Gallegos that he use another part-time employee to cover the holes in their shifts so that there are four people on staff during the day at the fire department. He said he also advised members of the fire department to not do anything they feel is unsafe, and to only go out on medical calls with the ambulance if there are not two fire fighters remaining to operate the fire engine. Mr. Hansen said the police department has shifts when there are only one or two officers on duty overnight while call volumes are low and he said that he agrees with former Chief Illum's recommendation that it isn't fiscally responsible to pay four fire fighters to sleep at the fire station at night when Riverdale has mutual aid agreements with several neighboring cities. Mr. Hansen said he is waiting to receive a proposal from the three fire captains but he wanted to update the Council on the situation as the current staffing could open the city up to additional liability. Councilor Searle asked why there are 20 days without four daytime fire fighters on duty and Mr. Hansen said former Chief Illum told his team that was the only way he could make his budget work. Councilor Hunt asked if the city should implement a policy where the fire department doesn't operate their fire engine unless they have two men to drive it and Mr. Hansen asked if there is consensus by the Council to make this policy. Mr. Hansen said fortunately structure fires are rare in the city and Riverdale could temporarily rely on other agencies to offer assistance until a solution to the staffing problem can be found. Councilor Hunt asked how much Riverdale can rely on other municipalities and Mayor Burrows said if the city can't meet its mutual aid obligations other cities won't sign reciprocal agreements with Riverdale.

Mr. Hansen said there are several options to fix the fire department moving forward including hiring a new Chief, contracting fire service, or the creation of a Public Safety Department combining police and fire. Councilor Hunt asked how a Public Safety Department would resolve the fire department's problems and Mr. Hansen said it would address management. Mr. Hansen said the police department's action plan has kept them at budget while the fire department's expenditures have been climbing steadily annually. Mr. Hansen said the challenge of a public safety department would be balancing the needs of the two disciplines but he feels Chief Hansen is a strong leader. He said he wants to find a good long-term solution for the fire department to keep it efficient and sustainable.

Councilor Searle said he was concerned about staffing shortages when the code enforcement officer Randy Koger left the fire department and moved to Community Development and he added that he agrees no one should run the engine truck alone. Mayor Burrows said Koger's wages are still being paid out of the fire department fund but as he no longer works in that department so there is one less person on staff.

Councilor Searle said the police department is strong and he is open to considering a public safety department as he believes the police chief would be fair to both disciplines. City Attorney Steve Brooks advised the Council not to talk about specific individuals to fill certain positions outside of a closed executive session. Councilor Staten suggested two overnight fire fighters to run the ambulance and four employees during the day to run the ambulance and the fire engine. He said this is an unconventional approach but could work as a short term solution to address safety concerns and keep the department within budget. Councilor Mitchell said in his opinion a fire department is a core service and the city has invested a lot of money into building a fire house and the equipment needed for a full time fire department. He said he supports the proposal to hire a part-time employee so that there are four on staff to safely operate the city's equipment. Councilor Mitchell said he thinks Riverdale City has a competent fire department and the expense of a part-time employee is something the city should pay for to allow the department to continue operating. Councilor Searle said if there was an incident the city could be criticized and subject to a lawsuit, so he feels every safety precaution should be taken to protect the city from liability and fire fighters from potential injury. Councilor Hunt said it is also important that the solution work for the money the department has budgeted for the year. **Mayor Burrows asked for consensus to fill the staffing void with part-time employees so that there are enough fire fighters to safely operate the engine and ambulance. Unanimous consensus was reached.**

