

Minutes of the Riverdale City Council Strategic Planning Meeting held Tuesday, September 27, 2016, at 6:00 PM, at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

**Present:**

City Council: Norm Searle, Mayor  
Gary E. Griffiths, Councilor  
Alan Arnold, Councilor  
Cody Hansen, Councilor

Planning Commission: David Gailey, Commissioner  
Lori Fleming, Commissioner  
Michael Roubinet, Commissioner  
Kathy Eskelsen, Commissioner  
Robert Wingfield, Commissioner

City Employees: Rodger Worthen, City Administrator  
Steve Brooks, City Attorney  
Shawn Douglas, Public Works Director  
Scott Brenkman, Police Chief  
Rich Taylor, Community Services Director  
Cody Cardon, Business Administrator/Finance Director  
Jared Sholly, Fire Chief  
Mike Eggett, Community Development

Excused: Braden Mitchell, Councilor  
Brent Ellis, Councilor  
Steve Hilton, Planning Commission Chair  
Blair Jones, Commissioner  
Jackie Manning, City Recorder

Visitors: None

- **Welcome – Mayor Searle**

Mayor Searle called the meeting to order and welcomed all in attendance, and excused Councilor Mitchell and Ellis, and Commissioner Hilton and Jones from tonight's meeting. Mayor Searle commented on the 4400 South walk-way that will go under Interstate-15. He discussed design ideas as presented from the contractors, Wadsworth and Construction. Mayor Searle dispersed some conceptual design ideas for the walk-way. Each member of the Council, Planning Commission, and City Staff stated their name for the record.

- **Strategic Planning Process Review: Third Quarter 2016 Performance Review**

Rodger Worthen, City Administrator, asked everyone to sign in. He excused the City Recorder from attendance. She was at a training. Mr. Worthen referred to the back of the agenda which contained a graph overview of tonight's meeting topics. Mr. Worthen discussed the purpose of tonight's meeting which was to provide direction for capital improvements, budgets, general plan, and overall vision of the City.

Mr. Worthen read a quote from David Church, attorney for the Utah League of Cities and Towns, "Local governments exist for three principle reasons: 1. Provide service for residents that cannot more efficiently provide for themselves. 2. To create or sustain a sense of community. 3. Exercise local control as necessary to accomplish the first two objectives." Mr. Worthen provided an example for each of these principles and how it relates to City officials and staff.

Mr. Worthen discussed city staff's response and collaboration regarding the tornado damage clean-up. There was a discussion regarding damage to Riverdale City after the tornado. Mr. Worthen provided estimated property damage (which is mainly private property) to be a little over 900 thousand. He didn't feel this would be a state declaration of emergency, but explained there are federal programs home owners can seek for additional help. He explained the process for state declaration of emergency. He discussed the various service of the community from local churches and businesses that helped during the tornado clean-up.

Councilor Griffiths commented on the dumpsters that were provided by Robinsons Waste. There was a brief discussion regarding the green waste that was also provided. Mayor Searle discussed homeowners insurance as it related to homes that were destroyed as a result of the tornado. Mayor Searle wanted to ensure residents needs were met and received information regarding programs available to them. There was a discussion regarding the volunteer process. Councilor Arnold stressed the importance of needing a more organized process for volunteers after a natural disaster. Mr. Worthen discussed the monthly emergency preparedness meeting with the various department heads to

help mitigate future disasters.

- **Planning Commission Issues**

1. General Plan

Mike Eggett, Community Development Director, stated the last time the general plan was updated was September 2, 2014 as well as the land use master plan. He discussed areas that may need to be updated for the general plan, such as the housing component. He discussed the various reports submitted to several state agencies annually, specifically FEMA (Federal Emergency Management Agency) and their flood plain maps update that is occurring.

Mr. Eggett emphasized the need to update the general plan to reflect the new developments and impacts those developments/businesses/change in land use have on the city. He discussed the general plan map areas 2, 3, 6, 7 and developments therein that specifically had an impact in Riverdale City. He emphasized the importance of having the general plan map reflect the land uses in Riverdale to maintain the goals of the city.