Mr. Hansen asked if the Council also wanted to create a policy by consensus where fire fighters don't drive the engine truck without two people and Councilor Arnold shared an anecdote about a fire at a former Council member's house that was put out by one fire fighter and he said if a policy is set it doesn't allow staff to use their discretion. Councilor Arnold said if police and ambulance staff are at a fire scene they could help navigate the engine once it arrives even with one person driving it there. He said a bigger complaint he hears from residents is why the fire engine responds to minor car crashes. He said he would like this procedure evaluated as he hears criticism from residents that this is a waste of city funds. Mayor Burrows said it is his understanding that if fluids aren't leaking from the vehicle and no ambulance is called the engine truck typically doesn't respond to car crash scenes. Councilor Arnold asked if a volunteer fire department could also be considered along with the other options and Councilor Searle said he doesn't want the city to lose the money they have invested into this fire department. Mr. Hansen said the city does have a multimillion dollar investment and the Council will need to consider whether or not to look at hiring a new Chief in the future but he suggested on an interim basis using part-time staff to cover scheduling holes seems to be the best idea.

Mr. Hansen said there will need to be a fresh look at the fire department in the near future. Mayor Burrows said he and Mr. Hansen will meet with the fire captains again and will bring their top three proposals to fix their department back to the Council to evaluate in an upcoming meeting. Councilor Hunt said the success of the city's action plan depends on a willing staff and he asked if the new restructuring proposal with only three fire fighters working overnight was working for the fire department before they lost their chief and code enforcement officer and were understaffed. Mayor Burrows said he and

Mr. Hansen had gotten a lot of feedback from the fire staff. He said none of them seemed to like the previous staffing with all part-time positions and indicated that they would be happy with the full-time proposal if there were enough people on each shift to allow staff to perform their jobs without additional risk. Mr. Hansen said from a risk management perspective it is not a good idea to drive the fire engine with just one operator and he told the Council to be prepared to hear from firefighters that may contact them to tell them what they would like to see happen in the future for their department.

## **Residual Concerns—2010 Citizen’s Survey and 2011 Campaign Feedback**

### Discuss Survey Comparatives 2010-2006, and Campaign Feedback

Mr. Hansen said following the tabulation of the 2010 survey results, he had department heads follow up and attempt to resolve the issues of every concerned citizen who requested that someone contact them on their survey. He said in reviewing the data he took particular note of any areas where the majority of residents marked “fair” or “poor” in their review of city services. According to Mr. Hansen, Zoning and Planning and Public Works are always controversial departments with residents. He said in the communications portion of the survey the city newsletter was very popular, as well as the website. Mr. Hansen said social media is growing in popularity but the majority of Riverdale residents don’t utilize the city’s Facebook page or follow the city on Twitter. Councilor Mitchell said he believes Facebook forums will become a popular way to notify people about things happening in the city in the future. Councilor Arnold said the city needs a policy about who can post on the social media site and what they can say to create guidelines of acceptable behavior before a problem arises and he suggested Chris Stone look into this as the administrator of the city’s Facebook page. Councilor Staten said the Council meeting recordings are great but he would like a report people can look at quickly to see what action was taken at each meeting. The City Recorder informed the Council that the morning after each meeting the recording and an Action Item Report showing just the votes on action items is posted on the city’s website. Councilor Staten suggested the report be placed in a more visible location on the website than the Council Meeting Page to aid citizens in finding it and Mr. Hansen said he would pass this suggestion on to Mr. Stone.

Mr. Hansen said on the survey nuisances were also identified as an issue for many residents so the city had passed Ordinance 790 earlier this year allowing the city to lien vacant nuisance properties to recover clean up costs. He said Randy Koger had also been brought over from the Fire Department to the Community Development Department as a Code Enforcement Officer to investigate and follow up on nuisance complaints. According to Mr. Hansen, Ordinance 790 is working and the city has already recovered cleanup costs from one nuisance property that has sold. Mr. Hansen encouraged Council members that are contacted by residents regarding future nuisance complaints to refer them to the city so that they can be resolved in a timely manner. Councilor Staten asked if the city should wait for nuisance complaints or proactively look for problems to fix. He said some people want more code enforcement and others want government to leave them alone and he asked what Riverdale’s policy is. Mr. Hansen said if a nuisance is an eyesore for the city or presents a safety issue, the city should intervene. Councilor Searle

said the last time he ran for office the people he talked to while going door to door campaigning complained about having to report their neighbors and he said if violations are obvious in his opinion the city should be proactive about fixing them. He said he has heard complaints about a resident who restores cars on 700 West. Mayor Burrows said he would like to see that property screened better by a fence but the last time the city checked, all the vehicles were licensed and registered and on gravel in accordance with city ordinances.