Mr. Eggett felt the final update should include transportation, which would be connected to any grant funding. He discussed the trail connection into Roy City, which needs to be reflected in the transportation plan. Mr. Worthen explained the general plan does reflect the bike trail system. Councilor Griffiths stated it also reflected the RDA areas. Mr. Eggett stated it does not have the latest proposed 700 West CDA.

Commissioner Roubinet commented on the efforts and work performed by Mr. Eggett and stated the Planning Commissioners follow his advice. Commissioner Eskelsen discussed the benefits of all the information Mr. Eggett provides to the Planning Commission for each meeting.

2. Title 9 and 10

Mike Eggett, discussed Title 9 regarding building codes, which are annually updated by the state legislature. Mr. Eggett discussed the different updates which have occurred in Riverdale City in relation to set-backs both commercial and residential. He discussed other updates that have occurred for Title 10.

3. Other

Councilor Arnold discussed the need to update the landscaping ordinance to review if the 20 percent landscaping minimum is feasible. He discussed landscaping to help emphasize water preservation. He discussed the nuisance that island landscaping creates in relation to property owners keeping the areas looking nice. There was a discussion regarding private property and landscaping maintenance.

There was a discussion regarding water meter readers and the phasing of the new meters.

Mr. Brooks sought direction regarding the 20 percent landscaping and asked specifically if they wanted to reduce or increase the minimum landscaping requirement for new commercial developments. Councilor Arnold encouraged city staff to review other cities in relation to the landscaping ordinance. He emphasized the importance of following the city ordinance and not sending projects through Planning Commission that didn't meet the current City Ordinance. There was a discussion regarding the landscaping ordinance in relation to the definitions as to what was considered landscaping. Councilor Arnold discussed the importance of ensuring developers not only meet the landscaping ordinance, but also maintain their landscaping after their development is complete. He stated it may be a good idea to define a landscaping look for Riverdale City.

Commissioner Gailey discussed the difficulties landscaping can create in impacting line of site for drivers. He provided the example of the Wal Mart parking lot. He discussed the possibility of height restrictions to avoid this in the future. Mr. Eggett discussed site triangles and explained he could mention something to Wal-Mart. Mayor Searle asked if there was a consensus to review the landscaping ordinance and the majority agreed to review the ordinance. Councilor Hansen explained he did not have a specific minimum in mind for landscaping, but he didn't want to see an entire landscaping plan of stamped concrete either. He asked for diversity of landscaping and to include that in the minimums. Councilor Arnold discussed the visibility options as well. He provided the example of the original Harley Davidson building, which met the ordinance by putting landscaping that wasn't visible, as it was located in the back of their store. Councilor Griffiths encouraged the Planning Commission to look at Park City's landscaping. Mayor Searle encouraged Mr. Eggett to review several cities to assist in drafting the new landscaping ordinance.

There was a discussion regarding decorative lighting and how it could enhance a community. Mayor Searle disclosed the new patio homes being built, were denied decorative lighting. Mr. Douglas discussed the difficulties of decorative lamp posts in residential areas due to the increase of maintenance costs for the City. He used the example of River Glen Subdivision. He discussed the different cost of decorative lamps. There was a discussion regarding decorating aesthetics and the potential to review the overall look of Riverdale City.

Mr. Eggett explained when he first began working for Riverdale City, the former City Administrator, Larry Hansen, attempted to provide some decorative signage/display off the freeway, but UDOT (Utah Department of Transportation)

**Riverdale City Joint  
Strategic Planning Meeting: September 27, 2016**

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prevented it from ever occurring due to height restriction/line of site issues. Mayor Searle discussed the limited employees of Public Works Department employees for maintenance of these proposed decorative features.

• **Department Reports FY 2016 Results, FY 2017 Goals & Objectives**

1. Police

Scott Brenkman, Police Chief, discussed the training needs for his department due to the transition of losing 38 percent of his officers due to retirement and recruitment of other cities. He expressed the importance of remaining competitive to be able to retain officers. He discussed the expense of training and equipment of having new officers.

He discussed the need for new body cameras, because the existing cameras do not work. Chief Brenkman stated he has been researching different body cameras to see what would be the best for Riverdale City. There was a discussion regarding the body cameras with an emphasis on the recurring issues with the devices.