Councilor Staten asked about Riverdale's firearms law because it prohibits his son from shooting his BB gun within Riverdale city limits. Chief Hansen said the definition of a gun is created by the State of Utah, not Riverdale, and he said under the definition Airsoft guns are also classified as firearms so officers try and use discretion before citing a resident.

Mr. Hansen said when the majority of respondents to the survey select that they would like the "same or less" of a particular service, he interprets that as a satisfaction indication that people do not want more of their tax dollars used to expand that particular service. He said the city's parks, trail, and recreational facilities are all very popular and he informed the Council that the city's agreement with Roy Complex saves Riverdale the cost of building and operating a pool. Councilor Searle said he has received a lot of positive feedback from residents who love the Roy Recreation Center discounts and the city swim nights.

Mr. Hansen said under capital projects and improvements survey respondents indicated that they would like more restroom facilities and pocket parks. He suggested the Council look at areas of the city that could be xeriscaped to create low maintenance parks and make the city a more walkable and bikeable community. Mr. Hansen said the General Plan has a walkable and bikeable section that can be used as guidance moving forward as funds are available from the city. Mr. Hansen said Title 10 should be considered to determine the best use of land for the community while balancing property owners' rights and avoiding the procurement of land or rezoning of a parcel that could be seen as a taking by the city. He advised the Council to keep an open mind when evaluating all future development proposals so that the city does not appear to be heavy handed. Mr. Hansen said the city has adequate affordable housing in accordance with regulations.

Mr. Douglas said his department in connection with the city's liability insurance agents at URMMA do a complete city inspection of sidewalks to identify problem areas in need of repair every three years. According to Mr. Douglas, any new reports of road problems are evaluated and addressed by his department as they come in.

According to Mr. Hansen, the city gets a good response in these citizen surveys and the majority of the feedback is positive from all age groups. He said over 60 percent of the survey respondents indicate that they don't have children under the age of 18. Mr. Hansen said the city gets over a 20 percent response rate, which he said is high for a direct mailing. He asked for campaign feedback and there was none. Councilor Staten

said he would like to see the responses by age to see the statistics for younger respondents.

The meeting recessed at 11:52 p.m. for a lunch break  
The meeting reconvened at 12:32 p.m.

### **Consensus Priorities for drafting FY 2013 Budget**

#### Council Projects and Initiatives

None were noted.

#### Department Projects and Initiatives

Mr. Hansen asked for consensus priorities for the 2013 budget and Mr. Brooks said the legal department has made some slight adjustments after receiving a grant for the flat screen TVs in the court. He commented that the layout of the courtroom is dangerous, offering no protection for the judge and he said he would like to look at some feasible safety measures. Mr. Brooks said he had applied for a grant for a wall to be built between the courtroom and staff offices but he added that in his opinion it doesn't make sense to construct anything too expensive unless the city plans to continue using this courtroom into the long term future. Councilor Searle said he thinks having an armed officer in the court at all times would be a good safety precaution. Mr. Brooks said there is a panic button under the desk and a camera on the wall so the police can monitor the court and he said in the next few months new laws come into effect that require the court to record all their proceedings.

Chief Hansen said he would like to finish the police station basement in the next fiscal year to create a training room and center where his officers can shower and clean up and store their equipment in lockers. Mr. Brooks said after responding to hazmat calls the police shouldn't take soiled or contaminated clothing home. Chief Hansen said public works could handle the portions of the basement construction that don't require licensed contractors to save the city money. Mr. Hansen said the police department has made a lot of concessions to keep their operating budget down during the recession and he said that he doesn't have a problem with this request to finish the police department's budget.

Business Administrator Lynn Fortie said he would like to update the city's phone system in the next year. He told the Mayor and Council he is in the process of forming a committee with representatives from each department to pick a system that addresses each department's needs. Mr. Fortie said he will upgrade the city's network at the same time as the city offices, because the Community and Senior Centers and Police and Fire Departments buildings are all connected to facilitate customer service. According to Mr. Fortie, in the past the city has just replaced computers as needed but he said in the future he would like to transition to a desktop virtualization system so everyone is on the same version of software and mobile departments can take their desktop with them wherever they go. He said the city can spend the money to buy new desktops or put those same IT funds into a server. Councilor Mitchell asked if the city switches to a server if the old city computers could be surplus and sold and Mr. Fortie said the existing monitors will continue to work with a network. Councilor Staten asked Mr. Fortie to provide the

Council with a cost comparison to evaluate the cost to benefit ratio of replacing the city's current PCs versus switching to a desktop virtualization system.

Capital Improvement Projects Plan (FY 2013—FY 2017)

Councilor Mitchell asked about generators for city buildings stating that based on previous conversations it was his understanding that the timeline had been moved up for purchasing these items because they are currently being sold at a reduced price. Mr. Hansen said he would look into this.

*Park & Trail Benches, Picnic Tables, Etc.*

Mr. Douglas showed the Council the proposed map to add additional amenities to city properties and said the playground at Riverdale Park will need to be replaced by 2015 at a cost of \$70,000. He said daily usage of this playground equipment by elementary school children has caused it to wear out ahead of schedule.

Councilor Searle asked about resurfacing the park's tennis courts and Mr. Douglas said it cost the city \$10,000 the last time it was resurfaced. He said the city replaced the court nets and burned out light bulbs to ensure the courts have sufficient lighting and he said a few spots on the court need repair but he doesn't think a total court resurfacing is needed at this time. Mr. Douglas said the three small pavilions at Riverdale Park should be replaced in the next year with new metal structures with two tables under each one and new concrete work at an estimated cost of \$50,000, with Public Works employees doing the work. Mayor Burrows asked if the structures will be the same size and Mr. Douglas said they will be slightly larger with a wider roof than the current structures to cover two tables comfortably. Councilor Staten asked about maintenance of these structures and Mr. Douglas said the wood has aged and the pavilions must be replaced to comply with safety standards in 2013. Mr. Douglas said he has also received public requests to place additional benches along the trail to provide rest stops for seniors that walk the trail for exercise. He told the Council in their packets is a map indicated where he is recommending the placement of ten additional benches along the trail about ½ mile apart near prime lookout spots at a proposed cost of \$7,000. Councilor Staten asked about the playfield south of the civic center and Mr. Hansen said the property is owned by Unity that has an agreement with the city to eventually build a bridge connecting this area to Weber River Drive. According to Mr. Hansen, after the bridge is built, the city can look at developing some city owned acreage into new baseball and soccer fields. Councilor Staten asked when it would be appropriate to have input on this area and Mr. Hansen said this won't be a viable discussion until the bridge is built. Mr. Douglas said the south end's Riverpark Disc Golf Course is a low maintenance area of the city and the park users pick up after themselves and dump their own garbage, so he is an advocate of it. Councilor Staten said he would like to maintain nature areas of the city and Mayor Burrows said the Sear Brown Report the city commissioned years ago recommended a policy of wildlife preservation that the city has implemented. Councilor Staten said before this south end becomes more playing fields he would like some input on what goes in here as the area will be subject to future river flooding concerns.

### Enterprise Funds (Water, Sewer, Storm, Garbage)

Mr. Douglas said sewer projects will continue in 2012 with liners being used to extend the life of the existing pipes. Councilor Staten asked about the future of the city's sewer plan and Mr. Douglas said the city maintains and cleans city sewer pipes every three years. Mr. Hansen said only a segment of the north end of the city charges a sewer impact fee and now the city is basically built out. Mr. Fortie said in the past the city has never had the political will to charge impact fees. Mr. Douglas said periodic rate increases don't cover what the city's costs are to maintain the city's sewer system as the infrastructure ages.