2. Fire

Jared Sholly, Fire Chief, discussed the mechanical issues of the current fire equipment. He discussed the maintenance and growing cost of repair for the fire equipment. He discussed the purchase of the new Quint fire vehicle and the diverse uses of this vehicle.

Chief Sholly discussed budget needs such as the garage doors on the fire department. There was a brief discussion regarding the Heavy Rescue vehicle. Chief discussed the vehicles uses throughout Weber County. He discussed its use during the tornado clean-up.

Councilor Griffiths asked about wild fires. Chief Sholly discussed an agreement with Weber County to assist with wild fires. Chief Sholly explained he is working to set up an action plan to help mitigate potential fire issues.

3. Legal

Steve Brooks, City Attorney, discussed the remodel and equipment upgrades in the Council Chambers. He thanked the public works department for helping save the city money by doing the majority of the remodel. Mr. Brooks discussed the reduction in revenue for his department, which is in part contingent upon tickets issued by police officers. He stated they have reduced staff as much as they can with the work load. He felt overall they were in good shape.

4. Community Development

Mike Eggett, Community Development Director, stated this has been a busy year for his department. He discussed the growing workload of the building official, Jeff Woody. He expressed appreciation for Mr. Woody and all of his hard work. He discussed his efforts with Mr. Worthen in striving to promote growth in RDA areas. He discussed his training in GIS system to help create maps for the City. Councilor Griffiths asked about the possibility of getting assistance with GIS from college intern students, possibly from Weber State. Councilor Griffiths stressed the importance of getting the GIS system running. Mr. Eggett stated he has discussed that option with Mr. Worthen.

5. Business Administration

Cody Cardon, Business Administrator, discussed the financial audit. He stated sales tax appears to be up at 4 percent. He discussed the department goals regarding Facebook and social media posts. He discussed budgetary needs for a generator for emergency preparedness.

Councilor Hansen discussed the possibility of live streaming the City Council Meetings. He felt it would be easier and more cost efficient. Mr. Cardon stated some information has been presented to the City Manager. He discussed a cost range between \$2,000 to \$6,000 for equipment. He also discussed maintenance of the equipment including staff involvement. He stated they will present the information to the Council when the research is complete.

Rodger Worthen, City Administrator, provided information pertaining to tornado damage from the recent storm that occurred in Riverdale City. He discussed the usage of Facebook to help get this information to the public.

6. Public Works

Shawn Douglas, Public Works Director, discussed the focus of customer service. They discussed the new work order system which involves iPad usage, as such they are completed a lot faster. Mr. Douglas discussed the pedestrian trail bridge over I-15. He discussed goals for the department such as, back up for the well and finish the meter system for remote meters. He discussed the benefits for city residents and city staff with the new meters.

Councilor Hansen asked if the utility billing clerk could include meter information in the department reports, specifically the itemized billing pertaining to number of residents, water usage and how the amount they are being billed.

7. City Administration

Mr. Worthen discussed an application submitted to BYU college pertaining to services available for a study regarding revenues and finance. It would be an overall strategic financial review. He hasn't heard back if they were selected. Mr. Worthen discussed the importance of emergency preparedness team that will meet monthly. He discussed programs

**Riverdale City Joint  
Strategic Planning Meeting: September 27, 2016**

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offered by FEMA for additional training. There was one in Maryland which will be reimbursed by FEMA. He discussed emergency preparedness and the various roles of City Staff and City Council. Mr. Worthen discussed the training available online for emergency preparedness classes.

8. RDA

Mr. Worthen stated he will not be discussing much regarding the RDA, because it was discussed at a prior City Council meeting.

9. City Benchmarks and Performance Measures

Mr. Worthen dispersed a copy of the benchmarks and performance measures, which are available on the City Website. These documents are updated annually, usually the first of the year.