### Capital Projects Fund

#### *Flood Restoration Projects*

Mr. Douglas said the issue of storm water flooding at the River Glen subdivision needs to be addressed to avoid water backing up from the river through the land drain. He said there were several options with a range of prices included in the packet for the Council to consider but he recommended the immediate installation of a temporary dike that the city could pump over in a flooding event. According to Mr. Douglas, he would also like to install a box at 4400 South with a shut off valve that would allow the city to divert water away from residents if the canal gets backed up. He said the 4400 South head gate would be a good precaution for the city to have to address canal flooding, regardless of what they decide to do in River Glen. Mr. Douglas said the Council has three proposals to review and consider designed to address flooding in River Glen, the first involving the purchase of pumps at an estimated cost to the city of \$72,400 and recommending the city rent a generator to run the pumps in the event of a flood. He said the second option at an estimated cost to the city of \$ 193,800 would be to split the storm and land drains and install a pump on the land drain to be used in the event of a flooding emergency. He said a third option at an estimated cost to the city of \$246,700 would be to put a permanent pumping system in place to address both possible land and storm drain flooding. Councilor Hunt asked how likely it is the city will experience similar flooding conditions to those experienced in 2011 again and Mr. Douglas said it is impossible to predict future flooding or design a pumping system to address all possibilities but he said the creation of a dike with a head gate the city can control in River Glen and installation of a box off the canal at 4400 South are two relatively low cost provisions that make sense to implement immediately. According to Mr. Douglas, with a head gate in place in River Glen and the creation of a small lift station, the city can use temporary pumps powered by a generator to address future flooding in this area and other areas of the city that might experience future flooding. He said electric pumps are a good idea because the gas ones need to be refueled every two hours at a high cost in manpower hours during that last flooding event. Mr. Douglas said if there had been a big rainstorm during the flooding the pumps would have been overwhelmed and he reminded the Council that there is no way to guarantee different conditions won't flood this area again even with the most comprehensive

set of pumps installed at this location. Mr. Douglas said investing a lot of money into a permanent pump system for River Glen will only protect one area of the city and the cost to benefit ratio will depend on future flooding events. Councilor Hunt said he agrees it doesn't make sense for Riverdale to have a lot of expensive pumps that may or may not be used just sitting around like those purchased by the State of Utah for the Great Salt Lake. He said in the event of an earthquake, any pump system the city constructs could be destroyed or damaged so he doesn't think a permanent pumping system at this location is a foolproof solution to prevent future flooding.

Councilor Staten asked for clarification about the River Glen drainage system and Mr. Douglas said many land drains aren't placed below the houses in River Glen and are considered sump pumps. Councilor Staten said he likes the second option in the packet. Mr. Douglas said this proposal requires tearing up the lower road in River Glen to put down separate land and storm drains to facilitate a permanent pump system. He pointed out this option won't guarantee against all future flooding threats. Mr. Douglas asked the Council for some feedback on what kind of an investment the city wants to make in River Glen as the developer is long gone and will not participate in paying part of the expenses of any of the proposals to address flooding in this subdivision. Mr. Hansen said most homes threatened by last year's river flooding in River Glen have now installed sump pumps. Mr. Douglas said he knows of 20 that were put in last year.

Councilor Mitchell said the city's efforts to pump water away from homes in River Glen worked well last year considering the extreme flooding conditions and helped create goodwill with the citizens who live in this area. Mr. Hansen said the city allowed this development on the advice of engineers and the Council must consider what responsibility for possible flooding is shared by the city. Councilor Staten asked about the city's liability and he said in his opinion Option 1 is only a band-aid and the right thing for the city to do is to fix the engineering problems with separate land and storm drains and a permanent pump system in River Glen. Councilor Hunt asked how many claims the city had received for flooding in River Glen after the 2011 flood season and Mr. Hansen said only one home without a sump pump filed a claim with the city at a total cost to the city of about \$5,000. Mayor Burrows said now most residents in River Glen have installed sump pumps and reduced the flooding hazard to their property. Mr. Douglas said everywhere throughout the city where storm drains are at river height, there is the possibility that when the river is running high they will get backed up and flood locations throughout the city. Mr. Hansen said the River Glen area was marsh land before it was developed and while initial owners would have known this, he would like to see subsequent owners made aware of the flooding potential through legal disclosures that this land used to be a swamp. Councilor Staten said in his opinion, it isn't the homebuyers responsibility to research the flood risk of the properties they are considering buying.

Mr. Hansen asked the Council if they need additional information to make a decision about these proposals and Councilor Searle said he would like staff recommendations. Mr. Douglas said he would recommend putting a head gate at 4400 South and Option 1, the purchase of pumps because they are hard to find when it floods while generators are typically easy to find and rent. Councilor Arnold asked about wiring the area to run the pumps off electricity in River Glen and Mr. Douglas said it could be done but he wouldn't recommend it because it would increase the cost of the project and wouldn't help if there was future flooding in other area of the city or a power failure in connection with a flooding event. Councilor Arnold suggested starting a city sponsored program where Riverdale pays half the cost for homeowners to put in the sump pump. Mr. Douglas said most homes have sump pumps now. Councilor Staten asked about the steps to implement Option 2 and Mr. Douglas said the city would need to tear up the road and replace piping all along the lower road of the subdivision. Mr. Douglas suggested starting with the implementation of Option 1 now to address the most pressing flooding concerns and then putting additional flood mitigation proposals in place later as city money is available in future years. Councilor Arnold said it is important that the city educate homeowners about the measures being put in place to address future flooding risks in River Glen. Councilor Mitchell said the residents he has talked to just want the city to take some action to address this problem since the city signed off on this subdivision being constructed. Mr. Douglas said he will bring a proposal to the upcoming Council Meeting on March 20, 2012 with a cost breakdown for the installation of a head gate at 4400 South and the creation of a headwall at River Glen. Councilor Searle said he would like a tour to see the sites of the proposed work and Mayor Burrows suggested a site visit be scheduled in place of the next Council meeting to allow the Council an opportunity to evaluate these sites and look at other high priority River Restoration sites. Mr. Fortie said from a financial perspective the purchase of a portable generator makes more sense for the city instead of a permanent one installed at one location. Councilor Arnold said the city can probably get a good deal on a military surplus generator.

Mr. Douglas said FEMA has approved funding where the trail washed out in the river on the south end of the city in the amount of \$200,000. He said FEMA is about to sign off on funding for a second area where the rock has been washed away undercutting the trail and he said they are still evaluating the kayak park, which is the area with the highest price tag. Mr. Douglas asked if the Council is willing to pay for repair of the kayak park if FEMA won't help fund it. He said the kayak park is cutting under the sewer wall and must be removed or fixed to prevent a public safety hazard. Councilor Staten said this is a feature that draws people to the city and he would like to see it rebuilt. Mr. Douglas said once FEMA approves a project the city must start construction quickly as federal funding requires the work be completed within 18 months. Councilor Searle asked about the possibility of making improvements to the trail in damaged areas and Mr. Douglas said FEMA will only pay for things to be restored to what they were before the flood, not for improvements. Councilor Staten said he was

impressed with River Restoration's report and recommendations and suggestions on how to prevent future trail destruction the next time the river rises. He said he feels the money the city invested in commissioning the report won't be well spent unless the Council acts proactively to implement suggestions and mitigate future flooding. Mayor Burrows asked about a site visit prior to the March 20, 2012 Council meeting and Mr. Hansen suggested the site visit replace the meeting March 6, 2012 meeting as the only action item on the agenda is a discussion of requesting project bids for some of the river restoration work. **There was unanimous consensus to amend the meeting notice for March 6, 2012 for a 5 p.m. Riverdale Trail Site Visit.**