Mr. Worthen discussed the difference benchmark categories on the chart: 1. Customer Service Satisfaction Survey (which is a survey that is given to the residents approximately every 3 years) 2. Total City Property Tax Revenues and Taxes Paid per \$100K of Residential Value 3. City Sales Tax Revenue vs. Consumer Price Index (one of the best years for the city) 4. General Fund Expenditures by Department 2006-2015 5. City Staffing: Actual Full-Time Equivalent Positions 6. Rainy Day Fund Reserve Balance (the state allows a reserve of up to 25 percent) 7. General Fund Surplus Budget vs. Actual. Mr. Worthen discussed sales tax revenue and how it impacts Riverdale City, which impacts the budget.

There was a discussion regarding the new roadway funds and the types of projects that would qualify for that funding.

10. Community Services

Rich Taylor, Community Services Director, discussed new programs offered in the recreation department as well as the positive community response, including archery and volley ball. He discussed the new doors for the building. He discussed maintenance needs for the Community Services such as the aging furnaces, and the heavily used bleachers which have bent frames. There was a discussion regarding cost of new bleachers; the estimated cost to replace all the bleachers located at the Community Center would be \$100K. Councilor Hansen asked about just replacing the metal portion on the bleachers, and Mr. Taylor stated he will research that. He discussed the challenge of the finding parts for the bleachers due to the age.

• **Other Specific Review and Discussion Issues**

1. Trash Collection Issues – Weber County Concerns

Mr. Worthen discussed the trash collection issues, due to the transfer station, throughout the cities in Weber County. Weber County is having a study performed to help identify the issues. Mayor Searle provided a history of the recycling and trash materials regarding the transfer station utilized by Weber County. There was a discussion regarding the transfer station implementing tipping fees to help mitigate the impact of the growing cost to recycle and process trash. Mayor Searle discussed the different options the County is reviewing and how each would impact residents.

Mayor Searle discussed the concerns throughout Weber County in regards to drainage. He stated Weber County is drafting a drainage plan for the cities within the county.

Mayor Searle discussed the concerns regarding Weber County raising property taxes approximately 24 percent for additional law enforcement to help communities that don't have their own police department. Mayor Searle explained the Sheriff's department is currently taking care of those communities. Mayor Searle explained the communities without police departments are paying half of what it costs cities with police departments for law enforcement services. He further explained the sheriff's department is subsidized by cities within Weber County and by all residential tax payers who live within Weber County. Several Mayor's banded together and submitted a letter to Weber County opposing this proposed tax increase. A decision will be made by the Weber County Commission in November.

2. Ritter Drive – Status of Land Development in the Area

Mr. Worthen discussed the new developments along Ritter Drive and 1500 West and the changing land uses for those two streets. Mr. Worthen discussed possible road improvements such as curb, gutter, and sidewalks on both sides of Ritter Drive, and a traffic circle. He felt with road improvements Ritter Drive may become safe enough to re-open in both directions. He discussed different traffic slowing road improvements that could be made. City staff has continued to review Ritter Drive for possible improvements, with funding coming from proposition one road monies. He stated ultimately it would be the Council and Mayors decision.

There was a brief discussion regarding the Coleman Family Property and whether or not it would be developed residential. The City also owns a portion of property along Ritter Drive near the Coleman Family Property, which will be appraised and assessed. There was a brief discussion regarding road connectivity along Ritter Drive and the subdivisions surrounding Ritter Drive. Councilor Griffith commented on the increase in traffic along Ritter Drive.

3. Discretionary

Councilor Arnold discussed emergency preparedness and the need to get organized. He stated Steve Hilton, the Planning Commission Chair, is the contact for the LDS Church for emergency preparedness and should be included with

**Riverdale City Joint  
Strategic Planning Meeting: September 27, 2016**

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the city's plans for future emergency planning. He discussed the importance of phone trees. Chief Sholly discussed the city's approach to prepare for future emergencies, should they arise. Mayor Searle discussed the newly monthly emergency management meeting, which will include leaders of volunteer groups. Councilor Griffiths discussed the need to practice the emergency tactics.

- **Adjourn**

**MOTION:** Having no further business to discuss, Councilor Arnold made a motion to adjourn. The motion was seconded by Councilor Hansen; all voted in favor. The meeting was adjourned at 8:20 PM.

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Norm Searle, Mayor

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Jackie Manning, City Recorder

Date Approved: **November 15, 2016**