#### *Street Maintenance/Water Tanks*

Mr. Douglas said there are no new proposed streets projects in addition to the budgeted annual maintenance work and construction of the roundabout at 4400 South and 700 West, which has already been approved by the Council. He said the Council needs to decide whether to repaint or build new city water storage tanks and dig a new well. He said Riverdale residents will already see an eight dollar increase on their monthly utility bills to cover higher sewer rates in the next year. Mayor Burrows told the Council that the city's steel water tanks are starting to corrode and the price tag to paint them is just under a million dollars every 12 to 15 years. He said a fiberglass coating won't require periodic painting. According to Mayor Burrows, the current tanks also don't have any earthquake protection. Councilor Staten asked about the extended lifetime of the tanks if the city paints them and Mr. Douglas said the paint is so expensive it is almost the same price to replace the tanks. According to Mr. Douglas, the last time the city replaced their tanks it was determined to be cheaper over time than painting them. Mayor Burrows asked for a cost comparison of the two alternatives and Councilor Arnold said he would like a comparison of how Riverdale utilities compare to other cities. Councilor Mitchell said a neighboring city recently held a contest to design what their new tanks would look like and received federal grant money to repaint them. Shawn said once that city is identified he'd look into how they secured their grant to repaint their water tanks. He suggested if the Council opts to paint their tanks that they use a solid color with no lettering to prevent them from being targeted in the event of a terrorist attack.

Mr. Douglas said the city will consolidate their wells from two to just one at a cost of \$600,000 and will put in two new tanks for a cost of \$1.7 million. Councilor Hunt asked about the water quality and capacity and Mr. Douglas said neither will change with the new tanks. Councilor Arnold said when municipalities raise rates they never go down again and Mr. Hansen said the cost of everything goes up over time and by the time a project like this is paid off, it is typically time to do it again. Mr. Hansen said water tank maintenance is set up to be funded with user fees. Mayor Burrows said capital improvement loans have a low interest rate and he told the Council staff will come back with updated numbers on these different water tank proposals for them to consider.

### Other Funds (General, Internal Service, & RDA)

Mr. Hansen reported that the Senior Center is running successfully as an example of a city project built on an RDA area and he said six years in, it is beginning to require more light maintenance. According to Mr. Hansen, the Senior Center's long term maintenance costs are well funded. He said in the West Bench and 550 West areas there are ongoing discussions between the city and developers.

According to Mr. Hansen, UTA has agreed to build half a dozen new benches and bus shelters in Riverdale this year at the city's request and in consideration of the \$3 to \$4 million dollars of tax revenue the city subsidizes UTA with annually. Mr. Hansen said he agrees with the Council's decision not to pass a streets ordinance at this time and to instead work under the guidelines of the general plan to create a more pedestrian and bike friendly community. He said the Veterans Committee turned from an ad hoc committee into a standing committee and he said he would like to avoid this with the creation of a Streets and Transportation Committee. Councilor Staten said there is guidance for creating a bike and pedestrian committee in some of the reference material he has received from the state of Utah and he said he would make that information available to the Council to consider in their deliberations about a transportation committee. Councilor Searle said he would like to see members of the Planning Commission, Council, and Veterans Committee as well as members of the public on the committee. He said someone who bikes through Riverdale daily had already contacted him expressing interest on serving on a future committee. Mayor Burrows said he had also been contacted by interested individuals. Councilor Staten said he would like a senior citizen and parent of young children on the committee and he said he would be willing to do a short write up in a future newsletter asking for public involvement on the committee. Mr. Hansen suggested the Council determine the make up of the committee before the city starts soliciting interest from the community for participation. Mr. Douglas said if different groups are represented on the committee, the city will get diverse feedback to consider. Councilor Mitchell said it would be wise to get input from different neighborhoods too. Councilor Arnold said the city also needs feedback from people who don't bike to represent that group of the population.

### **Discretionary Items**

Mayor Burrows said he would like to talk about Communities That Care (CTC) because he has been speaking with other mayors that are involved in the program and the term of the city's agreement is about to expire but will automatically renew unless the city withdraws from participation. He said he has heard CTC wants the city to sign a new interlocal agreement securing additional funding for their cause and he said in Tooele the city made a one time payment and the program was funded through grants after that. According to Mayor Burrows, CTC has not provided the Council with regular progress reports and has not secured grant funding, two key items they agreed to do and he cautioned the Council to carefully consider any ongoing financial contributions to this group. Councilor Hunt asked if CTC has applied for the federal funding grants they told the Council about last year and Mayor Burrows said it is his understanding the grants have been written but not submitted. Mayor Burrows said he is also hearing that the participating cities will need to match the grant amounts, which is not what was presented to the Council when the program was introduced. He said in the past CTC has

pressured the city to participate in their program through the media when Riverdale was simply following the city's process for adding new expenditures not part of the city's approved budget by holding a public hearing before voting on the funding request. Councilor Staten asked for some background on CTC as a new Council member. He said shortly after he was elected he received phone calls pressuring him to attend CTC meetings and to support the program. Councilor Searle said he had recently received an email from someone with CTC stating that Councilors Staten and Mitchell are planning to vote in favor of additional funding for the program and encouraging him to do the same. Councilor Staten said he never told anyone he planned to vote in favor of CTC and that email is not a correct representation of his conversations with CTC members. Mayor Burrows said he believes CTC has many well meaning individuals on their board but they have a poor process in place to accomplish their goals and lobby for support of their program. Mayor Burrows said the city appointed Councilor Arnold to serve as Riverdale City's representative on the CTC Committee. Councilor Arnold said he told the CTC Committee he works during the day and can't attend meetings unless they are held in the evenings. He said he also offered to help write the grants for funding but was never contacted about this. According to Councilor Arnold, CTC's structure involves too many people with too many ideas and benchmarks don't appear to be getting accomplished. He said he was an advocate of CTC in the beginning but doesn't appreciate the pressure members of the group have put on him to attend daytime meetings and while he supports the program, he doesn't agree with the group's tactics. Councilor Searle said he has received a request from CTC to attend their meetings as the city's representative because unlike Councilor Arnold he can attend during the day. **Mayor Burrows asked for consensus to put Councilor Searle on the CTC Board as Riverdale's Representative and unanimous consensus was reached.**

Councilor Hunt said it was his understanding that the funding request was a one time deal and CTC would then run on grant money after that. Councilor Arnold said in his opinion there are too many people on the committees to write the grants. Mayor Burrows said Riverdale Police Lieutenant James Ebert has attended several CTC meetings and expressed willingness to serve on a committee but was never assigned to one. Chief Hansen said it is frustrating when this group expends so much time and resources planning but never gets around to taking the necessary actions to meet their benchmarks. Councilor Searle said the city didn't receive the promised progress updates for months and then after requesting updates they have only come sporadically. Councilor Staten said besides the groups bullying tactics the only thing he has seen from CTC was a youth study about how teens get alcohol at home published in the Standard Examiner and some good parenting recommendations in a CTC Newsletter. He asked if this group has produced anything of value for the \$2,000 Riverdale invested a year ago and Mayor Burrows said the study they produced didn't use Utah data and was created by a national research institute, not CTC. According to Mayor Burrows, a second study CTC references was done by the local school district. Mayor Burrows said Roy and Fremont High aren't participating in the program because they already have programs to address teen issues in place. He said Riverdale spends thousands of dollars every year to address teen prevention programs through the police department, court, and recreation center and he suggested staff compile some numbers to show the public just how much Riverdale spends on prevention annually for programs with a proven track record.

**Adjournment**

With no further business to come before the Council at this time the meeting adjourned at approximately 3:10 p.m.

Approved: April 3, 2012

Attest:

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Bruce Burrows, Mayor

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Ember Herrick, City Recorder